

Cognos report in Workday

HR0014 Diversity Metrics - NU Diversity Dashboard

The **NU Diversity Dashboard** in workday was previously known as **HR0014 Diversity Metrics**. The Cognos report will be retired, and the Workday report will be used going forward.

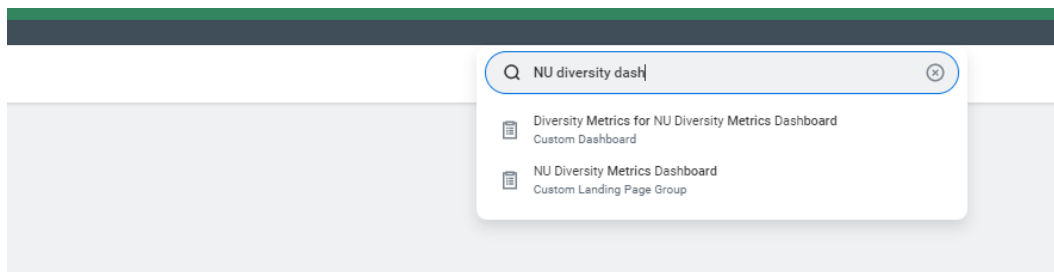
NU Diversity Metrics Dashboard

Description

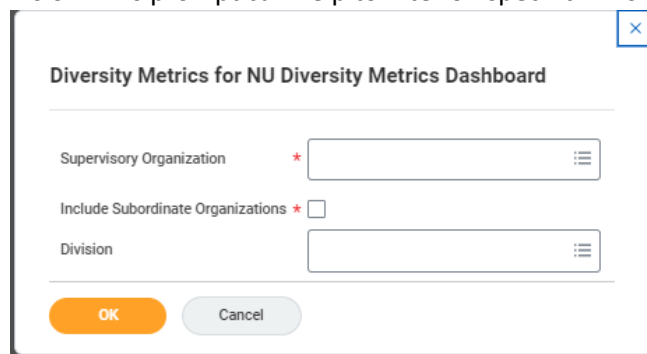
The dashboard has been created to provide diversity metrics of active employees across university. It includes only Faculty and Staff employees and excludes Students and Temp Non- Students.

How to find and run the dashboard in Workday

1. Search NU Diversity Dashboard in Search bar and click either of the link below to get into the dashboard.



2. On clicking any of the dashboard link above, following prompts will pop- up.
 - a. Supervisory Organization: Required, Select the supervisory organization that you want to see the diversity data
 - b. Include Subordinate Organizations: Required, Select the check box to include all the subordinate organizations under the Supervisory Organization selected
 - c. Division: This prompt can help to filter on specific Division.

A screenshot of a pop-up form titled 'Diversity Metrics for NU Diversity Metrics Dashboard'. The form contains three input fields. The first field is labeled 'Supervisory Organization' with a red asterisk and a dropdown menu. The second field is labeled 'Include Subordinate Organizations' with a red asterisk and a checkbox. The third field is labeled 'Division' with a dropdown menu. At the bottom of the form, there are two buttons: 'OK' (orange) and 'Cancel' (grey). A close button (X) is located in the top right corner of the form.

- Diversity Metrics for NU Diversity Metrics Dashboard

Supervisory Organization

x Human Resources-PM (Michele Grazulis) ...

Include Subordinate Organizations

☒

Division

x DIV11 Human Resources ...

OK

Cancel

- | Asian | | | | | Black |
|----------|-------|-------|----------|-------|-------|
| Female | | Male | | | |
| Column % | Row % | Count | Column % | Row % | Count |
| | | | | | 12 |

Criteria	View by:	Gender	and then by:	Select a Field...	Refresh
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2 items

Gender	Total		
	Count	Column %	Row %
Female	2	100.0%	2
Total	2	100.0%	2

Criteria View by: Gender and then by:

Select a Field...

- Gender
- Job Employee Type
- Job Segment
- Minority
- Self-Identification of Disability Status
- URM
- Veteran Status Identification

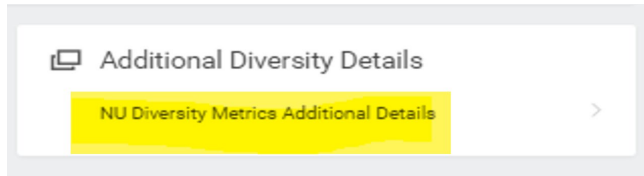
Refresh

2 items

Gender	Job Employee Type	Job Segment	Minority	Self-Identification of Disability Status	URM	Veteran Status Identification
Female						
Total						

5. **Additional Diversity Details:**

- a. This report provides additional diversity details for the division
- b. Click on following link



- c. Following prompts will pop-up, that can be populated with same values as used before while running the dashboard

A screenshot of a pop-up form titled 'NU Diversity Metrics Additional Details'. The form contains several dropdown menus: 'Worker Types', 'Employee Type', 'Contingent Worker Type', 'Division' (with 'DIV11 Human Resources' selected), and 'Supervisory Organization' (with 'Human Resources-PM (Michele Grazulis)' selected). There is a checkbox labeled 'Include Subordinate Organizations' which is checked. Below these fields is a 'Filter Name' input box, a 'Manage Filters' link, and a 'Save' button. At the bottom of the form are 'OK' and 'Cancel' buttons.

- d. User can view Race/Ethnicity count and percentage by Gender as well as by URM, All minority and Non-Minority for the specified division. Color Coding on the counts/percentages will help to distinguish the different minority categories (URM, All Minority and Non- Minority)