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.

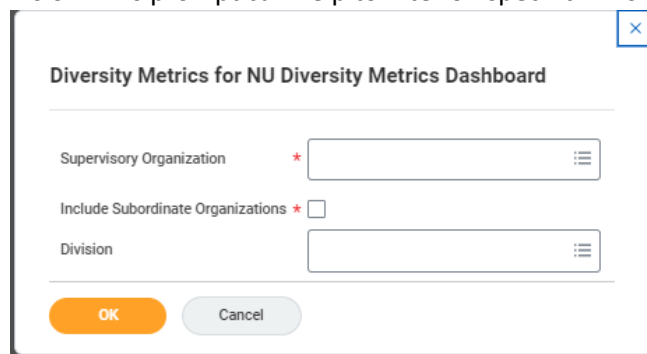**NU Diversity Metrics Dashboard**

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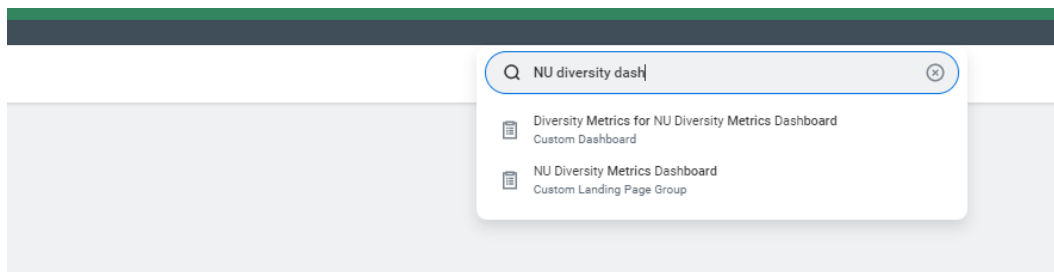
2. On clicking any of the dashboard link above, following prompts will pop- up.
   a. Supervisory Organization: Required, Select the supervisory organization that you want to see the diversity data
   b. Include Subordinate Organizations: Required, Select the check box to include all the subordinate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

d. Following is the example to see diversity metrics for DIV11 under supervisory organization "Human Resources-PM (Michele Grazulis)".

3. There are 5 charts and tables
   a. **Summary**: summarizes counts and percentages by division, job segment, job family group, disability status, veteran status
   b. **Summary by Job Family Group**: summarizes counts and percentages by job family group
   c. **Summary by URM**: summarizes counts and percentages by Underrepresented minority vs Non unrepresented minority (include Asian and Non - minority) in the division selected. URM Includes:
   d. **Summary by Minority:** summarizes counts and percentages by All Minority (including URM) vs Non-Minority
   e. **Summary by Gender:** summarizes counts and percentages by gender
4. User can click on any count hyperlink to further summarize data
   a.

5. **Additional Diversity Details:**
   a. This report provides additional diversity details for the division
   b. Click on following link
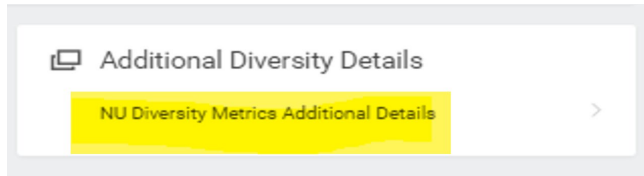
   c. Following prompts will pop-up, that can be populated with same values as used before while running the dashboard

   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)