

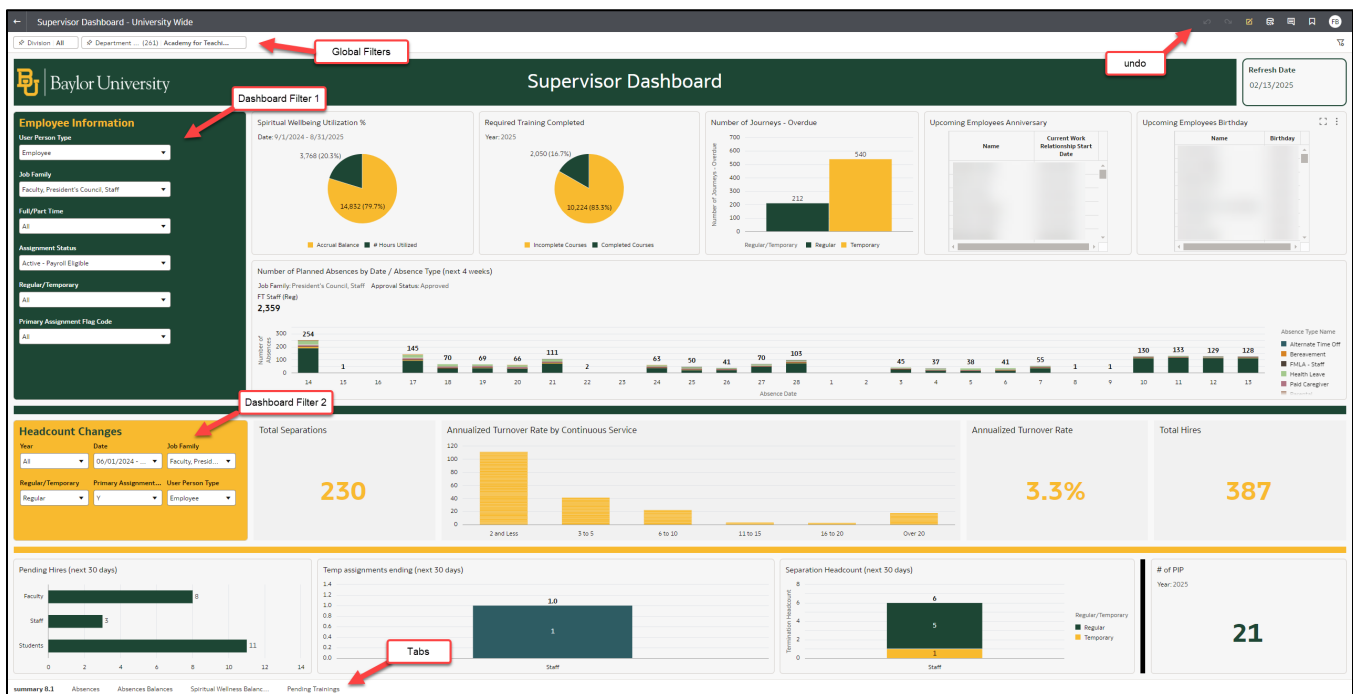
The Table of Contents below allows users to quickly navigate the details in the defined sections by clicking on the titles.

Table of Contents

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Overview:

The **Supervisor Dashboard** provides a comprehensive overview of a specific department or division. It facilitates daily organization and provides essential information for effective management, such as: detailed employee information, headcount fluctuations, and hiring or termination activities.



General tips:

- Use the Global Filters at the top of the dashboard to define the content displayed.
- Filters are automatically saved upon closing the dashboard to prevent users from having to redefine the search criteria. Any change to the filters overrides previous settings.
- Click the icon to reset the filters to the dashboard's default settings.

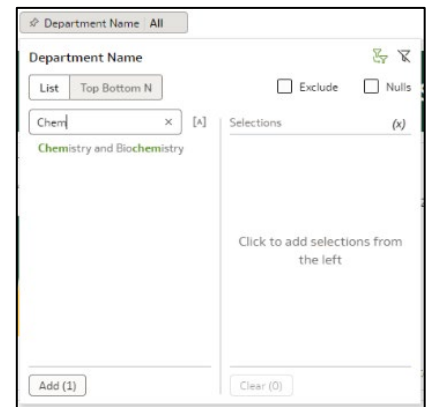
Filters:

Two types of filters are available in the Supervisor Dashboard:

- 1) **Global Filters:** located at the top of the dashboard control all visualizations within the dashboard
- 2) **Dashboard Filters:** located on the left side of each segment control only the visualizations within that segment

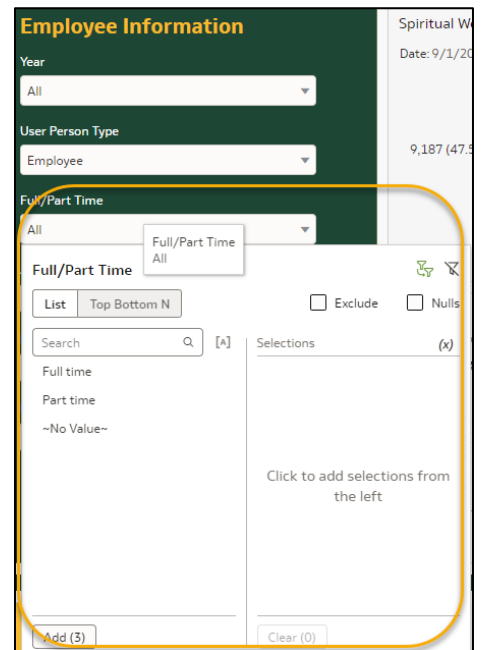
To make changes, click on the filter then search for the appropriate value. Once a selection is added, the corresponding visualization is updated automatically.

For example: Click on Department Name (Global Filter), type in 'Chem' to search for Chemistry and Biochemistry, click on the value to include it in the 'Selections,' then the visualization within the dashboard updates automatically.



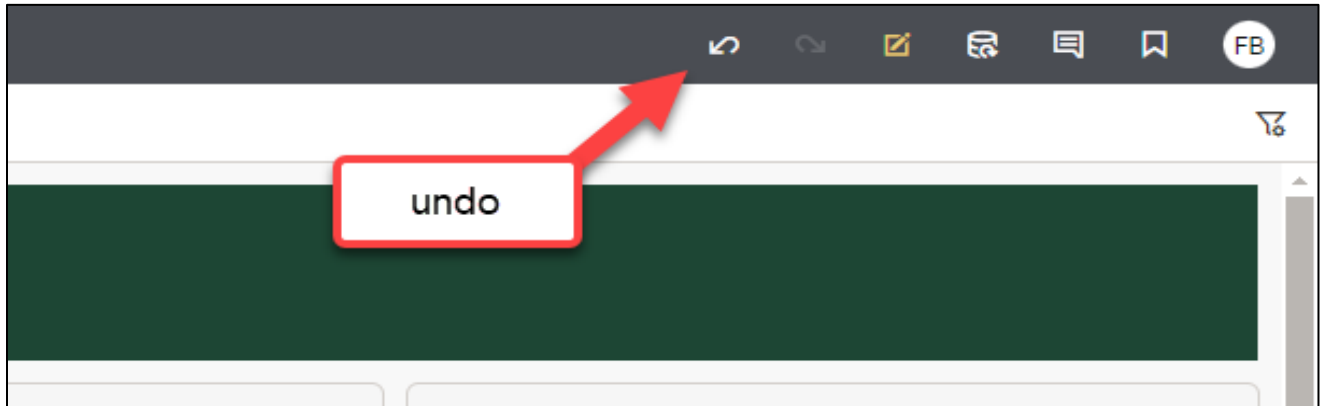
Users can filter the Employee Information segment by updating the Employee Information Dashboard Filters.

For example: Click on 'Full/Part Time' and select 'Full time'; this filter only affects the visualizations on the right side within this segment.

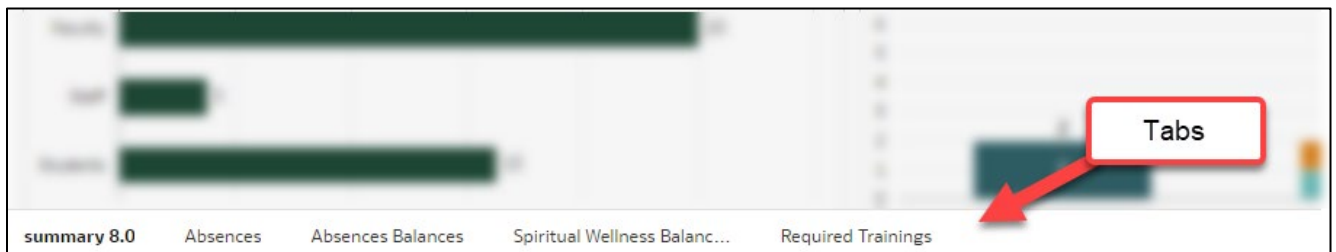


Navigation:

Users can undo the previous action by using the back arrow icon located near the top-right corner of the dashboard.



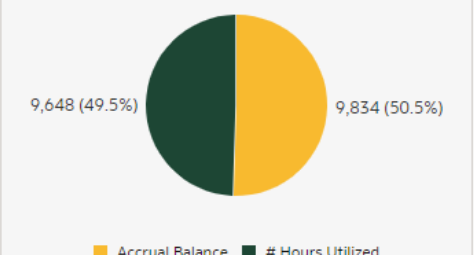
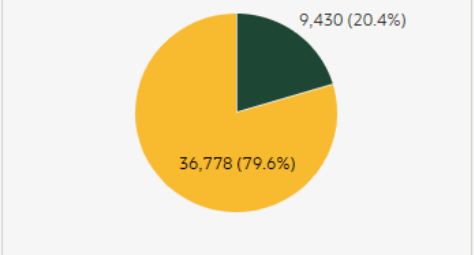
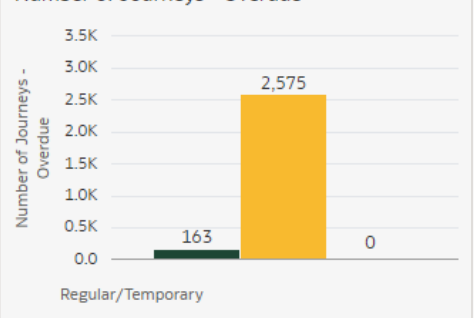
A report may contain multiple tabs. Click on a tab to explore the additional information.



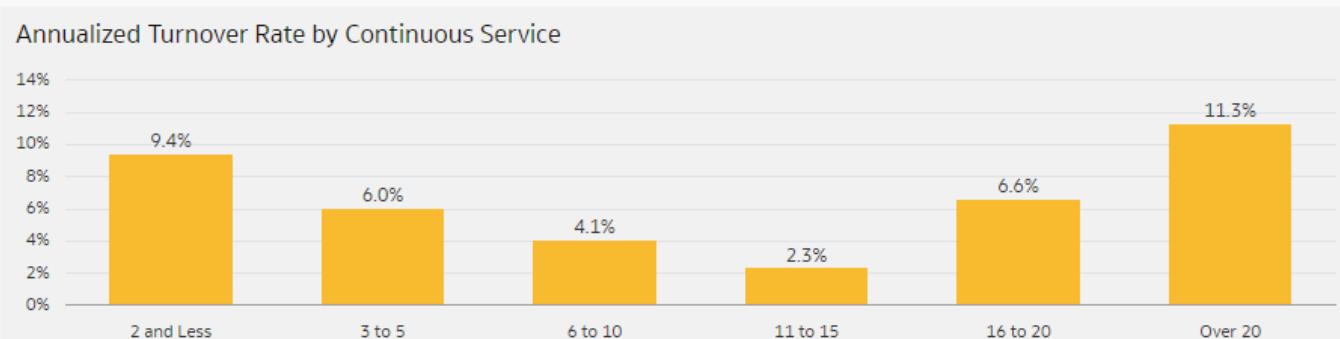
Summary tab:

Data in this dashboard updates once daily so the results are current to the prior day. The report content includes the following metrics:

Employee Information

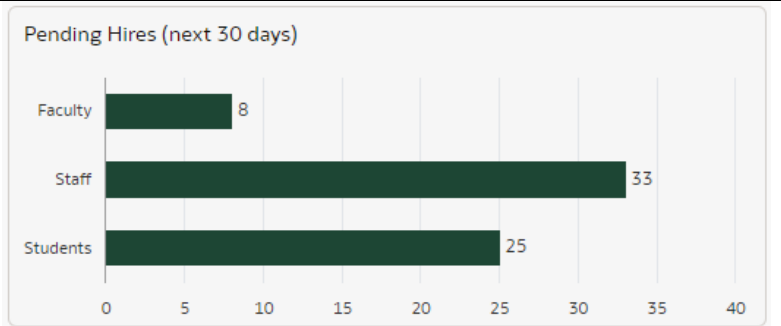
<p>Spiritual Wellness Utilization: provides the number of spiritual wellness hours utilized vs. the remaining accrual balance between September 1st to August 31st</p>	<p>Spiritual Wellness Utilization % Date: 9/1/2023 - 8/31/2024</p>  <table border="1"> <thead> <tr> <th>Metric</th> <th>Value</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Accrual Balance</td> <td>9,648</td> <td>49.5%</td> </tr> <tr> <td># Hours Utilized</td> <td>9,834</td> <td>50.5%</td> </tr> </tbody> </table>	Metric	Value	Percentage	Accrual Balance	9,648	49.5%	# Hours Utilized	9,834	50.5%
Metric	Value	Percentage								
Accrual Balance	9,648	49.5%								
# Hours Utilized	9,834	50.5%								
<p>Required Training Completed: provides the number of required courses completed vs. incomplete</p>	<p>Required Training Completed</p>  <table border="1"> <thead> <tr> <th>Metric</th> <th>Value</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Completed Courses</td> <td>36,778</td> <td>79.6%</td> </tr> <tr> <td>Incomplete Courses</td> <td>9,430</td> <td>20.4%</td> </tr> </tbody> </table>	Metric	Value	Percentage	Completed Courses	36,778	79.6%	Incomplete Courses	9,430	20.4%
Metric	Value	Percentage								
Completed Courses	36,778	79.6%								
Incomplete Courses	9,430	20.4%								
<p>Number of Journeys Overdue: provides the number of journeys that are overdue displayed by employee type</p>	<p>Number of Journeys - Overdue</p>  <table border="1"> <thead> <tr> <th>Employee Type</th> <th>Number of Journeys Overdue</th> </tr> </thead> <tbody> <tr> <td>Regular</td> <td>163</td> </tr> <tr> <td>Temporary</td> <td>2,575</td> </tr> <tr> <td>~No Value~</td> <td>0</td> </tr> </tbody> </table>	Employee Type	Number of Journeys Overdue	Regular	163	Temporary	2,575	~No Value~	0	
Employee Type	Number of Journeys Overdue									
Regular	163									
Temporary	2,575									
~No Value~	0									
<p>Employees Anniversary: displays employees with a work anniversary in the current and next month, chronologically</p>	<p>Upcoming Employees Anniversary</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Current Work Relationship Start Date</th> </tr> </thead> <tbody> <tr> <td colspan="2">[Table content is blurred]</td> </tr> </tbody> </table>	Name	Current Work Relationship Start Date	[Table content is blurred]						
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[Table content is blurred]										

Headcount Changes

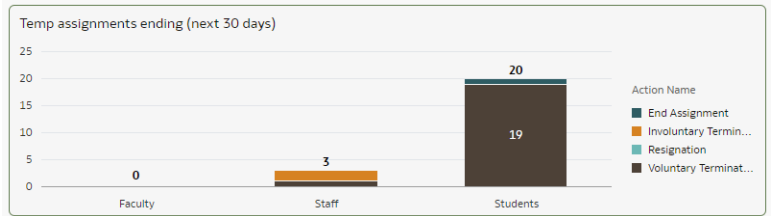
<p>Total Separations: displays the number of terminations in each year</p>	<p>Total Separations</p> <p style="font-size: 2em; font-weight: bold; color: #FFC000;">230</p>														
<p>Annualized Turnover Rate by Continuous Service: displays the turnover rate up by years of service (# of Employees terminated/average # of employees) x 100 in a given year</p> <div style="border: 1px solid #ccc; padding: 10px;"> <p>Annualized Turnover Rate by Continuous Service</p>  <table border="1"> <thead> <tr> <th>Years of Service</th> <th>Annualized Turnover Rate</th> </tr> </thead> <tbody> <tr> <td>2 and Less</td> <td>9.4%</td> </tr> <tr> <td>3 to 5</td> <td>6.0%</td> </tr> <tr> <td>6 to 10</td> <td>4.1%</td> </tr> <tr> <td>11 to 15</td> <td>2.3%</td> </tr> <tr> <td>16 to 20</td> <td>6.6%</td> </tr> <tr> <td>Over 20</td> <td>11.3%</td> </tr> </tbody> </table> </div>		Years of Service	Annualized Turnover Rate	2 and Less	9.4%	3 to 5	6.0%	6 to 10	4.1%	11 to 15	2.3%	16 to 20	6.6%	Over 20	11.3%
Years of Service	Annualized Turnover Rate														
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16 to 20	6.6%														
Over 20	11.3%														
<p>Annualized Turnover Rate: displays the turnover rate overall (# of Employees terminated/average # of employees) x 100 in a given year</p>	<p>Annualized Turnover Rate</p> <p style="font-size: 2em; font-weight: bold; color: #FFC000;">7.2%</p>														
<p>Total Hires: displays the number of employees hired in each year</p>	<p>Total Hires</p> <p style="font-size: 2em; font-weight: bold; color: #FFC000;">299</p>														

Misc.

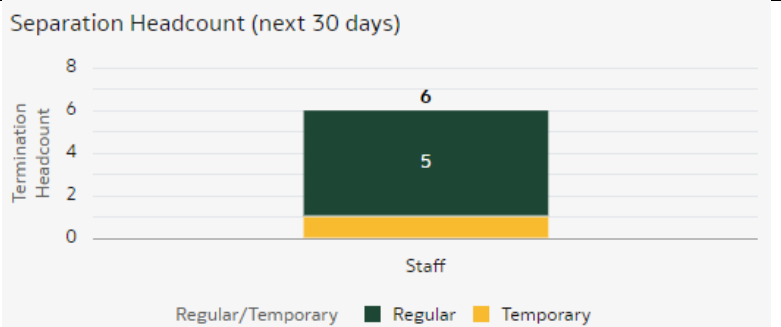
Pending Hires (next 30 days): displays the number of pending hires by job family in the next 30 days



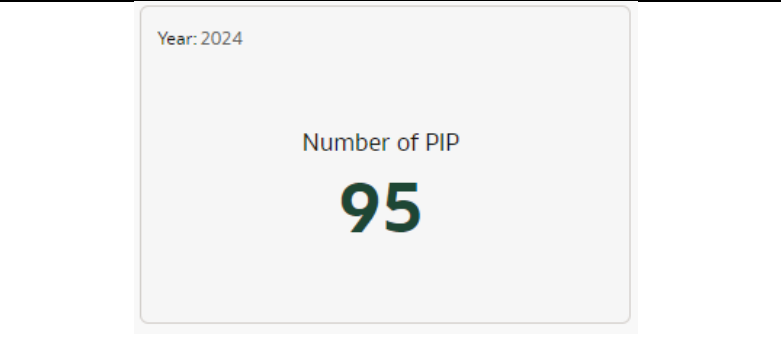
Temp Assignments Ending (next 30 days): displays the number of assignments ending in the next 30 days by action name



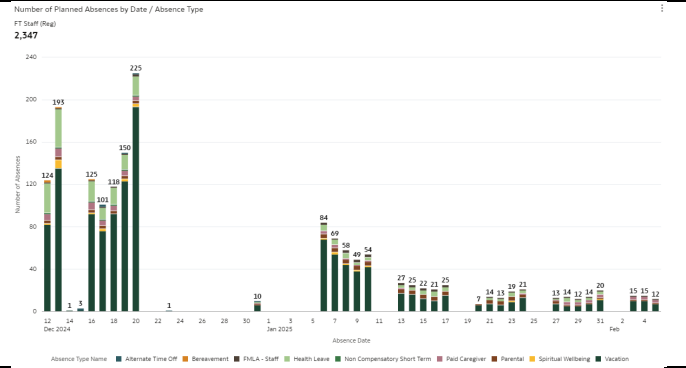
Separation Headcount (next 30 days): displays the number of termination headcount in the next 30 days by employee type



Number of PIP: displays the number of employees with performance improvement plans



Number of Planned Absences by Date / Absence Type: displays the aggregated # of absences by date broken out by absence type in the next 8 weeks



Overview Table: Displays the details of the aggregated total # of absences by department name and date in a table format

Department Name	FT Staff (Reg)	12/12/2024	12/13/2024	12/14/2024	12/15/2024
		Thu	Fri	Sat	Sun
Grand Total		124	193	1	
Academy for Teaching and Learning	3				
Accounting and Business Law	1	1			
Acrobatics and Tumbling	6				
Advancement Communications and Campaign Operations	17	2			
Advancement Services	23	1	1		
Advertising and Brand	4				

Absences Balances tab:

This report offers a detailed summary of absence balances by division, department, job family, employee name, and absence plan name:

← Supervisor Dashboard
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📄 Division All
📄 Department Name All

Absences Balance Report

Assignment Status	Job Family	Absence Status Code	Approval Status	Regular/Temporary	Primary Assignme...	User Person Type	Full/Part Time	Person Full Name	Year
Active - Payr...	All	All	All	Regular	Y	Employee	Full time	All	All

Division	Department Name	Job Family	Person Full Name	Bereavement	Health Leave	Paid Military / Emergency Responder	Vacation
				Plan Balance	Plan Balance	Plan Balance	Plan Balance
Academic Affairs Division	Baylor Career Center	Staff		0.00	246.29	480.00	172.41
	Center for Academic Success and Engagement	Staff		0.00	300.84	480.00	106.09
				0.00	80.88	480.00	
	Global Engagement	Staff		0.00	302.76	480.00	243.27
				0.00	8.14	480.00	19.14
	Graduate School	Staff		0.00	283.74	480.00	129.46
				0.00	97.35	480.00	91.21
				0.00	215.23	480.00	65.27
				0.00	7.54	480.00	114.69
				0.00	36.44	480.00	88.34
	Institute for Faith and Learning	Staff		0.00	286.76	480.00	224.00
	Major Exploration and Success Advising	Staff		0.00	303.74	480.00	113.72
				0.00	307.88	480.00	233.00
	Material Sciences	Staff		24.00	284.02	480.00	126.98
	Office of Access and Learning	Staff		0.00	320.00	480.00	174.15
			0.00	118.30	480.00	161.55	
			0.00	40.56	320.00	59.16	
Office of Institutional Research	Staff		0.00	116.71	480.00	197.25	

summary 8.0
Absences
Absences Balances
Spiritual Wellness Balanc...
Required Trainings

Spiritual Wellbeing tab:

This report offers a detailed summary of spiritual wellbeing leave balances with the remaining balance as well as # hours utilized.

Supervisor Dashboard
Division: All | Department Name: All

Spiritual Wellbeing Leave Report

Assignment Status: All

Absence Status Code: All

Regular/Temporary: All

User Person Type: All

Person Full Name: All

Date: 09/01/2024 - 09/31/2025

Job Family: All

Approval Status: All

Primary Assignment Flag Code: All

Full/Part Time: All

Year: All

Plan Name: Spiritual Wellbeing

Plan Name	Year	Remaining Balance	# Hours Utilized
Spiritual Wellbeing	2024	61.80	2,293.00
Spiritual Wellbeing	2025	15,941.28	115.00
Grand Total		16,003.08	2,408.00

Spiritual Wellbeing Leave Utilized

Person Number	Person Full Name	Absence Type Name	Absence Date Start	Absence Date End	Year	# Hours Utilized	Plan Name	Assignment Status	Department Name	Level 2 Organization Name	Approval Status	Hourly/Salaried	Absence Status Code
1021		Spiritual Wellbeing	2024-09-03	2024-09-03	2024	8.00	Spiritual Wellbeing	Active - Payroll Eligible	ITS Client Services	Information Technology Services Division	Approved	Salaried	COMPLETED
1204		Spiritual Wellbeing	2024-09-03	2024-09-03	2024	8.00	Spiritual Wellbeing	Active - Payroll Eligible	Chemistry and Biochemistry	College of Arts and Sciences Division	Approved	Salaried	COMPLETED
2185		Spiritual Wellbeing	2024-09-03	2024-09-03	2024	8.00	Spiritual Wellbeing	Active - Payroll Eligible	ITS Server Operators	Information Technology Services Division	Approved	Salaried	COMPLETED
9184		Spiritual Wellbeing	2024-09-03	2024-09-03	2024	8.00	Spiritual Wellbeing	Active - Payroll Eligible	ITS Client Services	Information Technology Services Division	Approved	Salaried	COMPLETED
3340		Spiritual Wellbeing	2024-09-04	2024-09-04	2024	3.00	Spiritual Wellbeing	Active - Payroll Eligible	Police Department	Administration	Approved	Hourly	COMPLETED
3751		Spiritual Wellbeing	2024-09-04	2024-09-04	2024	8.00	Spiritual Wellbeing	Active - Payroll Eligible	Real Estate Services	Operations, Finance and Administration Division	Approved	Salaried	COMPLETED
Grand Total						2,408.00							

Spiritual Wellbeing Leave Utilization by month

Month	# Hours Utilized
2024 / 09	492
2024 / 10	602
2024 / 11	871
2024 / 12	329
2025 / 01	59
2025 / 02	16
2025 / 03	16
2025 / 04	8
2025 / 05	8
2025 / 07	8

Spiritual Wellbeing Leave Remaining Balance

Person Number	Person Full Name	Year	Remaining Balance	Plan Name	Assignment Status	Department Name	Level 2 Organization Name	Hourly/Salaried
100C		2025	8.00	Spiritual Wellbeing	Active - Payroll Eligible	School of Music Dean and Administrative	School of Music Division	Hourly
100C		2025	8.00	Spiritual Wellbeing	Active - Payroll Eligible	ITS Information Systems and Services	Information Technology Services Division	Salaried
100C		2025	8.00	Spiritual Wellbeing	Active - Payroll Eligible	Athletic Medicine	Intercollegiate Athletics Division	Salaried
100C		2025	8.00	Spiritual Wellbeing	Active - Payroll Eligible	Athletic Communication	Intercollegiate Athletics Division	Salaried
100C		2025	8.00	Spiritual Wellbeing	Active - Payroll Eligible	External Affairs	Marketing and Communications Administration Division	Salaried
100C		2025	8.00	Spiritual Wellbeing	Active - Payroll Eligible	Fundraising Operations	University Advancement Administration Division	Salaried
100C		2025	8.00	Spiritual Wellbeing	Active - Payroll Eligible	Undergraduate Admissions	Operations, Finance and Administration Division	Salaried
100C		2025	8.00	Spiritual Wellbeing	Active - Payroll Eligible	George W. Truett Theological Seminary	George W. Truett Theological Seminary Division	Hourly
100C		2025	8.00	Spiritual Wellbeing	Active - Payroll Eligible	Mayborn Museum	Libraries Division	Hourly
100C		2025	8.00	Spiritual Wellbeing	Active - Payroll Eligible	Paul L. Foster Success Center	Academic Affairs Division	Salaried
100C		2025	8.00	Spiritual Wellbeing	Active - Payroll Eligible	Robbins College of Health and Human Sciences	Robbins College of Health and Human Sciences Division	Salaried
100C		2025	8.00	Spiritual Wellbeing	Active - Payroll Eligible	Police Department	Administration	Hourly
Grand Total			16,003.08					

Summary: 8.0 Absences, Absences Balances, **Spiritual Wellbeing Balances**, Required Trainings

Required Training tab:

This report offers a detailed summary of incomplete required courses by employee, course name, as well as giving the aggregated subtotal.

Supervisor Dashboard
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📄 Division All
📄 Department Name All

Baylor University
Incomplete Required Courses

Year: 2024
Learning Item Name: All
Full/Part Time: Full time
User Person Type: Employee
Assignment Status: Active - Payroll Eligible
Regular/Temporary: Regular

Learning Item Name	Incomplete Courses	Number of Not Started Enrollments	Completed Courses	Number of Withdrawn Enrollments
Grand Total	6,250	380	13,062	17
2024 Student Supervisor Annual Training (online)	119	1	320	0
ADA / FMLA Test Course	0	0	2	0
ADA/FMLA Test Course #2	0	0	2	0
ADA/FMLA Test Course #3	0	0	2	0
Baylor Cybersecurity Essentials (2023-24) (online)	2	0	2	0
Baylor Cybersecurity Essentials (2024-25) (online)	26	1	3,550	0
Baylor Cybersecurity Essentials (22-23) (online)	6	0	0	0
Best Practices for Writing Your Performance Review Self-Evaluation	1	1	53	1
Bridges: Title IX Course (21-22) - online course	413	3	1	0
Building a Supportive Community (online course)	322	14	0	0
Campus Security Authority Training (Clergy Act training) (online course)	61	20	64	0
Campus Security Authority Training (online course)	0	0	119	0
Courageous Conversations: Belonging (22-23) (online)	439	12	16	0
Courageous Conversations: Culture (23-24) (online)	680	37	660	1

Incompleted required courses, Employees

Course Name	Employee Name	User ID	Count
2024 Student Supervisor Annual Training (online)	Alcantara, Jared	Jared.Alcantara@baylor.edu	1
	Alcantara, Jared	Jared.Alcantara@baylor.edu	1
	Alcantara, Jared	Jared.Alcantara@baylor.edu	1
	Alcantara, Jared	Jared.Alcantara@baylor.edu	1
	Alcantara, Jared	Jared.Alcantara@baylor.edu	1
	Alcantara, Jared	Jared.Alcantara@baylor.edu	1
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	Alcantara, Jared	Jared.Alcantara@baylor.edu	1
	Alcantara, Jared	Jared.Alcantara@baylor.edu	1
	Alcantara, Jared	Jared.Alcantara@baylor.edu	1
	Alcantara, Jared	Jared.Alcantara@baylor.edu	1

Enrollment Type: Required Assignment

Person Display Name	Incomplete Courses	Number of Not Started Enrollments	Completed Courses	Number of Withdrawn Enrollments
Grand Total	6,250	380	13,062	17
Alcantara, Jared	13	2	1	0
Alcantara, Jared	12	1	1	0
Alcantara, Jared	12	1	1	0
Alcantara, Jared	12	1	0	0
Alcantara, Jared	11	2	1	0
Alcantara, Jared	11	1	1	0
Alcantara, Jared	11	2	1	0
Alcantara, Jared	11	1	1	0
Alcantara, Jared	11	0	1	0
Alcantara, Jared	11	2	1	0
Alcantara, Jared	11	0	1	0
Alcantara, Jared	11	1	1	0
Alcantara, Jared	11	1	2	0
Alcantara, Jared	11	1	1	0

summary 8.0
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Frequently Asked Questions:

Q. Why does a transaction I entered today not show on any of the tabs?

A. Data is reloaded overnight so each page is current through the previous day.

Q. Why can't I find my entity, department, etc.?

A. If you can't find a specific entity or department, there may be no requisitions based on the dashboard filter's selected time or requisition status.

Q. What do I do if I mess up the filtering and can't figure out how to go back to what I want to see?

A. Try the reset filter button in the top right bar, this will take the report back to the default filter settings.

Q: Why does my dashboard time out after a certain period?

A: The system requires authentication after approximately 30 minutes. If you are still working on the dashboard, click on the blue link: "Please click here to log in again." Otherwise, you need to close the browser and log in again.