



Query Repository View Enhancements (Project IUUN0020)

HR Managers Meeting

August 4, 2003 - 220 Scovell - 12: - 12:30

PRESIDING:

Mary Ferlan

PROJECT COORDINATOR:

Jayna Cheesman, Kathy Hamperian

AGENDA ITEM	DISCUSSION
<ul style="list-style-type: none"> • Handouts 	<ul style="list-style-type: none"> ▪ Data Element Naming Standards: http://www.uky.edu/IS/DataAdmin/DOCS/ware/IUUN0020-QRVE/QRVE-NamingStds/DataElementNamingStds.pdf ▪ UKHRS_RPT Views dated 7/29/03
<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> ▪ Mary opened the meeting by introducing Jayna, Deb and Keith LaVey to the managers who were present. ▪ Jayna said there were no standard names in Oracle or the Data Warehouse at this time. She said the current names are based on IDMS names and are often very cryptic. Jayna talked about the Name Game and explained it included several data elements with the old names, and some with the new standard names. She said the game had been presented to the Financial and Academic QRVE Workgroups, as well as the Provost's Business Officers. Jayna said everyone was able to identify the elements with the new standard names, but few were able to identify those with the old names. She explained HR was the last group IT would be talking with to obtain approval on the naming standards.
<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> ▪ Jayna talked about the three (3) parts of each name. The Prime Word identifies the high level subject area. The Class Word identifies the content of the element, whether it is a code, flag, text, number, etc. She said a standard list of Prime Words and Class Words has been created based on research from other institutions. The Qualifiers/Modifiers further define the Prime Word or Class Word. In addition, a list of standard abbreviations has been developed based on other institution's lists. Jayna said these are not consistent and a standard list for UK is being developed. Based on input from other user groups, qualifier/modifier words with 5 characters or less will not be abbreviated.
<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> ▪ Jayna reviewed the UKHRS_RPT Views handout and said other user groups had asked that DEMO be added to V_EMP to further identify the View. ▪ Jayna reviewed some of the items on the spreadsheet and pointed out the exceptions which are highlighted in yellow or are in red text. ▪ Line 7: We talked with Terry Allen about whether or not the correct name is Ethnic, HEW or Race. He said RACE is the appropriate naming convention. HEW (Health, Education and Welfare) is the name of the department who used to be responsible for these codes, race is a classification of ethnicity, and these codes are race codes. ▪ Line 50: Several abbreviations for 'position' exist, POS, PSTN, POSTN. In following the standard of removing vowels to abbreviate words, but make the abbreviation as 'English-like' as possible, POSTN was selected. ▪ Line 70: There was a question whether or not Fiscal Year should be a Qualifier + Class Word, or just a Class Word. Other user groups have requested that 'year' designators be a Qualifier + Class Word. Instead of Fiscal Year being abbreviated as FY, it will be abbreviated as FSCL_YR. Instead of Academic Year being abbreviated as AY, it will be

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	<p>abbreviated as ACAD_YR.</p> <ul style="list-style-type: none"> ▪ Lines 79 and 80: Jayna said due to a 32-character limitation on the names, several names will have to be further truncated to meet this limitation. Labor Distribution will be truncated to LBRDIST. None of the HR Managers had a problem with this. ▪ Lines 84 and 85: Jayna said 'OVERRIDE' was added to the name to distinguish LABOR_DISTRIBUTION_OVERRIDE from LABOR_DISTRTION on a Position. ▪ Line 98: Jayna said in some cases in IDMS an element is called two different things on two different screens. She said one name will have to be selected for the Data Warehouse, and asked whether "Separation" or 'Termination' should be used. The group said 'Separation' is most often used, better identifies the element, and coincides with the Separation Sheet. 'Termination' denotes a more 'final' leave. ▪ Lines 67 and 103: Jayna said in IDMS sometimes there are two elements with the same synonym. For instance, EC618 – MF-ASSIGNMENT-ANNUAL-HOURS and EC618 – MF-ELIGIBLE-FOR-REHIRE. According to the managers, these are not the same element and mean two different things. ELIGIBLE-FOR-REHIRE is a code with values, Y, N or Blank. For the time being, the synonym for ELIGIBLE-FOR-REHIRE has been changed to EC618-CR to denote this difference. ▪ Line 158: Jayna asked the managers if the element EC507, JC_MIN_EDUC is a 'code' or an 'amount'. The values are the degree plus the number of years, BA+3, MA+2, etc. The element should be a 'code'. ▪ Line 159: Jayna asked if the element EC508, JC_MIN_EXPER is a code for the number of years or a value. This element should be YR_CNT. ▪ Jayna said the Class Word 'NUMBER' is not a numeric format. It could be equivalent to an ID or Key. She said 'code' usually has an English translation associated with it. She said Code, Flag and Group usually have translation tables associated with them. Jayna explained the Class Word helps with management of the data. She said views will be established, so the user can retrieve either the code or the translation or both. Jayna explained that Flag is usually an element with two values, Yes/No, 0/1, etc. Because the use of Flag and Code are not consistent in IDMS, the user groups have requested that the designation on the screens be used when naming the elements. Flag and Code will be used interchangeably. ▪ Jayna said the HRS views were selected to begin the naming standards, since these are the views the users had access to in Sybase. ▪ Jayna talked about 'views' to the data and said new views will be created for the users. She explained views will be joined in the background, so users will not have to join data from multiple tables to get the data to appear on the same report. She explained a 'join', joins the data in physically separate tables. In addition, views will contain calculations, parsed data, and incorporate translation tables. Parsed data could be separating the ledger or first digit of the account number. ▪ Jayna said once the naming standards are implemented, any existing reports will have to be re-written. The user can choose to do this, or get assistance from the Reporting group. <ul style="list-style-type: none"> ▪ ACTION: Jayna asked the managers to review the attached handouts and send any questions or concerns to Debra.Claunch@uky.edu by Wednesday August 13, 2003. (Completed. No questions or concerns received.) ▪ ACTION: Jayna asked the managers to contact Debra.Claunch@uky.edu concerning any data they may need to report on which is not contained on the UKHRS_RPT Views spreadsheet by Wednesday August 13, 2003..(Completed. No memos were received.)

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	<ul style="list-style-type: none"><li data-bbox="394 136 1913 196">▪ Jayna said there have been questions about training on the reporting tools and especially on the data. She said a 'generic' training will have to be developed with the Data Custodians.<li data-bbox="394 201 1665 228">▪ Jayna said another goal is to provide more pre-defined, parameter-driven reports for the users.