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Title: I, Payroll/Personnel Manual
Chapter: 17, *EmpowHR*
Bulletin: *EmpowHR* 10–2, Implementation of *EmpowHR* Data Warehouse
Date: July 12, 2010
To: Holders of the Payroll/Personnel Manual

This bulletin is being issued to announce the availability of a new reporting tool functionality in *EmpowHR*, Data Warehouse. The Data Warehouse utilizes the Oracle Business Intelligence Enterprise Edition (OBIEE) software to provide analyses on workforce trends. The OBIEE software is comprised of several components which allow the user to view reports, create and modify reports, build reports and forms, deliver reports to mobile devices and provide offline capabilities. It is a powerful tool enabling managers to meet their business needs. The functionality of the Data Warehouse will be deployed in phases. For the initial phase (Phase I), the HR Manager Workforce Management Dashboard provides illustrated reports on headcount, hiring trends, separation trends and demographic comparisons. In addition, users can customize the My Dashboard component to store frequently used reports.

Phase I

Phase I of the Data Warehouse was implemented on June 28, 2010. This phase implemented the following report categories:

- Demography
- Grade Distribution
- Headcount Distribution
- Headcount Trend by Department
- Employment Change
- Activities by Period Summary
- Activities by Period Details
- Activities Trend by Department
- Minority Profile
- Department Employee Details

Future Enhancements

Future Data Warehouse enhancements include the addition of *EmpowHR* custom data elements, new Work Force data mart reports and inclusion of ANSWERS (OBIEE ad hoc reporting tool).

User Productivity Kit (UPK) Training and System Documentation

To assist you in learning more about the Data Warehouse, please access the UPK training module for the Data Warehouse on NFC's Web site under the Training section of the *EmpowHR* 9.0 Training and Documentation page at <http://www.empowhr.gov/9.0/training.html>.

Additional information on the Data Warehouse can be found in the *EmpowHR* procedure manual. To view the procedure, go to the NFC home page (www.nfc.usda.gov) and click the **Publications** tab. Then on the right-hand Quick Picks menu, click **Procedures by Acronym** and search for *EmpowHR*. Data Warehouse is Section 18 of the *EmpowHR* procedure.

Data Warehouse Link

An icon has been placed on the *EmpowHR* Web site at www.empowhr.gov which will link to the Data Warehouse application. The Data Warehouse can also be accessed at <https://nfc dw.usda.gov/analytics/>.

Oracle Licensing

Agencies interested in using this reporting tool will be required to purchase the OBIEE reporting tool license from Oracle for each employee who will access the Data Warehouse. Please contact your Oracle representative for additional information on licensing.

Security Access

To obtain access to the Data Warehouse for an employee, Agency Security Officers must submit security access requests through the normal NFC *EmpowHR* Security process. The access request should include the employee's *EmpowHR* ID, employee's name, and the Data Warehouse role being requested for the employee. The available roles for Data Warehouse are HCM User (summary information only) and HCM Employee Details User (summary and employee detail information).

If you have any questions regarding the Data Warehouse, please contact NFC's *EmpowHR* Help Desk at 1-888-367-6955 or via email at nfcempowhr@usda.gov.

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JOHN S. WHITE, Acting Director
Government Employees Services Division

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