



BUREAU OF THE  
**Fiscal Service**  
U.S. DEPARTMENT OF THE TREASURY

# Workforce Analytics For Managers

Presented By: Kiara Mansfield



# General Information

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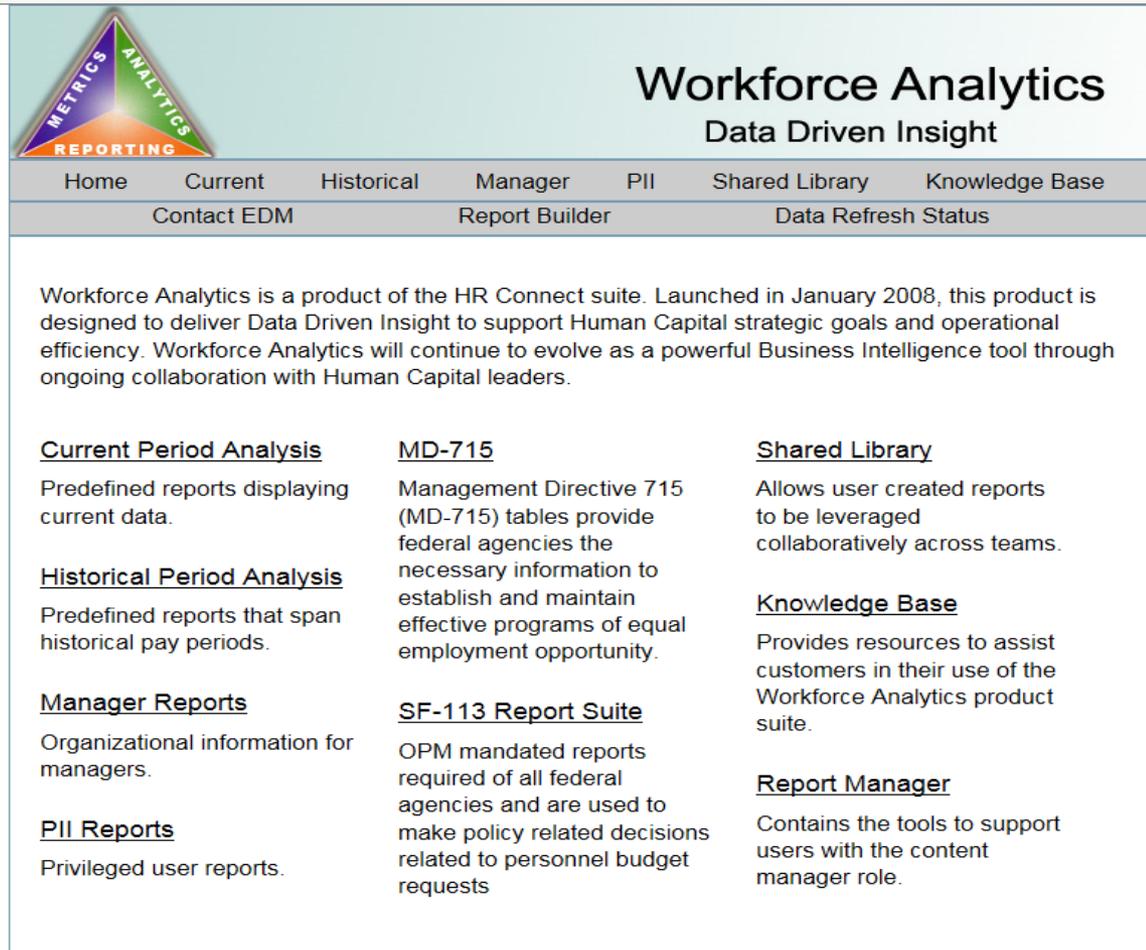
The Administrative Resource Center (ARC), in partnership with Treasury's HR Connect Program Office (HRCPO), is responsible for the modernization of HR Systems. HR Connect, Treasury's position management-based system, was created as an integrated system tailored to the U.S. Federal Government. It is used as a tool to track and account for authorized positions within an organization.

***Workforce Analytics***, one of HRCPO's modernizations, is fully integrated into the HR Connect system. It provides organizations with the ability to capture statistical demographic data on their workforce, by position and personnel related information.

# Type of Reports

There are several ways you can obtain demographical and statistical data:

- **Current Period Analysis** (predefined templates displaying data as of the most recent pay period)
- **Historical Period Analysis** (Workforce Statistics for historical pay periods/Fiscal Years)
- **Manager Reports** (Organizational information for managers)
- **PII Reports** (Privileged user reports)
- **MD-715** (MD-715 table generation capabilities for EEO professionals)
- **SF-113 Report Suite** (OPM mandated reports)
- **Shared Library** (Reports that have been created and saved by you or other authorized users to view/share across teams)
- **Knowledge Base** (Information and resources used to support customers in using the Workforce Analytics tool)
- **Report Manager** (Provides tools used to support individuals with the Content Manager role)



The screenshot shows the Workforce Analytics interface. At the top left is a logo with a triangle containing the words 'METRICS', 'ANALYTICS', and 'REPORTING'. The main header reads 'Workforce Analytics Data Driven Insight'. Below this is a navigation bar with links: Home, Current, Historical, Manager, PII, Shared Library, Knowledge Base, Contact EDM, Report Builder, and Data Refresh Status. The main content area contains an introductory paragraph and a grid of report categories with descriptions.

**Workforce Analytics**  
Data Driven Insight

Home    Current    Historical    Manager    PII    Shared Library    Knowledge Base  
Contact EDM    Report Builder    Data Refresh Status

Workforce Analytics is a product of the HR Connect suite. Launched in January 2008, this product is designed to deliver Data Driven Insight to support Human Capital strategic goals and operational efficiency. Workforce Analytics will continue to evolve as a powerful Business Intelligence tool through ongoing collaboration with Human Capital leaders.

<p><b><u>Current Period Analysis</u></b> Predefined reports displaying current data.</p>	<p><b><u>MD-715</u></b> Management Directive 715 (MD-715) tables provide federal agencies the necessary information to establish and maintain effective programs of equal employment opportunity.</p>	<p><b><u>Shared Library</u></b> Allows user created reports to be leveraged collaboratively across teams.</p>
<p><b><u>Historical Period Analysis</u></b> Predefined reports that span historical pay periods.</p>	<p><b><u>SF-113 Report Suite</u></b> OPM mandated reports required of all federal agencies and are used to make policy related decisions related to personnel budget requests</p>	<p><b><u>Knowledge Base</u></b> Provides resources to assist customers in their use of the Workforce Analytics product suite.</p>
<p><b><u>Manager Reports</u></b> Organizational information for managers.</p>		<p><b><u>Report Manager</u></b> Contains the tools to support users with the content manager role.</p>
<p><b><u>PII Reports</u></b> Privileged user reports.</p>		

# Where Does the Data Come From?

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The data contained in Workforce Analytics comes from the following systems:

- National Finance Center (NFC)
- HR Connect
- Treasury Learning Management System (TLMS)

Training materials available:

- Workforce Analytics on Connect 2-Learn
- Report Builder 3.0 Reference
- Report Builder 3.0 Launch Error Resolution

# Current Workforce Reports

Within the **Current Period Analysis**, customers are able to select reports, as of the most recent pay period, by:

- **Demographics** – Headcount by Organization, Average Grade/Salary, Union Participation, Performance Summary, FEHB Participation, etc.
- **EEO Statistics** - Workforce information by Gender, Race/National Origin, Blue/White Collar Employees, etc.
- **Retirement** – Headcount by Organization and Eligibility Date, Forecasting by Organization, and Forecasting by Location
- **Disability Status** - Headcount by Type of Occupation, Workforce Statistics, and Summary of accomplishments



The image shows a navigation menu for 'Workforce Analytics Data Driven Insight'. At the top left is a logo with 'METRICS', 'ANALYTICS', and 'REPORTING' in a triangle. Below it is a horizontal menu with the following items: Home, Current, Historical, Manager, PII, Shared Library, Knowledge Base. Underneath these are sub-items: Contact EDM, Report Builder, and Data Refresh Status.

## Current

Predefined workforce reports as of the most recent pay period (NFC) focused on workforce demographics and statistics. Many reports have filter capability to allow customization of the report data output. Modify the filter fields at the top of the report and click on 'View Report' to update the report results.

## Demographics

- [Current Headcount Avg Age Avg YOS By Organization](#)...Read More
- [Current Headcount Avg Grade Avg Salary By Organization](#)...Read More
- [Current Headcount By Organization](#)...Read More
- [Current Headcount Senior Level And Equivalent By Pay Plan](#)...Read More
- [Current Headcount Union Participation By Organization](#)...Read More
- [Current Headcount Performance Summary By Org Eval Year](#)...Read More
- [Current Headcount ePerformance Plan Status By Org](#)...Read More
- [Current Headcount FEHB Participation By Org Plan Desc](#)...Read More
- [Current Headcount By Org Building Location](#)...Read More

## EEO Statistics

- [Workforce By ERI and Gender](#)
- [Workforce By FRI and Gender within Specified Occupational Series](#)
- [ERI/Grade Group Statistics for Blue Collar Employees](#)
- [ERI/Grade Group Statistics for White Collar Employees](#)
- [ERI/Grade Group Statistics for Demonstration Project Employees](#)
- [ERI/Grade Group Statistics for Police Employees](#)
- [Workforce By ERI and Gender for PATCOB](#)
- [Workforce By ERI and Gender for Pay Plan](#)
- [Senior Level Statistics](#)

## Retirement

- [Current Headcount Retirement By Org Eligible Date](#)...Read More
- [Current Headcount Retirement Eligibility Forecast By Org](#)...Read More
- [Current Headcount Retirement Eligibility Forecast By Location](#)...Read More

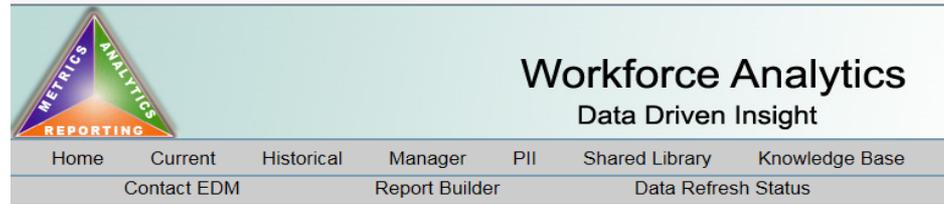
## Disability Statistics

- [Current Headcount Summary Of Accomplishments By Org](#)...Read More
- [Current Headcount Type of Occupation By Disability](#)...Read More
- [Current Headcount Disability Workforce Statistics](#)...Read More

# Historical Workforce Reports

Within the **Historical Period Analysis**, customers are able to retrieve historical reports, by Fiscal Year and Pay Periods by:

- **Gains and Losses** – Historical Headcount of Accessions/ Separations, by Organization, Fiscal Year, Age Group, Retirement Eligibility and Type of Separation, Attrition Rates by Series, Accessions and Separations by Veteran Preference/Status, Retention Rates and Multi-Year Retention Trends
- **Retirement** – Headcount of Optional Retirements by Organization and Fiscal Year
- **Strength** - Headcount by Organization and Fiscal Year, Veteran Preference by Code and Fiscal Year



The image shows a navigation menu for 'Workforce Analytics Data Driven Insight'. It features a logo on the left with the text 'METRICS REPORTING ANALYTICS' and a central graphic. The menu items are: Home, Current, Historical, Manager, PII, Shared Library, Knowledge Base, Contact EDM, Report Builder, and Data Refresh Status.

## Historical

Predefined workforce reports that span historical pay periods (NFC). Many reports have filter capability to allow customization of the report data. Modify the filter fields at the top of the report and click on 'View Report' to update the report results.

## Gains and Losses

- [Historical Headcount Accessions By Fiscal Year](#)...Read More
- [Historical Headcount Accessions By Fiscal Year EEO](#)...Read More
- [Historical Headcount Accessions By Org And Age Group Fiscal Year](#)...Read More
- [Historical Headcount Separations By Organization Fiscal Year](#)...Read More
- [Historical Headcount Separations By Fiscal Year EEO](#)...Read More
- [Historical Headcount Separations By Org Age Group And Fiscal Year](#)...Read More
- [Historical Headcount Separations Retirement Eligibility By Org Fiscal Year](#)...Read More
- [Historical Headcount Separations By Org Type of Separation Fiscal Year](#)...Read More
- [Historical Headcount Attrition Rates By Occupational Series](#)...Read More
- [Historical Headcount Accessions Separations Vet Preference By Org](#)...Read More
- [Historical Headcount Accessions Separations Vet Status By Org](#)...Read More
- [Historical Headcount Retention Rates](#)...Read More
- [Historical Headcount Multi-Year Retention Trend](#)...Read More

## Retirement

- [Historical Headcount Optional Retirement By Organization And Fiscal Year](#)...Read More

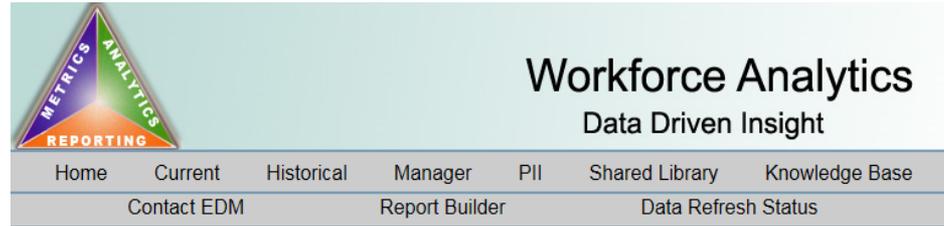
## Strength

- [Historical Headcount By Organization And Fiscal Year](#)...Read More
- [Historical Headcount Veteran Pref By Pref Code Fiscal Year](#)...Read More

# Manager Reports

Within the **Manager Reports**, agency Managers/Supervisors are able to retrieve organization information, based on the 'Reports To' assignment in HR Connect. The types of reports that can be obtained are:

- **Team Emergency Contact Information** – Displays a list of subordinate employees and their contact details
- **OPM Award Tracking** – Provides a Fiscal Year-to-Date listing of an agency's gross amount of awards issued across all Treasury bureaus
- **OPM Award Tracking Bureau Strength** – Displays a Fiscal Year-to-Date listing of a specific agency's gross amount of awards issued



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## Manager

Information for managers on the employees in their organization as defined by the HR Connect 'ReportsTo' assignment.

## Organizational Information

- [Team Emergency Contact Information](#)
- [OPM Award Tracking](#)
- [OPM Award Tracking Bureau](#)

# Customized Reports and Subscriptions

If you are in need of specific, customized, agency data (ad-hoc) that is NOT available in the Current, Historical, or Manager Reports module, you can submit a report request to [HRReports@fiscal.treasury.gov](mailto:HRReports@fiscal.treasury.gov).

If the report is created using Workforce Analytics, customers can request to subscribe to the report. Frequency options include:

- Hourly
- Daily
- Weekly
- Monthly
- Once

Note: All times are generated using Eastern Standard Time.

## Hourly

**Hourly Schedule**

Run the schedule every:

1 hours 00 minutes

Start time: 02 : 00  A.M.  P.M.

## Daily

**Daily Schedule**

On the following days:

Sun  Mon  Tue  Wed  Thu  Fri  Sat

Every weekday

Repeat after this number of days: 1

Start time: 08 : 00  A.M.  P.M.

## Weekly

**Weekly Schedule**

Repeat after this number of weeks: 1

On day(s):  Sun  Mon  Tue  Wed  Thu  Fri  Sat

Start time: 02 : 00  A.M.  P.M.

## Monthly

**Monthly Schedule**

Months:  Jan  Apr  Jul  Oct  
 Feb  May  Aug  Nov  
 Mar  Jun  Sep  Dec

On week of month: 1st

On day of week:  Sun  Mon  Tue  Wed  Thu  Fri  Sat

On calendar day(s): 1, 3-5

Start time: 02 : 00  A.M.  P.M.

## One-time

**One-time Schedule**

Runs only once.

Start time: 02 : 00  A.M.  P.M.

# Demonstration



## Workforce Analytics Data Driven Insight

**WARNING YOU ARE REQUESTING ACCESS TO SENSITIVE AND PII DATA**

This is a Department of the Treasury computer system. Department of the Treasury computer systems are provided for the processing of Official U.S. Government information only. All data contained on Department of the Treasury computer systems is owned by the Department of the Treasury and may, for the purpose of protecting the rights and property of the Department of the Treasury, be monitored, intercepted, recorded, read, copied, or captured in any manner and disclosed in any manner, by authorized personnel. THERE IS NO RIGHT OF PRIVACY IN THIS SYSTEM. System personnel may give to law enforcement officials any potential evidence of crime found on Department of the Treasury computer systems. USE OF THIS SYSTEM BY ANY USER, AUTHORIZED OR UNAUTHORIZED, CONSTITUTES CONSENT TO THIS MONITORING, INTERCEPTION, RECORDING, READING, COPYING OR CAPTURING AND DISCLOSURE.

WARNING\*\*\*\*WARNING\*\*\*\*WARNING\*\*\*\*WARNING\*\*\*\*WARNING\*\*\*\*WARNING\*\*\*\*WARNING

HRConnect ID:

Password:

Logon

Forgot/Expired password? [Click here](#)  
Change existing active password? [Click here](#)

MEM.PROD

# Demonstration



## Workforce Analytics Data Driven Insight

Home Current Historical Manager PII Shared Library Knowledge Base  
Contact EDM Report Builder Data Refresh Status

Workforce Analytics is a product of the HR Connect suite. Launched in January 2008, this product is designed to deliver Data Driven Insight to support Human Capital strategic goals and operational efficiency. Workforce Analytics will continue to evolve as a powerful Business Intelligence tool through ongoing collaboration with Human Capital leaders.

### Current Period Analysis

Predefined reports displaying current data.

### Historical Period Analysis

Predefined reports that span historical pay periods.

### Manager Reports

Organizational information for managers.

### PII Reports

Privileged user reports.

### MD-715

Management Directive 715 (MD-715) tables provide federal agencies the necessary information to establish and maintain effective programs of equal employment opportunity.

### SF-113 Report Suite

OPM mandated reports required of all federal agencies and are used to make policy related decisions related to personnel budget requests

### Shared Library

Allows user created reports to be leveraged collaboratively across teams.

### Knowledge Base

Provides resources to assist customers in their use of the Workforce Analytics product suite.

### Report Manager

Contains the tools to support users with the content manager role.

# Demonstration



## Workforce Analytics Data Driven Insight

Home

Current

Historical

Manager

PII

Shared Library

Knowledge Base

Contact EDM

Report Builder

Data Refresh Status

### Current

Predefined workforce reports as of the most recent pay period (NFC) focused on workforce demographics and statistics. Many reports have filter capability to allow customization of the report data output. Modify the filter fields at the top of the report and click on 'View Report' to update the report results.

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  - [Current Headcount By Org Building Location...Read More](#)

### EEO Statistics

- [Workforce By ERI and Gender](#)
- [Workforce By ERI and Gender within Specified Occupational Series](#)

# Demonstration

Department	<input type="text" value="Department of the Treasury"/>	Perm Or Temp	<input type="text" value="Temporary, Permanent"/>	<input type="button" value="View Report"/> 
Is Targeted Disability	<input type="text" value="No Disability, Targeted, Not Tar"/>	EEO RNO	<input type="text" value="AMER. IND. OR ALASKA NATIVE"/>	
Occupational Series	<input type="text" value="0000, 0001, 0002, 0017, 0018"/>	Work Schedule	<input type="text" value="Full Time, Full Time Seasonal, F"/>	
Legal Authority Type	<input type="text" value="Other Hires, SCH A, Sch A - Dis"/>	Is A Veteran	<input type="text" value="Veteran, Not a Veteran"/>	
POI	<input type="text" value="2724, 2731, 2743, 2753, 2758"/>	Special Employment Type (GAO/USAID Ony)	<input type="text" value="N/A"/>	
Gender Desc	<input type="text" value="Male, Female"/>			

Select the applicable filters, then click on “View Report”.

# Demonstration

Department	Department of the Treasury	Perm Or Temp	Temporary, Permanent	<a href="#">View Report</a>
Is Targeted Disability	No Disability, Targeted, Not Tar	EEO RNO	AMER. IND. OR ALASKA NATIVE	
Occupational Series	0000, 0001, 0002, 0017, 0018	Work Schedule	Full Time, Full Time Seasonal, F	
Legal Authority Type	Other Hires, SCH A, Sch A - Dis	Is A Veteran	Veteran, Not a Veteran	
POI	2724, 2731, 2743, 2753, 2758	Special Employment Type (GAO/USAID Ony)	N/A	
Gender Desc	Male, Female			

The “Loading...” indicator displays.



# Demonstration

Navigation bar with search and navigation icons. Includes a search box with "1 of 1" and "Find | Next" text.

## Average Age and Average Federal Years of Service

The report displays a count of employees with average age and average federal years of service.

Workforce Analytics

Organization	Total Employees	Average Age	Average Federal Years Service
⊕ BEP	1,845	50.72	18.82
⊕ DO	2,049	44.68	12.63
⊕ FINCEN	278	47.31	15.33
⊕ FS	3,615	46.25	14.99
⊕ IRS	85,360	50.05	17.15
⊕ MINT	1,658	51.26	18.41
⊕ OCC	3,942	45.69	15.66
⊕ OIG	165	43.79	13.14
⊕ SIGT	140	45.46	16.03
⊕ TIGTA	810	46.40	19.14
⊕ TTB	494	49.41	18.15
<b>Total</b>	<b>100,356</b>	<b>49.60</b>	<b>16.98</b>

Your report results display.

# Demonstration



## Average Age and Average Federal Years of Service

The report displays a count of employees with average age and average federal years of service.

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Organization	Total Employees	Average Age	Average Federal Years Service
<input type="checkbox"/> BEP	1,845	50.72	18.82
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Your report results display.

When the  is present, you can drill down even further into the report.

# Demonstration

of 1 Find | Next

## Average Age and Average Federal Years of Service

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<input checked="" type="checkbox"/> 01 - OFFICE OF THE COMMISSIONER	3	51.70	27.13
<input checked="" type="checkbox"/> 02 - OFFICE OF THE CHIEF COUNSEL	30	46.89	15.82
<input checked="" type="checkbox"/> 03 - DEP COMMISSIONER FIN & ADMIN	909	48.32	17.78
<input checked="" type="checkbox"/> 04 - DEP COMMISSIONER FIN SVCS & OP	1,376	47.54	16.43
<input checked="" type="checkbox"/> 05 - DEP COMMISSIONER ACCT SSVCS	1,297	43.03	11.00
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You have the option to download the report.

# Demonstration

1 of 1 Find | Next

**Average Age and Average Federal Years of Service**  
The report displays a count of employees with average age and average federal

**Organization**

Organization	Count	Average Age	Average Federal Years Service
<input type="checkbox"/> BEP			
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Workforce Analytics

Download menu options: XML file with report data, CSV (comma delimited), PDF, MHTML (web archive), Excel, TIFF file, Word, CSV No Header

Report can be downloaded and saved in any of the above formats.

# We Are Here To Help

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Our experienced, reliable, and well-trained team, at the Administrative Resource Center, is always available to provide our customers with routine and/or specialized (ad-hoc) reports. While we continue to support you and your agency's operational efficiency, Workforce Analytics provides our customers with the ability to have a hands on approach of extracting overall, high level information, without the necessity of submitting a report request.

# Contact Information

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## Primary Contact

Kimberly Corley  
Supervisory Program Analyst  
304-480-8426  
Kimberly.Corley@fiscal.treasury.gov

## Secondary Contact

HR Reports  
304-480-8000, Option 4, Option 4  
(for HR Reports)  
HRReports@fiscal.treasury.gov

# Any Questions?

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## Q&A