

Corporate HR, 01-07-2024

HR Reporting Guide To Qlik and Fusion reports

HR Reporting Guide To Qlik and Fusion reports

As a manager or administrator, you have access to a number of reports and analyzes about employees at DTU. The reports provide a current overview of the employees' employment as well as a more analytical insight into the development and characteristics of the employee group.

This guide describes which reports are available and how to use them. Contact Corporate HR if you have any questions about the reports.

Corporate HR

Michael Simonsen, Data Specialist, micsim@dtu.dk

Martin Hansen, Data Specialist, mahani@dtu.dk

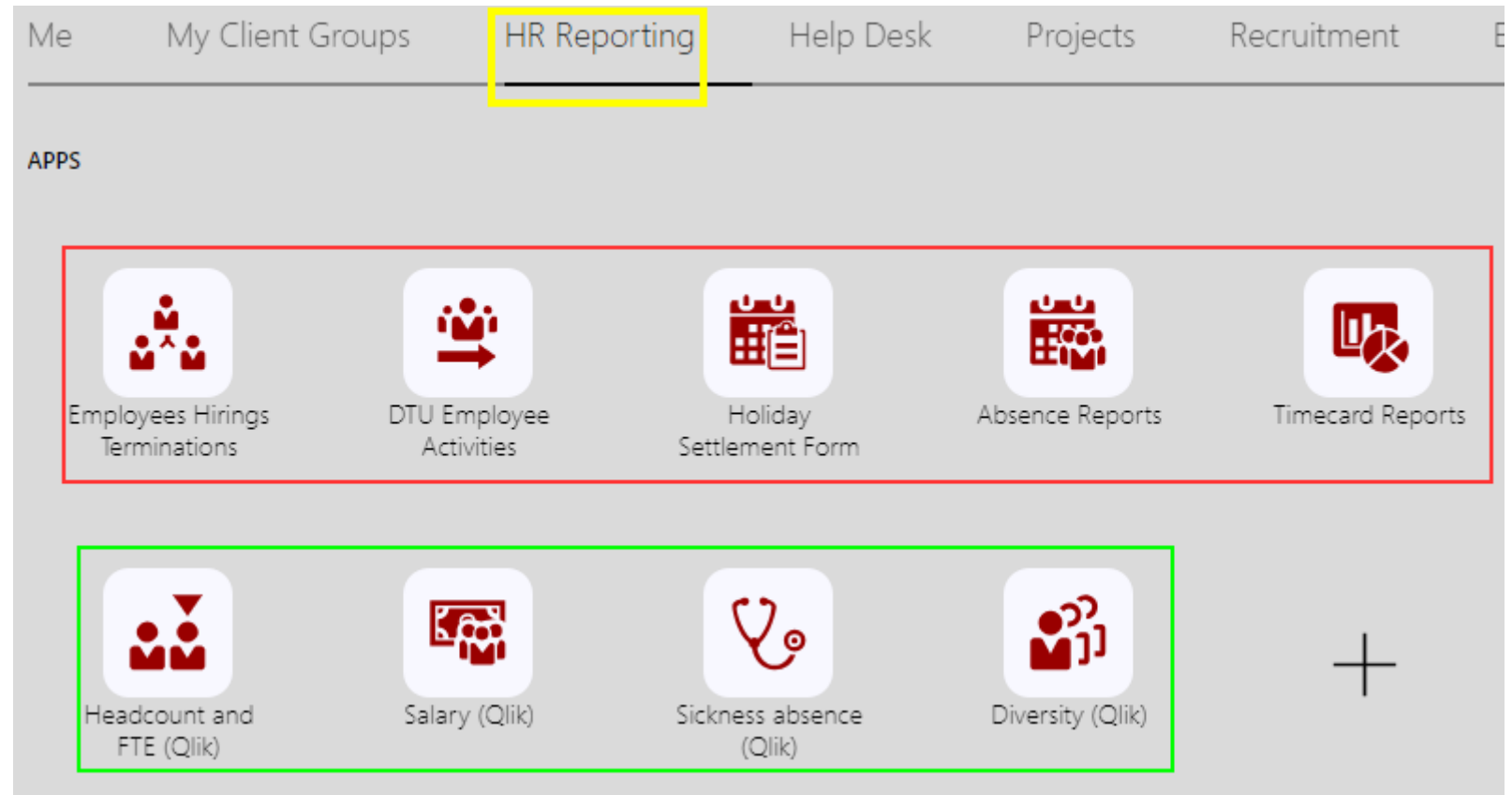
Maja Maria Rybøl, Data Specialist, mmary@dtu.dk

You find the reports via Fusion – HR Reporting

1. Log in to [DTU Fusion](#)
2. Choose HR Reporting on front page

• Fusion reports with tables showing details about employees.
 • Data is displayed in real time and can be used to see the current status of employees

• Qlik Sense reports with interactive management information about staff employment and the department development.



Qlik Sense reports



FTE & Headcount (Årsværk og Personer)
Shows FTE and headcount for all DTU employees. Historic and current data by Department, Section, Job and Employee.

[Årsværk og Personer](#)



Diversity
Shows Demographic data about gender, nationality and age by Department, Section and Jobcategory. Including data about recruitment of scientific staff. This app is open for all managers at DTU. No personal data included

[Diversitet](#)



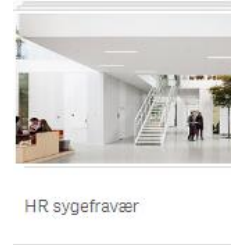
Salary (Løn)
Shows salary statistics and individual salary for each employee. Access to data is restricted to managers who can only see data about employee in direct reference.

[Løn](#)



Terminations (Fratrædelser)
Shows future terminations, including temporary assignments, in the coming 3-6 months.

[Fratrædelser](#)



Sickness Absence (Sygefravær)
Shows statistics about sickness absence in the department and section. Including detailed data for each employee.

[Sygefravær](#)

Fusion reports



Medarbejderoversigt
(Employee Overview)

Employee Overview (Medarbejderoversigt) shows a table with all current employees in the department. The table contains information about the employees' job, manager, demographics, address etc.



Kommende Fratrædelser
(Pending Terminations)

Pending Terminations (Kommende Fratrædelser) Shows all current assignments that have an upcoming termination date.



Ventende Ansættelser
(Pending Hires)

Pending Hires (Ventende ansatte) Shows employees who are about to start, but currently have the status of Pending Worker. Shows only employees who are employed with postings.



Historiske Fratrædelser
(Past Terminations)

Past Terminations (Historiske Fratrædelser) Shows all former employees who have resigned from DTU.

Fusion reports



Absence Reports

Absence Reports

For each employee, reports showing:

- Absence registrations
- Special holidays balance
- Flex overview
- Holiday balance



Timecard Reports

Timecard Reports

Employee level reports with details about timecard registrations. These reports are managed by AØR. To reach their support go to the Help Desk tab in Fusion and Create AØR Help Desk Request.



Holiday Settlement Form

Holiday Settlement Form

(Feriegodtgørelse ved afgang)

Creates a form with the balance of holidays and special holidays for an employee.



DTU Employee Activities

Employee Activities

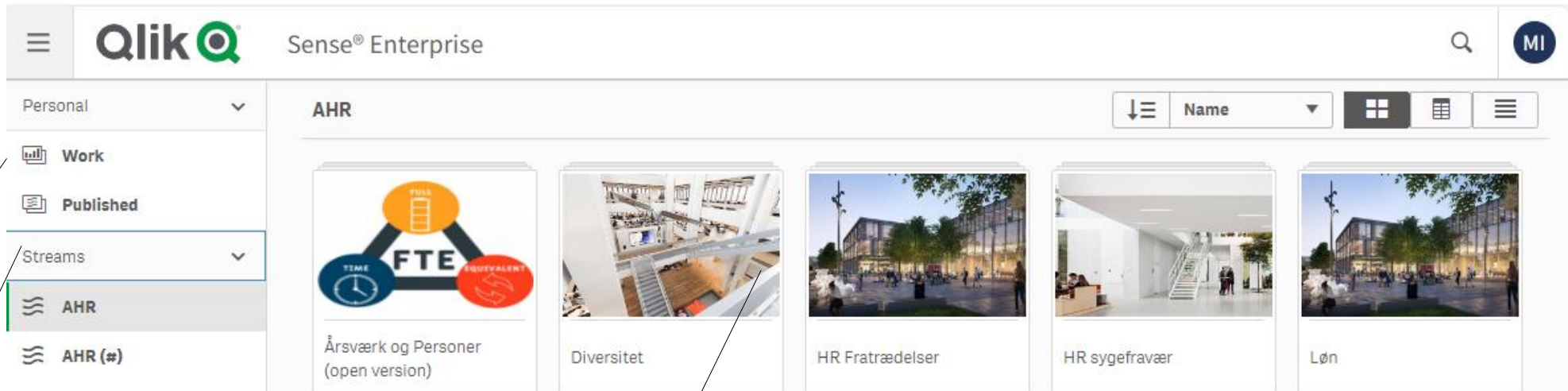
Shows all changes on an employees' assignment.

Qlik Sense Guide – Landing page

The Hub Landing page shows which **Apps** you can access. Apps are organized in **Streams**. Depending on access rights, users have access to different streams. All HR data are in the AHR stream.

Direct **link** to Qlik Sense:

<https://gs.ait.dtu.dk/hub/>



Some users have a **Personal Work** space where apps you have made yourself (if any) are placed.

Streams are channels for apps. Access depends on user rights. For example, only managers have access to AHR stream.

Click App image to open

Qlik Sense Guide – App overview

An App consist of one or more **Sheets**. Public sheets are available for all users. You can make your own sheets by the 'Create new sheet'-button, or right-clicking a sheet and select duplicate sheet. "**My sheets**" are only visible for you. Apps can have **Bookmarks** and **Stories** or you can make your own.

Click the Qlik icon to return to landing page (HUB)

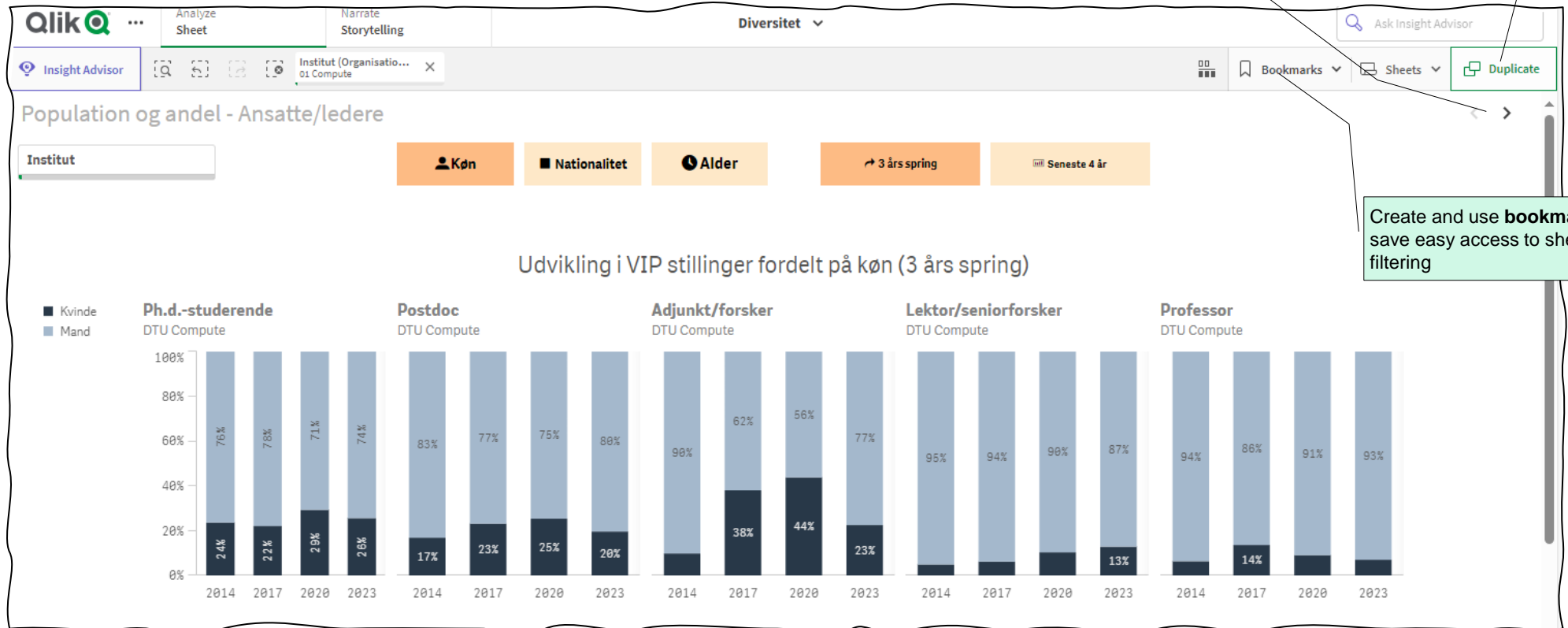
The screenshot shows the Qlik Sense interface for an app named 'Diversitet'. At the top, there are navigation tabs: 'Qlik Q ...', 'Analyze Sheet', 'Narrate Storytelling', and 'Diversitet ^'. Below the navigation is a header section for the app, featuring a thumbnail image of a modern building interior. To the right of the image, the app name 'Diversitet' is displayed, along with metadata: 'Data last loaded: May 2, 2024, 11:15 AM', 'Published: Oct 31, 2023, 11:50 AM', 'Published to: AHR', 'CR.0057', and a security notice: 'Til publicering. Indeholder IKKE persondata. Ingen sikkerhedsmodel.' Below the header is a navigation bar with 'Sheets', 'Bookmarks', and 'Stories' tabs, and a 'Create new sheet' button. The main content area shows a list of 'Public sheets (6)'. Each sheet is represented by a thumbnail with a bar chart icon and a title: 'Population og andel -', 'Population og andel -', 'Rekruttering', 'Aldersfordeling og aldersindeks', 'Karriereindeks', and 'Intersektionalitet'. Each title has an information icon (i) to its right. A callout box points to the first sheet with the text: 'Click a sheet to open. Right-click to make a duplicate in "My sheets"'. Another callout box points to the app name with the text: 'App name. Click to see status on data load and meta data'.

Qlik Sense Guide – Sheet View & Navigation

Sheets shows the data and visuals. This is where you analyze and study the data. All content adjust to screen size and resolution.

Navigate through sheets by buttons or Sheets menu

Make your own **copy** of a sheet. It is placed as "My sheet" in the app overview and can be edited.



Create and use **bookmarks** to save easy access to sheet and filtering

Qlik Sense Guide – Filtering

You can filter the data by using the filter menu, selecting dimensions in charts, the selection tool or smart search.

Use **Smart search** to search for values in data.

Use **Selection Tool** to search for dimensions and values to filter on.

Applied selections are shown in the Filter menu. Deselect by clicking x

Filter the data by selecting values in the filterpanel.

The screenshot shows a Qlik Sense dashboard with the following components:

- Header:** Qlik Sense logo, navigation tabs (Analyze Sheet, Narrate Storytelling), and a search bar for the Insight Advisor.
- Filter Panel:** A row of filter boxes for 'Institutt', 'Sektion', 'Jobområde', 'Jobfamilie', 'Jobkategori', and 'År'. The 'Institutt' filter is currently set to '01 Compute'.
- Summary Cards:** Two large cards showing '# Arsværk: 2024' with a value of 375 and '# Personer: 24-06-2024' with a value of 459.
- Charts:**
 - Bar Chart 1:** 'Årsværk, DTU Compute' showing values for years 2020-2024: 339, 341, 362, 376, 375.
 - Bar Chart 2:** 'Personer, DTU Compute' showing values for years 2020-2024: 624, 660, 603, 690, 459.
 - Horizontal Bar Chart:** 'Årsværk fordelt på institut/sektion: 2024' showing values for various departments: 01 Compute (375), 10 Fysik (307), 12 Sustain (248), 22 Sundheds teknologi (378), 23 Fødevarer (307), 26 Kemi (152), 27 Bioengineering (303), 28 Kemiteknik (268), 29 Biosustain (268).
- Text Box:** A note at the bottom left states: 'Data er tilgængelige for alle med personaleledelse, samt udvalgte nøglemedarbejdere. Brug filtermenuen for at vælge institut, sektion mm.'

You can select / filter by selecting dimension values in a chart.

Qlik Sense Guide – Export data

Data can be exported to excel (or PDF) by right-clicking the table and select download.

Nationalitet årsværk - 2023

| Land | Nationalit... kode | Årsværk | Andel kvinder | Aldersgennemsnit |
|--------------------------|-----------------------|----------------|---------------|------------------|
| Totals | | 6.095,3 | 39% | 40,2 |
| Danmark | | | 42% | 43,8 |
| Tyskland | | | 27% | 36,5 |
| Kina | | | 37% | 33,0 |
| Italien | | | 37% | 32,1 |
| Indien | | | 29% | 32,0 |
| Iran, Den Islamiske Repu | | | 28% | 33,9 |
| Spanien | | | 33% | 31,5 |
| land | | | 25% | 33,2 |
| Sverige | SE | 78,8 | | |
| Brasilien | BR | 59,3 | | |
| Nederlandene | NL | 58,8 | | |
| USA | | 55,2 | | |
| Det Forenede Kongerige | | 48,7 | | |
| Tyrkiet | TR | 46,2 | | |

1: In a table or chart, **right-click** and select Download as

2: Select data to get an Excel file

← Back

Image

PDF

Data

Data settings

Table formatting
It may take more time to export a large table if formatting is included.

Cancel Export

3: Click Export to download the file.

Click checkbox to preserve Qlik table format in the exported file.

Fusion Guide – Report overview

After clicking the HR Reporting and Employees Hirings Termination icon you are presented with the report front page. Click on the link or report icon to access the report.



Employees Hirings Terminations

[Forside](#) [Medarbejderoversigt](#) [Ventende Ansættelser](#) [Kommende Fratrædelser](#) [Historiske Fratrædelser](#)

Medarbejder oversigt, kommende ansættelser og fratrædelser (Employee Overview, Hires and Terminations)

Vælg en rapport nedenfor ved at trykke på billedet. Eller benyt menuen ovenfor.

Click link or icon to access a report



Medarbejderoversigt
(Employee Overview)

Rapporten viser alle aktive ansættelsesforhold
(Report shows all current active assignments.)



Ventende Ansættelser
(Pending Hires)

Rapporten viser alle kommende ansættelser, som aktuelt har status som "Pending Worker" (Ventende ansat).
(Report shows all Pending Worker assignments.)



Kommende Fratrædelser
(Pending Terminations)

Rapporten viser alle nuværende ansættelsesforhold og arbejdsrelationer med en kommende dato for fratrædelse.
(Report shows all current assignments and work relationship with a future termination date.)



Historiske Fratrædelser
(Past Terminations)

Rapporten viser historiske fratrædelser med alle ansatte, der er stoppet på DTU.
(Report shows past terminations. All workers with an ended Work Relationship at DTU.)

Fusion Guide – Report page

After clicking the HR Reporting and Employees Hirings Termination icon you are presented with the report front page. Click on the link or report icon to access the report.

Employees Hirings Terminations

Forside Medarbejderoversigt Ventende Ansættelser Kommende Fratrædelser Historiske Fratrædelser

Medarbejderoversigt

Filtreringsmuligheder

Institut/Afdeling: --Select Value--
 Afdelingsnr.: --Select Value--
 Sektion: --Select Value--
 Person Type: --Select Value--
 Manager: --Select Value--
 Medarbejder navn: --Select Value--
 Medarbejder nr.: --Select Value--
 Jobnavn: --Select Value--
 Månedslønnet/Timelønnet: --Select Value--

Apply **Reset**

Information about the report

Medarbejderoversigt (tidligere Employee Overview) rapporten viser alle aktive ansættelsesforhold for ansatte og løst tilknyttede. Både primær og eventuelle sekundære ansættelser indgår.

Bemærk: Personer uden primær adresse indgår ikke i tabellen. Personer med dobbelt statsborgerskab indgår dobbelt i tabellen. Personer uden data om statsborgerskab indgår ikke i tabellen.

Rapporten kan eksporteres via link i bunden af tabellen.

Kontakt HR: HR Datateam er ansvarlig for rapportens indhold. Kontakt os på [email](#), hvis du har spørgsmål.

Rapport definitioner og opsætning er senest **Opdateret: 14-06-2024**. Rapportens data viser real time status i Fusion HCM.

| Institut/Afdeling | Afdeling nr. | Sektion | Lokation | Manager | Person Type | Medarbejder nr. | Email | Medarbejder | Job | Ansættelse Status | Ansættelse nr. | Primær Ansættelse | Arbejdstimer | Time/Månedslønnet |
|--|--------------|--|--------------------------------------|---------|-------------|-----------------|-------|-------------|---------------------------|-------------------|----------------|-------------------|--------------|-------------------|
| Afdeling for Kommunikation og Medier (AKM) | 7800 | Afdeling for Kommunikation og Medier (AKM), (7800) Afdeling for Kommunikation og Medier (AKM) | Afdeling for Kommunikation og Medier | | | | | | Kommunikationsmedarbejder | Aktiv ansættelse | E50626 | Yes | 37 | Salaried |
| Afdeling for Kommunikation og Medier (AKM) | 7800 | Afdeling for Kommunikation og Medier (AKM), (7800) | Afdeling for Kommunikation og Medier | | | | | | Project Staff | Aktiv ansættelse | E48636 | Yes | 37 | Salaried |

Report Prompt:
You can filter the output on different dimensions.

Filters are applied to all reports.

Click **Apply** to activate the filter.

The report is a **table** with one row pr employee.

Use link at the bottom, of the table to **export**.

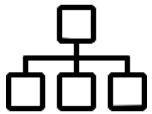
Rows 1 - 20
[Refresh](#) - [Print](#) - [Export](#)

[Formatted](#) [PDF](#)
[Data](#) [Excel](#)
[Export](#) [Powerpoint](#)
[Web Archive](#)

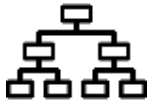
Scroll to see more and get to the bottom of the table.

How to get access to HR reports

Default – Management access



- All managers have automatic access to the HR reports in Fusion and Qlik.
- Access is controlled automatically via the management hierarchy
- As a manager, you have access to see data about your own employees
- Managers who are the manager of one/several managers can see data in all underlying management layers

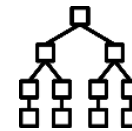


Extended access - limited

- The access gives full access to data about all employees at the institute/department-level
- Department directors and administration heads are automatically granted this access.
- The department director can grant access to other employees if access other than standard is desired. Extended access is requested by the employee via Fusion.

In Fusion: Me → Personal Info → Document Records → Add Document Type = Request data access.

Extended access - full



- This access can be granted if full access to all reports on all DTU departments is desired
- The access gives full access to all HR reports and all employees throughout DTU
- Can ONLY be assigned to employees in HR, individual employees in the staff support functions and to the executive board