



- Welcome to this training of the new Financial Management Reports available in HRIS.

Training Objectives

At the end of training, you will be able to:



- ◆ Describe the Financial Management Reports in HRIS and understand how and when each can be used
- ◆ Understand how to run and use the Financial Management Reports
- ◆ Understand how to download report results into Excel for further analysis

Agenda

1. Overview
2. Navigation
3. Security
4. Financial Management Reports
 - a. Labor Distribution Reports
 - Agency, Department & Employee
 - b. Personnel Expenditure Reports
 - Agency, Dept, Org, Activity, Rpt Cat, Job/Project & Employee
 - c. Position Expense Summary Report
 - Department
5. Microsoft Excel Integration
6. Data Privacy
7. Wrap Up & Questions

Overview

What is Financial Management Reporting?

- ◆ New point-and-click reports available in HRIS
- ◆ Available to City Finance professionals and select Departmental staff
- ◆ Provide labor detail information and personnel expense summary information
- ◆ Report on a specific pay period or for a range of dates (e.g, payroll quarter or year)
- ◆ Information can be downloaded into Excel for further analysis

- These reports were created as a collaborative effort between Finance, Human Resources and BIS.
- Reports utilize a reporting tool available in the new release of HRIS.
- Reports are an extension of the new HR Management Reports delivered as part of the upgrade project in June, 2006.
- Reports will be available to Finance professionals and to select Departmental resources based on business need. All users should receive training prior to security access being granted.

- ◆ Wage, fringe and expense reimbursement information processed through HRIS Payroll
- ◆ Interfaced to FISCOL General Ledger
- ◆ Stored based on pay period end dates
- ◆ Production database contains historical data beginning with pay end date of 1/10/2004
- ◆ New period is loaded at close of each payroll
- ◆ Monthly benefits/fringe not available until after the close of each month

- **What are wages?**
 - Gross taxable earnings paid to employees – except expense reimbursements; includes regular wages, overtime, comp & leave pay, premiums, etc.
 - Non-taxable workers' compensation payments to employees
 - Comp time earned is posted with offsetting entries
- **What are fringes?**
 - City paid portion of employee's Social Security and Medicare tax
 - City paid benefit premiums such as medical, dental, basic life and long-term disability
 - City paid pension contributions such as PERA and MERF
 - City paid monthly parking fees for eligible employees
- **What are expense reimbursements?**
 - Payroll payments to employees to cover the cost of expenses associated with their employment; includes items such as travel, meals, parking, uniforms or clothing, memberships or education, and moving expenses.
- Payroll close dates are generally Fridays opposite of "Pay Day".
- Monthly paid fringes, generally paid on the 2nd check date of each month, are not posted to the reporting tables and GL until the following month. For example, benefits processed on the 7/8/06 pay end date (check date of 7/21/06) are not available for reporting until the close of the 8/5/06 pay end date (check date of 8/18/06).

HRIS Human Resources Information System

Navigation

How do I access HRIS?

◆ To access HRIS:

1. Click **HRIS** from the CityTalk homepage



CityTalk online for City of Minneapolis employees
Public Web HRIS Search

2. Enter your **User ID** and **Password**

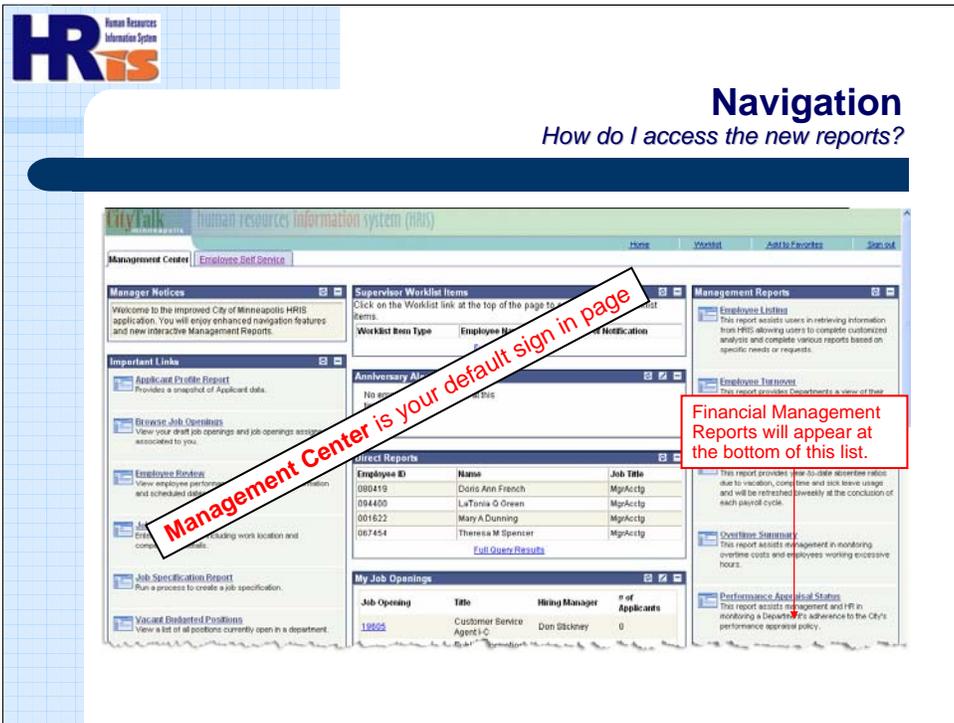
User ID:

Password:

User ID = Your employee ID
Password = Last four digits of your SSN (if you have not signed in since 6/20)

Note: The above instructions are for the production environment only.

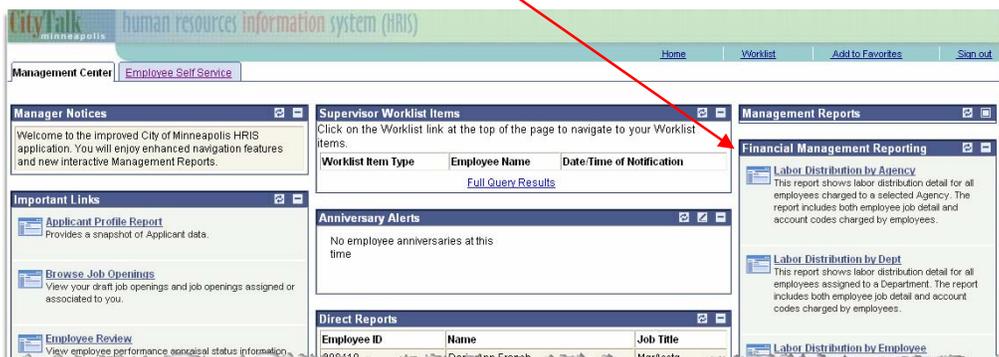
- For training class today, we will be using a test environment.
- Open an internet browser page by clicking this icon  on your desktop.
- In the address area of the browser page, enter the following URL:
<http://cmrvn309.ci.minneapolis.mn.us:/psp/hpqa89/?cmd=login>
- Your User Id & Password in this test environment should match the production HRIS environment.
- Go ahead and log in now to our test environment...



- Your default sign-in page in HRIS will be the Management Center tab.
- How this page appears depends on your role within the City and your HRIS security access.
- The Financial Management Reports will be listed further down the page underneath the Management Reports.
- Use the scroll bar to move down the page until you find the Financial Management Reports.
- Or click on the Management Reports minus sign to hide those reports.

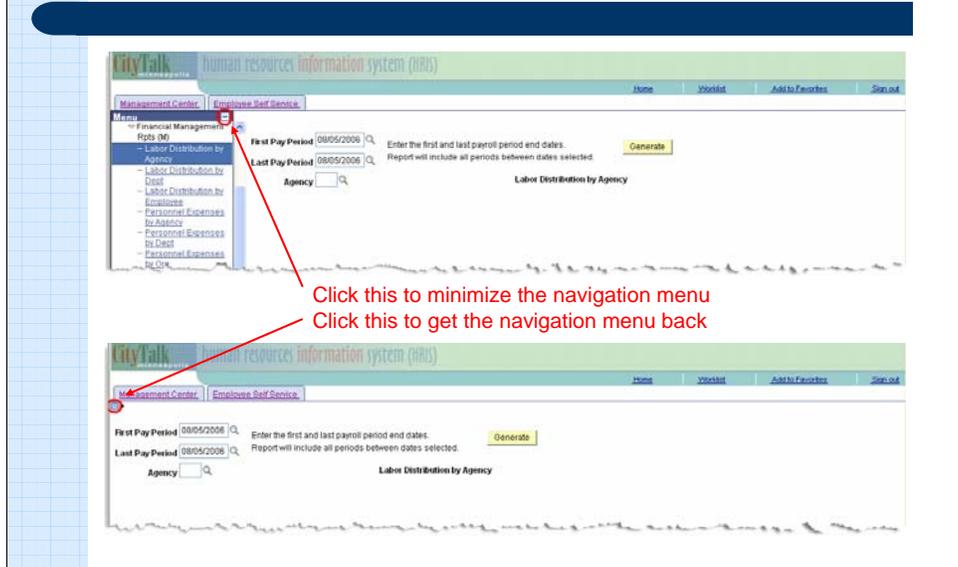


- The Financial Management Reports will slide to the top of the page as shown in the picture below.



Navigation

How do I access the new reports?



- Once you access any of the reports from the Management Center, the navigation menu will appear on the left portion of the page. You can navigate to any of the reports from here.
- It is recommended you minimize or hide the navigation menu when running reports. This will maximize the space available to see the report results.
- You can also click on the [Home](#) link to go back to your Management Center default page.

HRIS Human Resources Information System

Navigation
How do I run a report?

First Pay Period Enter the first and last payroll period end dates.

Last Pay Period Report will include all periods between dates selected.

Agency Labor Distribution by Agency

- ◆ Each report requires three fields be entered
 1. First Pay Period = beginning of reporting range
 2. Last Pay Period = end of reporting range
 Dates always default to the most recent payroll period end date completed by Central Payroll.
 3. Agency, Department, Employee Id, Org, etc.
- ◆ Click to view report results

- Using the default dates (e.g., 08/05/2006) when running a report will return data for the most recent pay period processed in HRIS.
- Click on next to the date fields to see a list of pay period end dates available for reporting.

Look Up First Pay Period

Search by: Pay Period End Date =

[Advanced Lookup](#)

Search Results
View All First 1-68 of 68 Last

Pay Period End Date
08/05/2006
07/22/2006
07/08/2006
06/24/2006
06/10/2006
05/27/2006
05/13/2006
04/29/2006
04/15/2006
04/01/2006

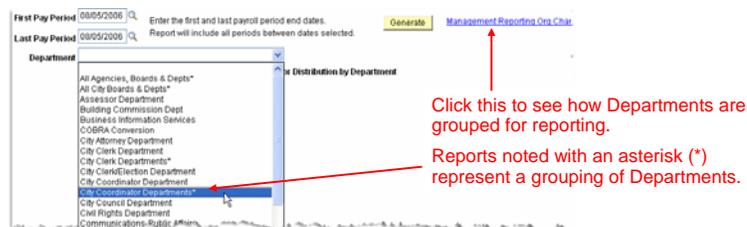
- Dates listed will include the most recent payroll period processed in HRIS followed by all periods dating back to 01/10/2004.
- Click on the column heading [Pay Period End Date](#) to reorder the dates.
- Reports can **NOT** be run for a period of time greater than one year.
- HRIS data is stored by pay period ending date, not actual day. So generating reports for fiscal years using 1/1 and 12/31 is **NOT** possible.

- Our test system being used today for training only has a limited number of pay periods loaded into the system.

Navigation

How do I run a report?

- ◆ Reports run for an Agency, Org, Activity, Reporting Category, or Job/Project
- ◆ Reports run for a specific employee
- ◆ Reports run for a Department or grouping of Departments



- Click on 🔍 to do a lookup of Agency, Org, Activity or Reporting Category.
- Job/Project does **NOT** provide a lookup table. You must enter the Job/Project number correctly to run this report.
- When running a report for a specific employee, enter the Employee Id. If you do not know the Employee Id, click on 🔍 to perform a search by name.

Look Up EmplID

Search by: begins with

Look Up

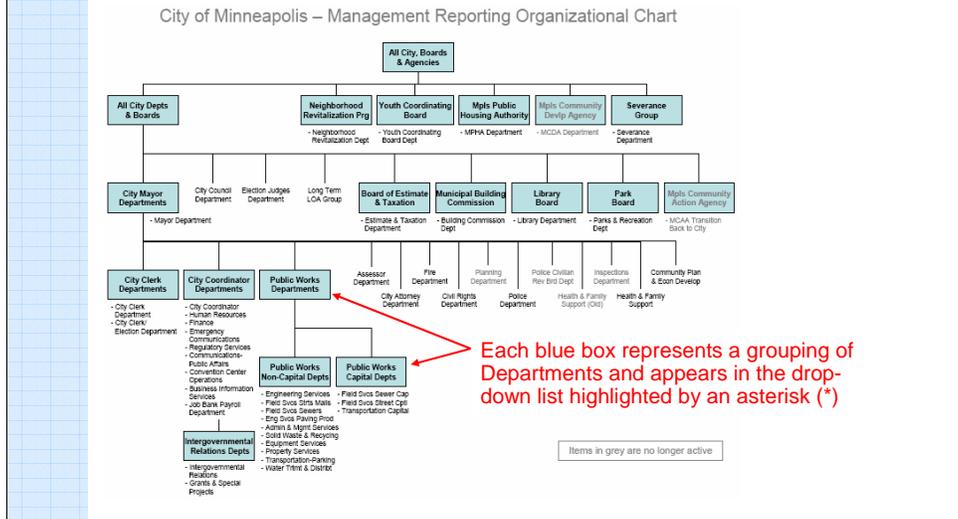
Search Results

Only the first 300 results can be displayed. Enter more information above and search at [View All](#) First Last

EmplID	Name	Last Name	Alternate Character Name
000002	Christopher Abbas	ABBAS	(blank)
000004	Edward P Abrahamson	ABRAHAMSON	(blank)
000005	Juanita Adamez	ADAMEZ	(blank)
000006	Barbara A Littlejohn	LITTLEJOHN	(blank)

- It is recommended that you search by Last Name.
- Searching by Name uses first, middle initial and last name to find an employee (e.g., James A Smith).

Navigation Management Reporting Org Chart



- Running reports for a Department grouping will take significantly longer for the report results to be generated.

HRIS Human Resources Information System

Security

What security access will I have?

- ◆ Reports run **by Department** utilize HRIS security to limit access to only those Departments the user supports.

Enter the first and last payroll period end dates. [Management Reporting Org Chart](#)
 Report will include all periods between dates selected.

Department: or Distribution by Department
 Health & Family Support

- ◆ For all other reports, users can view report results for **ANY** Agency, Employee Id, Org, Activity, etc.

- Authorized Finance Department personnel will have access to all Financial Management Reports, but not necessarily for all Departments.
- When using the reports **NOT** run **by Department**, Finance Department personnel can view data for all City Departments, Boards and Agencies.
- Reports run **by Department** use HRIS security and list only those Departments supported by the user.

THIS **versus** **THIS**

▼

Finance Department

Health & Family Support

▼

All Agencies, Boards & Depts*

All City Boards & Depts*

Assessor Department

Building Commission Dept

Business Information Services

COBRA Conversion

City Attorney Department

City Clerk Department

City Clerk Departments*

City Clerk/Election Department

City Coordinator Department

City Coordinator Departments*

City Council Department

Civil Rights Department

- Reports run **by Department** will be made available to select Department, Board and Agency users based on business need.
- Security access must be authorized by Finance Department leadership.
- User security is administered by HRIS Administration.

Financial Management Reports

Labor Distribution Reports

- ◆ Reports can be run for an Agency, Department or Employee Id
- ◆ Reports display labor detail including Object and Sub-Object information
- ◆ Reports display earning code detail for wages paid to employees
- ◆ Several rows of data are generally displayed for each employee due to the level of detail

Labor Distribution by Agency
This report shows labor distribution detail for all employees charged to a selected Agency. The report includes both employee job detail and account codes charged by employees.

Labor Distribution by Dept
This report shows labor distribution detail for all employees assigned to a Department. The report includes both employee job detail and account codes charged by employees.

Labor Distribution by Employee
This report shows labor distribution detail for a specified employee. The report includes both employee job detail and account codes charged by the employee.

- The following example represents a single employee for a single pay period. This example is intended to show the level of detail that is provided by the Labor Distribution Reports. The employee's data for a single period is split across 70 rows of detail.

Position Nbr	R/T/S	Fund	Agency	Org	SOrg	Object	SObj	Activity	Rpt Cat	Job/Project	Category	Earn Code	Step	Hourly Rate	Total Hours	Total Amount
00002509	R	4100	600	6025		4000	01	DS31		600D6725	Wages	REG	01	22.10	3.50	77.36
00002509	R	4100	600	6025		4000	01	DZ45		600D6725	Wages	REG	01	22.10	28.00	618.86
00002509	R	4100	600	6025		7812	01	DS31		600D6725	Fringe		01	.00	.00	4.64
00002509	R	4100	600	6025		7812	01	DZ45		600D6725	Fringe		01	.00	.00	37.12
00002509	R	4100	600	6025		7813	01	DS31		600D6725	Fringe		01	.00	.00	4.54
00002509										600D6725	Fringe		01	.00	.00	36.33
00002509										600D6725	Fringe		01	.00	.00	1.06
00002509	R	4100	600	6025		7821	01	DZ45		600D6725	Fringe		01	.00	.00	8.49
00002509	R	4100	600	6025		7840	01	DS31		600D6725	Fringe		01	.00	.00	.54
00002509	R	4100	600	6025		7840	01	DZ45		600D6725	Fringe		01	.00	.00	4.33
00002509	R	7300	600	6063		4000	01	DP01		600D4239	Wages	REG	01	22.10	2.00	44.20
00002509	R	7300	600	6063		4000	01	DP07		60067014	Wages	REG	01	22.10	2.00	44.20
00002509										600D4373	Wages	REG	01	22.10	.50	11.05
00002509										600D4373	Wages	REG	01	22.10	2.00	44.20
00002509										600D4239	Wages	REG	01	22.10	2.00	44.20
00002509										600D4335	Wages	REG	01	22.10	7.00	154.71
00002509										600D4332	Wages	REG	01	22.10	2.50	55.26
00002509										600D4332	Wages	REG	01	22.10	9.50	209.97
00002509										600D4335	Wages	REG	01	22.10	4.00	88.41
00002509										6006DWNT	Wages	CTU	01	22.10	1.00	22.10
00002509										6006DWNT	Wages	VAC	01	22.10	8.00	176.82
00002509										6006DWNT	Wages	SCK	01	22.10	8.00	176.82
00002509										600D4239	Fringe		01	.00	.00	2.74
00002509										60067014	Fringe		01	.00	.00	2.65
00002509										600D4373	Fringe		01	.00	.00	.66
00002509	R	7300	600	6063		7812	01	DPWA		6006DWNT	Fringe		01	.00	.00	1.32
00002509	R	7300	600	6063		7812	01	DS31		600D4373	Fringe		01	.00	.00	2.64
00002509	R	7300	600	6063		7812	01	DS32		600D4239	Fringe		01	.00	.00	2.65
00002509	R	7300	600	6063		7812	01	DS32		600D4335	Fringe		01	.00	.00	9.28
00002509	R	7300	600	6063		7812	01	DS32		600D4239	Fringe		01	.00	.00	2.65

Object and Sub-Object detail

Earnings Code information

- REG = Regular Pay
- SCK = Sick Pay
- VAC = Vacation Pay
- CTU = Comp Time Used
- Many different codes exist

Financial Management Reports

Personnel Expenditure Reports

- ◆ Reports can be run for an Agency, Department, Org, Activity, Reporting Category, Job/Project or Employee Id
- ◆ Reports display wage, fringe and expense reimbursement information summarized without Object code detail
- ◆ Fewer rows are displayed for each employee due to the summarization of labor detail

Personnel Expenses by Agency
This report shows personnel expense summary information for all employees charged to a selected Agency. The report includes both employee job detail and account codes charged by employees.

Personnel Expenses by Dept
This report shows personnel expense summary information for all employees assigned to a selected Department. The report includes both employee job detail and account codes charged by employees.

Personnel Expenses by Org
This report shows personnel expense summary information for all employees charged to a selected Organization. The report includes both employee job detail and account codes charged by employees.

Personnel Expenses by Activity
This report shows personnel expense summary information for all employees assigned to a selected Activity. The report includes both employee job detail and account codes charged by employees.

- The following example represents a single employee for a single pay period and is meant to show the summarization of data provided in the Personnel Expense Reports.
- This example is the same employee from the previous page. The Labor Distribution Report displayed 70 rows for the same period. The Personnel Expense Report lists 14 rows of data due to the large number of different Activities and Job/Projects being worked on during the period.

Jobcode	Employee Job Title	Position Nbr	R/T/S	Fund	Agency	Org	SOrg	Activity	Rpt Cat	Job/Project	Wages	Fringe	Reimb	Total
99983C	Supv Engnrg Tech I Sup2-C	00002509	R	4100	600	6025		DS31		600D6725	77.36	10.78	.00	88.14
99983C	Supv Engnrg Tech I Sup2-C	00002509	R	4100	600	6025		DZ45		600D6725	618.86	86.27	.00	705.13
99983C	Supv Engnrg Tech I Sup2-C	00002509	R	7300	600	6063		DP01		600D4239	44.20	6.51	.00	50.71
99983C	Supv Engnrg Tech I Sup2-C	00002509	R	7300	600	6063		DP07		60067014	44.20	6.14	.00	50.34
99983C	Supv Engnrg Tech I Sup2-C	00002509	R	7300	600	6063		DP24		600D4373	11.06	1.52	.00	12.57
99983C	Supv Engnrg Tech I Sup2-C	00002509	R	7300	600	6063		DPWA		6006DWNT	22.10	3.06	.00	25.16
99983C	Supv Engnrg Tech I Sup2-C	00002509	R	7300	600	6063		DS31		600D4373	44.20	6.12	.00	50.32
99983C	Supv Engnrg Tech I Sup2-C	00002509	R	7300	600	6063		DS32		600D4239	44.20	6.14	.00	50.34
99983C	Supv Engnrg Tech I Sup2-C	00002509	R	7300	600	6063		DS32		600D4335	154.71	21.56	.00	176.27
99983C	Supv Engnrg Tech I Sup2-C	00002509	R	7300	600	6063		DS53		600D4332	55.26	7.68	.00	62.94
99983C	Supv Engnrg Tech I Sup2-C	00002509	R	7300	600	6063		DZ01		6006DWNT	176.82	24.63	.00	201.45
99983C	Supv Engnrg Tech I Sup2-C	00002509	R	7300	600	6063		DZ02		6006DWNT	176.82	24.63	.00	201.45
99983C	Supv Engnrg Tech I Sup2-C	00002509	R	7300	600	6063		DZ45		600D4332	209.97	29.26	.00	239.23
99983C	Supv Engnrg Tech I Sup2-C	00002509	R	7300	600	6063		DZ45		600D4335	88.41	12.28	.00	100.69

- Most employees will display only a single row of data on the Personnel Expense Reports. This example is a single employee across multiple pay periods.

Jobcode	Employee Job Title	Position Nbr	R/T/S	Fund	Agency	Org	SOrg	Activity	Rpt Cat	Job/Project	Wages	Fringe	Reimb	Total
9350C	Program Assistant, Non-Supv-C	00002995	R	0100	820	8210					6,354.24	1,879.37	.00	8,233.61

Financial Management Reports

Position Expense Summary Report

- ◆ Report can ONLY be run by a Department as positions are NOT tied to Account Codes
- ◆ Report provides wage and fringe information by position – filled and vacant
- ◆ Report displays only Agency detail – other account code components are not included
- ◆ Due to this report's complexity, it may take significantly longer to return results

Position Exp. Summary by Dept
 This report shows position expense summary information for all positions budgeted within a selected Department. The report includes employees assigned to each position and the total amount of wages and fringes.

- The following example demonstrates different cases that may appear on this report for a Department:
 1. Position Nbr 00000277 – this indicates a normal situation where an employee has remained active in the position during the entire reporting timeframe
 2. Position Nbr 00000278 – this position is filled with an active employee but the employee has not been paid during the reporting timeframe
 3. Position Nbr 00000295 – this position has remained vacant during the entire reporting timeframe
 4. Position Nbr 00000301 – this position has been filled by more than one individual during the reporting timeframe; NOTE: Annual Rate is NOT prorated for the position.

Last Period	Position Nbr	Dept Id	Jobcode	Agency	Empl Id	Employee Name	Status	Annual Rate	Hours	Wages	Fringe	Total
2006-08-19	00000277	MPLS820	00170C	820	055669	Thompson, Mary	A	36,649.60	240.00	4,228.80	1,608.52	5,837.32
2006-08-19	00000278	MPLS820	00170C	820	066445	Jones, Adam	A	39,881.92	.00	.00	.00	.00
2006-08-19	00000295	MPLS820	02850C					.00	.00	.00	.00	.00
2006-08-19	00000301	MPLS820	02850C	145	011223	Smith, Joseph	L	45,747.52	.00	3,807.18	362.91	4,170.09
2006-08-19	00000301	MPLS820	02850C	820	065644	James, Keith	A	31,457.92	241.00	3,725.01	892.59	4,617.60

- Notice in the example that the wages and fringe were charged to an Agency not matching the position's Department.

HRIS Human Resources Information System

Microsoft Excel Integration

Downloading Data

Report Name	First Period	Last Period	Dept Id	Location	Empid	Employee Name	Jobcode	Employee Job Title	Position	R.T.S	Rate	Agency	Class	SOA	Activity	Rate	Job/Project	Wages	Retire	Total	
1	Exp by 2006-09-19	2006-09-19	MPLS820	C8200			00330C	Administrative Analyst-I-C		R	6900	820	8290					1,347.20	193.32	0.00	1,540.52
2	Exp by 2006-09-19	2006-09-19	MPLS820	C8290			08400C	Loss Control Coordinator		R	6900	820	8290					44	10.98	3,313.48	
3	Exp by 2006-09-19	2006-09-19	MPLS820	C8290			11010C	Workers Comp Claims Coord-C		R	6900	820	8290					1,995.55	311.33	0.00	2,507.95
4	Exp by 2006-09-19	2006-09-19	MPLS820	C8290			11010C	Workers Comp Claims Coord-C		R	6900	820	8290					2,828.64	371.33	0.00	2,999.97
5	Exp by 2006-09-19	2006-09-19	MPLS820	C8290			11010C	Workers Comp Claims Coord-C		R	6900	820	8290					2,828.64	375.44	0.00	3,004.08
6	Exp by 2006-09-19	2006-09-19	MPLS820	C8290			11020C	Director Risk & Claims Mgt		R	6900	820	8290					3,376.35	473.59	0.00	3,849.94
7	Exp by 2006-09-19	2006-09-19	MPLS820	C8290			11020C	Claims Specialist-C		R	6900	820	8290					1,768.48	253.03	0.00	2,021.51
8	Exp by 2006-09-19	2006-09-19	MPLS820	C8290			11020C	Claims Specialist-C		T	6900	820	8290					607.95	45.50	0.00	654.45

Address: https://hris.ci.minneapolis.mn.us/hris/psft/V-1610220567/ps.xls

- The Microsoft Excel icon appears on both the header and footer of the HRIS report results. Click  to download the data into Excel.
- Microsoft Excel tools are not displayed when page is launched. Click  to display the tools as shown below:

File Edit Favorites Help View Insert Format Tools Data Help

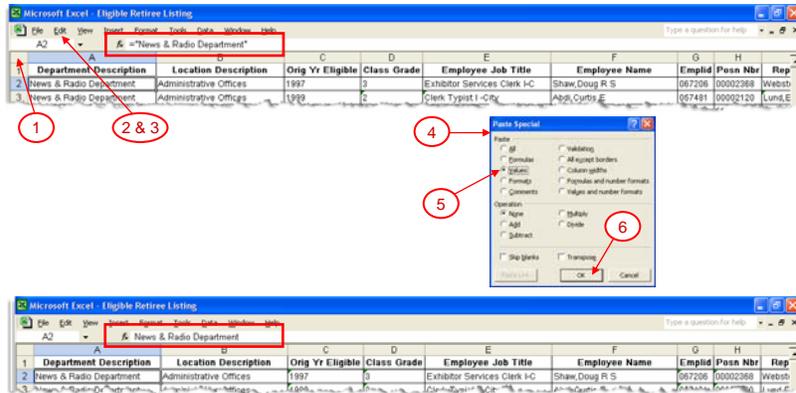
Address: https://hris.ci.minneapolis.mn.us/hris/psft/V-1610220567/ps.xls

Get this

Microsoft Excel Integration

Reformatting Downloaded Data

- ◆ Data is downloaded into Excel as “formulas”.
- ◆ Convert data to text before further analysis



- The data is downloaded into the spreadsheet as formulas.
- Follow these simple steps to convert the data from formulas to text:
 1. Click the upper left-hand corner of the spreadsheet
 2. Select Edit, then Copy **OR** right click on your mouse and select Copy
 3. Select Edit, then Paste Special **OR** right click on your mouse and select Paste Special
 4. A Past Special prompt box will appear
 5. Click Values
 6. Click OK

Microsoft Excel Integration

Reformatting Downloaded Data

- ◆ Format text data to numeric before performing computations
- ◆ Green notations indicate possible fields to be reformatted

Employee Job Title	Position Nbr	R/T/S	Fund	Agency	Org	SOrg	Activity	Rpt Cat	Job/Project	Wages	Fringe	Reimb	Total
Analyst I-C	00005005	R	6900	820	8290				1,347.20	193.32	.00		1,540.52
Coordinator-C	00002867	R	6900	820	8290				2,888.06	414.44	10.98		3,313.48
Claims Coord-C	00003456	R	6900	820	8290				2,196.56	311.39	.00		2,507.95
Claims Coord-C	00005004	R	6900	820	8290				2,628.64	371.33	.00		2,999.97
Claims Coord-C	00003455	R	6900	820	8290				2,628.64	375.44	.00		3,004.08
Claims Mgt-C	00005003	R	6900	820	8290				3,376.35	473.59	.00		3,849.94
list-C	00000345	R	6900	820	8290				1,768.48	253.03	.00		2,021.51
list-C		T	6900	820	8290				607.95	46.50	.00		654.45

- After the data is converted from formulas to text, you may want to convert some cell values from text to numeric to perform Excel computations.
- Follow these simple steps to convert the data from text to numbers:

1. Click on the first cell in the first row of data you want to convert from text to numeric
2. Holding the left button down on your mouse, drag your cursor to the last cell in the last row of data you want to convert from text to numeric
3. Click on the informational icon

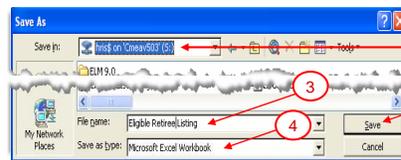
Job/Project	Wages	Fringe	Reimb	Total
1,347.20	193.32	.00		1,540.52
2,888.06	414.44	10.98		3,313.48
2,196.56	311.39	.00		2,507.95
2,628.64	371.33	.00		2,999.97
2,628.64	375.44	.00		3,004.08
3,376.35	473.59	.00		3,849.94
1,768.48	253.03	.00		2,021.51
607.95	46.50	.00		654.45

4. Select Convert to Number in the drop-down list
5. Data will be reformatted to numeric values

Job/Project	Wages	Fringe	Reimb	Total
	1,347.20	193.32	0	1,540.52
	2,888.06	414.44	10.98	3,313.48
	2,196.56	311.39	0	2,507.95
	2,628.64	371.33	0	2,999.97
	2,628.64	375.44	0	3,004.08
	3,376.35	473.59	0	3,849.94
	1,768.48	253.03	0	2,021.51
	607.95	46.5	0	654.45

Saving the downloaded data

1	Department Description	Location Description	Orig Yr	Eligible	Class Grade	Employee Job Title	Employee Name	Emplid	Posn Nbr	Reports To Name	Status	Last
2	News & Radio Department	Administrative Offices	1997		3	Exhibitor Services	Shaw, Doug R S	067206	00002368	Webster, Karl W	Active	1991-
3	News & Radio Department	Administrative Offices	1999		2	Clerk Typist I -City	Abel, Curtis E	067481	00002120	Lund, Brian Anthony	Active	1970-
4	News & Radio Department	Administrative Offices	2007		3	Exhibitor Services	Iverson, Pang S	104066	00006660	Webster, Karl W	Active	2002-
5	News & Radio Department	Administrative Offices	2014		4	Office Specialist	Laddusaw, Melissa	064620	00003468	Webster, Karl W	Active	1990-



2 Save all employee data on secured network directories!!!
5

Don't save this data unless absolutely required!!!

- If you need to save the downloaded data for future reference or analysis, use the following simple steps:

1. Click File, Save As...
and a Save As box will appear



2. Select proper file location
3. Enter File name
4. Select Microsoft Excel Workbook
5. Click Save
6. Close the file and window by clicking

Data Privacy

What is my responsibility?

- ◆ As a City of Minneapolis employee, you accept responsibility for handling personnel data with sensitivity and in accordance with the Minnesota Government Data Practices Act.
- ◆ Improper or unauthorized use of private personnel data could result in disciplinary action and liability to the City.



Act responsibly with personnel data – keep it safe!!!

Handle it like you want your own personnel information handled

Following are some general guidelines to follow:

- It is the responsibility of all personnel to protect against the unauthorized disclosure of private personnel data.
- Only authorized users may have access to private personnel data and that access is based upon a legitimate “need to know”.
- Private personnel data could be disclosed in electronic form, on paper or verbally. All personnel shall protect the integrity and security of private personnel data from unlawful disclosures.
- Managers who identify a proxy to perform HR related activities on their behalf have not relinquished any responsibility for protecting private personnel data. Managers accept responsibility of the actions taken by their proxies.

Important: These are only general guidelines for managing and handling private and public data. For more specific information on data privacy laws and requirements, consult with your HR Generalist Team.

Public versus private personnel data:

Public Data:	Private Data:
Name and Employee Identification #	Social Security Number
Department and funding source	Marital status, tax exemptions and taxes withheld
Job description, duties and responsibilities	Voluntary and involuntary deductions
Dates of appointment and separation	Net pay
Job classification & range of pay	Home address and phone number
Gross salary, rate of pay and pay frequency	Ethnicity and gender data
Time Worked	Performance evaluation details
City paid fringe benefits	Medical history
Retirement plan	Designee for final paycheck

The above list only shows examples – contact an HR Generalist or HRIS Administration if you have any questions about data privacy.

- The Minnesota Government Data Practices Act regulates the collection, creation, storage, maintenance, dissemination, and access to government data. It establishes a presumption that government data are public and are accessible by the public for both inspection and copying unless there is a federal law, a state statute, or a temporary classification of data that provides that certain data are not public.
- One exception to the presumption that government data are public involves personnel data. Most personnel data is private data and can only be made available to individuals within the City of Minneapolis whose work assignments reasonably require access to the data.

Wrap Up & Questions



- Feel free to use any of the remaining class time to practice running reports and downloading the data into Excel.
- If you have any questions after today's training, you should contact your Department's representative.

**THANK
YOU**