

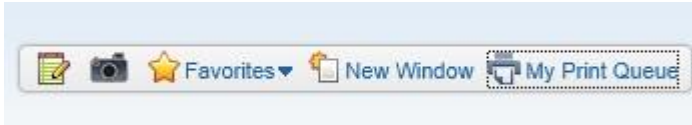
EXCEL DATA ANALYSIS HR BEGINNING

Tonya Lott, Bastrop ISD

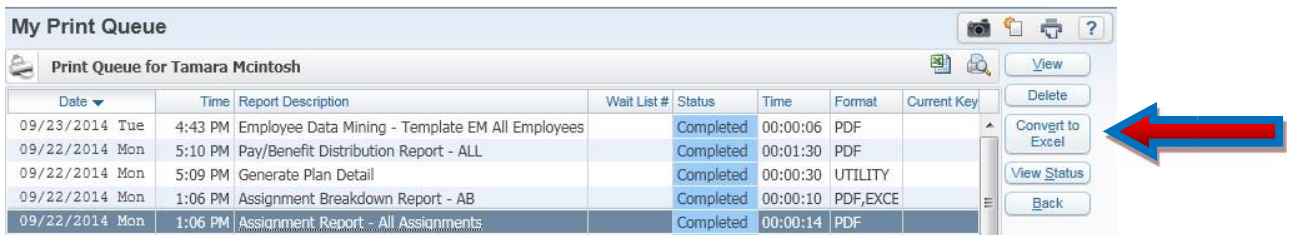
Contact: tlott@bisdtx.org

I. CONVERTING SKYWARD REPORTS (Not Data Mining) TO EXCEL:

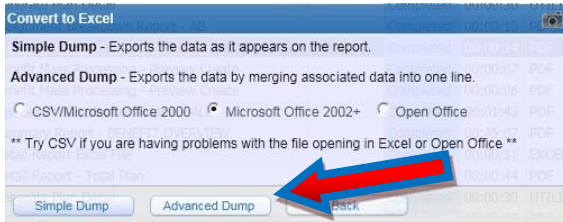
1. Click on My Print Queue and Select a PDF Report from “My Print Queue”.



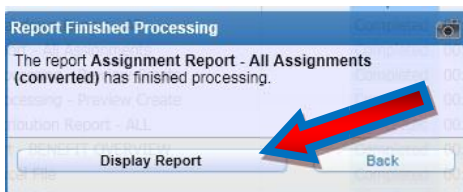
2 SELECT “CONVERT TO EXCEL”



3. REVIEW OPTIONS AND SELECT SIMPLE OR ADVANCED DUMP

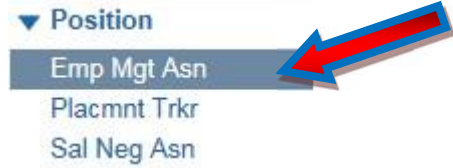


4. SELECT DISPLAY REPORT



QUICK REPORT – EXAMPLE: EMPLOYEE MANAGEMENT ASSIGNMENTS:

1. SELECT “Employee Profile – Position – Emp Mgt Asn”



2. CLICK “Year” Twice to Sort in Ascending Order

Employee Management Assignments

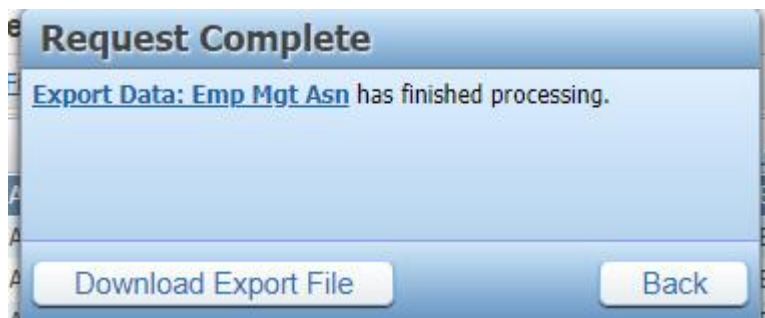
Views: General Filters: *Skyward Default

Year	Plan	Position	Assignment	Building
▶ 2015	2015-16 ACTIVE PLAN	NETWORK SERVICES	INFORMATION SYS	CENTRAL OFFICE
▶ 2016	2016-17 ACTIVE PLAN	PROFESSIONAL 12	SPECIALIST - INFOF	CENTRAL OFFICE
▶ 2017	2017-18 ACTIVE PLAN	PROFESSIONAL 12	SPECIALIST - INFOF	CENTRAL OFFICE
▶ 2018	2018-19 ACTIVE PLAN	PROFESSIONAL 12	SPECIALIST - INFOF	CENTRAL OFFICE
▶ 2019	2019-20 ACTIVE PLAN	PROFESSIONAL 12	SPECIALIST - INFOF	CENTRAL OFFICE

3. Click On EXCEL ICON to SELECT “Export to Excel” – “Export”



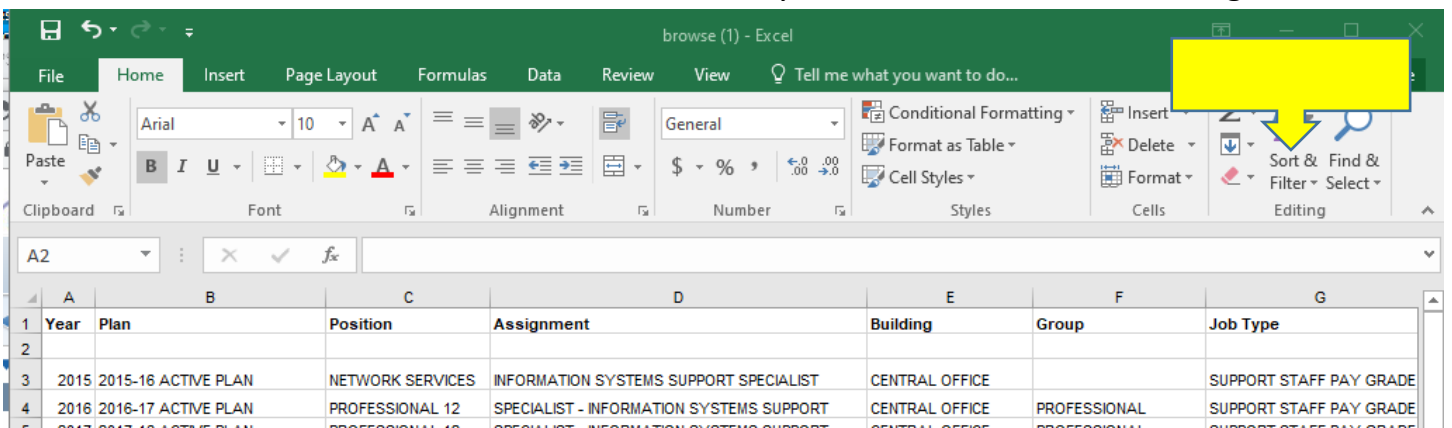
4. Click on Download Export File.



All Data in EM Assignments Including Assignment Details, Salary Information, Payroll Information, Etc. for ALL Years Listed will Download to an Excel Spreadsheet. Edit.

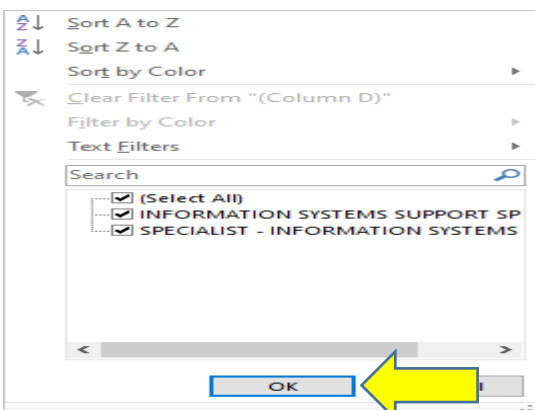
1	Year	Plan	Position	Assignment	Building	Group	Job Type
2	2015	2015-16 ACTIVE PLAN	NETWORK SERVICES	INFORMATION SYSTEMS SUPPORT SPECIALIST	CENTRAL OFFICE		SUPPORT STAFF PAY GRADE
3	2016	2016-17 ACTIVE PLAN	PROFESSIONAL 12	SPECIALIST - INFORMATION SYSTEMS SUPPORT	CENTRAL OFFICE	PROFESSIONAL	SUPPORT STAFF PAY GRADE
4	2017	2017-18 ACTIVE PLAN	PROFESSIONAL 12	SPECIALIST - INFORMATION SYSTEMS SUPPORT	CENTRAL OFFICE	PROFESSIONAL	SUPPORT STAFF PAY GRADE
5	2018	2018-19 ACTIVE PLAN	PROFESSIONAL 12	SPECIALIST - INFORMATION SYSTEMS SUPPORT	CENTRAL OFFICE	PROFESSIONAL	SUPPORT STAFF PAY GRADE
6	2019	2019-20 ACTIVE PLAN	PROFESSIONAL 12	SPECIALIST - INFORMATION SYSTEMS SUPPORT	CENTRAL OFFICE	PROFESSIONAL	SUPPORT STAFF PAY GRADE

After Downloading Data to an Excel Spreadsheet, highlight the 2nd row and right click and choose Insert. Then select Sort & Filter. Make sure you choose filter when clicking here.



If you will notice, you will see arrow boxes appear on the line that you inserted. Click on the arrow in the column that you want to Filter. This brings up another screen, from here you can uncheck any boxes that you do not want included in the filter and click OK. Only Selected Data will be Listed. Then you can copy and paste to Sheet #2 as desired.

1	Year	Plan	Position	Assignment	Building	Group	Job Type
2							
3	2015	2015-16 ACTIVE PLAN	NETWORK SERVICES	INFORMATION SYSTEMS SUPPORT SPECIALIST	CENTRAL OFFICE		SUPPORT STAFF PAY GRADE

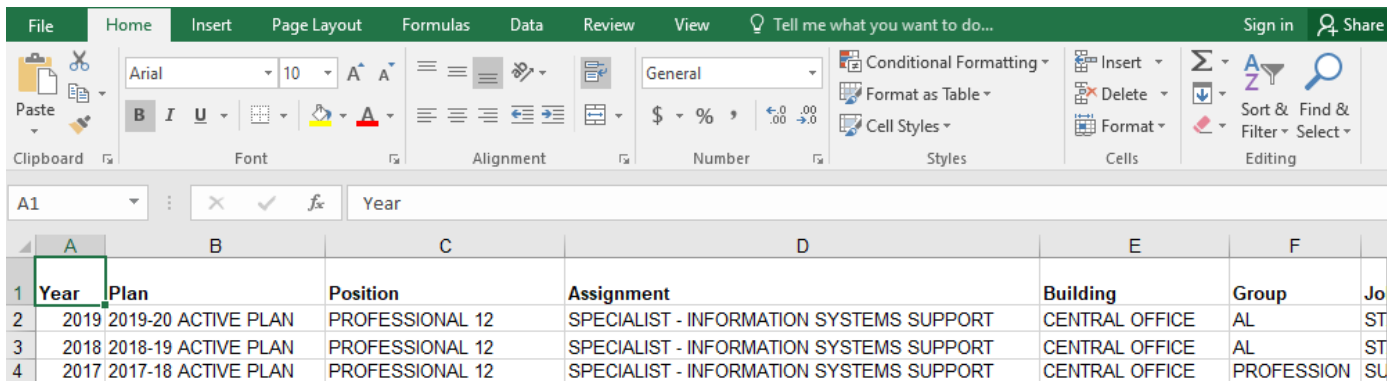


EXCEL – CONDITIONAL FORMATTING:

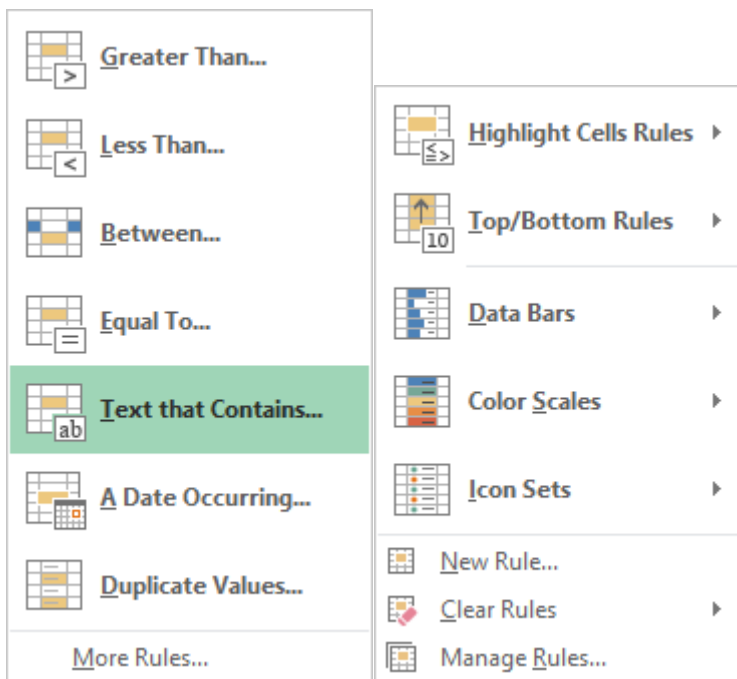
AFTER DOWNLOADING DATA TO AN EXCEL SPREADSHEET ...

Place Cursor on Selected Column

SELECT “Conditional Formatting”



Year	Plan	Position	Assignment	Building	Group	Job	
2019	2019-20	ACTIVE PLAN	PROFESSIONAL 12	SPECIALIST - INFORMATION SYSTEMS SUPPORT	CENTRAL OFFICE	AL	ST
2018	2018-19	ACTIVE PLAN	PROFESSIONAL 12	SPECIALIST - INFORMATION SYSTEMS SUPPORT	CENTRAL OFFICE	AL	ST
2017	2017-18	ACTIVE PLAN	PROFESSIONAL 12	SPECIALIST - INFORMATION SYSTEMS SUPPORT	CENTRAL OFFICE	PROFESSION	SU

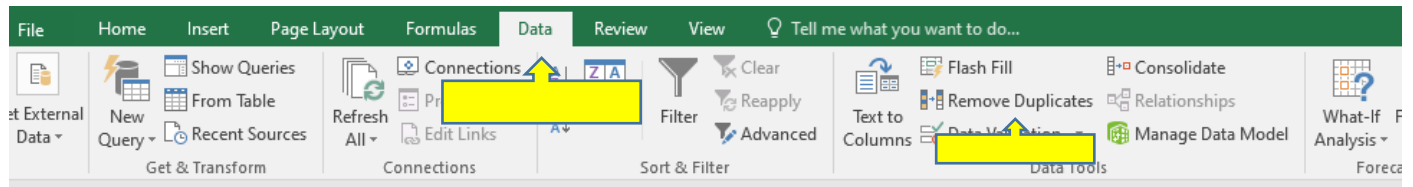


- Greater Than...
- Less Than...
- Between...
- Equal To...
- Text that Contains...**
- A Date Occurring...
- Duplicate Values...
- More Rules...
- Highlight Cells Rules
- Top/Bottom Rules
- Data Bars
- Color Scales
- Icon Sets
- New Rule...
- Clear Rules
- Manage Rules...

HOW TO REMOVE DUPLICATES IN AN EXCEL SPREADSHEET

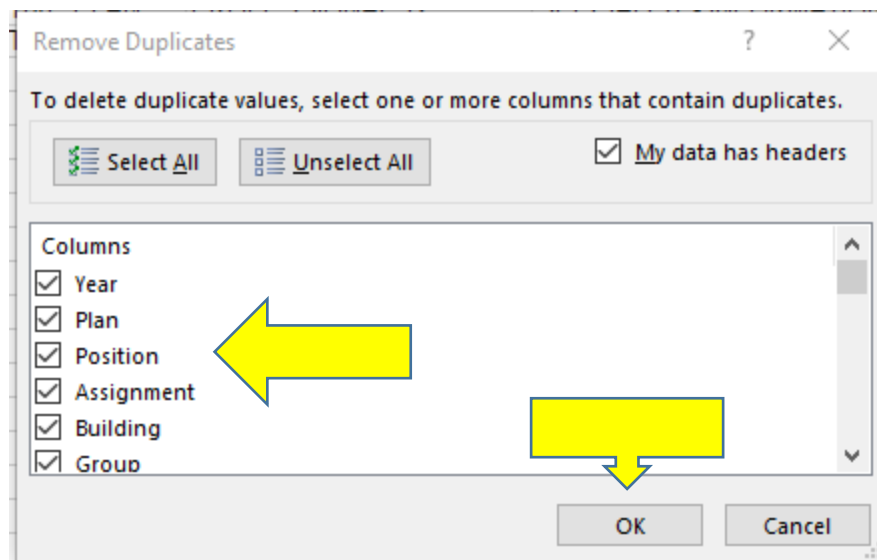
Then click Data and Remove Duplicates. **NOTE: You may have to maximize your screen to see the Remove Duplicate option.**

Check the boxes beside the columns that you want to remove the duplicates. Then click OK.



The screenshot shows the Excel ribbon with the 'Data' tab selected. The 'Remove Duplicates' button is highlighted with a yellow box. Below the ribbon, a table of employee data is visible, with the first row highlighted in red.

Year	Plan	Position	Assignment	Building	Group
2019	2019-20 ACTIVE PLAN	PROFESSIONAL 12	SPECIALIST - INFORMATION SYSTEMS SUPPORT	CENTRAL OFFICE	AL
2018	2018-19 ACTIVE PLAN	PROFESSIONAL 12	SPECIALIST - INFORMATION SYSTEMS SUPPORT	CENTRAL OFFICE	AL
2017	2017-18 ACTIVE PLAN	PROFESSIONAL 12	SPECIALIST - INFORMATION SYSTEMS SUPPORT	CENTRAL OFFICE	PROFESSION
2016	2016-17 ACTIVE PLAN	PROFESSIONAL 12	SPECIALIST - INFORMATION SYSTEMS SUPPORT	CENTRAL OFFICE	PROFESSION
2015	2015-16 ACTIVE PLAN	NETWORK SERVICES	INFORMATION SYSTEMS SUPPORT SPECIALIST	CENTRAL OFFICE	



TEXT TO COLUMNS EXAMPLE

For My Next Example, I am going to go to True Time/True Time Administration/Entry by Employees. Expand by clicking on the arrow beside the Employee's name. Then click on Time Sheet History. Click on the Exel Icon, choose how you want to export your report and then click on EXPORT. Download the EXPORTED FILE.

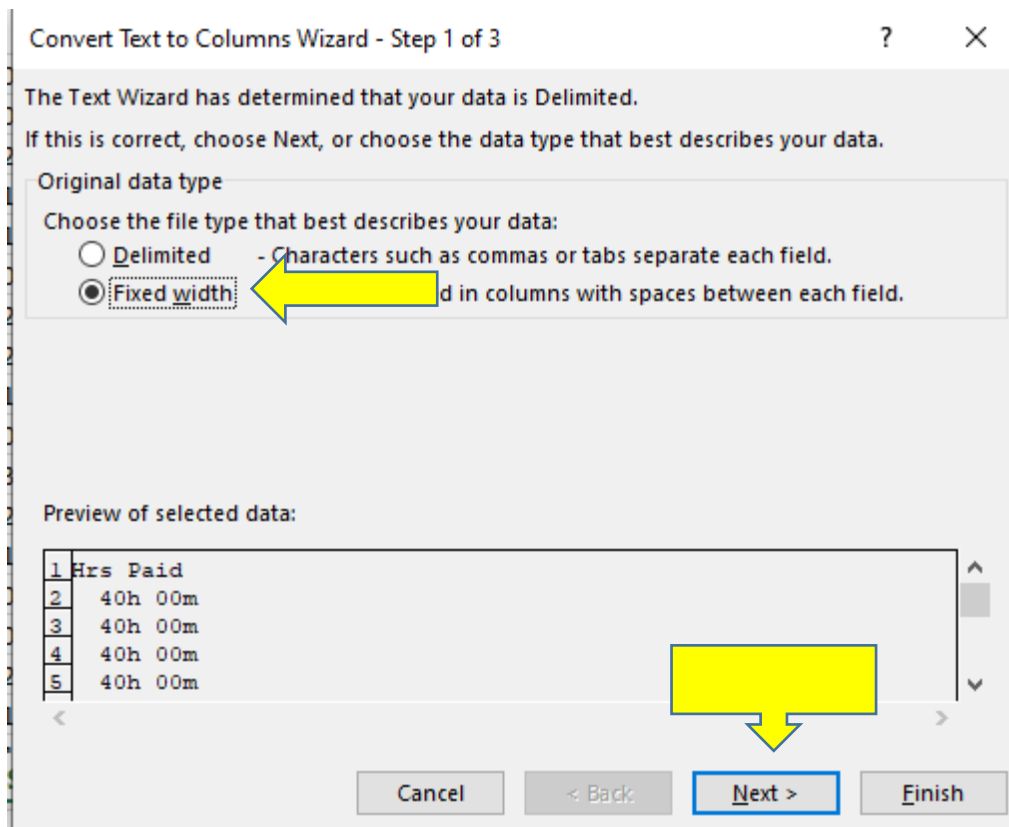
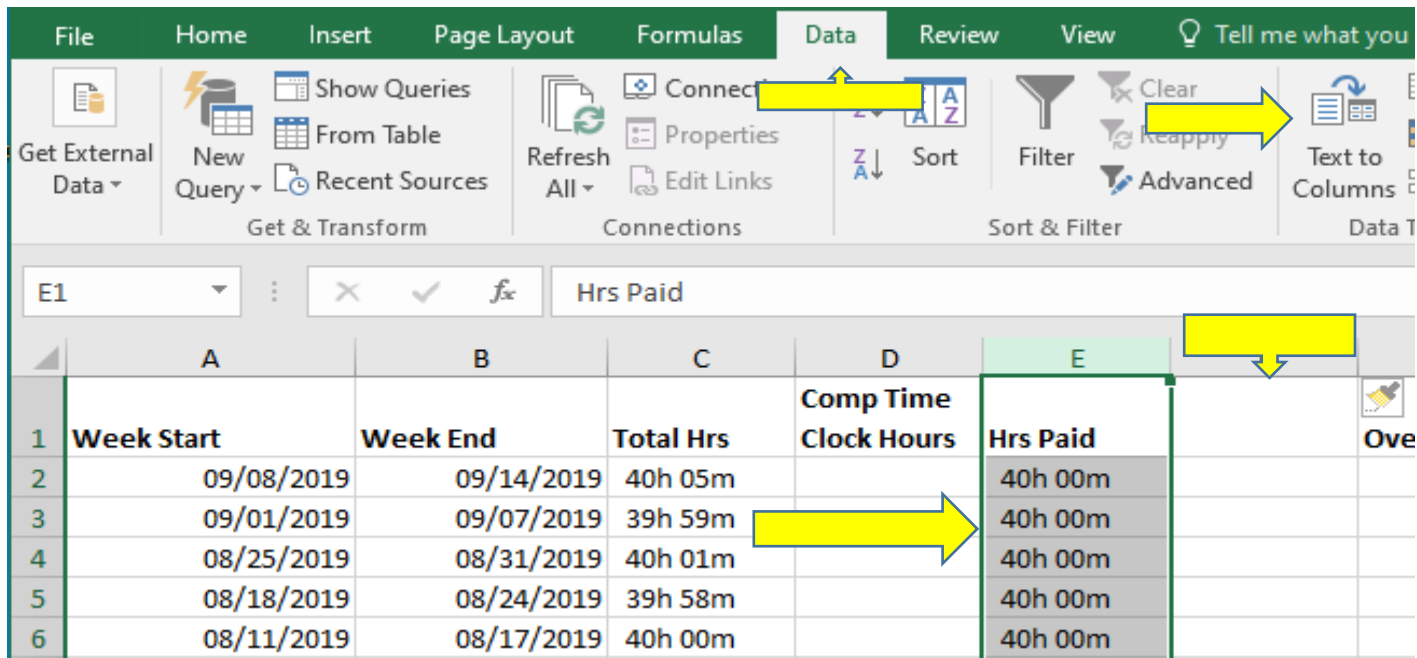
The screenshot shows the True Time Administration web application. The navigation menu includes Home, Employee, Employee Administration, Payroll, Time Off, Substitute Tracking, Insurance Tracking, True Time, Work Requests, Advanced Features, Federal/State Reporting, and Custom Reports. The 'Entry by Employees' dropdown is expanded, showing a list of employees. The employee 'CANNON, EMILY ROSE BEVERL' is selected, and the 'Time Sheet History' link is highlighted. A yellow arrow points to the 'Time Sheet History' link.

Last Name	First	Middle	Status	Notes	Week Start	Week End	Total Hours	Total Sched	Total Diff	Sun Total Hrs
CANNON	EMILY	ROSE BEVERL	IN	N	09/15/2019	09/21/2019	28h 03m		28h 03m	

The screenshot shows the 'View Additional Time Sheets' page. The table displays time sheet records with columns for Week Start, Week End, Total Hrs, Comp Time, Clock Hours, Hrs Paid, Overtime, Pnd Hrs Off, Unpd Hrs Off, and Status. The 'Export' button is highlighted with a yellow arrow.

Week Start	Week End	Total Hrs	Comp Time	Clock Hours	Hrs Paid	Overtime	Pnd Hrs Off	Unpd Hrs Off	Status
09/08/2019	09/14/2019	40h 00m		40h 00m	40h 00m		8h 00m		Waiting for Payroll
09/01/2019	09/07/2019	39h 59m		40h 00m	40h 00m				History
08/25/2019	08/31/2019	40h 01m		40h 00m	40h 00m				History
08/18/2019	08/24/2019	39h 58m		40h 00m	40h 00m				History
08/11/2019	08/17/2019	40h 00m		40h 00m	40h 00m				History
08/04/2019	08/10/2019	40h 00m		40h 00m	40h 00m		7h 30m		History
07/28/2019	08/03/2019	40h 05m		40h 00m	40h 00m				History
07/21/2019	07/27/2019	39h 54m		40h 00m	40h 00m		20h 00m		History
07/14/2019	07/20/2019	39h 03m		39h 00m	39h 00m				Waiting for Payroll
07/07/2019	07/13/2019	38h 36m		38h 30m	38h 30m				History
06/30/2019	07/06/2019	40h 00m		40h 00m	40h 00m		15h 45m		History
06/23/2019	06/29/2019	38h 07m		38h 00m	38h 00m				History
06/16/2019	06/22/2019	39h 58m		40h 00m	40h 00m		7h 15m		History
06/09/2019	06/15/2019	38h 28m		38h 30m	38h 30m				History
06/02/2019	06/08/2019	38h 00m		38h 00m	38h 00m				History
05/26/2019	06/01/2019	29h 43m		32h 11m	32h 11m				Waiting for Payroll
05/19/2019	05/25/2019	39h 55m		40h 00m	40h 00m				History
05/12/2019	05/18/2019	40h 12m	15m	40h 00m	40h 00m				History
05/05/2019	05/11/2019	40h 01m		40h 00m	40h 00m				History
04/28/2019	05/04/2019	40h 01m		40h 00m	40h 00m				History

Insert a column after the HRS PAID column. Highlight the Column HRS PAID and then click on Data in the top of the screen and then click on Text to Column. Select Fixed Width, then click Next, then click Next again and then click Finish.



You can continue with repeating those steps until Hours and Minutes are Separated for Calculating Totals.

E	F
Hrs	Paid
40h	00m
40h	00m
40h	00m
40h	00m
40h	00m
40h	00m
40h	00m
40h	00m
39h	00m
38h	30m