

entry values are displayed along with the most recent users to update the element allowing the template to be used as an internal auditing tool on top of a reporting solution.

Organization Hierarchies

Parameters: Users are prompted to enter one date when submitting this Kube.

This Kube will pull in all open organizational hierarchy assignments for all person types as of the run date.

This Kube is most useful for generating reports that are attempting to evaluate the organizational roll-ups within the company. Roll-up break downs of new hires and terminations are example of reports available with this Kube.

• **Organizational Hierarchies**

This template provides a Pivot Table overview of the organizational structure based on where employees have been assigned. A percentage of the total number of employees is provided for the first 5 levels of the organizational hierarchy.

• **Organizational Hierarchies Definitions**

This template is very similar to the Organizational Hierarchies template except that it provides an overview of how organizational structures have been defined without reference to employee assignments.

Salary Analysis

Parameters: Users are prompted to enter a date range when submitting this Kube.

This Kube will pull in salary history for all person types with open assignments during the date range. Additionally, when available, the person's salary for the end of each of the last three years is also provided (i.e. an employee's salary history for January 2004 and their salaries ending 12/31/2001, 12/31/2002, and 12/31/2003 would be provided for a report run 1/1/2004-1/31/2004).

This Kube is most useful for analyzing salary history as well as examining specific salary details. Compensation ratio analysis and salary trending are two examples of reports that can be built with this Kube.

• **Compensation Ratio Analysis**

This template provides a Pivot Table breakdown of salaries by grade. For each grade a count of employees within that grade is provided along with minimum, medium, and maximum ranges for the salaries. An average of compensation ratios for that grade is also provided.

• **Salary Analysis**

This template provides a Pivot Table breakdown of salaries by EEO category. A high and low salary is provided along-side average years of service and average salary.

• **Salary Transactions**

This template provides a Pivot Table break down of how salaries have changed in the organization within the date range. A starting and ending total salary for each organization is provided as is the change amount.

Employee W4 Information

Parameters: Users are prompted to enter Business Group, Date Range, Tax Type and Assignment Status Type. This Kube will extract the W4 Information for given date range. This will include Federal, State, City, County and School Information. Four (4) Delivered Excel Templates with multiple tabs.

- Federal
- State
- County
- City
- School

The delivered template offering is really only the beginning. Many more templates can be created to satisfy individual business needs, as well as user preferences.

By utilizing these delivered templates, a user can create a myriad of reports by simply manipulating what data is shown and how it is displayed. In addition, Kube Manager provides the ability to incorporate custom, user-defined Kubes limited only by the power of PL/SQL.

About KBACE

As a proven leader in Oracle® e-Business Suite consulting and operational insight, KBACE enables clients to gain the full perspective on their enterprises. For over seven years KBACE has set the standard for implementations, upgrades, education, and strategic services related to Oracle® Applications, representing some of Oracle®'s best ERP success stories.

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Unleash The Power Of Your HR Data

The KBX™ HR Reporting Toolkit is a powerful, dynamic reporting tool created to effectively leverage your Human Resources data. Because KBX™ utilizes the Microsoft® Office Suite, users have the ability to tap into the massive power of Microsoft® Excel and create complex reports to provide top Executives with strategic salary and organizational analysis. KBX™ HR Reporting allows you to make informed business decisions that are backed up by solid facts.

Daily Reporting Needs

KBX™ the HR Reporting Toolkit allows HR staff to instantly gather simple information such as birthday lists, service anniversaries, employee addresses, termination, and headcount reports without resorting to complex query tools or multiple requests to the IT department.

Complex Salary Analysis

KBX™ the HR Reporting Toolkit will allow you to produce more reports than might otherwise be feasible or affordable. Using the Salary Analysis Kube included in the KBX™ Human Resources Toolkit, it is possible to perform complex salary analysis.

- Short Implementation Time
KBX™ HR is implemented in less than two hours.
- Lower Maintenance Costs
No data warehousing or IT support required.
- True Plug & Play Functionality
Users are generating reports minutes after implementation.
- Easy-to-Use Interface
Allows "non-technical" users to become adept at generating meaningful reports.
- Perform Organizational Hierarchy Analysis
Easily view an organization's hierarchies and organizational hierarchy definitions.
- Utilize the strengths of Oracle® and Microsoft® Office
KBX™ HR leverages your existing capital investment in Oracle® and Microsoft®.
- Lower Training Costs
Train users in minutes by simply showing them how to use the data—not training them on the reporting tool.

KBX™ Human Resources Toolkit—Summary

The KBX™ HR Reporting Toolkit is a component of the KBX™ Data Management Suite. KBX™ utilizes Kubes of relational data to enable organizations in balancing, reconciling, and validating data quality with a methodology that provides insight into why information is the way that it is. Integrating Oracle® and Microsoft®, the KBX™ Data Management Suite encompasses plug-and-play Microsoft® Office Toolkits for the following Oracle® Application modules:

- Human Resources
- Payroll
- Benefits (Standard & Advanced)
- Time and Labor

The KBX™ HR Reporting Toolkit is a powerful, easy-to-use, and quick end-user solution to Oracle® Applications reporting. Key to the KBX™ Data Management Suite concept is the distribution of dozens of report templates with each Kube of data. These reporting templates are built by KBACE Technologies through extensive consulting field research and are installed as part of the core product. Immediately after installation, end users have the ability to run and modify detailed reports with no consulting engagement required.

1 Kube = Multiple Reports

The foundations for the ease-of-use are the simple graphical interface and the fact that all reports are designed for use with the Microsoft® Office Suite.

HR Kube Groups

The KBX™ Kube Manager HR Toolkit is comprised of the Oracle® Humans Resources—US, Oracle® Human Resources—CA, and Oracle Human Resources—Global Kube Groups. These kube groups all consist of the same kube types and templates. The difference being the different legislative contexts they address. US is for US data, CA for Canada, and the Global group can be run for any legislative context (please note that this can be run for any legislative context, but not for all contexts—i.e., you can retrieve Canadian or US data using this Kube, but not both at the same time).

All templates are essentially the same, with the exception that the Global group delivers additional summary data and charts for certain templates. The Global Group also has a revised data structure with additional fields and information provided in the kubes though the general outline remains the same.

Delivered Kubes

Each Kube Groups comes complete with 5 delivered Kubes that you can begin using for your reporting solutions immediately:

Employees, Contacts, Phones, and Addresses
Headcount and Terminations
HR Elements
Organization Hierarchies
Salary Analysis
Employee W4 Information

Kube and Template Summary

The Kubes and templates delivered with the HR Toolkit are designed to make running reports out of Oracle® as efficient as possible. The templates are loaded through and can be customized within Microsoft® Excel and Word. A brief summary of each Kube and the templates associated with it is included here:

Employees, Contacts, Phones, and Addresses

Parameters: Users are prompted to enter one date when submitting this Kube.

This Kube will pull in all person types (employee, applicant, contingent worker, etc.) who have an open assignment as of the date entered (this includes any assignment ending on the date entered as well). This will include all active employees, termed employees who have yet to final process, as well as any suspended status employees who have not had their suspended status end-dated.

This Kube is most useful for generating reports that are not looking for history but rather examining what employees were doing at a specific point in time. Employee rosters, address listings, and overall headcounts are easily accomplished via this Kube.

• Active Employees

This template provides a Pivot Table breakdown of the Kube population by person type and employment category. Other fields are also provided to allow users to create a breakdown by job, organization, location, and more. Please note that Active refers to the employee's status within the company not their assignment. Therefore, employees on leave, retirement, etc. will also be included though users can filter these out.

• All US Addresses

This template provides a listing of all open US Addresses for all person types in the Kube. Filters are provided so users can view only primary addresses, specific address types, specific person types, and more.

• Assignment Costing

This template provides a listing of all open Costing Segments for all person types in the Kube. Filters are provided to further break down the report.

• Contacts

This template provides a Pivot Table breakdown of all active contacts for all person types. A count is provided by person and contact type.

• HR Assignments

This template provides a count of all assignment records in the system by Employment Category. Average months of service and percentage of total population values are also included

• Phone Listing

This template provides a listing of all active phone numbers for people with open assignments as of the date entered. Filters allow users to view specific person types, specific phone types, and more.

• Sample Form Letter

This Word template provides an example of MS Word Mail Merge functionality and can be used as a template for designing custom form letters.

• Sample US Address Labels

This Word template provides another example of MS Word Mail Merge functionality and can be used as a template for designing custom address labels.

Headcount and Terminations

Parameters: Users are prompted to enter a date range when submitting this Kube. Users are also given the option of whether or not to include assignment change data; this parameter provides enhanced performance for users with very large employee populations.

This Kube will pull in assignment history for the date range (i.e. all assignments that were open at any point between the two dates entered) for all person types (employee, applicant, contingent worker, etc.). This will include all active employees, termed employees who have yet to final process, as well as any suspended status employees who have not had their suspended status end-dated.

This Kube is most useful for generating reports that are looking for assignment history and identifying changes within the company during a certain period of time. New hire reports, termination reports, employment category change reports, and more are easily built with this Kube.

• Headcount and Movements

This template provides a Pivot Table breakdown of all assignments for all person types within the Kube with the exception of terminations that final processed.

The breakdown provides a starting count (i.e. open assignments as of the first date entered); a count of new hires, re-hires, terms, and new secondary assignments within the date range; and a count of employees who transferred in and out of organizations. A grand total is also provided and this indicates how many assignments are open, by organization, as of the last date entered.

Please note that employees may appear several times in the report as an employee may have been active on the first day entered, termed, re-hired, and acquired a secondary assignment during the date range (a total of 4 records). However, the totals would indicate the correct change of 1 additional assignment and not count all 4 in the grand totals. Users can also take advantage of the included filters to only show primary assignments, specific assignment types, and more.

• Terminations

This template provides a Pivot Table breakdown of all terminations in the date range. The report gives a total, by job, for all employees who termed in the date range (without a final process date or with a final process date in the date range); had a final process date in the range but termed prior to the start date; have a future final process date but termed prior to the start date; or have no final process date and termed prior to the start date.

HR Elements

Parameters: Users are prompted to enter a date range when submitting this Kube. Users are also given the option of running the Kube for a specific element, an element classification, or any element sets that have been previously set-up within the Oracle® application. Please note that due to the large volume of data involved with elements, users are urged to utilize the additional parameters whenever possible.

This Kube will pull in all open elements that fall within the date range and are in accordance with the additional type, classification, and set parameters.

This Kube is most useful for generating reports that are looking for element level information off of the element entries screen in Oracle®. Reports identifying which elements have processed or not as well as reports showing what elements each employee had during a pay period are examples of reports that can be obtained with this Kube.

• Element Register

This template provides a listing of all elements within the Kube by employee and includes filters to allow for further analysis. The first 15 input values, units of measure, and