



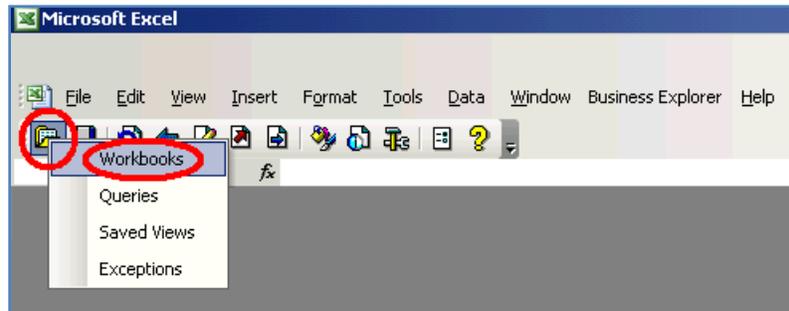
Instructions for SCEIS BEx Analyzer Workbook Solution for February 2012 SC Legislative Black Caucus Questionnaire

Use this workbook to derive answers for the SCLBC Questionnaire distributed in February 2012.

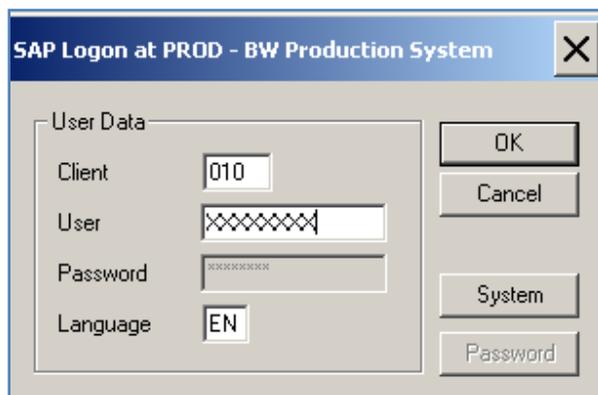
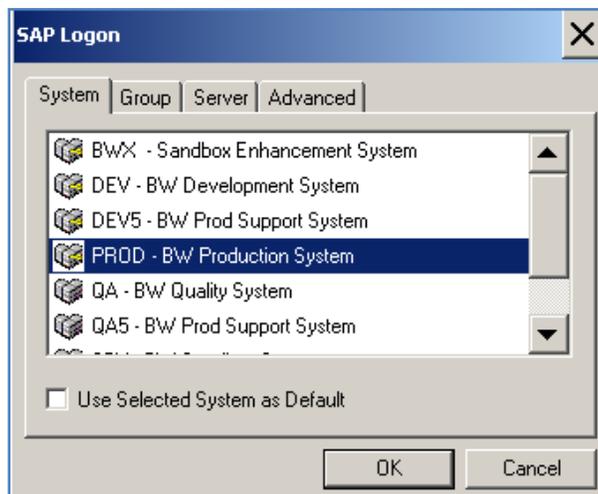
(Click the following link for a copy of the questionnaire:

http://www.sceis.sc.gov/documents/SCLBC_Affirmative_Action_and_Civil_Rights_Committee_Memo--February2012.pdf.)

1. Open **BEx Analyzer** from the Citrix Icon as usual.
2. Using the BEx Toolbar, select **Open > Workbooks**.



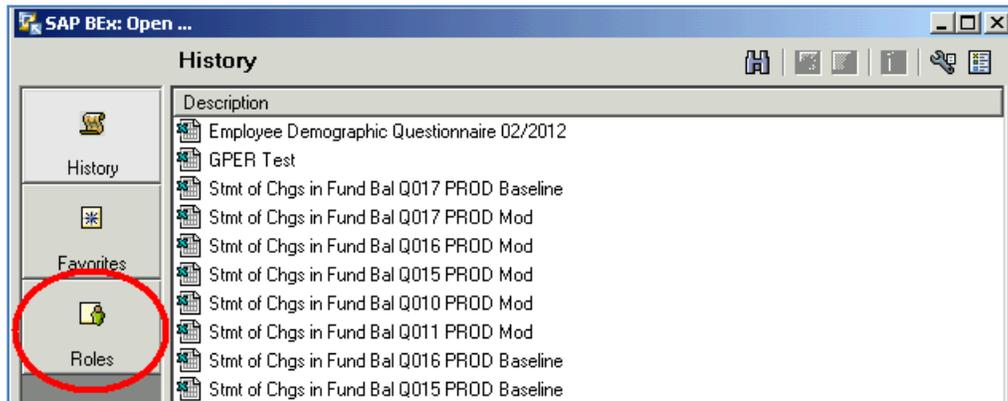
3. Log on to **PROD - BW Production System** using your user id as usual.



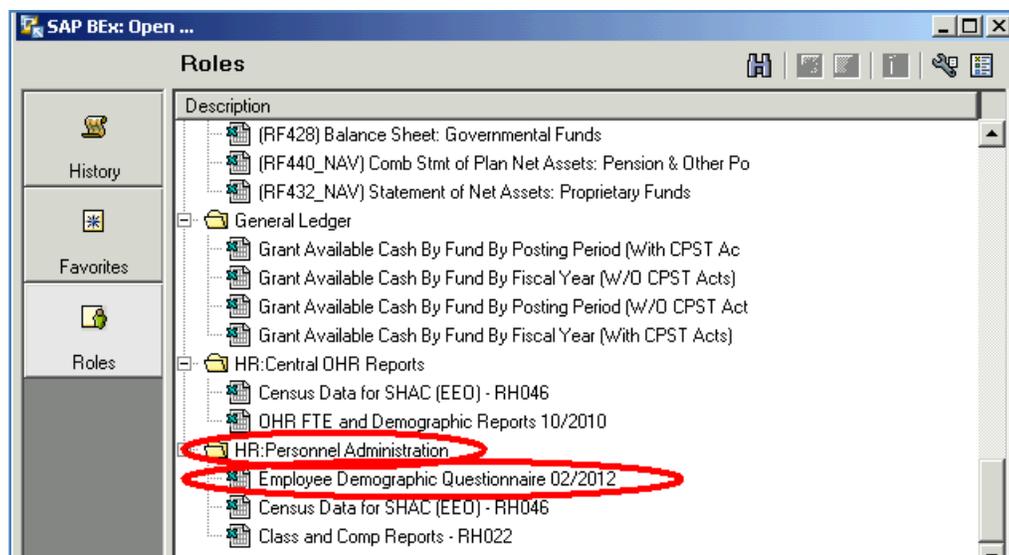


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- From the BEx browser, click on the **Roles** button.



- Scroll to locate the **HR: Personnel Administration** role. Select and open the **Employee Demographic Questionnaire 02/2012** workbook.

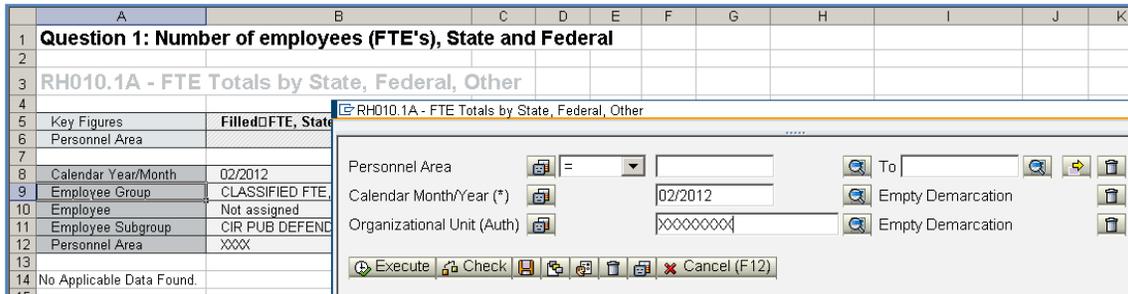


- The workbook contains the following six tabs:
 - Information
 - (Instructions - please read)
 - Q1-EE Count (FTE)
 - (Query: RH010.1A - FTE Totals by State, Federal, Other)
 - Q2-EE Count by Gender&Ethnic
 - (Query: RH039A Workforce Planning Data)
 - Q3-EE Count>\$50K
 - (Query: RH022.2 Class and Comp Report - Salary by Agency (SPECIAL))
 - Q4-EE Count<\$50K
 - (Query: RH022.2 Class and Comp Report - Salary by Agency (SPECIAL))
 - Q7-Supervisor Count, Yrs, Salary
 - (Query: RH022.3 Class and Comp Report - Supervisors by Agency (SPEC))



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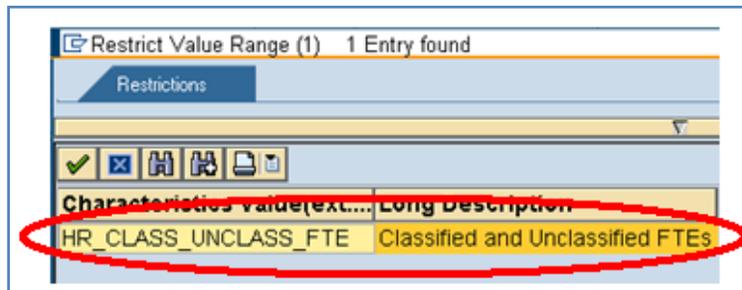
7. To refresh the queries for your agency, repeat these steps for each worksheet:
 - a. Select the next worksheet tab
 - b. Click the **Refresh** button (3rd from left) on the BEx toolbar
 - c. Specify the selection criteria (follow steps 8-11 below)
 - d. Click on Execute
8. Your **Organizational Unit (Auth)** should automatically be populated. Please specify **Calendar Month/Year: 02/2012** for all the queries.



9. For Q2, Q3, Q4, and Q7, please **load the variant "Classified and Unclassified FTEs (HR_CLASS_UNCLASS_FTE),"** which selects only FTE employees. The Load Variant button is the fourth one from the left.



10. Select the **Classified and Unclassified FTEs** variant.



11. Please **use the default values** for all the other selection options.
Note: If the Employee Group and Subgroup values are already filled in, you do not need to reload the variant.
Note: Reports are already formatted to show the requested data. You should not need to reformat.
12. **Validate** your agency's data.
13. **Save your Workbook** to a secure network or local drive. **Please do not overlay this workbook.**