



# Using the Separations Dashboard



## About

The Separations Dashboard provides yearly separation counts and rates by agency and job classification (aka class). It also provides employee-level separation details. Users can utilize radio buttons and drop-down menus built into the dashboard to dynamically sort and drill-down to their scope of interest.

## Navigation

1. Connect to the state network by logging onto a computer at a state building or connecting to the VPN remotely.
2. Select the [Separations Dashboard Hyperlink](#) to navigate to the dashboard with an internet browser. A Tableau Sign In page should appear.
3. Sign in on the page using your IAM credentials to view the dashboard.

The image shows a Tableau sign-in interface. At the top, there is a decorative graphic of three plus signs. Below it, the word 'tableau' is written in a lowercase sans-serif font. Below the title, there are two input fields: 'Username' and 'Password', both with placeholder text 'I'. At the bottom is a large blue 'Sign In' button.



You must be connected to the state network or on VPN to view the dashboard.

## Views

There are two distinct “views” or tabs within the Separations Dashboard: **Separations from State Service by Job Title** and **All Separations: Data Detail**.

Use the tabs at the top of the dashboard to toggle between views.

The image shows two tabs for the Separations Dashboard. The top tab is labeled 'Separations from State Service by Job Title' and the bottom tab is labeled 'All Separations: Data Detail'. Both tabs have a placeholder text 'All Separations Perm Classified' to their left.

## **Separations from State Service by Job Title**

This view provides the total count of separations, average count of employees per quarter, and separation rate by job class by year. This view is useful for viewing a summary of separation activity. Users can view by agency and toggle between calendar and fiscal year. The line chart on the right changes as different filters and toggles are applied and shows the overall separation rates for the enterprise over time.



# Using the Separations Dashboard



## Drilling-down

1. Use the radio buttons and drop-down menus at the top of the view to sort and filter options to drill-down to your scope of interest. The view updates automatically after selections are made.

Select Calendar Type	Separation Type	Sort by	Show by Agency	Filter by Class Title	Filter by Class Code	Filter by Agency
<input checked="" type="radio"/> Calendar Year <input type="radio"/> Fiscal Year	<input type="button" value="Non-Retirement Separations"/>	<input type="button" value="Class Title"/>	<input type="button" value="Off"/>	<input type="button" value="(All)"/>	<input type="button" value="(All)"/>	<input type="button" value="(All)"/>

2. Use the **Select Calendar Type** radio buttons to view data by calendar or fiscal year.

Select Calendar Type
<input checked="" type="radio"/> Calendar Year
<input type="radio"/> Fiscal Year

3. Use the **Separation Type** drop-down menu to view data by total separations, non-retirement separations, or retirement separations.

Separation Type
<input type="button" value="Non-Retirement Separations"/>

4. Use the **Sort by** drop-down menu to sort the data by class title or class code.

Sort by
<input type="button" value="Class Title"/>

5. Use the **Filter by Class Title or Filter by Class Code** to view data for a single class title or class code or to view data for multiple or all class titles or class codes.

Filter by Class Title
<input type="button" value="(All)"/>
<input type="text"/>
<input checked="" type="checkbox"/> (All) <input checked="" type="checkbox"/> ACCOUNTANT <input checked="" type="checkbox"/> ACCOUNTANT (DOA GAAP) MGT <input checked="" type="checkbox"/> ACCOUNTANT-ADV <input checked="" type="checkbox"/> ACCOUNTANT-ADV MGT <input checked="" type="checkbox"/> ACCOUNTANT-JRNY <input checked="" type="checkbox"/> ACCOUNTANT-SEN <input checked="" type="checkbox"/> ACCOUNTANT-SEN CONF

Filter by Class Code
<input type="button" value="(All)"/>
<input type="text"/>
<input checked="" type="checkbox"/> (All) <input checked="" type="checkbox"/> 00160 <input checked="" type="checkbox"/> 00212 <input checked="" type="checkbox"/> 00240 <input checked="" type="checkbox"/> 00263 <input checked="" type="checkbox"/> 00264 <input checked="" type="checkbox"/> 00265 <input checked="" type="checkbox"/> 00655

7. The class title and class code filters also allow you to type in the text box above the list of options to find the classifications of interest quickly.

Filter by Class Title
<input type="button" value="(All)"/>
<input type="text" value="human resources spec"/>
<input checked="" type="checkbox"/> EXEC HUMAN RESOURCES SPEC <input checked="" type="checkbox"/> EXEC HUMAN RESOURCES SPEC-ADV <input checked="" type="checkbox"/> EXEC HUMAN RESOURCES SPEC-SEN <input checked="" type="checkbox"/> HUMAN RESOURCES SPEC <input checked="" type="checkbox"/> HUMAN RESOURCES SPEC-ADV <input checked="" type="checkbox"/> HUMAN RESOURCES SPEC-SEN



You can use multiple filters together to narrow the scope of the views.



# Using the Separations Dashboard



## All Separations: Data Detail

This view provides employee-level separation details including employee ID, classification title and code, separation type, and date. This view is useful for viewing the details of each separation that occurred.

### Drilling-down

1. Use the radio buttons and drop-down menus at the top of the view to sort and drill-down to your scope of interest. The view updates automatically after selections are made. Select the downwards arrow on the right of any drop-down menu to view the sort and filter options.

Calendar Type	Separation Type	Sort this table by:	Filter by Class Title	Filter by Class Code
<input checked="" type="radio"/> Calendar Year <input type="radio"/> Fiscal Year	Non-Retirement Separations	(All)	(All)	(All)

2. Use the Calendar Type radio buttons to view data by calendar or fiscal year.

Select Calendar Type
<input checked="" type="radio"/> Calendar Year
<input type="radio"/> Fiscal Year

3. Use the Separation Type drop-down menu to view data by total separations, non-retirement separations, or retirement separations.

Separation Type
Non-Retirement Separations

4. Use the **Sort this table by** drop-down menu to sort data by employee ID, class title, class code, prior agency, separation type, action reason, or date.

Sort this table by:
Prior Agency
Empl ID
Class Title
Class Code
Prior Agency
Separation Type
Action Reason
Date

5. Use the **Filter by Class Title** or **Filter by Class Code** to view data for a single class title or class code or to view data for multiple or all class titles or class codes.

6. Select the options you wish to include in the view or select (All) to include all options.

Filter by Class Title
(All)
<input checked="" type="checkbox"/> (All)
<input checked="" type="checkbox"/> ACCOUNTANT
<input checked="" type="checkbox"/> ACCOUNTANT (DOA GAAP) MGT
<input checked="" type="checkbox"/> ACCOUNTANT-ADV
<input checked="" type="checkbox"/> ACCOUNTANT-ADV MGT
<input checked="" type="checkbox"/> ACCOUNTANT-JRNY
<input checked="" type="checkbox"/> ACCOUNTANT-SEN
<input checked="" type="checkbox"/> ACCOUNTANT-SEN CONF

Filter by Class Code
(All)
<input checked="" type="checkbox"/> (All)
<input checked="" type="checkbox"/> 00160
<input checked="" type="checkbox"/> 00212
<input checked="" type="checkbox"/> 00240
<input checked="" type="checkbox"/> 00263
<input checked="" type="checkbox"/> 00264
<input checked="" type="checkbox"/> 00265
<input checked="" type="checkbox"/> 00655



# Using the Separations Dashboard



7. The class title and class code filters also allow you to type in the text box above the list of options to find the classifications of interest quickly.

Filter by Class Title

(All)  X

<input checked="" type="checkbox"/> EXEC HUMAN RESOURCES SPEC
<input checked="" type="checkbox"/> EXEC HUMAN RESOURCES SPEC-ADV
<input checked="" type="checkbox"/> EXEC HUMAN RESOURCES SPEC-SEN
<input checked="" type="checkbox"/> HUMAN RESOURCES SPEC
<input checked="" type="checkbox"/> HUMAN RESOURCES SPEC-ADV
<input checked="" type="checkbox"/> HUMAN RESOURCES SPEC-SEN

Sort and filter selections are automatically applied to both views.

## Troubleshooting & Questions

Email [Andrew Geissler](#) in BMRS should you experience any technical difficulty accessing the dashboard or if you have questions about using the dashboard.