

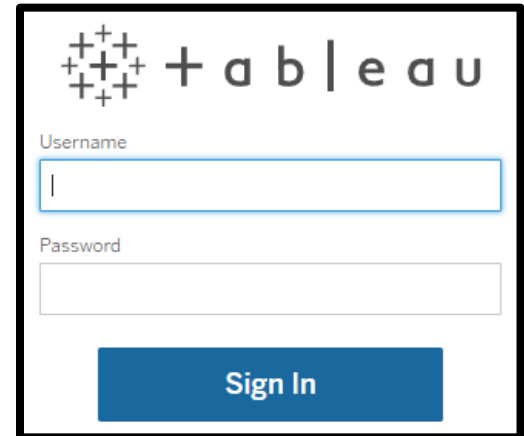


## About

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.

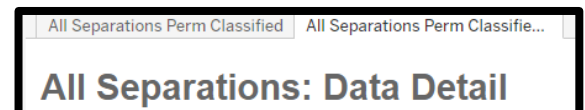
A screenshot of the Tableau Sign In page. It features the Tableau logo at the top, followed by fields for Username and Password. A blue Sign In button is located at the bottom right of the form.

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.

A screenshot of the dashboard tabs. The first tab is 'All Separations Perm Classified' and the second tab is 'All Separations Perm Classifie...'. The first tab is selected and highlighted with a black border, showing the view title 'Separations from State Service by Job Title'.A screenshot of the dashboard tabs. The first tab is 'All Separations Perm Classified' and the second tab is 'All Separations Perm Classifie...'. The second tab is selected and highlighted with a black border, showing the view title 'All Separations: Data Detail'.

## 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.



## 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.

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

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

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

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. These two filters are linked and class titles or class codes under either filter will change to match.

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.



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



## 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 <input checked="" type="radio"/> Calendar Year <input type="radio"/> Fiscal Year	Separation Type Non-Retirement Separations	Sort this table by: Prior Agency	Filter by Class Title (All)	Filter by Class Code (All)
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2. Use the Calendar Type radio buttons to view data by calendar or fiscal year.

Select Calendar Type

☒ Calendar Year  
☐ 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.

Filter by Class Title (All)	Filter by Class Code (All)
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6. Select the options you wish to include in the view or select (All) to include all options.

Filter by Class Title

(All)

☒ (All)  
☒ ACCOUNTANT  
☒ ACCOUNTANT (DOA GAAP) MGT  
☒ ACCOUNTANT-ADV  
☒ ACCOUNTANT-ADV MGT  
☒ ACCOUNTANT-JRNY  
☒ ACCOUNTANT-SEN  
☒ ACCOUNTANT-SEN CONF

Filter by Class Code

(All)

☒ (All)  
☒ 00160  
☒ 00212  
☒ 00240  
☒ 00263  
☒ 00264  
☒ 00265  
☒ 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

(All) ▼

human resources spec ×

☒

EXEC HUMAN RESOURCES SPEC

☒

EXEC HUMAN RESOURCES SPEC-ADV

☒

EXEC HUMAN RESOURCES SPEC-SEN

☒

HUMAN RESOURCES SPEC

☒

HUMAN RESOURCES SPEC-ADV

☒

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.