



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.

Separation Types are determined by Action and Reason Codes utilized in the State of Wisconsin's human capital management system, STAR HCM. Reason codes are grouped by the following separation types:

Separation Type	Separation Reason
Total Separations	Death
	Involuntary
	Layoff
	Retirement
	Voluntary
Non-Retirement Separations	Death
	Involuntary
	Layoff
	Voluntary
Retirement Separations	Retirement
Total Separations (Excluding Death)	Involuntary
	Layoff
	Retirement
	Voluntary
Voluntary & Involuntary Separations	Involuntary
	Voluntary
Voluntary & Retirement Separations	Retirement
	Voluntary
Voluntary Separations	Voluntary
Involuntary Separations	Involuntary
Death	Death
Seasonal/Temp Layoffs	Layoff



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 is the Tableau logo. Below it are two input fields: 'Username' and 'Password'. A blue 'Sign In' button is positioned at the bottom of the form.



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

Views

There are five distinct “views” or tabs within the Separations Dashboard: **Separations from State Service by Agency**, **Separations from State Service by Class Title**, **All Separations: Data Detail**, **Separations from State Service for Select Unclassified Titles**, and **Select Unclassified Titles: Data Detail**.

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

By Agency | By Class Title | Data Detail | UNC by Class Title | UNC Data Detail

Separations from State Service by Agency

By Agency | By Class Title | Data Detail | UNC by Class Title | UNC Data Detail

Separations from State Service by Class Title

By Agency | By Class Title | Data Detail | UNC by Class Title | UNC Data Detail

All Separations: Data Detail

By Agency | By Class Title | Data Detail | UNC by Class Title | UNC Data Detail

Separations from State Service for Select Unclassified Titles

By Agency | By Class Title | Data Detail | UNC by Class Title | UNC Data Detail

Select Unclassified Titles: Data Detail



Hover over a data element to view additional data details via tooltip.

Class Title	Class Code	Show by Agency	2016	2017	2018	2019	2020	2021	2022	2023 (YTD)
Grand Total		# Separations	5	6	6	8	3	7	15	4
		Avg EEs per qtr	54	62	65	69	71	73	76	82
		% Separation	9.3%	9.7%	9.2%	11.6%	4.2%	9.6%	19.7%	4.9%
HUMAN RESOURCES SPEC	10802	# Separations	2	1	0	1	1	2	5	0
		Avg EEs per qtr	13	18	20	11	16	15	20	21
		% Separation	15.4%	5.6%	0.0%	9.1%	6.3%	13.3%	25.0%	0.0%
HUMAN RESOURCES SPEC-SEN	10803	# Separations	3	5	6	7	2	5	10	4
		Avg EEs per qtr	41	44	45	58	56	57	56	61
		% Separation				12.1%				6.6%

In 2019, the Total Separations Rate for HUMAN RESOURCES SPEC-SEN (10803) was 12.1%

Voluntary Separation to Affiliate	4
Voluntary Separation	1
Retirement	2
Grand Total	7

Separations from State Service by Agency

This view provides the total count of separations, average count of employees per quarter, and separation rate by agency by year. This view is useful for viewing a summary of separation activity. Users can 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. 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	Filter by Separation Type Total Separations	Filter by Agency ((All))	Filter by Job Group ((All))	Filter by Class Code ((All))	Filter by Class Title ((All))
--	--	-----------------------------	--------------------------------	---------------------------------	----------------------------------

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

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

3. Use the **Filter by Separation Type** drop-down menu to view data by total separations, non-retirement separations, retirement separations, total separations (excluding death), voluntary & involuntary separations, voluntary & retirement separations, voluntary separations, involuntary separations, or death.

Filter by Separation Type
Total Separations
Total Separations
Non-Retirement Separations
Retirement Separations
Total Separations (Excluding Death)
Voluntary & Involuntary Separations
Voluntary & Retirement Separations
Voluntary Separations
Involuntary Separations
Death Separations
Seasonal/Temp Layoffs



- Use the **Filter by Agency, Filter by Job Group, Filter by Class Code, or Filter by Class Title** to view data for a single agency, job group, class code, or class title or to view data for multiple or all agencies, job groups, class titles, or class codes.

- Select the options you wish to include in the view or select (All) to include all options. These four filters are linked and agencies, job groups, class codes, or class titles listed under any filter will change based on selections made to any of them.

- The agency, job group, class code, and class title filters also allow you to type in the text box above the list of options to find the agency, job groups, or classifications of interest quickly.

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

Separations from State Service by Class Title and Separations from State Service for Select Unclassified Titles

These views provide the total count of separations, average count of employees per quarter, and separation rate by job class by year. These views are 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.

The Separations from State Service for Select Unclassified Titles view includes data for only the following class titles: assistant district attorney, assistant state public defender-attorney confidential, assistant state public defender-attorney supervisor, deputy district attorney, or deputy district attorney supervisor.



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 the downwards arrow on the right of any drop-down menu to view the sort and filter options.

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

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

4. Use the **Show by Agency** drop-down menu to sort the data by agency.

5. Use the **Filter by Separation Type** drop-down menu to view data by total separations, non-retirement separations, retirement separations, total separations (excluding death), voluntary & involuntary separations, voluntary & retirement separations, voluntary separations, involuntary separations, or death.

6. Use the **Filter by Agency, Filter by Job Group, Filter by Class Code, or Filter by Class Title** to view data for a single agency, job group, class title, or class code or to view data for multiple or all agencies, job groups, class titles, or class codes.



Using the Separations Dashboard



- Select the options you wish to include in the view or select (All) to include all options. These four filters are linked and agencies, job groups, class codes, or class titles listed under any filter will change based on selections made to any of them.

Filter by Agency: (All) [dropdown]
 Filter by Job Group: (All) [dropdown]
 Filter by Class Code: 00270 [dropdown]
 Filter by Class Title: AUDITOR [dropdown]

Filter by Agency list:
 (All)
 Administration
 Children and Families
 Financial Institutions
 Justice
 Transportation
 Workforce Development

- The agency, job group, class code, and class title filters also allow you to type in the text box above the list of options to find the classifications or agency of interest quickly.

Filter by Class Title: (None) [dropdown]
 human resources sp [text box]
 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 all views.

All Separations: Data Detail and Select Unclassified Titles: Data Detail

These views provide employee-level separation details including employee ID, classification code and title, separation type, and year of separation. These views are useful for viewing the details of each separation that occurred.

The Select Unclassified Titles: Data Detail view includes data for only the following class titles: assistant district attorney, assistant state public defender-attorney confidential, assistant state public defender-attorney supervisor, deputy district attorney, or deputy district attorney supervisor.

Drilling-down

- 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: Calendar Year Fiscal Year
 Sort by: Class Title [dropdown]
 Show by Agency: Off [dropdown]
 Filter by Separation Type: Total Separations [dropdown]
 Filter by Agency: (All) [dropdown]
 Filter by Job Group: (All) [dropdown]
 Filter by Class Code: (All) [dropdown]
 Filter by Class Title: (All) [dropdown]

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

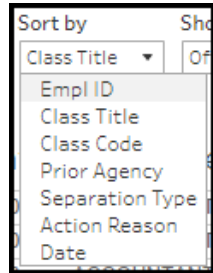
Calendar Type
 Calendar Year
 Fiscal Year



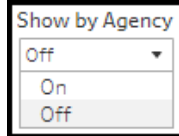
Using the Separations Dashboard



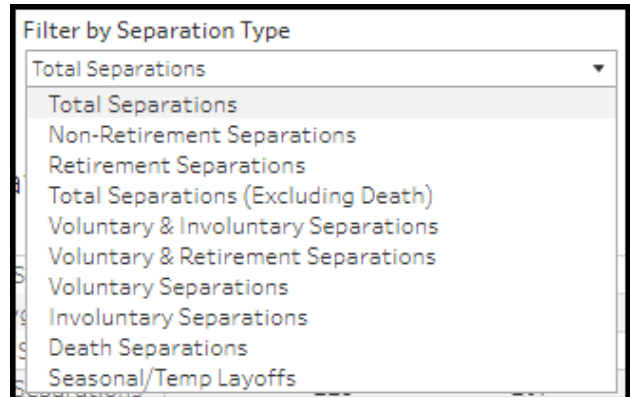
- 3. Use the **Sort by** drop-down menu to sort the data by class title or class code.



- 4. Use the **Show by Agency** drop-down menu to sort the data by agency.



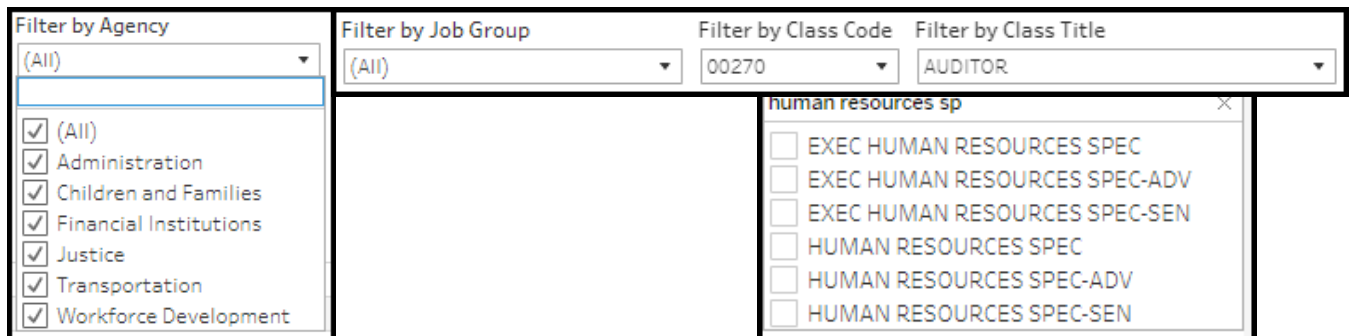
- 5. Use the **Filter by Separation Type** drop-down menu to view data by total separations, non-retirement separations, retirement separations, total separations (excluding death), voluntary & involuntary separations, voluntary & retirement separations, voluntary separations, involuntary separations, or death.



- 6. Use the **Filter by Agency, Filter by Job Group, Filter by Class Code, or Filter by Class Title** to view data for a single agency, job group, class title, or class code or to view data for multiple or all agencies, job groups, class titles, or class codes.



- 7. Select the options you wish to include in the view or select (All) to include all options. These four filters are linked and agencies, job groups, class titles, or class codes listed under any filter will change based on selections made to any of them.



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



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.