The workforce and goal reports, **EOAA Reports**, are available on the web, reflecting individuals with active University appointments during October 2005. The web reports, created from a subset of data from PeopleSoft and data warehouse, are updated weekly and archived in April and October.

### How to Access the Reports

The web reports are found under **EOAA Reports** at: [www.umreports.umn.edu](http://www.umreports.umn.edu).

### What is in the Reports?

* **Number to Goal**: The goal reports identify positions with fewer female or minority employees than their availability in the local or national workforce.

  **Availability**: The percentage (Pct.) of qualified individuals is compiled base on federal guidelines, using census data and degrees-awarded data. The number (No.) column identifies the number of female or minority employees that would match availability in the appropriate job group (groups of related job titles).

* **Workforce**: The employee counts provide summaries by male, female, total male and female, White, Black, Asian, American Indian, Hispanic, Unknown, and Nonresident Alien (Dept. of Education IPEDS reporting categories).

* **Citizenship Status**: Employees with citizenship status codes of (1) native/citizen, (2) naturalized, and (3) alien permanent are reported as White, Black, Asian, American Indian, Hispanic, or Unknown. All other employees are reported as nonresident alien.

* **Racial/Ethnic Category**: For more information, refer to "Description of Employee Racial/Ethnic Category, Citizen Status, Disability Status, and Veteran Status" in the EOAA Reports menu.

* **Workforce and goals** are identified at the level of department, college, administrative unit, or campus, depending on the report and the employee group: Civil Service/Bargaining Unit (CS/BU), Academic Professional and Administrative (P/A), and Faculty.
* **Note:** Detailed reports for subspecialties from the Availability Data for Faculty by Department are available from your unit EOAA Liaison or the University EOAA Office.

* **Private Data** identifies individual employees by Employee Identification Number, name, job code/description, department code/description, gender, ethnic group, citizen, military and disabled status, as recorded on PeopleSoft. Access is limited to employees who have authorized access to private DWEO HR data.


**How to use the Reports**

The following procedures address recordkeeping and consultation procedures for faculty and P/A staffing. For CS/BU and other staffing procedures, refer to Employment Resources, Hiring Information Procedures for Supervisors at the website below.

* Please share this information with individuals who are responsible for staffing decisions including hiring, promotions, and terminations.

* Remember, **search guidelines require that you consult your EOAA Liaison and your local or central human resources staff** in staffing decisions, at both the beginning and at the hiring decision point. Consultation when a pool of applicants has developed is highly recommended. **Individual units may have additional requirements.**

* The EOAA reports are to be shared with each search committee and the appointing authority to (1) develop an effective search plan (2) determine if there is a female or minority goal for the position being filled, and (3) determine the adequacy of the applicant pool composition. **Document each search** on the Requisition and Position Description (UM 1596) form and the Recruitment and Section Process (UM 1597) form.

* Use the Applicant Tracking Record (UM 1599) form to collect and measure the applicant pool in considering women, people of color (American Indian, Asian, Black, and Hispanic), disabled individuals, Vietnam Era veterans, and Other Eligible veterans during all phases of the search and selection process.

* Close out your searches and **always** send a copy of the Affirmative Action Summary (UM 1598) form to OHR for every search regardless of whether someone is actually hired. Keep search committee records for seven (7) years and contact the Office of the General Counsel (OGC) before final disposition.
Employment Resources

Refer to [http://www.eoaffact.umn.edu/employ.html](http://www.eoaffact.umn.edu/employ.html) for the following:

- Hiring Information for Supervisors
- Guidelines for Recruiting and Appointing Academic Personnel
- EOAA Employment Issues/Guidelines
- Recruiting Resources
- EOAA Policies and Directives
- Religious Observance Calendar

Explanation of Workforce and Goal Reports (EOAA Reports)

The PeopleSoft EOAA File is created from data warehouse tables for internal and external reporting, a joint effort of representatives from Office of EOAA, Office of Human Resources (OHR), Information Management Systems (IMS), and Institutional Reporting (IRR). The reports include a subset of records from the file using the following criteria:

* The reports include non-student staff and faculty titles except temporary and casual appointments, 0001 thru 0011 titles. For a complete list of titles, refer to the “List of Job Classifications/Titles by IPEDS Category/Job Group” in the EOAA Reports menu.

* The reports include staff and faculty with active University appointments (empl_status A), including faculty and others on leave with and without pay (empl_status P and L), or who were paid on the current payroll period, "09" for the October 2005 file.

* Individuals are reported by a primary appointment. For individuals with only one appointment, a base salary or paid on current payroll, that appointment becomes their primary appointment, regardless of the number of other appointments without salary.

* Individuals with multiple appointments with salary are reported by a primary appointment based on base salary, that is, the title with the greater salary base is used. The appointment with salary base becomes the secondary appointment.

There are some exceptions:

(1) Deans and other senior administrators, 93XX titles in IPEDSS Code 1, with a faculty appointment continue to be reported as senior administrators, as long as there is salary assigned to the 93XX title. In this case, the tenured or tenure track appointment becomes the secondary job.

(2) Tenured and tenure track Faculty with a 9360, 9361, 9362, or 9364 or other 93XX appointment, except in IPEDSS Code 1, are reported as faculty and;

(3) For individuals with either a primary or secondary appointment of faculty, both will be reviewed to determine the appropriate tenure status for reporting.
* Individuals are reported by primary appointment and by department based on the lowest appropriate record number, which is zero (0) in most cases.

Individuals with multiple appointments, including faculty with appointments in more than one department, where the percent time and base salary are equal, are reported based on the lowest appropriate record number and the combination of percent time and base salary related to each appointment.

* Only employees with citizenship status codes of (1) native/citizen, (2) naturalized, and (3) alien permanent are reported as White, Black, Asian, American Indian, Hispanic, or Unknown. All other employees are reported as Nonresident Alien.

**Future Reporting**

* We are continuing to work with IMS and OHR to replace other paper reports with web-based reporting including reports on hires, promotions, and terminations.

**List of Central EOAA Data Files**

* PS_DWEO_PRIMARY_PERSON_DETAIL (PRIVATE)
  Archived files from October 2000 to October 2002

* PS_DWEO_PERSON_PRIM_JOB PS_DWEO_PERSON_SEC_JOB (PRIVATE)
  Archived files from October 2003

**Other Data Warehouse Files**

Academic hiring and applicant tracking data, collected by OHR, are used by EOAA for analysis and reporting. Academic hiring and applicant tracking data include the following tables:

- PS_DWHR_JOB_REQUISITION
- PS_DWHR_JOB_REQUIS_TYP
- PS_DWPE_APPLICATN_DATA
- PS_DWPE_APPLICATN_ROUTE
- PS_DWPE_A_PERSONAL
- PS_DWPE_INTERVIEW
- PS_DWPE_OFFER
- PS_DWPE_POOL
- PS_DWPE_POOL_ALL
- PS_DWPE_POSN_APPLIEDFOR


**Contact Information**

For questions or comments about the web workforce and goal reports, or for additional summary or detail information, please contact me, John Felipe or
David Murphy at 624-9547 or at sweit001@umn.edu, felip001@umn.edu, and murph061@umn.edu.

For access to the PeopleSoft EOAA File containing private data from the following List of EOAA Data Files, contact Gary Ogren, Information Management Systems (IMS) at 626-2243 or g-ogre@umn.edu.