

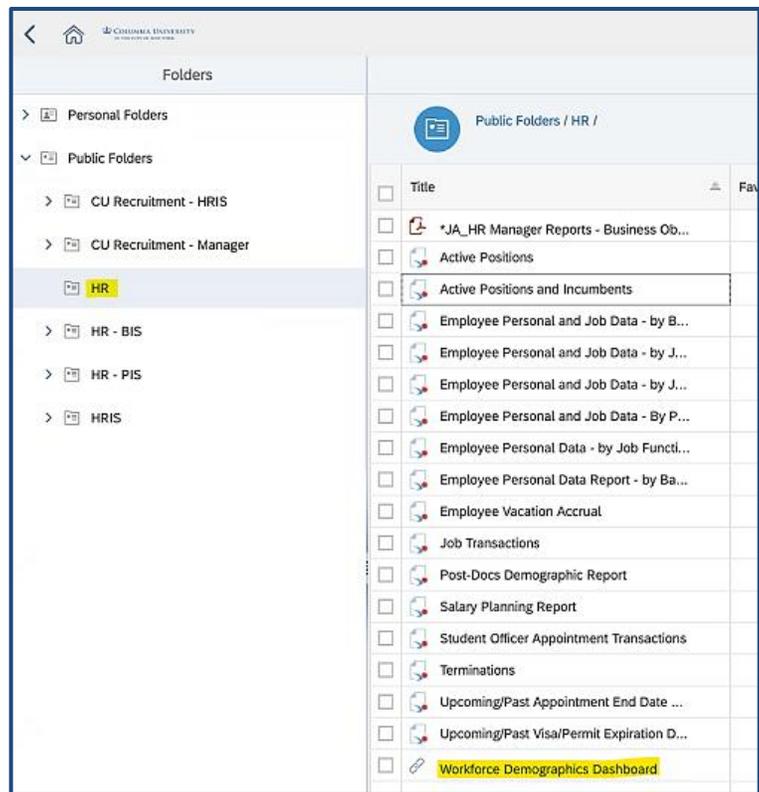
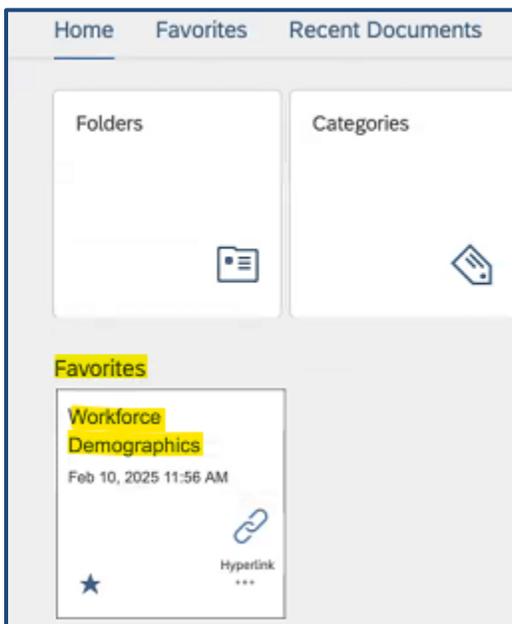


This *Quick Guide* shows you how to view and filter workforce demographic and retention data snapshots on the HR Dashboard. Data is historical to the past 10 years and the view is based on your PAC security access for employees in departments you can view.

To access the *Workforce Demographics Dashboard*, go to my.columbia.edu > **HR Manager Tab** > **Reports Tab** > **HR Manager Reports**.



The dashboard appears in your *Favorites* section of the homepage and is also accessible in your list of reports in the HR suite. Once selected from either location, the Dashboard link will direct you to a Microsoft Power BI login link where you should use this form of login ID - UNI@adcu.columbia.edu -along with your usual password and multi-factor authentication.



Demographics

Select **Demographics** from the menu.

Use the **Slicers** to filter the data that appears in the snapshots.

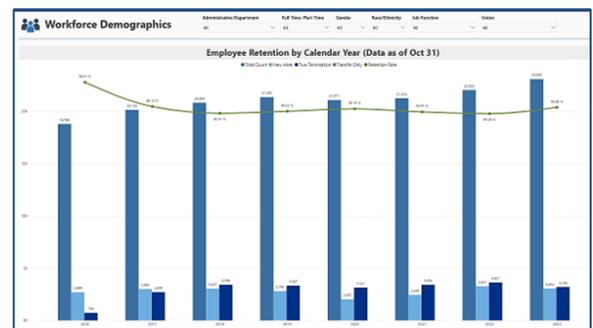
Select Donut or Bar View.

Use the **Left Menu** to select **Demographics** or **Retention**.

Click on a tile and select **Focus Mode** for a larger view.

Retention Data

Select **Retention** from the menu. A single chart appears. Data can be filtered using the slicers at the top.



For more information on HR Reporting, access the [HR Reporting Training Guide](#) on the HR Website.