# Standard Definitions and Data Details for HR Reporting at Cornell University

<table>
<thead>
<tr>
<th>Headcount Employment Categories</th>
<th>Workday Technical mapping</th>
<th>HR Workforce Dashboard Quarterly extract (primary appointment only, excludes layoff and long term leave)</th>
</tr>
</thead>
</table>
| **FACULTY (Professorial)**    | **Job Family Group: Faculty**  
• Regular Professorial (asst, assoc, full professors)  
• Other Professorial (clinical/research/of practice asst, assoc, full professors)  
• Academic/ Administrative (assoc dean, dean, president, provost, assoc vice provost, vice provost, senior vice provost) | Faculty Employment Category |
| **ACADEMICS**                  | **Job Family Group: Academic Non-Faculty**  
| **STAFF**                     | **Job Family Group: Staff**  
• Employees in non-academic banded and executive roles | Staff Employment Category |
| **UNION**                     | **Job Family Group: Union**  
• Employees covered by collective bargaining agreements | Union Employment Category |
| **ACADEMIC OTHER**            | **Job Family Group: Academic Other**  
• Acting, Adjunct, Courtesy, Visiting, Emeritus appointments and Post Docs | Academic Other Job Family Group |
| **OTHER**                     | **Job Family Group: Other**  
• County Extension, Affiliates, Interns, Retired, Benefits, Emeritus, Billing Only | N/A |
<table>
<thead>
<tr>
<th>TEMPORARY/CASUAL</th>
<th>Job Family Group: Temporary</th>
<th>Temporary/Casual Employment Category (Contingent Workforce)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Temporary: Work engagement of at least 20 hours per week with a term of employment of less than six consecutive months AND Vet Residents, Vet Intern, Gannett Residents, Gannett Interns</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Casual: Work engagement of less than 20 hours per week; term may be made for an indefinite duration</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>STUDENT</th>
<th>Job Family Group: Student</th>
<th>Student Employment Category (Contingent Workforce)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• All active student appointments</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GRADUATE STUDENT</th>
<th>Job Family Group: Grad Students</th>
<th>Grad Students Employment Category (Contingent Workforce)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• All active graduate student appointments</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>REGULAR HEADCOUNT</th>
<th>N/A</th>
<th>Faculty, Academic Non-Faculty, Staff, and Union Employment Categories</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL HEADCOUNT</td>
<td>N/A</td>
<td>Regular Headcount, Academic Other, Temporary/Casual, Student, and Graduate Student Employment Categories</td>
</tr>
</tbody>
</table>

[accordion]

**Details about the Reported Data**

All data includes employees from the Ithaca/Geneva campuses, Cornell Tech, and other NYC and remote employees with reporting lines into Ithaca unless otherwise specifically stated. Data from Weill Cornell Medicine is maintained on SAP rather than Workday; very limited data is available and is specifically noted in displays.

**Dashboard Details**

- Dashboards default to the current fiscal year quarter.
- The y axis scale is chart dependent and may differ with each dashboard.
- Some dashboard tables remain fixed upon selecting the chart fiscal year filter; in these instances, filter the table below to correspond with the chosen fiscal year.
- Options for downloading dashboards:
  - PDF, Image – picture format
  - Crosstab – table data in excel format
  - Print button will only print web banners, not compatible with tableau
- Access to Workday dashboards and reports are based on assigned security.
- Workday Job Aids for further definitions: [https://apps.hr.cornell.edu/workdayCommunications/HCM%20job%20aids/change_job.pdf](https://apps.hr.cornell.edu/workdayCommunications/HCM%20job%20aids/change_job.pdf)
Headcount, Hires and Separations Data

- Extracted from Workday “snapshots” of Cornell populations at the end of each fiscal quarter.
- Based on active employee’s primary job in Workday.

Recruitment Data

- Reflects new hires from the start of FY17; reflecting librarians, staff and bargaining unit positions that were filled utilizing the Workday Recruitment System.
- Weill Cornell Medicine hires are not included, as they do not utilize the Workday system.

Training Data

- Extracted from Cornell’s Learning Management System (SABA).
- Weill Cornell Medicine training is not included, as they do not utilize SABA.

Contingent Workforce Data

- Cornell “temporary” and “student” data extracted from Workday “snapshots” of Cornell populations at the end of each fiscal quarter.
- Temporary Agency data extracted from the Kuali Financial System at the end of each fiscal quarter. Data may be 30 days behind actual temporary worker service time due to agency delays in billing for services rendered.

Benefits Data

- Extracted from the Truven Health Analytics system which integrates medical and pharmaceutical claims into anonymized patient-level data files.
- Data represents endowed health plan members, including employees, retirees, and dependents, and all others enrolled in the endowed health plans (such as endowed employees on long-term disability, etc.)
- Extracts for the dashboard are updated on a rolling quarter basis and are typically 3-6 months delayed due to the Truven database update schedule.
- Weill Cornell Medicine is not included, as they maintain separate health plans.

[/accordion]