

Functional Documentation - Workforce (HR and non-HR)

1.0 Overview

Workforce
Menu

This group of reports aims, starting from the headcount, at reaching the detail of each employee, on a daily basis, crossing data from different HR sources and processes.

There are 2 Workforce areas depending on the stakeholders:

- **Menu-Solvay HR:** Access only for HR and Managers (span of control)
- **Menu Solvay Non-HR:** Access for Non-HR with no confidential data

Application User Profile

Key user profiles:

HR -

Managers

Target Users:

HR and managers

VERSION	DATE	MODIFIED BY	DESCRIPTION
0.01	13.11.2023	Emma Glasson	Initial draft

Application Type

Data Product Type

☐ Dashboard

☒ Report

☐ Advanced analytics

☐ AI

☐ Others <specify which one>

Technologies

☒ BW

☐ Tableau

☐ QlikSense

☐ Talend

☐ Dataiku

☐ Others <specify which one>

Data Sources

Note: list of all applications and various environment

☐ SAP PF1 (Production environment)

☐ SAP WP1

☐ SAP PI1

☐ BW (versions)

☐ iCare CRM

☐ CORE CRM

☒ Others - Easycomp

2.0 Business Process

The 3 default measures given by **Workforce** (Menu Solvay HR and Menu Solvay Non-HR)reports are:

Key Figure	Definition	Data Rules
Total Workforce	Number of people hired in Solvay HR System including externals.	Clean counter per person ID with: a) Employee status: Inactive Leave, Active, Active Leave b) Employee class: Regular, Impatriate, Semi-retiree, Trainee, Student, Apprentice, US Seconded, Split Payroll, Temporary, External Person Exclusions: Retiree/Pensioner, Special Pay, Special Person, Expatriate, Regular Expa

Active Internal Workforce	Number of active Solvay employees.	Clean counter per person ID with: a) Employee status: Active b) Employee class: Regular, Impatriate, Semi-retiree
Active Internal Workforce FTE	Measure that reflects the percentage of planned working time when compared with a full time job. Example: An employee on a full time job will be represented as 1; An employee on a part time job at 50% will be represented as 0.5	Clean counter per person ID with: a) Employee status: Active b) Employee class: Regular, Impatriate, Semi-retiree Captured from FTE field in Employee Central

3.0 Application Feature Overview

HR MENU:

Reports	Definition	Prompts	BW Workbook Query	Query Technical Name
Global Assignment	IMY information		n.a	BW_QRY_C PHRPAHDM_0009
Hirings	Hirings, Salary Information and Terminations. Based on the workforce report, with the initial layout focused on the respective topics			BW_QRY_C PHRPAHDM_0008
Internal moves	This report will provide us changes that happen at a employee level in system through the time in the company. In this report we can find the total changes, changes in Business unit, S-grade, etc	Functional roles ★ Calendar Year/Month ★ Employee current status ★ Workforce type ★		BW_QRY_C PHRPATRCK CH_0001
Salary Information	All data relative to employee salary	Functional roles ★		BW_QRY_C PHRPAHDM_0007
Terminations	All data relative to termination of contract	Calendar Year/Month ★		BW_QRY_C PHRPAHDM_0010
Workforce	With this report you will be able to have the headcount with the detail information by employee. Company information, Employee information and some personal information are available for self-service			BW_QRY_C PHRPAHDM_0001

★ mandatory field

NON HR MENU:

Reports	Definition	Prompts	BW Workbook Query	Query Technical Name
HC Simplified (BSA)	Used by RPAs to provide HR data in Costa's Dashboard.		n.a	QV_BW_QRY_CPHRPAHDM_0001
Workforce (No Employee Details)	Solvay's HR main metrics, as headcount, diversity and turnover, without employee details.			BW_QRY_C PHRPAHDM_0004
Workforce simplified	Simplified version of the workforce report for HR, without confidential employee information, as the S-grade. It includes some dimensions which sources are the financial systems.			BW_QRY_C PHRPAHDM_0001

★ mandatory field

4.0 Functional Specification

4.1 General Data/Calculations

Please find below general dimension, common to all BW HR reports:

Dimension	Definition
Company Code	Company code to which an employee belongs on the time period selected in the report
Country of the company	Country of company where the employee has his employment contract
Calendar	Time dimensions available: Day, Month, Year, Year/Month
Division (Entity)	Division (former entity) to which an employee belongs on the time period selected in the report
Employee NR (NS) Employee PERN	Employee payroll number
Employee status	Active, Active Leave, Inactive Leave Dormant, reported No Show Terminated, Inactive
Employment status	Valid for historical data - the period before 1 November 2020. Equivalent to the current dimension Employee status
Employee sub-group grouping (Gr)	Identification of employee by: • Cadre • Employee • Blue Collar • Sales Cadre • External • N.A. The employee sub-group grouping is a grouping definition of the employment type.
Location Grp (Site)	Employee's site
Person ID	Unique identifier code for an employee. EC number. (person name available in the text option for this dimension)
User Name	User account name (to access system/tool)

4.2 General Data/Calculations

Please find below specific dimensions for Time Management HR report:

Dimension	Definition
Action Reason	Valid for historical data - the period before 1 November 2020. Equivalent to the current dimension Event Reason
Action Type (*)	Valid for historical data - the period before 1 November 2020. Equivalent to the current dimension Event
Age in Years (*)	Employee age in years for the selected period

Age Range (*)	1 - Less than 20 Years 2 - Between 20 and 29 Years 3 - Between 30 and 39 Years 4 - Between 40 and 49 Years 5 - Between 50 and 59 Years 6 - Between 60 and 69 Years 7 - More than or equal to 70 Years
Assessment Score (*)	Employee Assessment score; result of the campaign of the selected time period in the report
BFC Geographie /zone	Region (Financial scope)
BSA Group	The BSA - Business Support Activity includes all teams active in the same functional domain; is assigned based on the cost center of the employee, ie, an employee belongs or does not belong to a specific BSA according to the mapping done at the level of the cost center and its correct allocation to the employee's profile in the EC; note that currently there are employees with no BSA as this is a work in progress under Finance responsibility.
Bus. Unit (Ent.Grp)	Business Unit to which an employee belongs on the time period selected in the report (GBU, Group Functions, SBS)
Cadre, Non Cadre (*)	Group dimension that allows classifying the population of employees into two groups: cadre and non-cadre
Contract Type (*)	Employee's contract type on the time period selected in the report
Controlling Area	Employee's controlling area on the time period selected in the report
Cost Center	Employee's cost center on the time period selected in the report
Currency (*)	Currency identifier; valid for currency fields and metrics
Department (Orgunit)	Organizational structure to which the employee belongs for the time period selected in the report
EC Event (*)	Identify important employee events relating to his/her career or employment journey, such as hiring, promotion, long-term leave of absence, retirement... Events are administered through personnel actions which combine Event and Event reasons that trigger a specific employment status and are linked in some cases to a particular set of employee groups.
EC Event Reason (*)	Linked with EC Event, it's used to identify the reason for a particular action; as example, Event 'Termination' identifies the employees that leave the Company but Event reason identify the reason behind the leaving as 'End of Contract', 'Resignation'...
E-mail Address	Employee's email address
Empl Assignment Type (*)	Group that distinguishes employees that are in global assignment, from the total Solvay's population, filtering by Global Assignment
Employee Class	Regular, Impatriate, Semi-retiree, Trainee, Student, Apprentice, US Seconded, Split Payroll, Temporary, External Person, Retiree/Pensioner, Special Pay, Special Person, Expatriate, Regular Expa Note: former Employee Group Warning : Depending on the metric and data range selected, employee class value may vary.
Employee Subgroup Grouping	Employee Subgroup Grouping groups the types of workforce within the total workforce of the company based on the type of the work, level of responsibility and contractual relationship.
Employment type	Employee sub classification of the Employee Subgroup Grouping Note: former Employee Subgroup
Formal name	Employee's full name
Gender (*)	Employee's gender

High Contributor (*)	Based on last Appraisal campaign identification of population with score < and > 4.
Hire date (*)	Employee's hiring date
Incentive Plan (*)	STI or SPI incentive plan of the employee
Job Code	Employee's job title
Job Entry Date (*)	Date when employee started or changed in a Job Code
Job Function	Employee's job function
Last date Worked (*)	Last day worked by an employee; the termination event date can be different
Location - Pers Area	Employee's location
Management Level (*)	Senior Management (S23) Middle Management (S19-S22) Junior Management (S15-S18) Non managerial
Nationality (*)	Employee's nationality
Original Start Date	Date when the employee started working at solvay; for expatriation the date is the same at home/host
Pay grade (SF) (*)	Employee's pay grade
Percentage of Utiliz (*)	Percentage of planned working time. This dimension will have impact in the measure "Active Internal Workforce FTE".
Position (SF)	Employee's position
Position Entry Date (*)	Employee's position entry date
Regret termination (*)	Flag that identifies an employee that is considered a regret termination
Seniority in Years (*)	Based on Original start date this field gives the employee's seniority in years
Seniority Range (*)	1 - Less than 1 year 2 - Between 1 and 2 Years 3 - Between 3 and 4 Years 4 - Between 5 and 9 Years 5 - Between 10 and 19 Years 6 - Between 20 and 29 Years 7 - Between 30 and 39 Years
S-Grade (*)	Employee's S-Grade
Supervisor PersonId	Identifies the id number (person id) of the direct Manager of the employees
Supervisor UserId (*)	Identifies the user id of the direct Manager of the employees
Termination Date (*)	Date of the termination event of an employee that left Solvay; starting from that date the employee is not part of the workforce
User ID (Employee) (*)	Employee's User ID; one Person ID can have multiple User Id
Workforce Type (*)	Identifies the employee by Internal, External, N.A considering the employee class
Address	Employee's Address - available as an attribute of "Person ID" dimension. (Note: currently this field is not being upload to all employees due to a technical issue that is being solved.)
Birthplace	Employee's Birthplace - available as an attribute of "Person ID" dimension

National Identity Number	Employee's National Identity Number - available as an attribute of "Person ID" dimension
Personal and Professional Phone number	Employee's phone number - available as an attribute of "Person ID" dimension
Current Employee Status	Employee status not dependent on the time range selected in the report, it shows the current employee status
Employee Class Grouping	Grouping of the Employee Classes independently of country (note: that technical name of employee class is dependent of country)
Organizational Level	Number of employee's layer in the organization
Direct Reports	Direct reports that one employee has as supervisor,including external employees
Team Size	All levels of span of control including external employees
Manager (Yes/No)	Indication if a person is a Manager of Internal Employees. One Supervisor can have direct reports and not be considered manager.
Position S-Grade	S-grade of the position
Charges on Bonus (%)	Estimation by country and company of the charges on bonus. This value is used in the calculation of the estimated Total Cost of Employee (TCE) - available in the measures.
Charges on Salary (%)	Estimation by country and company of the charges on salary. This value is used in the calculation of the estimated Total Cost of Employee (TCE) - available in the measures.
Target Percentage (%)	For non-cadres: Estimation by country and company of the target percentage. For cadres this value is uploaded from HR system. This value is used in the calculation of the estimated Total Cost of Employee (TCE) - available in the measures.
TCE Finance Adjust (%)	Adjustments made by finance for the calculation of the estimated Total Cost of Employee (TCE) - available in the measures.
Market Reference	Uploaded from Solvay Rewards - Compensation. (Note: currently this field is not being upload to all employees due to a technical issue that is being solved.)
Mid Point	Based on the Pay Range (Local). Midpoint is set by S grade and is directly linked to the median of pay in the market. Pay range is set as +/-20% from Midpoint.
Pay Range (LOCAL)	A pay range is defined as the minimum and maximum amount of pay (salary or fixed remuneration) in the peer market for the jobs with similar value.
Compa Ratio	Calculation: $\text{Annual salary} / (\text{Mid Point} * \text{FTE}) * 100$
Bonus Plan	Bonus Plan determines the variable compensation plan based on the individual and/or collective results.
Social Security Secondment	Global Assignment
Assignment Planned End Date	Global Assignment
Assignment Policy	Global Assignment
Assignment Split Payroll	Global Assignment
Assignment Start Date	Global Assignment
Assignment Type	Global Assignment

4.2 Process Detail

4.2.1. Report/Process Definition

Domain	Human Resources (HR)
Application	BW Workforce Query
Provider	CPHRPAHDM Internal moves: CPHRPATRCKCH
Existing Documentation	HR Reports

4.2.2. KPI's/Calculations/Indicators

Indicators available for Workforce report :

Indicators/KPI's	Definition	Calculation /Extraction of data
Active Internal Workforce AVG 12RM		
Active Internal Workforce AVG YTD		
12 Rolling Month Turnover		
Active Workforce Turnover YTD		
Active Internal Workforce %		
Events Termination 12RM		
Events Termination YTD		
Internal Workforce AVG 12RM		
Internal Workforce AVG YTD		
Internal Workforce Turnover 12RM		
Internal Workforce Turnover YTD		
Regrettable Turnover 12RM		
Regrettable Turnover YTD		
Age Workforce AVG		
Seniority Workforce AVG		
Age Events AVG		
Nb. of Nationalities		
Headcount Last		
Internal Workforce		
Active Internal Workforce		
Active Internal Workforce FTE		
Total Workforce		

Total Workforce FTE		
External Workforce		
External Workforce FTE		
Annual Salary (LOCAL)		
Annual Salary (EUR)		
Number of Events		
Hirings		
Terminations		
Demotions		
Promotions		

Indicators available for Internal move report :

Indicators/KPI's	Definition	Calculation /Extraction of data
Total Changes		=Organization change +
Organization change		
Nb Changed Business		
Nb Changed Company		
Nb Changed Country		
Nb Changed Cost Cent		
Nb Changed Org Unit		
Nb Changed Division		
Nb Changed Job Famil		
Nb Changed Location		
Nb Changed Position		
Nb Changed Region		
Nb Changed Location Group (site)		
Nb Changed S-Grade		
Nb Changed Job Function		
Nb Changed Department		
Hirings		
Terminations		
Demotions		
Promotions		
Number of Events		

For NON HR reports, list of measures available per reports :

Workforce Simplified	Workforce (no Employee Details)	HC Simplified (BSA)
FTE Last	Turnover 12RM	FTE Last

Headcount Last	Turnover YTD	Headcount Last
Internal Workforce	Regrettable Turnover 12RM	Internal Workforce
Internal Workforce FTE	Regrettable Turnover YTD	Internal Workforce FTE
Active Internal Workforce	Age Workforce AVG	Active Internal Workforce
Active Internal Workforce FTE	Seniority Workforce AVG	Active Internal Workforce FTE
Total Workforce	Active Internal Workforce	Total Workforce
Total Workforce FTE	Active Internal Workforce FTE	Total Workforce FTE
External Workforce	Total Workforce	Internal Workforce Consolidated
External Workforce FTE	Total Workforce FTE	Internal Workforce FTE Consolidated
		External Workforce
		External Workforce FTE
		No of Hirings
		No of Terminations
		No of Voluntary Leavings
		No of Involuntary Leavings

5.0 Non-functional Descriptions

5.1 Usability

as per standards

5.2 Regulatory Compliance

GDPR compliant. Reports that contain sensitive data for Non-HR reports and Confidential data for HR reports.

5.3 Security

- Only authorised Users be able to access data.
- Data are not yet split between SCO or ECO. The report contains both companies data.

5.4 Performance

as per standards

5.5 Reliability

as per standards

5.6 Scalability

Historical report, no small enhancements will be performed and no new access except for new joiners in HR domain.

5.7 Compatibility

as per standards

5.8 Availability

as per standards

5.9 Refresh of the Data

Daily refresh, 20:30 CET