Instructions for Accessing the Career Conversations Dashboard

Use this dashboard to see who in your unit had uploaded their Career Conversation documentation to UAccess.

Step 1

Step 2

Log into UAccess and select Analytics/Reporting.

Navigate to the 'Dashboards' menu header in the upper,

right-hand corner and expand the 'Employee' section'.

Select the 'Business Officer Central' dashboard.

Administr	ative Systems
Employee/Manager Self Service	EDGE Learning
Analytics/Reporting	Budget & Planning
Financials 🛍	Research
eDisclosure	Space
eIRB	Adaptive Insights

My Roles Visualizer Catalog Favorites 🗸 Dashboards 🗸 Create - Open -Home 0 Most Recent(Business Officer Central Career Conversations) E My Dashboard Organization Overview - Ov... Arizona Profiles Open More Budget EDGE Learning EDGE Learning - Overview Employee Open More • Business Officer Central Compensation 💻 Employee Detail General - Financial Manag Faculty Open More Graduate Students Compensation - Overview Open More v 🛄 Leave Tracking I Manager Self Service Organization Overview

Step 3

Navigate to and select the 'Career Conversations' tab at the top. Please note, you are required to have **HR_BI_MED provisioning or higher** to access this report.



Step 4

You will be presented with a set of filters to help you identify who in your College/Unit has completed their Career Conversation. You will only be able to see completion rates for the units you are provisioned to access.

Retirement Eligibility	UAccess Enroute Transactions	Career Co	nversations	Unenrolled Student Empl	oyees	Payment Requests	Pay Check	Service Awar	ds & Retiree R	ecogniti	on » 🥸
1	Department		Employee Id	P		Employee Name			ABOR Code	,	
· · · ·	Review Status	·	Created Dat	e Period	• Begin [Date	Period End	• Date		•	Apply
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	Retirement Eligibility	Retirement Eligibility UAccess Enroute Transactions Department [7101] Human Resources Review Status -Select Value	Retirement Eligibility UAccess Enroute Transactions Career Co	Retirement Eligibility UAccess Enroute Transactions Department Employee Id Image: Conversation of the second	Department Employee Id Image: Conversation of the second state of	Retirement Eligibility UAccess Enroute Transactions Unenrolled Student Employees Department Employee Id	Department Employee Id Employee Name [7101] Human Resources -Select Value -Select Value Review Status Created Date Period Begin Date -Select Value >= Image: Created Date -Select Value >= Image: Created Date	Retirement Eligibility UAccess Enroute Transactions Unenrolled Student Employees Payment Requests Pay Check Department Employee Id Employee Name Select Value Select Value Select Value Review Status Created Date Period Begin Date Period End -Select Value Select Value Select Value Select Value	Retirement Eligibility UAccess Enroute Transactions Unenrolled Student Employees Payment Requests Pay Check Service Awar Department Employee Id Employee Name	Retirement Eligibility UAccess Enroute Transactions Unenrolled Student Employees Payment Requests Pay Check Service Awards & Retiree R	Retirement Eligibility UAccess Enroute Transactions Unenrolled Student Employees Payment Requests Pay Check Service Awards & Retiree Recognition Department Employee Id Employee Name ABOR Code T[7101] Human Resources -Select ValueSelect Value CLS;UNS Review Status Created Date Period End Date -Select ValueSelect ValueSelect ValueSelect Value

Need Help?

Find information on requesting provisioning or getting trained in Analytics here: <u>https://uair.arizona.edu/content/uaccess-analytics</u>. Book office hours with UAIR or email them for help here: <u>https://uair.arizona.edu/content/contact</u>