

# Hyperion Query Section

**Docking Bars:** Toolbars, lines, and Outliners can be undocked to a new location by dragging the bar. To redock, double click the top of the component.

Use the Request, Sort, and Filter Lines to create queries

Displays number of Request items. Toggles on/off.

Displays number of Sort items. Toggles on/off.

Displays number of Filters. Toggles on/off.

Arrows are used to go Back and Forward between Sections.

**Request Command Line:** References items in Query. Double click to change item name.

**Filter Command Line:** Avoids requesting unnecessary information. To set a Filter, drag item to Filter line. A variable limit will prompt user for data each time the query is run. To set a Variable Limit, right click item on Filter line. AND/OR Boolean operators and parentheses are available to provide limit logic. Double click on operator AND/OR to toggle.

**Sort Command Line:** Instructs DB to sort data before it is returned. Apply a Sort to an item by dragging it from the Request line to the Sort line. Double click item to sort ascending or descending.

Equal sign means that a limit has been placed on these data elements.

**Visual links:** Internal way of linking tables.

**Status Line:** Used in all Sections and provides useful information (i.e., Icon, number of records returned, and date/time last processed)

**Main Menubar**

**Standard Toolbar**

**Formatting Toolbar**

**Section Title Bar:** Displays the section you are in.

**Sections Pane:** Lists all sections in the document.

To open or close the Section pane, click on the Section/Catalog icon. To close the Section pane, click on the X.

**Elements Pane**

To use an "Item", select it from one of the "Topics".

Retirement Info 2012 (DB 150) - Windows Internet Explorer

File Edit View Insert Format Query Tools Help

Request(26) Filters(7) Sort(0)

Request

Filter

Request Command Line: Dept V(1) AND Bureau V(2) AND Sub Bur V(3) AND Org V(4) AND Employee Status History

Filter Command Line: Dept V(1) AND Bureau V(2) AND Sub Bur V(3) AND Org V(4) AND Employee Status History

Sort Command Line: Dept V(1) AND Bureau V(2) AND Sub Bur V(3) AND Org V(4) AND Employee Status History

Employee Non EEO View

Pay and Leave Facts

Organization

City/Station

No Results Yet Combined View: 4 topics

# Hyperion Results Section

Sort Ascending    Sort Descending    Grand Total

Filter

Remove (Delete)

Filter line: In the Results section used for limiting data locally.

To select all columns click on the corner box.

To select a row, click on a row number.

Elements Pane: Displays the Items used to build the Query

Sort line: Can drag and drop a sort item.

To select a column, click top of column in gray box or click on the data.

Computed Item: Used to create new "user-defined" columns. Blue in color and italic.

Data Layout Pane: Drag-and-drop templates used in Results, Table, Pivot, Chart, and Report sections. Use the Outliner to manage a report. The Outliner lets you add, move, reorder and remove items quickly.

Status Line: Displays number of data rows of information returned and the date/time last processed.

The screenshot shows the Hyperion Results Section interface. At the top, there are buttons for 'Sort Ascending', 'Sort Descending', and 'Grand Total'. Below these is a 'Filter' button. The main area contains a data table with columns: Dept, Bureau, Bureau Desc, Sub Bur, Sub Bur Desc, Org, Org Desc, and Name. The table lists 27 rows of data. Annotations include: 'Remove (Delete)' pointing to a button; 'Filter line' pointing to the filter bar; 'Sort line' pointing to the sort bar; 'Elements Pane' pointing to the left sidebar; 'Data Layout Pane' pointing to the bottom of the table; and 'Status Line' pointing to the bottom right corner showing '269 of 269 Rows' and '12/29/11 07:47:38'.

	Dept	Bureau	Bureau Desc	Sub Bur	Sub Bur Desc	Org	Org Desc	Name
1	IN	07	BUREAU 07	01	SUB-BUREAU 01	WEST002	ORGANIZATION WEST002	PLANTER, HZARRELL
2	IN	07	BUREAU 07	01	SUB-BUREAU 01	WEST002	ORGANIZATION WEST002	BARNETT, R
3	IN	07	BUREAU 07	01	SUB-BUREAU 01	WEST002	ORGANIZATION WEST002	MAYNARD
4	IN	07	BUREAU 07	01	SUB-BUREAU 01	WEST003	ORGANIZATION WEST003	MURPHY
5	IN	07	BUREAU 07	01	SUB-BUREAU 01	WEST003	ORGANIZATION WEST003	WILLIAMS, J
6	IN	07	BUREAU 07	01	SUB-BUREAU 01	WEST003	ORGANIZATION WEST003	FOSSON, W
7	IN	07	BUREAU 07	01	SUB-BUREAU 01	WEST003	ORGANIZATION WEST003	OLIVENCIA
8	IN	07	BUREAU 07	01	SUB-BUREAU 01	WEST003	ORGANIZATION WEST003	MCKOY, GEORGIA J
9	IN	07	BUREAU 07	01	SUB-BUREAU 01	WEST003	ORGANIZATION WEST003	MCCULLOUGH, SHARMAINE
10	IN	07	BUREAU 07	01	SUB-BUREAU 01	WEST003	ORGANIZATION WEST003	SHERIDAN, MILTON
11	IN	07	BUREAU 07	01	SUB-BUREAU 01	WEST004	ORGANIZATION WEST004	THOMPSON, DEBRA H
12	IN	07	BUREAU 07	01	SUB-BUREAU 01	WEST004	ORGANIZATION WEST004	THORN, TODD J
13	IN	07	BUREAU 07	01	SUB-BUREAU 01	WEST004	ORGANIZATION WEST004	MARSHALL, MARIAM
14	IN	07	BUREAU 07	01	SUB-BUREAU 01	WEST004	ORGANIZATION WEST004	ROBERSON, MARY F
15	IN	07	BUREAU 07	01	SUB-BUREAU 01	WEST004	ORGANIZATION WEST004	CARR, RUTH L
16	IN	07	BUREAU 07	01	SUB-BUREAU 01	WEST004	ORGANIZATION WEST004	SAWYER, SUSAN B
17	IN	07	BUREAU 07	01	SUB-BUREAU 01	WEST004	ORGANIZATION WEST004	TYSON, JERRY LOU D
18	IN	07	BUREAU 07	01	SUB-BUREAU 01	WEST004	ORGANIZATION WEST004	VAZQUEZ, VIVIAN
19	IN	07	BUREAU 07	01	SUB-BUREAU 01	WEST004	ORGANIZATION WEST004	MELBARDIS, JAMES M
20	IN	07	BUREAU 07	01	SUB-BUREAU 01	WEST004	ORGANIZATION WEST004	MULLINAX, MELISSA H
21	IN	07	BUREAU 07	01	SUB-BUREAU 01	WEST004	ORGANIZATION WEST004	ANSEL S
22	IN	07	BUREAU 07	01	SUB-BUREAU 01	WEST004	ORGANIZATION WEST004	AND, EYSA
23	IN	07	BUREAU 07	01	SUB-BUREAU 01	WEST004	ORGANIZATION WEST004	CHAROLLETTE F
24	IN	07	BUREAU 07	01	SUB-BUREAU 01	WEST004	ORGANIZATION WEST004	ANITA A
25	IN	07	BUREAU 07	01	SUB-BUREAU 01	WEST005	ORGANIZATION WEST005	SCOGGINS, DORIS A
26	IN	07	BUREAU 07	01	SUB-BUREAU 01	WEST006	ORGANIZATION WEST006	CARTER, RICHARD
27	IN	07	BUREAU 07	01	SUB-BUREAU 01	WEST006	ORGANIZATION WEST006	AGUIRRE, WANDA E

# Hyperion Pivot Section

The screenshot shows the Hyperion Pivot Section interface. At the top, a menu bar includes File, Edit, View, Insert, Format, Pivot, Tools, and Help. Below the menu bar is a toolbar with various icons. The main window is divided into several panes:

- Sections Pane:** Located on the left, it shows a tree view with 'Query', 'Results', 'Pay Cd Detail(Dept/Bur) Pivot', 'Table - Org W931000', and 'Pivot'.
- Sort Area:** Located at the top of the main data area, it contains a 'Sort' dropdown set to 'Pay Code', a 'by' dropdown set to 'Label', and a 'using' dropdown set to 'Sum'.
- Data Table:** The central area displays a table with the following data:
 

Org	Pay Code	Pay Cd Desc	Total Payroll Hours	Total Payroll Expenses
W931000	020	ANNUAL LEAVE USED	66.5	2,288.15
	030	SICK LEAVE USED	7	222.31
	041	COMP TIME USED	1.25	50.76
	231	CREDIT HOURS USED	6.75	289.82
- Elements Pane:** Located at the bottom left, it shows a tree view for 'Table - Org W931000 (Query)' with items like 'Sub Bur', 'Org', 'Pay Period', 'Name Compressed', 'Pay Code', 'Pay Cd Desc', 'Total Payroll Hours', 'Total Payroll Expenses', and 'EMPLOYEE COUNT'.
- Data Layout Pane:** Located at the bottom right, it contains 'Row Labels' (Org \* Pay Code \* Pay Cd Desc), 'Column Labels' (Drag items here to create column labels), and 'Facts' (Total Payroll Hours, Total Payroll Expenses).

Speed menu displayed when a right click is performed with a area of the pivot selected

- Add Computed Item...
- Add Cume
- Data Function >
- Hide Items
- Font...
- Style >
- Number...
- Justify >
- Borders >
- Data Labels >
- Corner Labels >
- Use Surface Values

Elements Pane

Sort Line

Sort Item

Sort Type

Sort Aggregate

Dimension Handle

Content Pane

Request Items (from the Results section)

Row Labels (in Data Layout Pane)

Facts Labels (in Data Layout Pane)

Column Labels (in Data Layout Pane)

# Hyperion Chart Section

The screenshot displays the Hyperion software interface with a bar chart showing payroll data. The chart has four bars representing different categories: ANNUAL LEAVE USED (blue), SICK LEAVE USED (yellow), COMP TIME USED (cyan), and CREDIT HOURS USED (purple). The Y-axis ranges from 0 to 2,500. A legend on the right identifies the categories with their corresponding colors and codes.

Callouts and their descriptions:

- Chart Type pull-down list:** Points to the chart type selection icon in the toolbar.
- Legend on pull-down list:** Points to the legend icon in the toolbar.
- Speed menu displayed when a right click is performed with the mouse:** Points to a context menu with options like 'Drill Anywhere', 'Data Function', 'Focus on Item', 'Hide Items', 'Show Negative Values', 'Show Pie Values', 'Show Pie Percentages', 'Pull Out Slice', 'Line to Label', and 'Properties...'
- Elements Pane displays Request Items:** Points to the 'Elements' pane on the left, which lists various data items like 'Sub Bur', 'Org', 'Pay Period', etc.
- Fact (Stack) in Data Layout Pane:** Points to the 'Fact (Stack)' section in the bottom pane, showing 'Total Payroll Hours' and 'Total Payroll Expenses'.
- X-Axis in Data Layout Pane:** Points to the 'X-Axis' section in the bottom pane, showing 'Org', 'Pay Code', and 'Pay Cd Desc'.
- Depth - provides a 3-D look when used:** Points to the 'Depth' section in the bottom pane, which includes a prompt 'Drag columns here to create depth'.

# Hyperion Report Section (1 of 2)

File Edit View Insert Format Report Tools Help

Optional Ret Elig/5-Yr Inc By Ret Elig Yr

Sort To sort the report, drag columns from report groups or tables here

Data Function

Page 1

01/31/12 11:06 AM

**OPTIONAL RETIREMENT ELIGIBLES** 285

5-Year Increments

Next 05 173

Report Group1 Header: (Results) Years

Date Retire Elig Year	Name Whole	Psn Title Opm	Series	Ret Plan	Date Serv Comp Leave	Date Of Birth	Dept	Bur	Sub Bur	Org
1990	ROWE, TREVANION J	POSTENTITLEMENT TECH EXPERT	GS-0990-10/09	1	04/23/1967	04/19/1930	IN	07	01	WEST019
1991	EDMONDS, WILLIAM R	CONTACT REP (TSR)	GS-0962-08/05	K	08/15/1983	06/13/1929	IN	07	01	WEST013
1992	WALSH, MARCIA J	BENEFIT NOTICES CLERK	GS-0303-05/09	K	09/25/1972	09/11/1931	IN	07	01	WEST011
1994	KING, HEATHER A	SOCIAL INSURANCE SPECIALIST	GS-0105-11/10	K	04/07/1962	08/17/1939	IN	07	01	WEST017
1994	MCGUIRE, HOMER B	SOC INS SPEC	GS-0105-11/10	1	08/17/1954	05/21/1939	IN	07	01	WEST021
1995	ROBERSON, MARY F	SUPV SOC INS SPEC (OS)	GS-0105-12/07	1	07/11/1960	08/04/1940	IN	07	01	WEST004
1995	KUBOFCIK, ROY	USRO FOREMAN	WS-4742-10/05	1	10/16/1959	12/08/1940	IN	07	01	WEST008
1996	BUGGIE, HOWARD	LEAD CLAIMS CLERK (CRT)	GS-0998-06/09	1	04/21/1968	11/07/1936	IN	07	01	WEST007
1996	RIVAS, DIANAM	SOCIAL INSURANCE SPECIALIST	GS-0105-11/07	K	05/06/1979	09/07/1934	IN	07	01	WEST007
1996	CHAPMAN, DOUGLAS	CONTACT REP (TSR)	GS-0962-08/04	K	08/12/1989	12/23/1934	IN	07	01	WEST023
1997	FISHER, CANDY K	SPEC ASSISTANT TO THE DIRECTOR	ES-0301-00/06	1	10/26/1967	12/16/1939	IN	07	01	WEST016
1997	PICKENS, JOHN PATON E	SOCIAL INSURANCE SPECIALIST	GS-0105-11/10	1	08/02/1967	01/18/1941	IN	07	01	WEST018
1997	HERMAN, CAROLYN B	SOCIAL INSURANCE SPECIALIST	GS-0105-11/08	1	09/13/1971	07/27/1937	IN	07	01	WEST027
1998	SHERIDAN, MILTON	MANAGEMENT ASSISTANT	GS-0344-07/10	1	01/10/1966	05/03/1943	IN	07	01	WEST003
1998	KLEMER, LAWRENCE H	SUPV CONTRACT SPEC	GS-1102-15/10	1	03/13/1967	06/07/1943	IN	07	01	WEST007
1998	LEIER, DEANNA L	CONTACT REPRESENTATIVE	GS-0962-08/10	K	02/21/1967	06/16/1943	IN	07	01	WEST016
1998	MULLEN, ANTONIO	BENEFIT AUTHORIZER	GS-0990-09/07	1	04/07/1966	10/18/1943	IN	07	01	WEST018
1998	NEUBAUER, CHARLETTAN	SUPV SOC INS SPEC	GS-0105-12/06	1	10/22/1960	11/23/1943	IN	07	01	WEST023
1998	PARKER, CAROLYN K	CONT REP	GS-0962-08/05	1	12/16/1979	06/25/1936	IN	07	01	WEST025
1998	DAWSON, ROXANNE E.	VERIFICATION OFFICER	GM-1101-15/00	1	04/14/1966	06/27/1943	IN	07	01	WEST027
1999	TIMMONS, TERESA D	SOC INS ADM (FOM)	GS-0105-14/09	1	07/05/1964	09/07/1944	IN	07	01	WEST007
1999	AUL, SCOTT B	SOC INS SPEC	GS-0105-11/10	1	02/18/1969	09/11/1944	IN	07	01	WEST011
1999	CLARK, QUITAR	SUPV SOC INS SPEC (RSI-SSI)	GS-0105-14/10	1	08/30/1964	12/12/1944	IN	07	01	WEST012
1999	JOHNSON, DAVID M	PROGRAM ANALYST	GS-0343-12/10	1	08/18/1963	11/17/1944	IN	07	01	WEST017
1999	BOURGEOIS, THOMAS E	SOCIAL INSURANCE SPECIALIST	GS-0105-11/06	1	10/28/1974	03/18/1939	IN	07	01	WEST018
1999	CZAPRACKI, NAOMI P	WHSE WRK (FRKFLT OPER)	WG-6907-05/05	1	09/16/1973	11/18/1939	IN	07	01	WEST018
1999	FOSTER PIERCE, VERA A	SOC INS SPEC	GS-0105-11/05	1	06/27/1963	02/24/1944	IN	07	01	WEST024

Report Group1 (Results): Years

Report Group2: Drag columns here to create a category

Table Dimensions: Date Retire Elig Year \* Name Whole \* Psn Title Opm \* Series \* Ret Plan \* Date Serv Comp Leave \* Date Of Birth \* Dept \* Bur \* Sub Bur \* Org

Table Facts: Drag catalog columns here to create table facts

3 Page(s) built Zoom: 100%

Page Header

Report Header

Body

Groups

Table Dimensions

Table Facts

# Hyperion Report Section (2 of 2)

Sections Pane

The screenshot displays the Hyperion report interface. On the left, there are two panes: the 'Sections Pane' and the 'Elements Pane'. The 'Sections Pane' shows a tree view with 'Completed Actns by Noa/Org' selected. The 'Elements Pane' lists various data elements such as 'Pay Plan', 'Occ Series', 'Grade', 'Step', 'Salary Total', etc. The main report area shows a table of data for 'Completed Actns by Noa/Org' as of September 12, 2005. The table is divided into two sections: '317 RESIGNATION' and '302 RETIREMENT-VOLUNTARY'. The '317 RESIGNATION' section contains a table with columns for Org, Noa, Noa Narr, Date Effective, Pay Plan, Occ Series, Grade, Step, Retire Plan, Salary Total, Ten Grp, Wrk Sch, and Date Completed. The total salary for this section is \$552,145. The '302 RETIREMENT-VOLUNTARY' section is currently empty.

**September 12, 2005**

**Completed Actns by Noa/Org**

**317 RESIGNATION**

Org	Noa	Noa Narr	Date Effective	Pay Plan	Occ Series	Grade	Step	Retire Plan	Salary Total	Ten Grp	Wrk Sch	Date Completed
90820	317	RESIGNATION	06/11/05	GS	2210	13	06	K	\$87,244	1	F	06/14/05
90930	317	RESIGNATION	05/27/05	GS	0999	07	01	2	\$36,219	0	I	06/15/05
13380	317	RESIGNATION	05/28/05	GS	0511	13	10	K	\$98,957	1	P	05/31/05
13210	317	RESIGNATION	05/27/05	GS	0326	04	01	2	\$25,581	0	P	06/13/05
13220	317	RESIGNATION	07/23/05	GS	0303	10	01	K	\$47,755	2	F	07/26/05
90951	317	RESIGNATION	06/24/05	GS	0905	12	02	K	\$70,814	3	F	06/29/05
90710	317	RESIGNATION	07/08/05	GS	0905	14	01	K	\$88,369	0	F	07/22/05
90430	317	RESIGNATION	07/18/05	GS	0905	14	04	K	\$97,206	2	F	09/02/05
									<b>\$552,145</b>			

**302 RETIREMENT-VOLUNTARY**

*Report Group1 (Results): Noa 1 \* Noa Narr 1*  
*Report Group2: Drag columns here to create a category*

*Table Dimensions: Org \* Noa 1 \* Noa Narr 1 \* Date Effective \* Pay Plan \* Occ Series \* Grade \* Step \* Retire Plan \* Ten Grp \* Wrk Sch \**  
*Table Facts: Salary Total*

Elements Pane