

Age Summary - With Excel



From CIMS you can download employees and create Pivot Tables and Charts to largely enhance analyzing age by position or location. The purpose of this document is to review the main steps. Once the information is in Excel, you are only limited by your own power to group/sort/total the information.

- 1. Create (one-time) a format to include all the fields of information needed. Order is important. Your format must be identical to the one below as the pre-done pivot tables are looking for all information in consistent spots!**

Session B - [24 x 80]

File Edit View Communication Actions Window Help

5/05/06 FY 05 TAKE TWO INC. 16:04:01 QPADEV000B
 CANEMS General Report Writer Formats Ref: EIS.260 .11
 AGESUMMARY DESCRIPTION AGE - PRO.300 RECORDS
 ITEMS 3 5 15 95 801 800 78
 ID
 SORT BY 95 3 5
 Id
 PAGE BREAK N N N N "L" Line Break
 WIDTH 110 LPI 6 CPI 10 LENGTH 48 SPACE 1

Item	Description	Size	Item	Description	Size
1	EMPLOYEE NUMBER	9	2	EMPLOYEE SIN	11
3	LAST NAME	25	4	LAST NAME INITIAL	1
5	FIRST NAME	15	6	FIRST NAME INITIAL	1
7	MIDDLE NAME	15	8	MIDDLE NAME INITIAL	1
9	LEGAL FIRST NAME	15	10	NAME PREFIX	4
11	NAME SUFFIX	6	12	NAME (LAST, FIRST M.)	40
13	NAME (FIRST M. LAST)	40	14	MAIDEN/FORMER NAME	15
15	SEX	3	16	EMPLOYEE STATUS	1
17	BIRTHDATE	8	18	SPOUSE	25
19	SPOUSE'S SIN	9	20	OFFICE AREA CODE	4
21	OFFICE PHONE	8	22	OFFICE EXTENSION	5
23	OFFICE PHONE SECURITY	1	24	HOME AREA CODE	4 +

Mode: Change F3=Exit F4=Index F5=Reset F12=Cancel

MA b 03/026

I902 - Session successfully started HP Color LaserJet 2500 PCL 6 on DOT4_001

- 2. Run EIS.530 Option to build a file containing the latest information on employees based on PRO.300 records.**



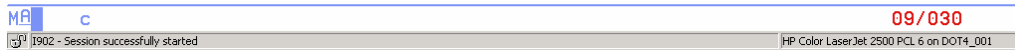
5/02/06 FY 05 TAKE TWO INC. 13:41:25 QPADEV000B
CANEMS Select & Print Your Own Report Ref: EIS.530P.01

Format..... AGESUMMARY
Report Title _____ Count Only? N
Build File? Y

SELECT BY DEMOGRAPHIC

Location _____
Sector _____
Active _____
Primary/Alt Assignment _____
Sex F/M _____ Missing?
Termination Date *GT > 0/00/00 Certificate _____ -
Tag Select _____ Skill Code _____ -
Category Code _____ Tag Value _____ -
Missing Date ? _____ Category Value _____ -
Endors Expire: 0/00/00 0/00/00 - Endorsement _____ -
Endors Valid : 0/00/00 0/00/00 - Endorse Level _____ -
ProfGrwth Crs _____ -
Evaluation Type _____ -

F3=Exit F4=Index F5=Reset F12=Cancel



- ** Make sure to request to Build File
- ** Press ENTER past demographics, and past Pay Assignment Screen



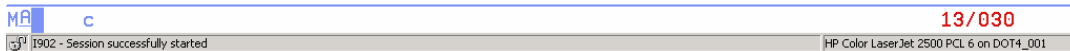
5/02/06 FY 05 TAKE TWO INC. 13:42:12 QPADEV000B
CANEMS Select & Print Your Own Report Ref: EIS.530P.01

Format..... AGESUMMARY
Report Title _____

SELECT BY POSITION PRO.300

Effective Date: 5/02/06 0/00/00
Start Range Date: 0/00/00 0/00/00
Stop Range Date: 0/00/00 0/00/00
Line Types: AT LT _____
Locations: _____
Sector: _____
Positions: _____
SubType/Job: _____
Status/Leave: _____
Change/SAR#: _____ - _____
Letter Type: _____
Subject/Skills: _____
OR _____

F3=Exit F4=Index F5=Reset F12=Cancel

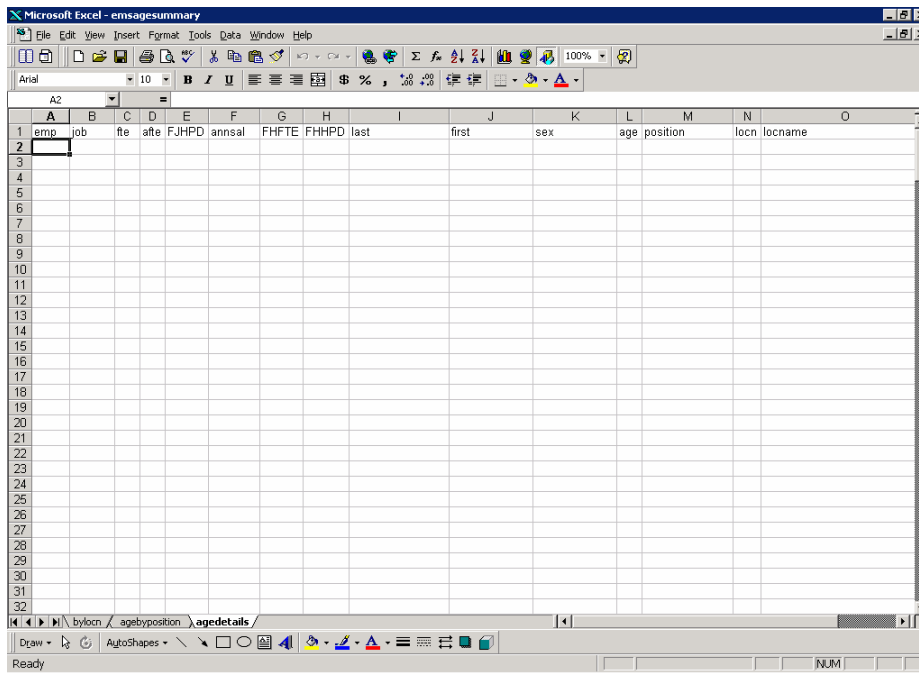


- ** Select an Appropriate Effective date
- ** Select appropriate record types

3. Open the AGESUMMARY spreadsheet and Populate

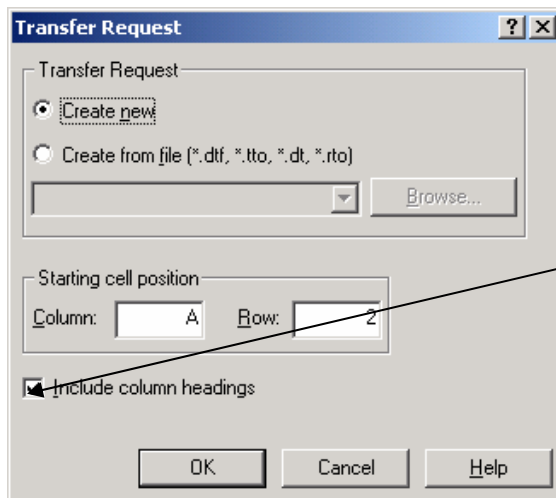
The easiest method for updating your results, is to utilize the Bible option from within Excel.

- a) Open the agesummary spreadsheet
- b) Position your cursor in the agedetails data tab at row 2 (critical not to wipe out the original column headings) .. CRITICAL to be on the agedetails tab as shown below.



- c) Select to Transfer From AS/400. Ask to Create New

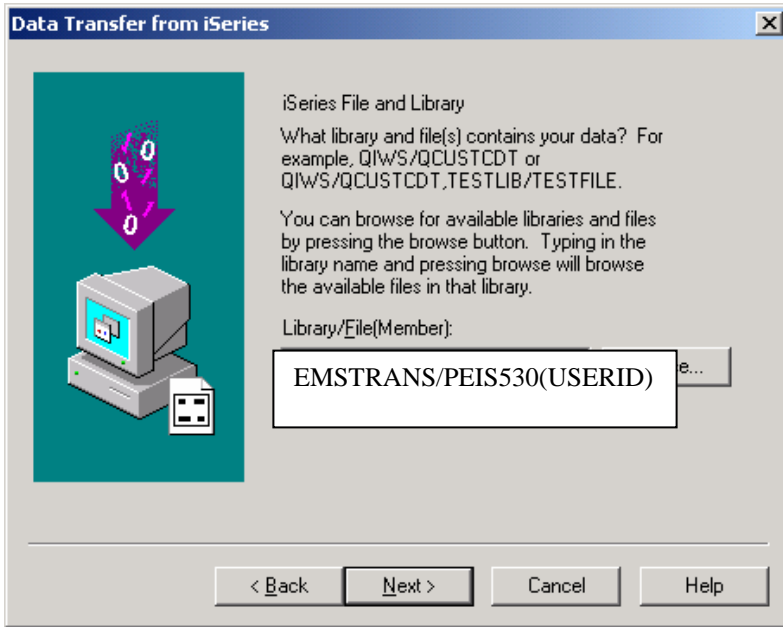
*** Careful to clear old contents. If your old contents has more rows than the new - there could be old data not overwritten when you refresh the sheet.



Make sure to uncheck the column headings - DO NOT want headings!!!!

A screen will appear showing the AS/400 Name or I/P Number - Press ENTER

A Screen will appear asking to fill in a Library/File/Name:



Once file name is entered - NEXT, NEXT, FINISH - Do not fill in any other information !!!

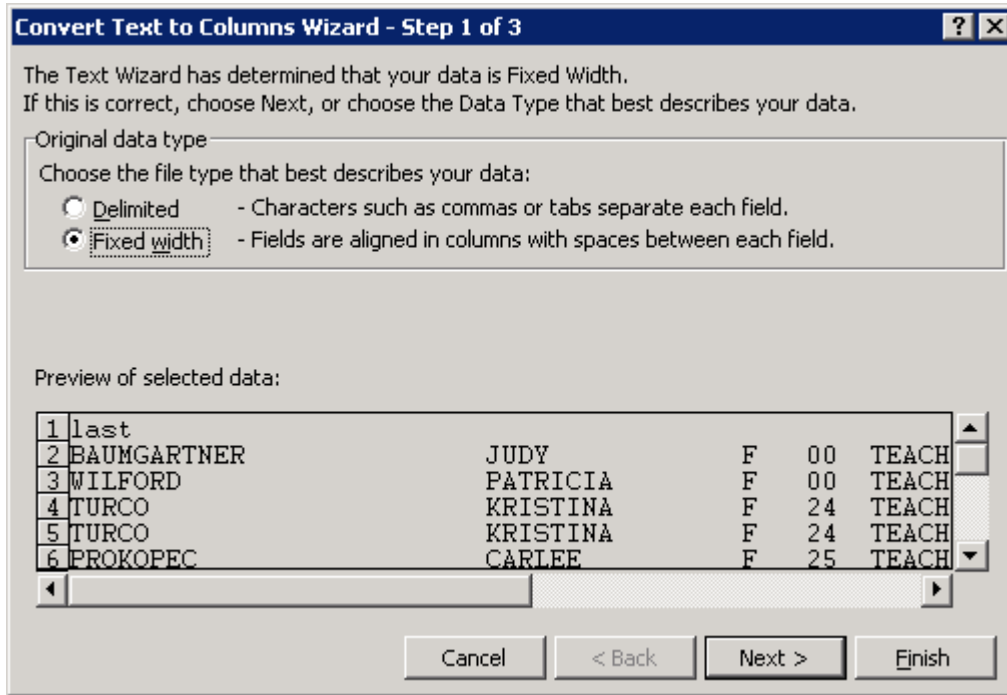
The system may ask you to sign in to CIMS - then all information will fill the spreadsheet.

The screenshot shows a Microsoft Excel spreadsheet titled "emesagesummary". The spreadsheet contains a list of employee records with the following columns: emp, job, fte, afte, FJHPD, annsal, FHfte, FHHPD, last, first, sex, age, position, locn, and locname. The data includes names like BAUMGARTNER, WILFORD, TURCO, etc. The spreadsheet is displayed in a standard Excel window with the menu bar and toolbar visible.

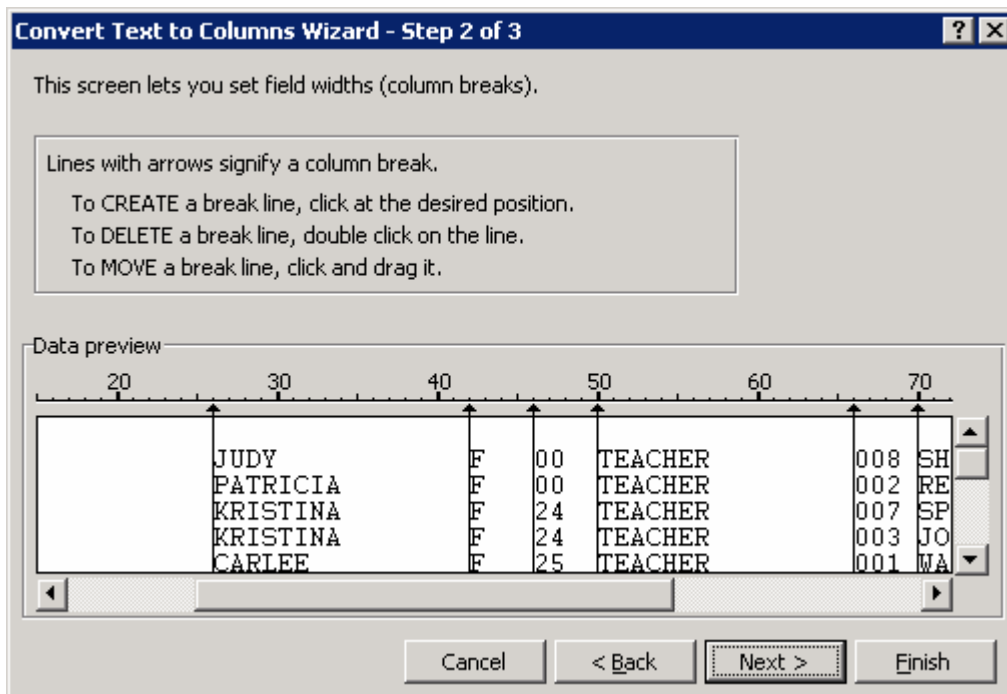
emp	job	fte	afte	FJHPD	annsal	FHfte	FHHPD	last	first	sex	age	position	locn	locname
1155	TEACH	100	100	0	0	0	0	BAUMGARTNER	JUDY	F	00	TEACHER	008	SHEA SECONDARY SCHOOL
50182		0	0	0	0	0	0	WILFORD	PATRICIA	F	00	TEACHER	002	REXALL SECONDARY SCHOOL
50172	TEACH	100	100	0	0	0	0	TURCO	KRISTINA	F	24	TEACHER	007	SPECTRUM MIDDLE SCHOOL
50172	TEACH	100	100	0	0	0	0	TURCO	KRISTINA	F	24	TEACHER	003	JOE LOUIS ELEMENTARY
6035	TEACH	100	100	0	0	0	0	PROKOPEC	CARLEE	F	25	TEACHER	001	WACHOVIA SECONDARY SCHOOL
50087	TEACH	100	100	0	0	0	0	RICHARDS	AMANDA	F	25	TEACHER	008	SHEA SECONDARY SCHOOL
3264		0	0	0	0	0	0	TSELIOS	STACEY	F	25	TEACHER	002	REXALL SECONDARY SCHOOL
40010	TEACH	100	100	0	0	0	0	UPSHALL	SHERRI-LYNN	F	25	TEACHER	001	WACHOVIA SECONDARY SCHOOL
3377	TEACH	100	100	0	0	0	0	ZUBOV	SHARON	F	25	TEACHER	003	JOE LOUIS ELEMENTARY
1497	TEACH	100	100	0	0	0	0	BERGERON	MICHELLE	F	26	TEACHER	008	SHEA SECONDARY SCHOOL
40014	TEACH	100	100	0	0	0	0	CHARPENTIER	VERONIQUE	F	26	TEACHER	003	JOE LOUIS ELEMENTARY
3198	TEACH	100	100	0	0	0	0	CHELIOS	JAN	F	26	TEACHER	005	M.L. GARDENS SECONDARY
40122	TEACH	100	100	0	0	0	0	CHERRY	ROBYN	F	26	TEACHER	002	REXALL SECONDARY SCHOOL
1475	TEACH	100	100	0	0	0	0	SABOURIN	KRISTIN	F	26	TEACHER	002	REXALL SECONDARY SCHOOL
50204	TEACH	100	100	0	0	0	0	UPSHALL	JULIE	F	26	TEACHER	002	REXALL SECONDARY SCHOOL
1567	TEACH	100	100	0	0	0	0	ZUBRUS	SHAUNDA	F	26	TEACHER	003	JOE LOUIS ELEMENTARY
50085	TEACH	100	100	0	0	0	0	CHIODO	JARROD	M	27	TEACHER	001	WACHOVIA SECONDARY SCHOOL
50161	TEACH	100	100	0	0	0	0	COURNOYER	EMILY-ANNE	F	27	TEACHER	007	SPECTRUM MIDDLE SCHOOL
50152	TEACH	100	100	0	0	0	0	CROWE	TRACY	F	27	TEACHER	002	REXALL SECONDARY SCHOOL
3599	TEACH	100	100	0	0	0	0	SKALDE	TERI-LYNN	F	27	TEACHER	003	JOE LOUIS ELEMENTARY
3142	TEACH	100	100	0	0	0	0	BRAHWAITE	NATALIE	F	28	TEACHER	003	JOE LOUIS ELEMENTARY
1461	TEACH	100	100	0	0	0	0	CROWE	KELLY	F	28	TEACHER	002	REXALL SECONDARY SCHOOL
40131	TEACH	100	100	0	0	0	0	HUTCHINS	KERRI	F	28	TEACHER	006	MILE ONE MIDDLE SCHOOL
40222	TEACH	100	100	0	0	0	0	SCHULTZ	DAVE	M	28	TEACHER	003	JOE LOUIS ELEMENTARY
3370	TEACH	100	100	0	0	0	0	TSELIOS	TODD	M	28	TEACHER	002	REXALL SECONDARY SCHOOL
50187	TEACH	100	100	0	0	0	0	VOLCHENKOV	TERESA	F	28	TEACHER	001	WACHOVIA SECONDARY SCHOOL
3536	TEACH	100	100	0	0	0	0	WILFORD	VANESSA	F	28	TEACHER	003	JOE LOUIS ELEMENTARY
3088	TEACH	100	100	0	0	0	0	CHIODO	BOBBI	F	29	TEACHER	003	JOE LOUIS ELEMENTARY
40009	TEACH	100	100	0	0	0	0	COTE	PATRICIA	F	29	TEACHER	001	WACHOVIA SECONDARY SCHOOL
50160	TEACH	100	100	0	0	0	0	DAMPHOUSSE	LISA	F	29	TEACHER	001	WACHOVIA SECONDARY SCHOOL
1556	TEACH	100	100	0	0	0	0	DIMAIO	BONNY	F	29	TEACHER	003	JOE LOUIS ELEMENTARY

4. Starting at Column I, our next step is to split up the field information.

- a) Highlight Column I
- b) <Data> <Text to column>



Ensure that the arrows are splitting columns appropriately. You may have to click/move the lines so that they are left-aligning each field.



Next, Next, Finish

5. The Column headings may get overwritten, just ensure that the column headings are:

last first sex age position locn locname Sector agerange Type1

6. Add a new column - agerange to categorize age values into groups

Fill-in appropriate Age Range Items ... Make sure to use Copy/Paste or some other advanced method to automate fill-in of the age range items. All entries are sorted in Age order so the Paste function should work Fine.

** At the same time delete duplicate rows, ie: there may be some employees with duplicate lines because they are at multiple locations or have multiple positions.

The screenshot shows a Microsoft Excel spreadsheet titled "Microsoft Excel - emsagesummary". The spreadsheet has columns labeled F through Q. The data rows (1-32) contain employee information. A new column, 'agerange', has been added in column P, with values '0-30' for all rows. The spreadsheet is sorted by age.

	F	G	H	I	J	K	L	M	N	O	P	Q
1	annsal	FHFTE	FHHPD	last	first	sex	age	position	loc	locname	agerange	
2	0	0	0	BAUMGARTNER	JUDY	F	0	TEACHER	8	SHEA SECONDARY SCHOOL	0-30	
3	0	0	0	WILFORD	PATRICIA	F	0	TEACHER	2	REXALL SECONDARY SCHOOL	0-30	
4	0	0	0	TURCO	KRISTINA	F	24	TEACHER	7	SPECTRUM MIDDLE SCHOOL	0-30	
5	0	0	0	TURCO	KRISTINA	F	24	TEACHER	3	JOE LOUIS ELEMENTARY	0-30	
6	0	0	0	PROKOPEC	CARLEE	F	25	TEACHER	1	WACHOVIA SECONDARY SCHOOL	0-30	
7	0	0	0	RICHARDS	AMANDA	F	25	TEACHER	8	SHEA SECONDARY SCHOOL	0-30	
8	0	0	0	TSELIOS	STACEY	F	25	TEACHER	2	REXALL SECONDARY SCHOOL	0-30	
9	0	0	0	UPSHALL	SHERRI-LYNN	F	25	TEACHER	1	WACHOVIA SECONDARY SCHOOL	0-30	
10	0	0	0	ZUBOV	SHARON	F	25	TEACHER	3	JOE LOUIS ELEMENTARY	0-30	
11	0	0	0	BERGERON	MICHELLE	F	26	TEACHER	8	SHEA SECONDARY SCHOOL	0-30	
12	0	0	0	CHARPENTIER	VERONIQUE	F	26	TEACHER	3	JOE LOUIS ELEMENTARY	0-30	
13	0	0	0	CHELIOS	JAN	F	26	TEACHER	5	M.L. GARDENS SECONDARY	0-30	
14	0	0	0	CHERRY	ROBYN	F	26	TEACHER	2	REXALL SECONDARY SCHOOL	0-30	
15	0	0	0	SABOURIN	KRISTIN	F	26	TEACHER	2	REXALL SECONDARY SCHOOL	0-30	
16	0	0	0	UPSHALL	JULIE	F	26	TEACHER	2	REXALL SECONDARY SCHOOL	0-30	
17	0	0	0	ZUBRUS	SHAUNDA	F	26	TEACHER	3	JOE LOUIS ELEMENTARY	0-30	
18	0	0	0	CHIODO	JARROD	M	27	TEACHER	1	WACHOVIA SECONDARY SCHOOL	0-30	
19	0	0	0	COURNOYER	EMILY-ANNE	F	27	TEACHER	7	SPECTRUM MIDDLE SCHOOL	0-30	
20	0	0	0	CROWE	TRACY	F	27	TEACHER	2	REXALL SECONDARY SCHOOL	0-30	
21	0	0	0	SKALDE	TERI-LYNN	F	27	TEACHER	3	JOE LOUIS ELEMENTARY	0-30	
22	0	0	0	BRATHWAITE	NATALIE	F	28	TEACHER	3	JOE LOUIS ELEMENTARY	0-30	
23	0	0	0	CROWE	KELLY	F	28	TEACHER	2	REXALL SECONDARY SCHOOL	0-30	
24	0	0	0	HUTCHINS	KERRI	F	28	TEACHER	6	MILE ONE MIDDLE SCHOOL	0-30	
25	0	0	0	SCHULTZ	DAVE	M	28	TEACHER	3	JOE LOUIS ELEMENTARY	0-30	
26	0	0	0	TSELIOS	TODD	M	28	TEACHER	2	REXALL SECONDARY SCHOOL	0-30	
27	0	0	0	VOLCHENKOV	TERESA	F	28	TEACHER	1	WACHOVIA SECONDARY SCHOOL	0-30	
28	0	0	0	WILFORD	VANESSA	F	28	TEACHER	3	JOE LOUIS ELEMENTARY	0-30	
29	0	0	0	CHIODO	BOBBI	F	29	TEACHER	3	JOE LOUIS ELEMENTARY	0-30	
30	0	0	0	COTE	PATRICIA	F	29	TEACHER	1	WACHOVIA SECONDARY SCHOOL	0-30	
31	0	0	0	DAMPHOUSSE	LISA	F	29	TEACHER	1	WACHOVIA SECONDARY SCHOOL	0-30	
32	0	0	0	DIMAIO	BONNY	F	29	TEACHER	3	JOE LOUIS ELEMENTARY	0-30	

7. Add an additional column heading Type1 - in case you want to group your positions and select on them

8. If you save your spreadsheet and then Re-Open - all the data tabs will be refreshed with the new information

The screenshot shows a Microsoft Excel window titled "Microsoft Excel - emsagesummary". The pivot table is set to show data by position (rows) and age range (columns). The data is as follows:

position	(blank)	0-30	31-40	41-50	51-55	56-60	61-65	Grand Total
(blank)								
CLINICIAN			2	2	2			6
CONSULTANT			1	1			1	3
COORDINATOR				2				2
COUNSELLOR			5	4	1			10
PRINCIPAL			1	1	2	2	1	7
TEACHER		47	50	67	40	14	3	221
VICE-PRINCIPAL		1	5	4				10
Grand Total		48	64	81	45	17	4	259

If you find that the information is not sorted appropriately you can:

- Click on the Grey Agerange item, -then <Data> < Sort> OK
- Click on the Grey Position item, then <data><sort> OK

If you want to know the details of who the 3 Teachers over 60 are, then double-click right on the '3' cell and it will drill down to the detail.

The screenshot shows a detailed view of the employee data in Microsoft Excel. The data is as follows:

emp	job	fte	afte	FHHPD	anssal	FHFTE	FIHHPD	last	first	sex	age	position	loc	locname	agerange
2	1217	TEACH	100	100	0	0	0	ZHOLTOK	JERRY	M	65	TEACHER	2	REXALL SECONDARY SCHOOL	61-65
3	1120	TEACH	100	100	0	0	0	BLACKBURN	KATHLEEN	F	63	TEACHER	2	REXALL SECONDARY SCHOOL	61-65
4	1561	TEACH	100	100	0	0	0	VOLCHENKOV	MICHELINE	F	61	TEACHER	3	JOE LOUIS ELEMENTARY	61-65