

Reporting Help for ANU Staff:

To understand and utilise the Report Request Parameters better, please E-mail HRBS at hrbusinesssolutions@anu.edu.au or contact us on 6125 9622 to organise basic training.

To help understand how to organise, manipulate and extract the data you need better from HRMS reports you can register for training courses in Excel with the Information Literacy Program. Please go to <http://ilp.anu.edu.au/training/staffit.html> for further information.

Alternatively you can enrol in courses with the Centre for Continuing Education. Please go to <http://www.anu.edu.au/cce/cecourses/it.php> for further information.

Statistical Services:

+ Staff Data:

The information provided here relates to staff employed by the ANU. It is based on data extracted from our production systems and formally reported each year to the government.

<http://unistats.anu.edu.au/Data/Staff/>

+ Full Time and Part Time Staff Data (2005-2009)

<http://unistats.anu.edu.au/Data/Staff/Staff%20-%20Full%20Time%20-%202005%20to%202009.xls>

+ Casual Staff Data

<http://unistats.anu.edu.au/Data/Staff/Staff%20-%20Casual%20-%202000%20to%202008.xls>

Excel Help:

+ Sorting Data in a Range or Table:

Sorting data is an integral part of data analysis. You might want to put a list of names in alphabetical order, compile a list of product inventory levels from highest to lowest, or order rows by colors or icons. Sorting data helps you quickly visualize and understand your data better, organize and find the data that you want, and ultimately make more effective decisions.

<http://office.microsoft.com/en-us/excel-help/sort-data-in-a-range-or-table-HP010073947.aspx>

+ VLOOKUP Help:

Searches for a value in the first column of a table array and returns a value in the same row from another column in the table array. The V in VLOOKUP stands for vertical. Use VLOOKUP instead of HLOOKUP when your comparison values are located in a column to the left of the data that you want to find.

<http://office.microsoft.com/en-us/excel-help/vlookup-HP005209335.aspx>

+ Pivot Table Help:

To see the "big picture" of your data, you can use a PivotTable report to summarize and analyze the data. You can control how Excel summarizes the data - for example, by sum, average, or count - without entering a single formula.

<http://office.microsoft.com/en-us/excel-help/pivottable-reports-101-HA001034632.aspx>