

# Cleanse and maintain workforce data.

Fix broken hierarchy data

Collect missing HR data

Track data cleanup progress

Receive notifications of data errors

Ensure HR data consistency

Collaboratively maintain data integrity

acquire **Integrity**\*

 **aquire**<sup>TM</sup>  
wisdom within



**Clean, complete data  
makes for better  
workforce decisions**

It's a simple fact that data problems like broken hierarchies, missing data and inconsistent data standards prevent good decisions and place roadblocks in the way of successful HR initiatives such as: HR system migrations and installations, reductions in force, reorganization initiatives, Mergers and Acquisitions, new hires, terminations, promotions, payroll updates, compliance requirements and more. Although workforce changes are inevitable — promotions, transfers, department-wide changes to job titles or cost centers — the data integrity nightmares surrounding them can be avoided.

### **The status quo simply isn't working anymore.**

Clearly, the standard tools being used to manage and clean workforce data — spreadsheets, multiple databases, manual org charts — are no longer sufficient. Nor are they proactive. Aquire Integrity changes everything. The secure, Web-based solution aggregates workforce data from multiple sources, automates the data cleansing and approval process and enables HR professionals to collaboratively maintain accurate workforce data on a consistent basis. It will even alert you automatically when data errors creep into your HR system.

Aquire Integrity helps you to improve the entire lifecycle of your data, saving your organization time and money and helping your managers make better decisions based on accurate information.

### **Living with gaps and bad data has ramifications.**

Most companies overestimate the quality of their data while others are simply reluctant or unable to commit the resources necessary for the massive undertaking of manually auditing and correcting their data. Unfortunately, turning a blind eye to the situation is not an option.

Consider the consequences of errors in just these few very basic data elements, then imagine the larger ramifications of more complex data errors:

- **Reports To** — Easily the most common error in most companies' records, this simple mistake often occurs when a transfer or promotion takes place and can result in skewed budgets, corrupted succession plans, broken org chart hierarchies and more.
- **Name and Social Security Number** — Invalid SSN numbers or legal names that don't match DHS records for immigration purposes invite government scrutiny. Incorrect SSN records can also affect an employee's Social Security benefits, unfairly penalizing their future distributions.
- **Work Location** — Aside from facility management, EEOC reporting and other issues, the accuracy of this data element directly affects payroll budgeting due to its tax implications (federal, state and local).
- **Job Codes and Titles** — Another very common error that adversely affects budgeting and workforce planning, duplicate job descriptions under different titles or invalid job codes also corrupt workforce metrics.

## Accurate data drives positive outcomes.

Increase your odds of success for any initiative by starting with accurate information.

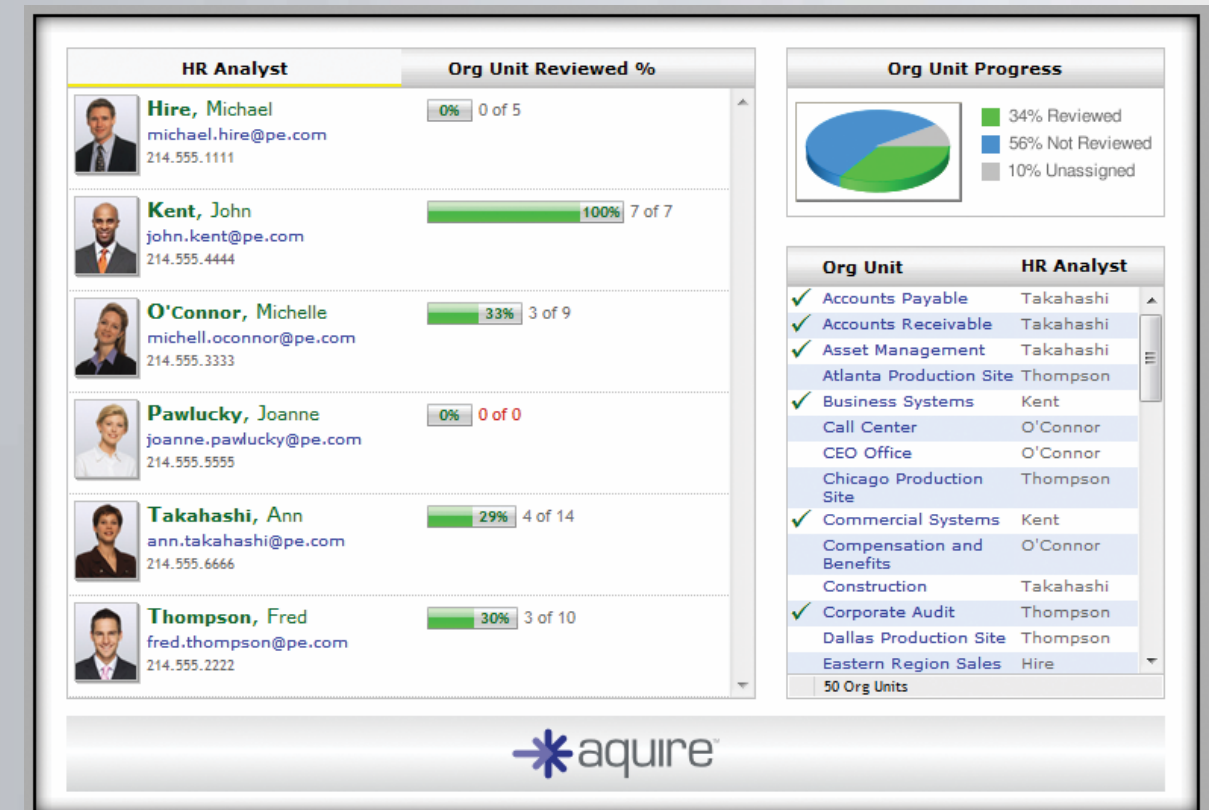
Unfortunately, every long-term workforce plan can be crippled by bad data. Some initiatives are impossible to implement simply because the data you need doesn't exist in your system. Succession planning is likely to fail if it's based on data you can't trust. Broken hierarchies may keep you from locating successor candidates, while incomplete employee profiles lead to unbalanced comparisons. And in the current economic climate, the ability to quickly model workforce restructuring scenarios based on good data is a must. Sound, strategic decision making is simply not possible using poor workforce analytics and an incomplete, inaccurate picture of your workforce.

## Data consistency is easily achievable.

Combining data systems after a merger or acquisition, for example, poses a challenge because data fields and terms simply won't match up. Integrity lets you make quick work of the normalization process, easily identifying all data discrepancies and allowing you to make mass changes, translating their data to fit your system consistently.

## Are you willing to risk an audit?

The Sarbanes-Oxley Act. FERC. EEOC. All of these require strict record-keeping of employee data and your company's chain-of-command. Bad or missing data could lead to fines or penalties. You may not even realize you have holes in your data. Don't wait for an audit to find out. If even one data error is found, your entire system may be called into question. Better to audit your data yourself than have it occur under difficult circumstances.



### HR Analyst Progress Dashboard

Actively monitor the overall progress of your data cleanup initiative as well as each analyst's individual progress using this visual dashboard.

## It's not your new system that's flawed, it's the data.

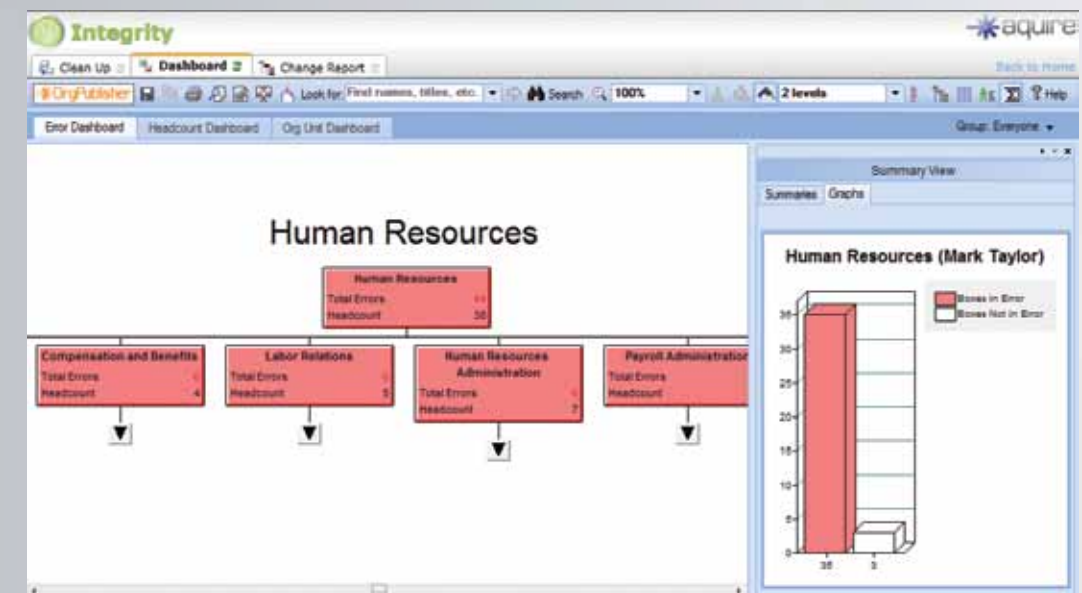
Just try upgrading or transitioning to a new HR system with inaccurate data. It's a recipe for lost time and money. First, there are the system implementation delays as busy HR analysts try to find the time to update and correct data on thousands of employees before the system is installed. Once it's in place, there may be pushback from users not willing to adopt a system that "doesn't work." You know that the system works, but you may have trouble convincing users who are only seeing bad data. With potentially millions of dollars invested in a new or upgraded system, you can't afford not to have employee buy-in. By using Integrity as the first step in your implementation plan, your new system is sure to have only clean, correct data.

## Divide and conquer for swift results.

Let's face it — correcting a system full of data that is riddled with errors can seem to be an insurmountable challenge for a single individual. But when you can collaboratively attack the problem, it's infinitely possible. Aquire Integrity allows you to easily divide that mountain of bad data into manageable segments to be audited and corrected by multiple HR analysts and managers. Even with numerous people working on the data, you can still maintain control of the process. Integrity also includes a workflow and approval process that ensures the data is properly corrected. Implement business rules to alert you to potential manual input errors. And finally, monitor the data cleanup initiative using a dashboard that gives you a visual snapshot of work in progress.

## Clean as you go.

Once you've updated, corrected, and filled in your data files, resist the temptation to walk away. The very practices that led to your previous data problems will continue and eventually the quality of your data will suffer again. Rather than embark on major cleanup projects as a reactive measure to an audit or new initiative, use Integrity to actively monitor your data. Automatic alerts for missing data or erroneous entries allow you to make corrections immediately. You can also give your entire database routine checkups. You'll save time and money by regularly correcting small batches of errors rather than waiting for them to accumulate into an unmanageable state.



**Data Clean Up Dashboard View**

Visualize current HR data errors in red and use the easy-to-follow org chart view to track the progress being made as data is corrected.

Metric	Count	Metric	Count	Activity	Before	After	Delta	Adds	Deletes	Moves	Changes
Hires	0	Created Open Positions	0	Boxes	32	32	0	0	0	0	32
Terminations	0	Removed Open Positions	0	Positions	32	32	0	0	0	0	1
Transfers In	0	Filled Open Positions	0	Persons	32	32	0	0	0	0	32
Transfers Out	0	Vacated Positions	0	Open Positions	0	0	0	-	-	-	-

	Before - 2009 Data				After - 2010 Clean Data			
	Error Count	Job Title	Job Grade	Cost Center	Error Count	Job Title	Job Grade	Cost Center
Dan Young	1	Chief Financial Officer	28		0	Chief Financial Officer	28	4200
BB Jackson	1	Controller	28		0	Controller	28	4200
Terril Brown	1	Procurement Manager	28		0	Procurement Manager	28	4200
Stephen Clark	1	Asset Manager	12		0	Asset Manager	12	4200
Dave Demmerle	1	Real Estate Manager	28		0	Real Estate Manager	28	4200
Bill Fischer	1	Credit Manager	18		0	Credit Manager	18	4200
Tom Hays	1	Accounts Payable Manager	24		0	Accounts Payable Manager	24	4200
Kevin Hopkins	1	Accounting Manager	28		0	Accounting Manager	28	4200
Kathy Porter	1	Internal Auditor	24		0	Corporate Auditor	24	4200
Martie Wells	1	Treasury Manager	14		0	Treasury Manager	14	4200
Sally Wright	1	Chief Tax Internal	28		0	Chief Tax Internal	28	4200
<b>Totals</b>	<b>14</b>				<b>0</b>			
<b>Deltas</b>					<b>-14</b>			

**Interactive Change Report**

Quickly view the HR data changes made across a single unit or the entire organization, even down to the individual contributor level, to help ensure your data is correct.

## Good data is more than its own reward.

For workforce analysts, database administrators, HRIS specialists, succession planners, business unit managers and others, data integrity is paramount. With good data in place budgets stay on track, audit risks decrease and initiatives can go forward on schedule. With fewer manual corrections needed to correct data, fewer human errors are introduced into your system and personnel are freed up to perform other tasks. Mergers and Acquisitions and RIFs can be completed efficiently, saving you both time and money. So make the investment in cleansing and maintaining your data — you'll reap a multitude of rewards.

## More solutions. Better results.

In addition to Integrity, Aquire offers additional collaborative solutions. Use Aquire Succession to analyze your talent and visualize the future leadership of your workforce. With Aquire Modeling, you can create and analyze workforce scenarios, as well as conduct annual budgeting and headcount planning more effectively.

## Delve deep into your workforce initiatives.

InSight™, Aquire's hierarchy-driven workforce planning and analytics solution, allows you to analyze workforce trends within virtually any segment of your organization. Determine which segments of your organization are the most productive and analyze critical workforce trends such as growth rate, employee turnover, and quality of new hires. You can even analyze talent movement trends — including hiring, promotions, transfers and attrition — by department, position, critical role, cost center, region and more to address the most complex workforce decisions and ensure your workforce initiatives are aligned with your strategic business plans.

## Aquire's Unifi™ Platform.

Aquire solutions leverage the company's Unifi Technology Platform — an innovative and flexible technology base that enables all of Aquire's solutions to work seamlessly together. The platform is also designed so that Aquire solutions can be configured and extended to meet your specific workforce planning and analytics requirements. With the Unifi platform as the underlying technology, you can be confident Aquire solutions will meet your needs today and well into the future.

# About Aquire

Aquire is a leading provider of workforce planning and analytics solutions. From organizational charting and analytics to workforce modeling, succession planning, data integrity and more — Aquire solutions increase information visibility, expedite decision making and streamline HR initiatives. More than 2,700 organizations in 125 countries rely on Aquire solutions to manage data for 10 million working professionals.

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