MicroStrategy – Work Life Balance Dashboard Report
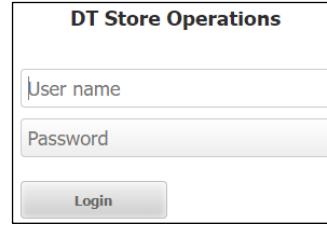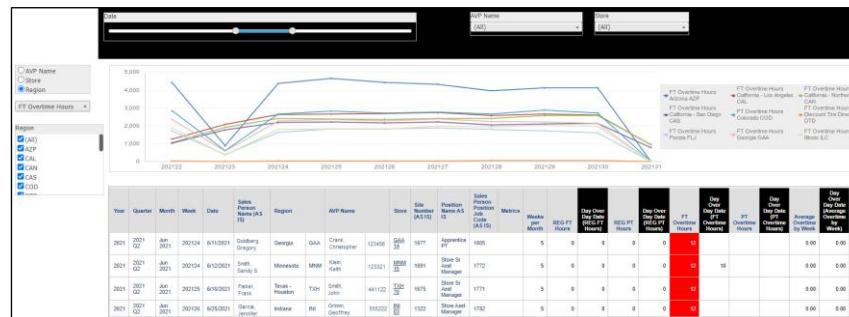
Description	This document details the process to use when accessing and reviewing the Work Life Balance Dashboard report.
	The Work Life Balance Dashboard report provides a view of regular and overtime hours worked by an employee and is updated nightly. Using the Work Life Balance Dashboard report will help in understanding the number of hours our employees work in a week or month to aid in supporting a healthy work life balance.
	Important: At this time, the Work Life Balance Dashboard report only includes data up through 12/10/2021 due to the Kronos outage.

Accessing the Work Life Balance Dashboard Report
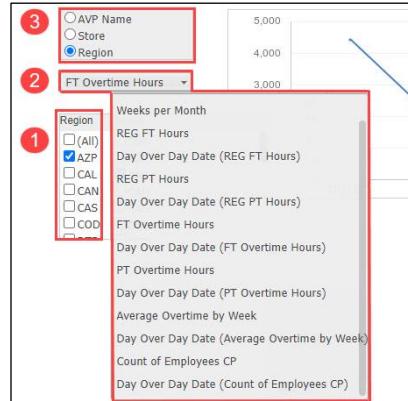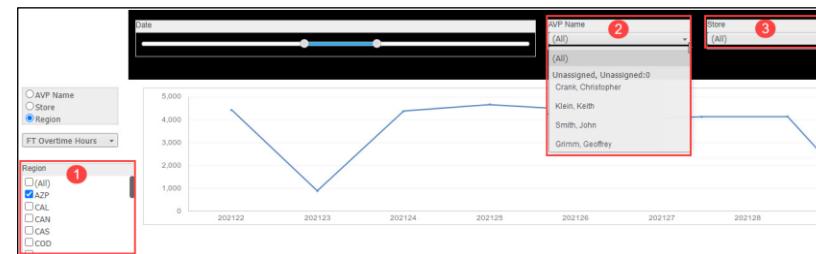
Follow the steps below to access the Work Life Balance Dashboard report.

| Step	Action
1	Log in to MicroStrategy using your Okta/Windows username and password.
2	The Work Life Balance Dashboard report will automatically display showing a graph, employee job information, regular hours worked, and any overtime hours for all regions and stores.

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Accessing the Work Life Balance Dashboard Report	**3**	You may view the hours worked in a visual graph by selecting options on the left. 1. Under **Region**, select one or multiple regions. The Dashboard report will allow you to view information for all regions, multiple regions, or a single region. 2. In the drop-down menu, select **All** to view all information for the selected region(s) or select a specific option. 3. Click a radio button to view information by Region, AVP, or store.
	4	You may use filter options to view the regular and overtime hours worked by employees in a table. 1. Under **Region**, select one or multiple regions. The Dashboard report will allow you to view information for all regions, multiple regions, or a single region. 2. Under **AVP Name**, select the name of an AVP or select **All** to view the information for all AVPs in the selected region(s). 3. Under **Store**, select a store or select **All** to view the information for all stores in the selected region(s).
	5	The table shows time frames and job information by employee, including: • Year, quarter, and month the hours were worked • Week of the year the hours were worked (e.g. the 24th week of 2021) • The day (date) the hours were worked • Employee name and their region, AVP name, store number, position, and job code

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Accessing the Work Life Balance Dashboard Report	**6**	The table also shows regular and overtime hours by employee, including: • Number of weeks in the month • Regular Full-Time Hours and Day Over Day Date (Reg FT Hours – *FT hours for the same date the previous year*) • Reg Part-Time Hours and Day Over Day Date (Reg PT Hours – *PT hours for the same date the previous year*) • Full-Time Overtime Hours and Day Over Day Date (FT Overtime Hours – *FT overtime hours accrued for the same date the previous year*) • Part-Time Overtime Hours and Day Over Day Date (PT Overtime Hours – *PT overtime hours accrued for the same date the previous year*) • Average Overtime by Week and Day over Day Date (Average Overtime by Week – *Average overtime accured for the same date last year*)
	7	1. Hover over a column header to change how the information on the page is sorted. 2. Click on the **triangle** in the upper-right of the column. 3. Click **Sort Ascending** or **Sort Descending**.

Contact	For further assistance, contact DTU_Reporting@discounttire.com.