LHT and Temp Monitoring

QlikView works best in Firefox or Chrome. Please do not use Internet Explorer.

There are two ways to access HR QlikView Applications:

1. Open a browser window and navigate to https://hr.harvard.edu
2. Open a browser window and type https://qlik.huit.harvard.edu/qlikview/

Accessing LHT and Temp Monitoring

Open QlikView and navigate to the LHT & Temp Monitoring application by clicking on the thumbnail.

Home Screen

The LHT & Temp Monitoring Application allows departments the ability to monitor LHT and Temporary employment practices to ensure that contingent workers do not work in violation of Harvard’s policy before the violation occurs.

There are three sheets within this application and you can navigate from the home screen or to different sheets by clicking on the menu button in the upper left corner of the screen.

General Navigation and Functionality

When you first start working in QlikView, you will notice that it has helpful color-coded selection indicators, green, white, and gray. Upon making a selection in QlikView, the value will become bright green. Once a selection has been made, QlikView automatically refines all other possible values given your current criteria and color codes them accordingly:
You can filter the data by clicking on any of the major filters on the left-hand side of the screen. Your selections will appear in the Current Selections box at the top.

LHT Hours Audit is intended to provide departments with the ability to monitor when a LHT employee has worked more than 14 hours per week in any number of weeks during a year period (from their Policy Eff Date). In this report, you will see all LHTs University wide who have had any number of violations, if any. Remember to filter the data for your area.

To filter on the number of violations (1, 2, 3, etc.) you can click in the data in the chart in the # column to view all the LHT employees who have that number of weeks where they worked more than 14 hours a particular number of times (1, 2, or 3).
The summary chart displays the number of weeks the LHT employee has worked more than 14 hours in the year period. 3 or more weeks are shaded in light red and 2 violations are a lighter color. The detail chart below displays weekly pay period details of hours worked by LHT employees when the employee ID is selected. Weeks with more than 14 hours worked are shaded in red.

Filters for Major Affil, Sub Affil and Dept are on the left-hand side. The buttons at the top allow you to toggle between details and counts. You may also filter the information by the other retired job flag located at the top left-hand side above the summary chart.

LHT Multiple Jobs is intended to provide departments the ability to monitor LHTs that have another paid job at the University in addition to their LHT role. The chart displays job information for each role the LHT employee has that is currently active.
Temp Time Limit Violations is intended to provide departments the ability to monitor Temp employees to ensure they do not work more than 90 days or 180 days if covering for an employee on an approved leave with a right to reinstatement (backfill). When a Temp employee has been active for 70 days or more (160 days for backfill) their job information will appear in the chart, when the Temp employee has been been active for more than 90 days (no backfill) or 180 days (backfill) the “Continuous Days” column will be shaded in light red.

There are three sub pages in the Temp Time Limit Violation menu item, you can navigate to each of the sub pages by clicking the buttons to the left of the graph.

The Application Toolbar can be found in the upper right-hand corner of each sheet. When an icon is selected, a green box will display around the icon. This identifies the function as your current selection just as if you selected values from a list box. For example, if you select the “Additional Filters” icon, a green box will surround the icon to show that you are currently working there.

Questions? Email the HR Analytics and Reporting Team at hrar-notify@calists.harvard.edu