

### Data Loads

The Washington Workforce Analytics (WWA) Enterprise Data Warehouse (EDW) consists of nine Fact tables with each one representing a unique subject area. These Fact tables are rendered as seven Universes for ad-hoc and standard reporting. All subject areas were initialized with the historical data from appropriate HRMS and AFRS source systems. Incremental changes are loaded into the universes based on the subject area, using three different data load cycles; Daily, Semi-Monthly, and Monthly.

### Load Schedule

- ✓ WWA data loads occur between 6:00 p.m. to 6:00 a.m.
- ✓ During nightly data loads, WWA is in restricted mode and WebI users will receive a system message indicating the database cannot be opened and they cannot logon. Note: if WebI users have active or scheduled reports running during this time, the report will fail and have to be rescheduled.
- ✓ Data will not load during HRMS Payroll Processing (Payroll day 3) or during State Holidays.
- ✓ Load delays and failures will be communicated to agencies using BI Alerts.

Universe	Granularity	Data Load Frequency (Load Completion)
AFRS	Pay Period	Daily (Monday to Friday)
Grievance	Daily	Daily (Monday to Friday)
Headcount and Personnel Actions with Education and Military	Daily	Daily (Monday to Friday)
Payroll	Monthly	Semi-Monthly (Payroll day 5)
Quota	Monthly	Monthly (Payroll day 7)
Staffing Assignments	Daily	Daily (Monday to Friday)
Time and Labor	Daily	Semi-Monthly (Payroll day 6)

- ✓ The Standard Report WWA Load Status (UDT\_001) is available in the WWA Standard Report Folder and provides end users with the ability to see all Universe/Subject Area 'data as of' and 'refresh' dates to identify the most recent load to the EDW.

### Maintenance

If there are changes to data structures or standard reports, the OFM Enterprise Reporting team will notify agencies using standard OFM communications (Service Notification or Service Alert).

- ✓ OFM System Status website (<http://support.watech.wa.gov>) will include updates for Service Alerts.

For more information, please contact the OFM Help Desk [HereToHelp@ofm.wa.gov](mailto:HereToHelp@ofm.wa.gov) or 360.407.9100. The Help Desk will route your request to a System Analyst or an Enterprise Reporting consultant who can provide you with additional information.