

Empowering ER Through Data Integrity: Mapping HRIS to HR Acuity

HR Acuity's ability to deliver meaningful insights — especially through dashboards, reports and analytics — relies on how **group and location fields are mapped from your HRIS system**. These fields are foundational for understanding trends across business units, geographies and employee segments. When these mappings don't reflect how your organization operates or reports internally, it can limit the value of your ER data. That's why aligning early and thoughtfully is key.

Common Challenges We Solve Together

- **Unexpected Reporting Results:** Dashboards may not reflect the intended business structure, leading to confusion or misinterpretation.
- **Manual Workarounds:** ER teams often find themselves reconciling data manually when mappings don't align with internal reporting needs.
- **Permissioning Issues:** Misaligned fields can affect visibility and access, creating security or compliance concerns.

Step 1: The Mapping Exercise

Using the implementation framework, we recommend a collaborative mapping exercise focused on:

Key Sources to Explore

- **Org Charts & Reporting Structures:** What do leaders use to view and manage people data?
- **HR & Finance:** Department structures used in cost planning.
- **10-K Reports:** For public companies, segment and KPI data can guide field alignment.

Additional Sources

- **Compliance:** Location data for policy enforcement.
- **Compensation:** Job architecture and leveling for benchmarking.
- **Engagement Surveys** (e.g., Gallup): How does your business segment employee feedback?

Goals of the Exercise

- Align fields with how your business **actually operates and reports**.
- Ensure **group and location** fields support scalable, cross-functional reporting.
- Validate mappings by comparing HR Acuity outputs with sources you know you'll be cross-referencing.
- Establish a **lightweight audit process** to maintain data integrity over time.

Moving Forward *Together*

This isn't just a technical step — it's a strategic opportunity to elevate ER's role in the organization. By partnering on HRIS mapping, we ensure HR Acuity reflects your business accurately, supports your goals and empowers your teams.

This is the first step in this process. Your dedicated Implementation Manager at HR Acuity will review this integration and mapping exercise in more detail, but it's important to start giving it some thought now!

Step 1: Creating the Foundational Files

Feed with active employee details and demographic info.

- **Standard Profile Fields:** Employee ID, First Name, Last Name, Title, Division, Group, Location, Manager, Email Address, Office Address 1, Office Address 2, City, State, Zip Code, Country, Work Phone, Work Ext, Manager ID (All standard fields must be included in the file but Employee ID, First Name, and Last Name are the only required fields)
- **Additional 30 Custom Profile Fields:** The team can determine which fields are most valuable to include. Examples may include: Age, Race, Gender, Years of Service, Start Date, Performance Ratings, Personal Email, Preferred Name, Employee Type, Active links/URLs to the employee's HRIS record

The screenshot shows a web interface titled "Search Party" with a search bar containing "Employee Name" and a dropdown arrow. Below the search bar, the profile of "Mary Smith - C102" is displayed, with a "Hide details" link and a green upward arrow. The profile is organized into two columns of key-value pairs:

Field	Value	Field	Value
Employee ID	C102	Title	Call Center Rep
Email	msmith2@hracuity.com	Employee Group	Accounting and
Manager	Radia Sultana	Division	Americas
Phone	888-598-0161	Employee Location	San Francisco
Department Code	6	Job Tier	C3
Hire Date	2/5/2009	Years of Service	11
Current Perf Rating	2	Past Perf Rating	5
External Link	https://app.hibob.com/employee-profile/3501434959103525426		

Group Field Mapping Hierarchies

Think of this like a family tree or organizational DNA — each layer helps define where a case fits in the broader business context. The number of levels incorporated in the file depends on your reporting needs. A sample file would appear as:

Client Group ID Level 1	Client Group Name Level 1	Client Group ID Level 2	Client Group Name Level 2	Client Group ID Level 3	Client Group Name Level 3
1001	Professional Services	1023	Customer Support	111023	Implementation
100	Professional Services	1023	Customer Support	11025	Technical Support
1001	Sales	1025	Revenue Operations		
1001	Sales	1028	Sales Operations		
2001	Corporate	2089	Legal		
2001	Corporate	2076	Human Resources		

Location Field Mapping Hierarchies

This hierarchy reflects where the employee physically sits — critical for compliance, policy enforcement and regional reporting. A sample file would appear as:

Client Group ID Level 1	Client Group Name Level 1	Client Group ID Level 2	Client Group Name Level 2	Client Group ID Level 3	Client Group Name Level 3
100	AMER	1023	California	111023	San Diego
100	AMER	1024	New Jersey	11025	Florham Park
200	APAC	1025	India	111000	Bangalore
200	APAC	1028	Singapore		
300	EMEA	1029	France	110011	Paris
300	EMEA	2089	Germany	110012	Berlin

Technical File Requirements

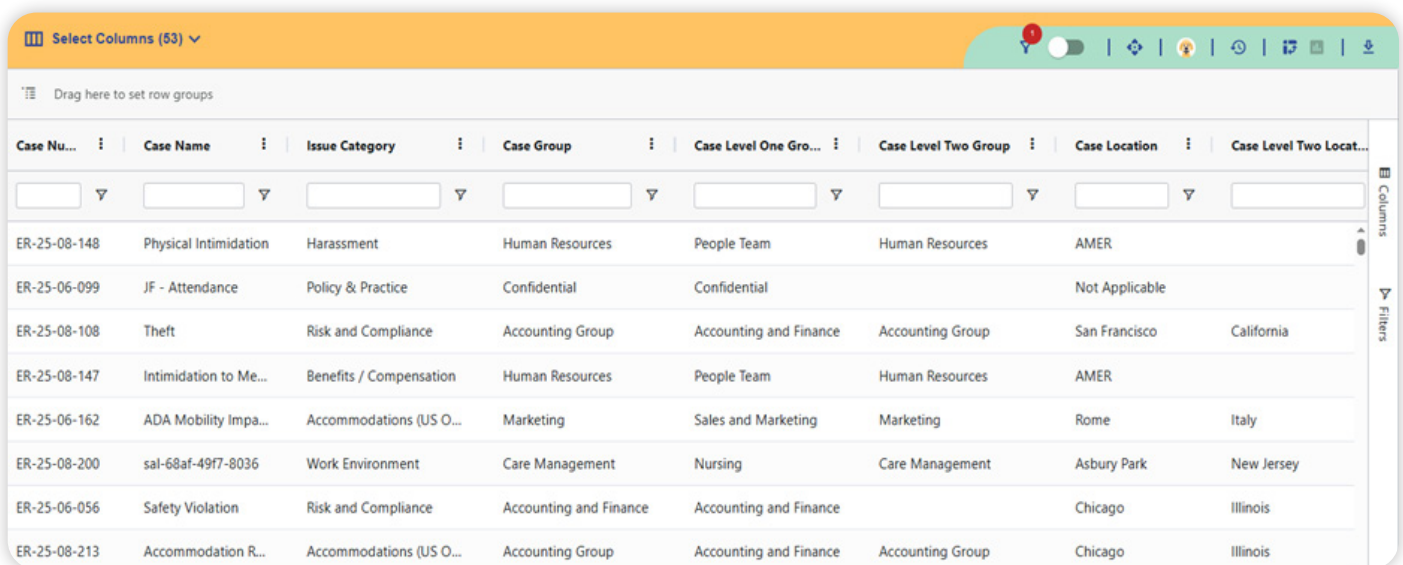
- CSV format (HR Acuity will provide templates for the employee, group and location files).
- All Group and Locations IDs & Names must be unique.
- Group and Location files can support a hierarchy. **Note: Child group and locations cannot roll up to two different parent groups or locations.**
- Data files are transmitted/shared securely via HR Acuity's SFTP and uploaded into the platform on a daily or weekly basis.
- In HR Acuity user with Data Integration permission can view file upload statuses and any error reports. This user can also upload files manually if needed.

Note: The employee data API integration leverages Workday's RaaS (Reporting as a Service) API. Clients can configure reports in their Workday instance. Clients then establish credentials for HR Acuity with permission to access those reports through a secure API connection. HR Acuity will fetch configured reports daily to keep employee, group/department and location data updated.

End Result? The ability to produce meaningful insights and reports, identify trends and hotspots in your organization and make proactive, strategic decisions.

Step 3: Reporting

Reports present findings and insights generated from the analysis of your organization's data including employee, group and location information. Each report is fully customizable, including columns, filter options and more.



The screenshot displays a web-based reporting interface. At the top, there's a header bar with a 'Select Columns (53)' dropdown and a toolbar with various icons. Below the header, a table is shown with the following columns: Case Nu..., Case Name, Issue Category, Case Group, Case Level One Gro..., Case Level Two Group, Case Location, and Case Level Two Locat... The table contains several rows of data, including cases related to Physical Intimidation, JF - Attendance, Theft, Intimidation to Me..., ADA Mobility Impa..., sal-68af-49f7-8036, Safety Violation, and Accommodation R... The interface also includes a 'Drag here to set row groups' area and a 'Columns' sidebar on the right.

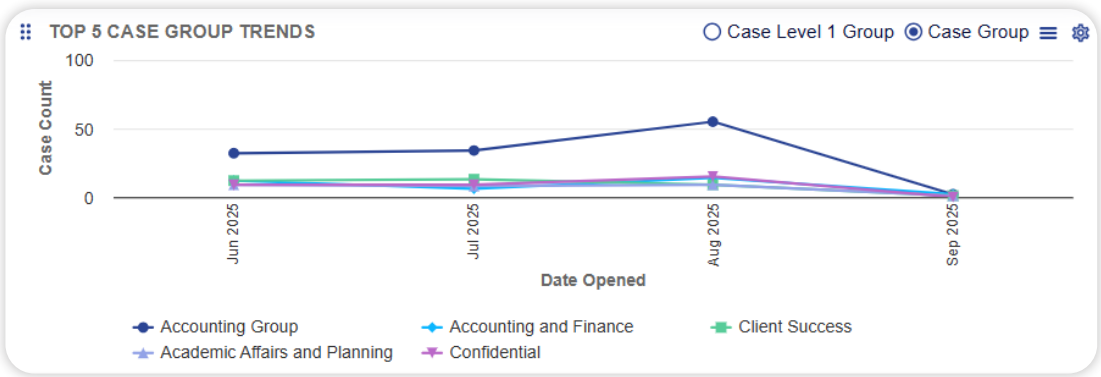
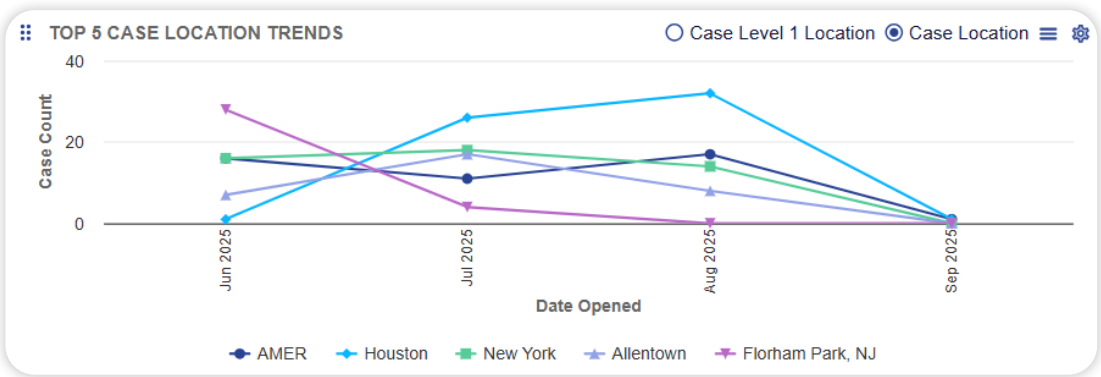
Case Nu...	Case Name	Issue Category	Case Group	Case Level One Gro...	Case Level Two Group	Case Location	Case Level Two Locat...
ER-25-08-148	Physical Intimidation	Harassment	Human Resources	People Team	Human Resources	AMER	
ER-25-06-099	JF - Attendance	Policy & Practice	Confidential	Confidential		Not Applicable	
ER-25-08-108	Theft	Risk and Compliance	Accounting Group	Accounting and Finance	Accounting Group	San Francisco	California
ER-25-08-147	Intimidation to Me...	Benefits / Compensation	Human Resources	People Team	Human Resources	AMER	
ER-25-06-162	ADA Mobility Impa...	Accommodations (US O...	Marketing	Sales and Marketing	Marketing	Rome	Italy
ER-25-08-200	sal-68af-49f7-8036	Work Environment	Care Management	Nursing	Care Management	Asbury Park	New Jersey
ER-25-06-056	Safety Violation	Risk and Compliance	Accounting and Finance	Accounting and Finance		Chicago	Illinois
ER-25-08-213	Accommodation R...	Accommodations (US O...	Accounting Group	Accounting and Finance	Accounting Group	Chicago	Illinois

Create Dashboards

Visual displays that arrange information on a single screen for monitoring and analysis. Filters can be applied to view data during a specific timeframe or focus in on specific groups/departments and/or locations.



Displays the case volume month over month by case type across your organizations groups/departments.

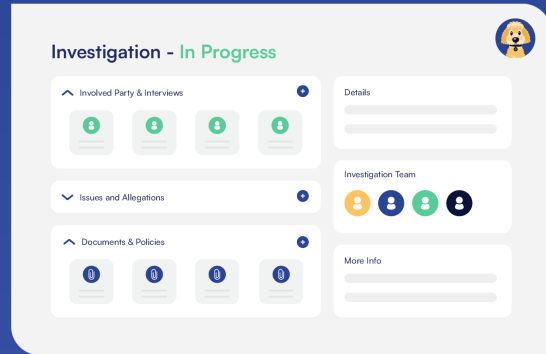


Displays the Top 5 case group and location trends month over month.

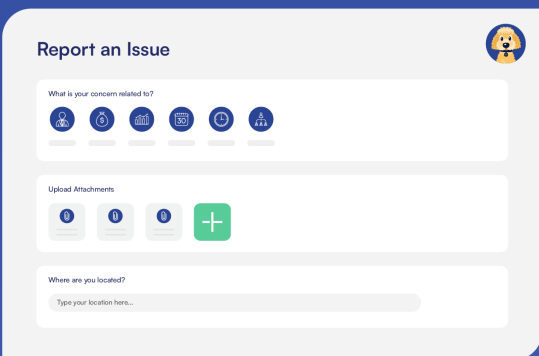
HRACUITY Platform



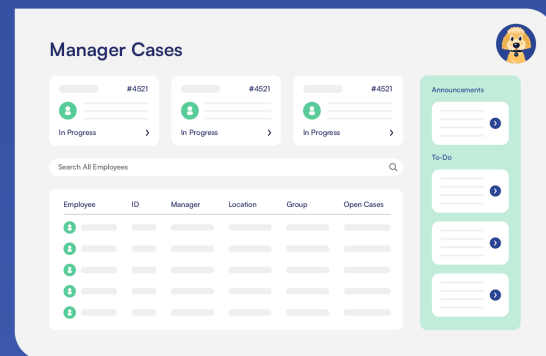
Case Management



Investigations



Speak-up Reporting



Manager Support

Analytics



RANKED 4.6 / 5 ON G2



The *Trusted Leader* in HR Case Management and Investigations Technology

Trusted by hundreds of top organizations, HR Acuity is the industry-leading platform for HR case management and investigations from intake through aftercare. Built on best practices and powered by advanced analytics, seamless integrations and defensible AI, HR Acuity helps you manage every issue with clarity and confidence. See it for yourself and [book a demo](#) today.

HRACUITY

hracuity.com | info@hracuity.com | 888.598.0161

