

Unlocking Insights with Power BI: Turning Data into Action

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Meet the Speakers



Dawn Palmberg



Diana Geisinger

Introduction to Power BI

- Business analytics tool by Microsoft
- Transforms raw data into interactive dashboards and reports
- Easy integration with Excel, SQL, and cloud services

Why Use Power BI?

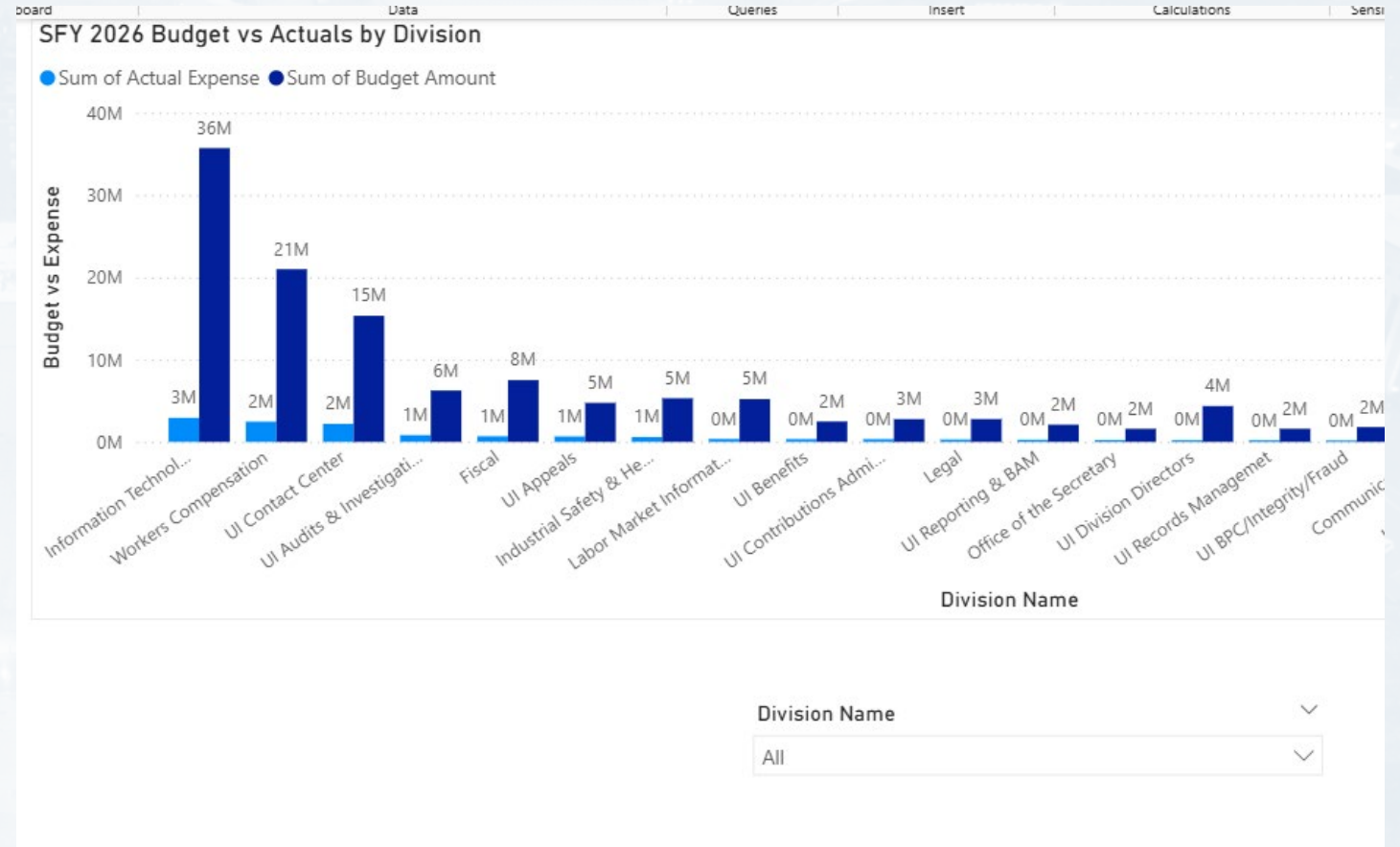
Real-time data visualization

Interactive and customizable dashboards

Connects to multiple data sources

Enables data-driven decision-making

Accessible on desktop, web, and mobile



Key Components of Power BI

- Power BI Desktop
- Power BI Service
- Power BI Mobile
- Power BI Gateway
- Power Query
- Report Creation
- Cloud Sharing
- On-the-go Access
- Real-time Data Refresh
- Data Transformation

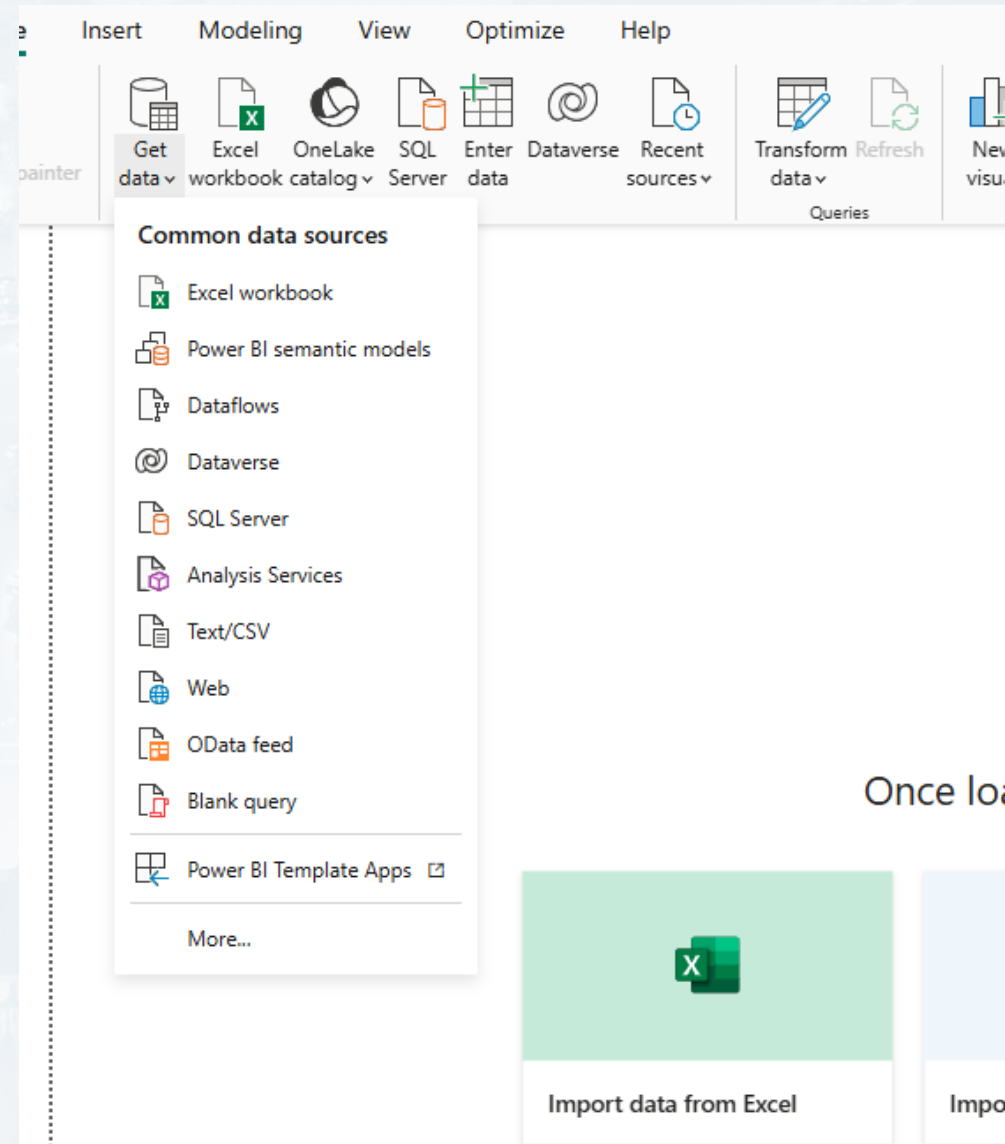
Power BI Workflow

1. Connect to data
2. Transform and clean data
3. Create visuals and dashboards
4. Publish to Power BI Service
5. Share and collaborate

- Connecting to Data
- Excel spreadsheets
- SQL databases
- Sharepoint
- Google Analytics
- Salesforce, Azure, and more

Building your First Report

- Importing data



Building your First Report

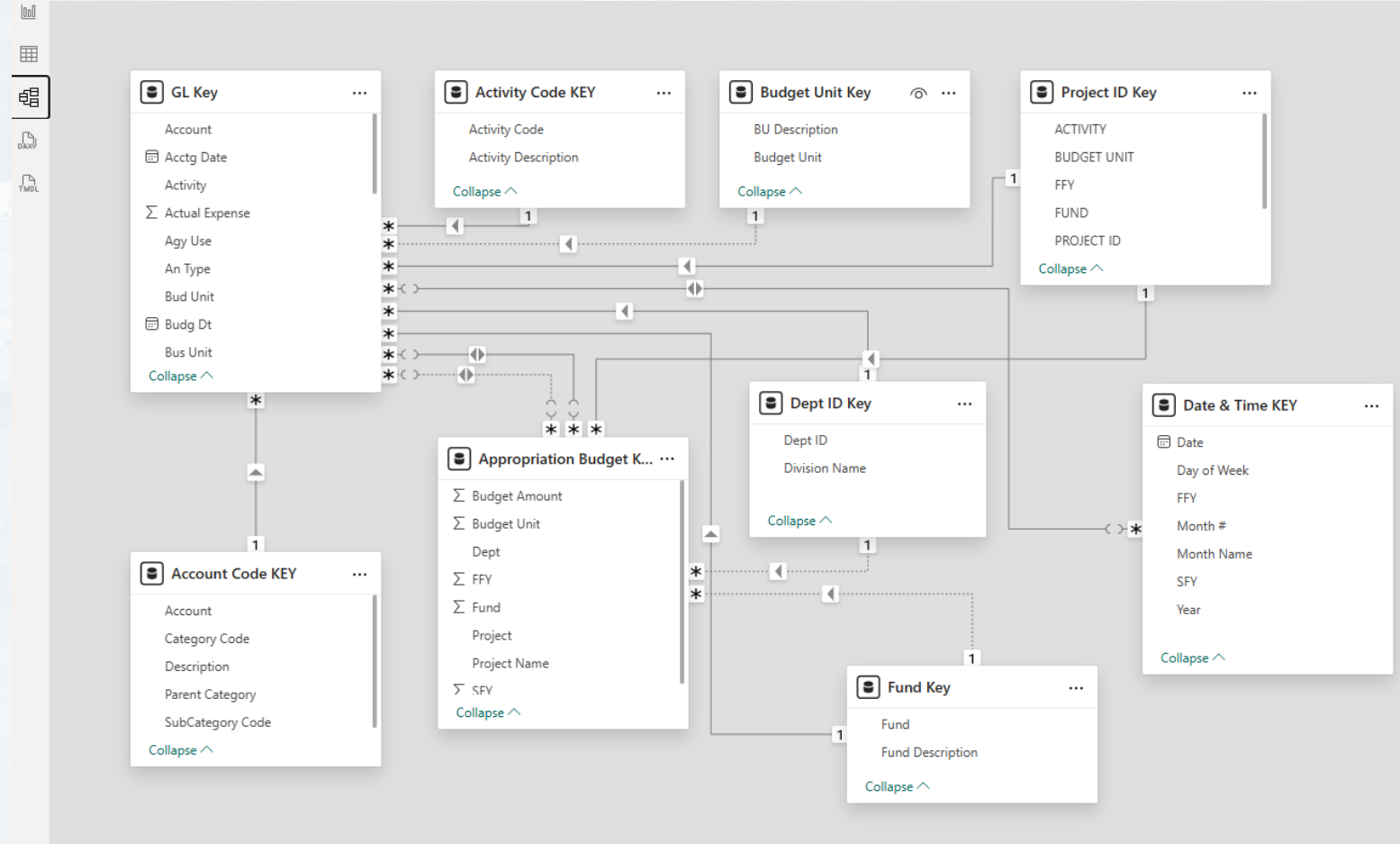
- Using Power Query Editor

The screenshot displays the Power Query Editor interface. The ribbon includes tabs for Home, Transform, Add Column, View, Tools, and Help. The 'Transform' tab is active, showing options like 'Choose Columns', 'Remove Columns', 'Keep Rows', 'Remove Rows', 'Sort', 'Split Column', 'Group By', and 'Replace Values'. The formula bar shows the query definition: `= Table.TransformColumnTypes(#"Promoted Headers",{{"Parent Category", type text}, {"Category Code", type text}, {"SubCategory Code", type text}, {"Account", type text}, {"Description", type text}})`. The data table below has the following columns and rows:

Account Code KEY	Parent Category	Category Code	SubCategory Code	Account	Description	
Activity Code KEY	1	Salaries and Wages	Payroll	Payroll	510100	Pay of Regular Classified Employees: Hired
Budget Unit Key	2	Salaries and Wages	Payroll	Payroll	510110	Pay of Temporary Classified Employees: Hired
Rate & Time KEY	3	Salaries and Wages	Payroll	Payroll	510120	Shift Differential Pay of Classified Employees
Dept ID Key	4	Salaries and Wages	Payroll	Payroll	510130	Overtime Pay of Classified Employees
Fund Key	5	Salaries and Wages	Payroll	Payroll	510140	Holiday Pay of Classified Employees
Project ID Key	6	Salaries and Wages	Payroll	Payroll	510150	Taxable Employee Business Expense Pay of
FY 2025	7	Salaries and Wages	Payroll	Payroll	510160	Longevity Pay of Classified Employees
FY 2026	8	Salaries and Wages	Payroll	Payroll	510170	Holiday Pay of Classified Employees Not In
PL Key	9	Salaries and Wages	Payroll	Payroll	511100	Pay of Regular Unclassified Employees: Hired
Appropriation Budget Key	10	Salaries and Wages	Payroll	Payroll	511110	Pay of Temporary Unclassified Employees:
	11	Salaries and Wages	Payroll	Payroll	511120	Shift Differential Pay of Unclassified Emplo
	12	Salaries and Wages	Payroll	Payroll	511130	Overtime Pay of Unclassified Employees
	13	Salaries and Wages	Payroll	Payroll	511140	Holiday Pay of Unclassified Employees
	14	Salaries and Wages	Payroll	Payroll	511150	Taxable Employee Business Expense Pay of
	15	Salaries and Wages	Payroll	Payroll	511160	Longevity Pay of Unclassified Employees
	16	Salaries and Wages	Payroll	Payroll	511170	Holiday Pay of Unclassified Employees Not
	17	Salaries and Wages	Payroll	Payroll	511200	Graduate Teaching Assistants (Monthly): St

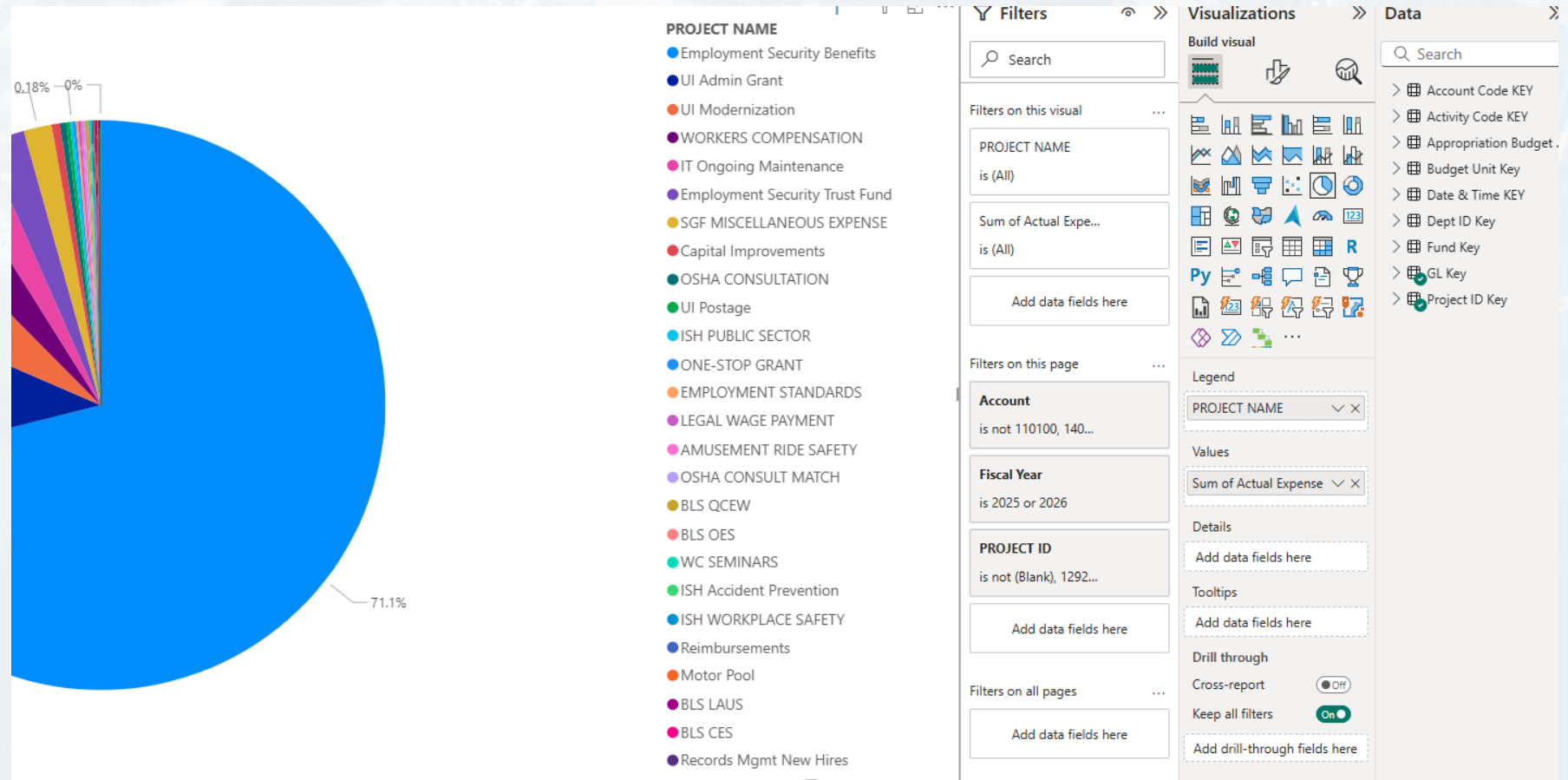
Building your First Report

- Create Relationships



Building your First Report

- Build Dashboards



Building your First Report

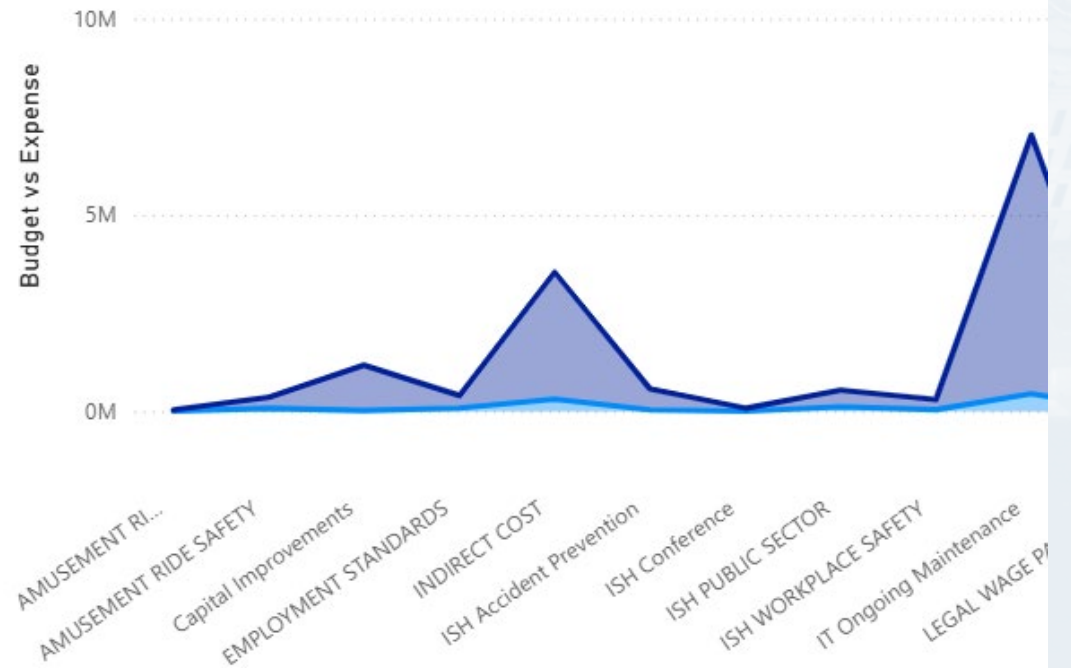
- Add Slicers and Filters

PROJECT NAME

All

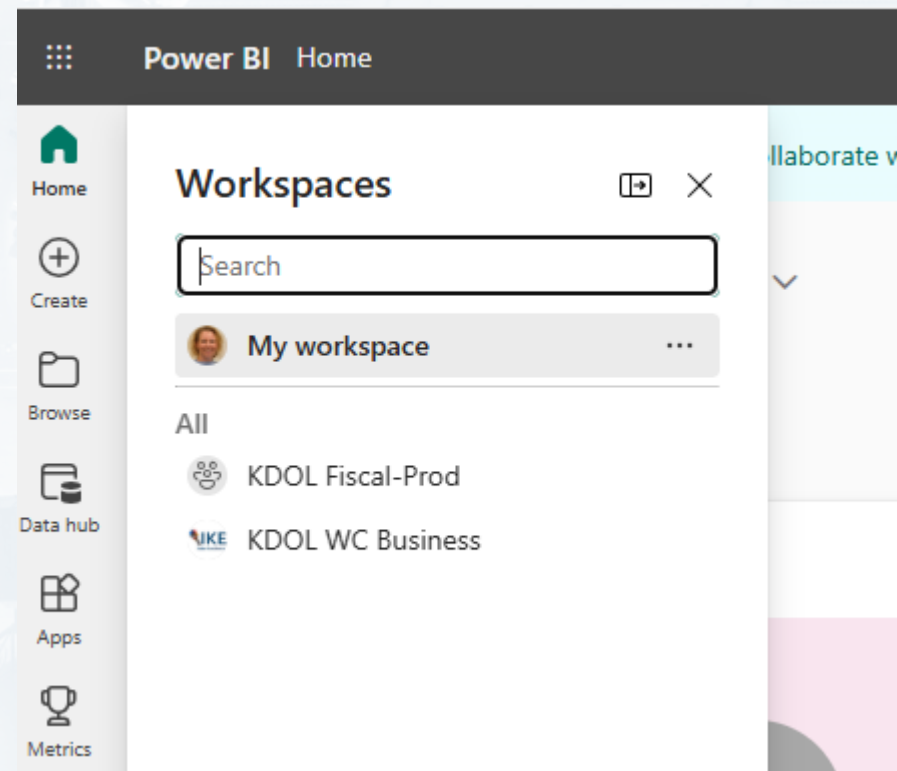
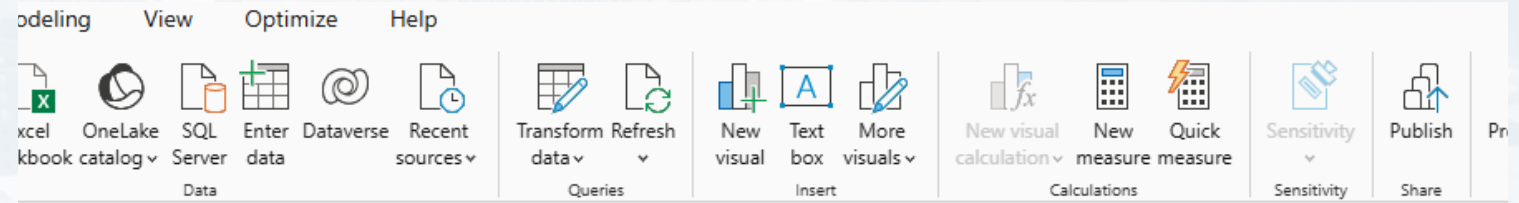
SFY 2026 Budget vs Actuals by Project

● Sum of Actual Expense ● Sum of Budget Amount



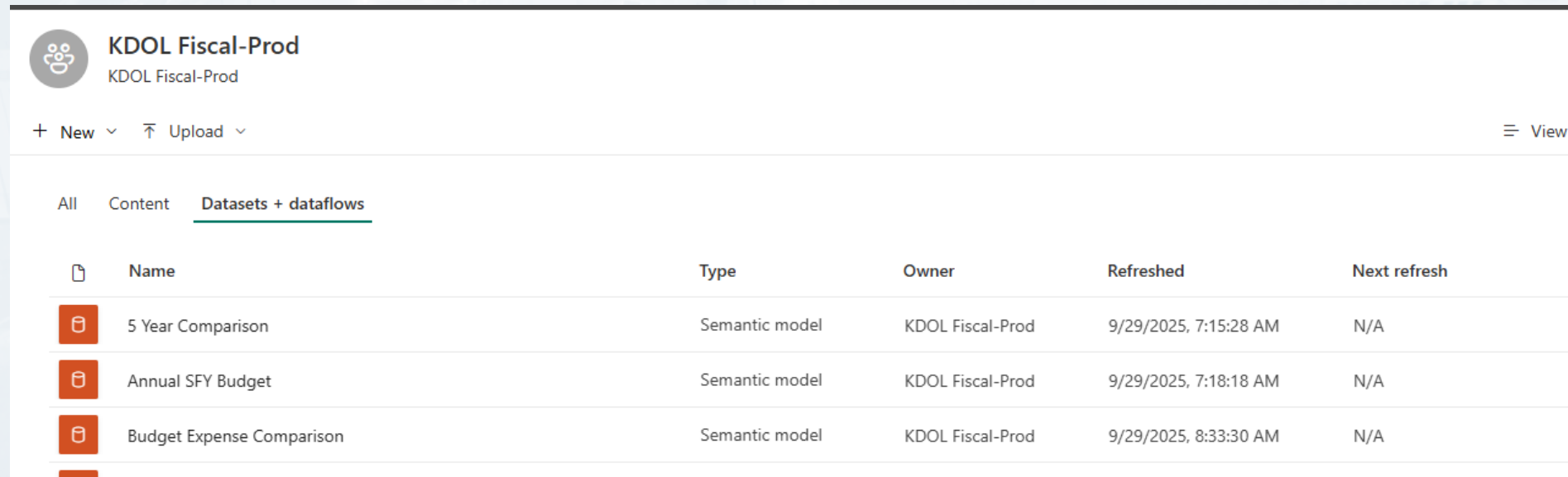
Sharing and Collaboration

- Publish to Power BI Service






Sharing and Collaboration

- Set up scheduled refresh

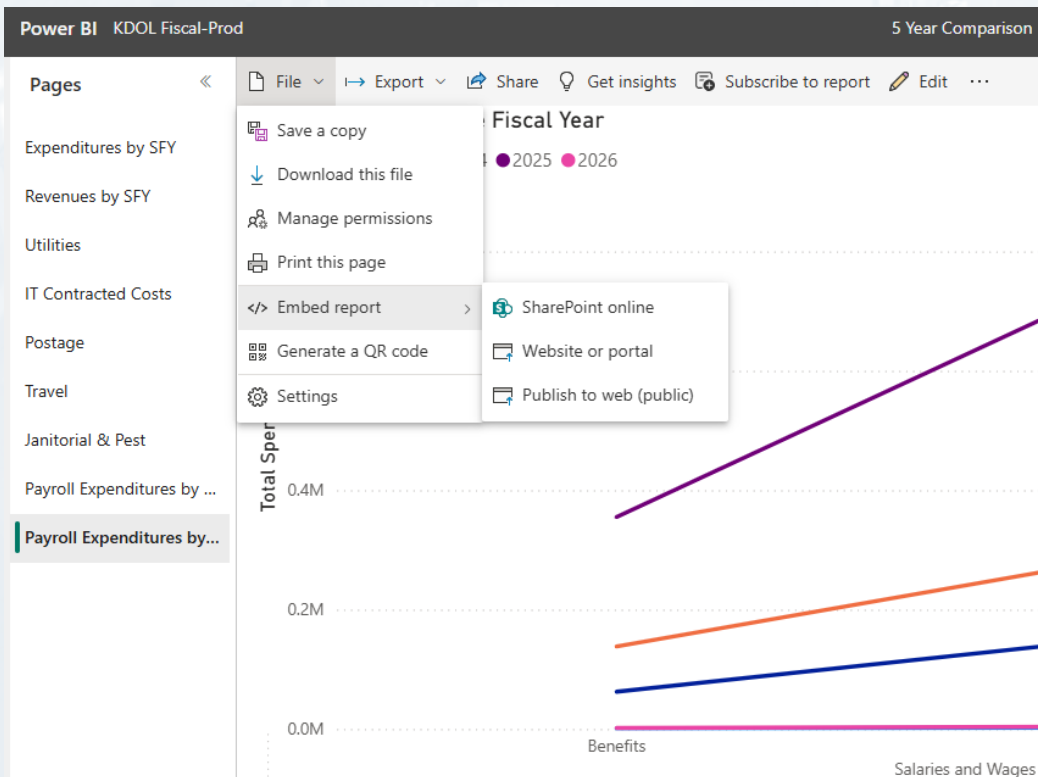


The screenshot shows a user interface for a data catalog. At the top, there is a header for 'KDOL Fiscal-Prod' with a user icon and the text 'KDOL Fiscal-Prod'. Below the header are navigation options: '+ New' and 'Upload', and a 'View' button. The main content area has tabs for 'All', 'Content', and 'Datasets + dataflows'. A table lists three datasets:

	Name	Type	Owner	Refreshed	Next refresh
	5 Year Comparison	Semantic model	KDOL Fiscal-Prod	9/29/2025, 7:15:28 AM	N/A
	Annual SFY Budget	Semantic model	KDOL Fiscal-Prod	9/29/2025, 7:18:18 AM	N/A
	Budget Expense Comparison	Semantic model	KDOL Fiscal-Prod	9/29/2025, 8:33:30 AM	N/A

Sharing and Collaboration

- Share with team or department
- Use Microsoft Teams integration



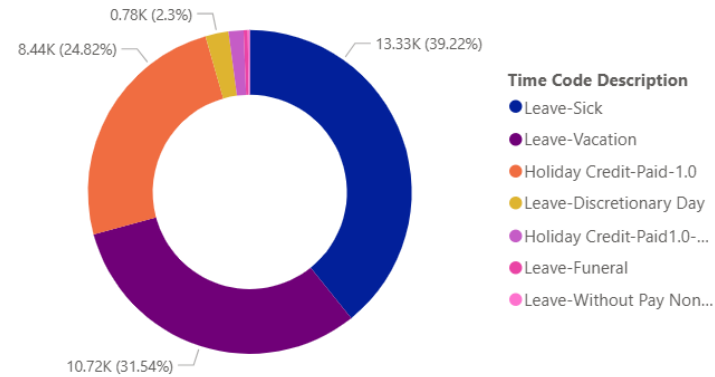
Executive Financials Posts Files

+ New | Upload | Edit in grid view | Share | Copy link | All Documents

Name	Modified	Modified By
Audits	June 26	Dawn Palmberg [KDO]
5 Year Comparison.url	July 10	Dawn Palmberg [KDO]
Budget Expense Comparison.url	July 10	Dawn Palmberg [KDO]
Payable Time Extract Report.url	July 10	Dawn Palmberg [KDO]
Payroll 5 Year Comparison.url	August 22	Dawn Palmberg [KDO]
Program Budget Reports.url	July 10	Dawn Palmberg [KDO]
Salary Projections.url	3 hours ago	Dawn Palmberg [KDO]
Support Budget Report.url	July 10	Dawn Palmberg [KDO]

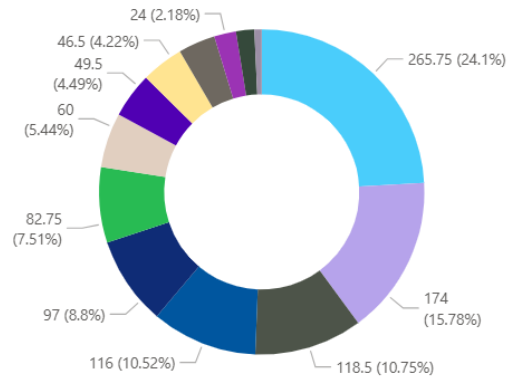
Power BI in Action

Total Leave Time Payroll by Time Code Description



- Division Name
- Communications
 - Employment Standards
 - Fiscal
 - Human Resources
 - Industrial Safety & Health
 - Information Technology
 - Labor Market Information
 - Legal
 - Office of the Secretary

Total Leave Hours Taken by NAME



- Time Code Description
- Holiday Credit-Paid-1.0
 - Holiday Credit-Paid1.0-FLSA
 - Leave-Discretionary Day
 - Leave-Funeral
 - Leave-Sick
 - Leave-Vacation
 - Leave-Without Pay Non-exempt



Operations dashboards



HR metrics and KPIs



Financial forecasting

Tips for Effective Reports



**Keep visuals simple
and focused**



**Use consistent
colors and labels**



**Tell a story with your
data**



**Document data
sources and refresh
schedules**

Resources and Training

- Microsoft Learn (Power BI)
- Johnson County Community College
- YouTube tutorials
- Power BI Community
- Internal training opportunities

Questions?