

# Human Resources Data Validations and Report Fall 2019 Update

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UNIVERSITY SYSTEM OF GEORGIA



# System Introduction & Purpose

- Providing attendees of this session with the following:
  - A technical perspective of the support provided by the ITS Administrative Services Team
  - Best business practices or guidance on how to resolve edit errors and review turnaround reports in Cognos
  - Collaboration within key units at the institutions is critical
  - Various types of system-wide reports produced



# HRDM Support Teams

- ITS Administrative Services:
  - Jason Beitzel, Admin Program Manager
  - Debora Exum, Asst Admin Dept Director
  - Eddie Sellers, Bus Systems Analyst
- RPA:
  - Phyllis Gagne, Business Intelligence Analyst
  - Tan Tran, Senior Research Associate
  - Cherry Zhang, Director of Business Intelligence
- Other teams
  - DBA – Amy Edwards, Assistant Director of Academic Integration Services & Team
  - SSC – Kristine Leshner, HRIS Sr. Analyst & Team



# HRDM Extraction – OneUSG Connect

- BHRI013 SQR
- Scheduled batch job runs nightly
  - 6:30 p.m.
  - 8-9 hours run time
- Includes all Institutions except GA Tech

The screenshot shows the 'HRDM Extract' interface. At the top, there is a tab labeled 'HRDM Extract'. Below the tab, the title 'HRDM Extract' is displayed. The interface includes a 'Run Control ID' field with the value 'hrdm\_extract' and a 'Language' dropdown menu set to 'English'. To the right of these fields are links for 'Report Manager', 'Process Monitor', and a yellow 'Run' button. At the bottom of the interface, there are several action buttons: 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

# HRDM Extraction – OneUSG Connect

- Data is saved to output files
- Scheduled job(s) transfer files to secure location on the server and checks for bad data
- HRDM Extraction (ODI program) copies the data to HRDM mimic tables

```
----- Totals -----
Records written to Account Code Distribution Mimic (01): 002,526,065
Records written to Account Code Mimic (02): 000 056,826
Records written to Benefits Mimic (03): 000 033,573
Records written to Board Agenda Note Mimic (04): 000 000 001
Records written to Department Mimic (05): 000 018,413
Records written to Employee Benefits Mimic (06): 006,758,485
Records written to Employee Dependent Mimic (07): 000 136,607
Records written to Employee Education Mimic (08): 000 077,400
Records written to Employee Faculty Mimic (09): 000 050,030
Records written to Employee Mimic (10): 000 181,936
Records written to Employee Payroll Mimic (11): 002,246,263
Records written to Employee Profile Mimic (12): 000 684,967
Records written to Job Code List Mimic (13): 000 139,322
Records written to Job Code Mimic (14): 000 040,776
Records written to Paygroup Mimic (15): 000 000 448
Records written to Position Mimic (16): 000 128,891
Records written to Employee Prior Experience Mimic (17): 000 000 001
Records written to Employee Race Mimic (18): 000 167,441
Records written to Employee Service History Mimic (19): 000 000 001
Records written to Xlat Table (20): 000 000 186
Records written to Action Reason Table (21): 000 000 497
Records written to Country Table (22): 000 000 258
Records written to Earnings Table (23): 000 000 318
Records written to Jobcode Table (24): 000 040,778
Records written to Paygroup Table (25): 000 000 555
Records written to State Name Table (26): 000 001,832

Records written to Recap File (00): 000 000 026

Records Inserted into BOR_T_BHRI013 : 013,118,090
```

# HRDM Extraction - ODI

- HRDM Extraction Populates Mimic Tables
- Editor helps ensure data accuracy

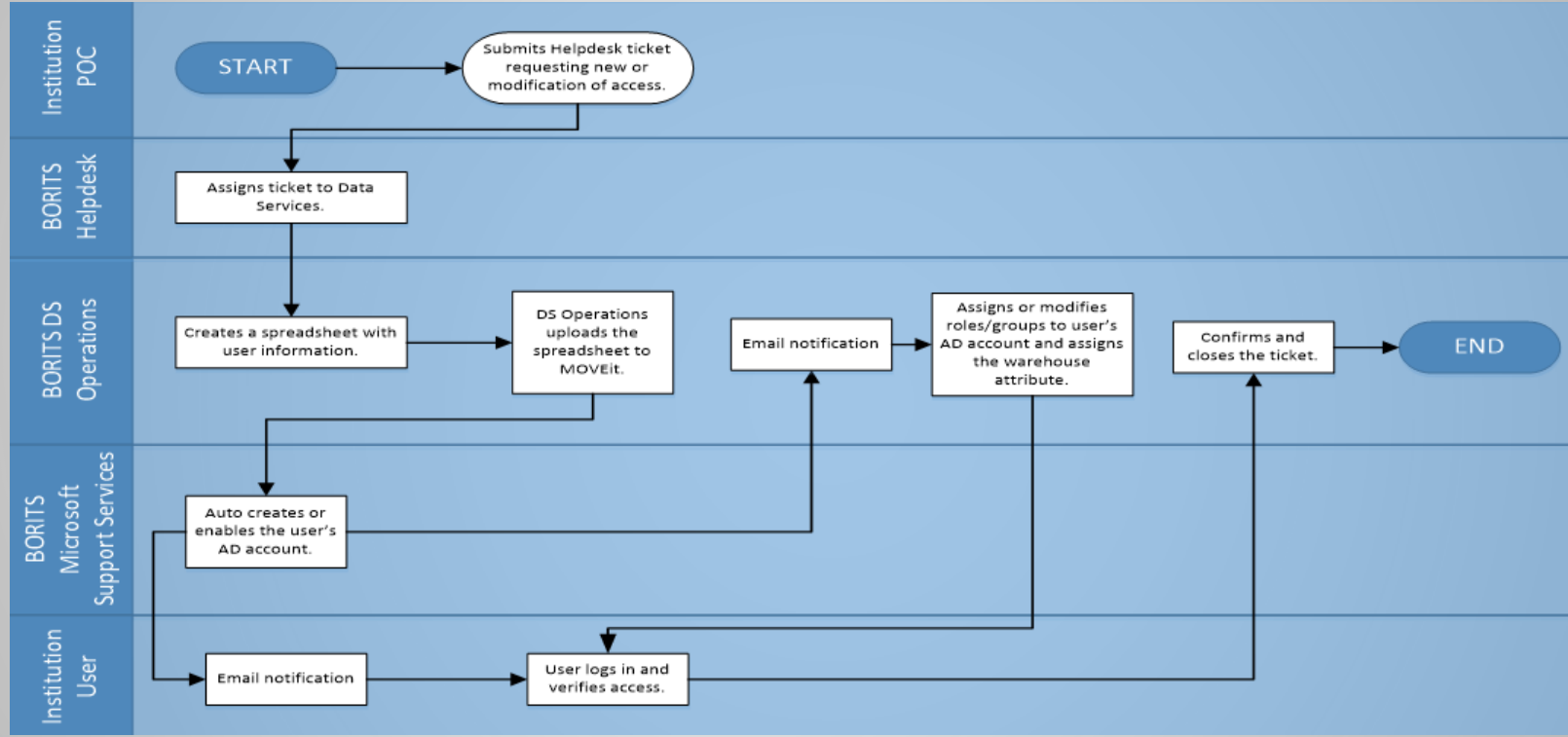
#	Steps Hierarchy	Status	Duration	Start	End	Scenario/Variable	Session ID
0	root_step	✓	146:14	12:00:01	14:26:15		
1	EXTRACT Steps	✓	11:42	12:00:01	12:11:43		
2	Initialize HR_AUTO_PROCESSES	✓	00:04	12:00:01	12:00:05		
6	Delete MIMIC Tables	✓	07:57	12:00:05	12:08:02		
16	Extract Data to MIMIC Tables	✓	02:35	12:08:02	12:10:37		
33	Init Extract Log	✓	00:03	12:10:37	12:10:40		
35	Check_Flat_File_Inserts	✓	01:03	12:10:40	12:11:43		
52	EDIT Steps	✓	134:32	12:11:43	14:26:15		
53	Edit Running SETIDs	✓	00:00	12:11:44	12:11:44	PRC_HR_AUTO_PR...	253516
54	Run Edit Package for ONEUSG schools	✓	134:20	12:11:45	14:26:05	HR_EDIT_PKG_ONE...	253517
55	P_EDIT_ERROR_COUNT_ONEUSG	✓	00:00	14:26:12	14:26:12	P_EDIT_ERROR_CO...	253518
56	P_EDIT_ERROR_SETID	✓	00:00	14:26:13	14:26:13	P_EDIT_ERROR_SE...	253519
57	Case Variable: HRDM_WAREHOUSE.p_EDIT_ERROR,						
58	LOAD Steps						
105	Notify For Success						

# Support Roles and Responsibilities

- Security
  - APEX
  - Cognos
  - Listserv
  - Point of Contact Validation
- Extract and Editor errors
  - Data issues
  - Code changes
- Data Element Dictionary
- Testing patches and release bundles
- Communications
- HRDM Roadmap
- Data Validation
- Resolve defects

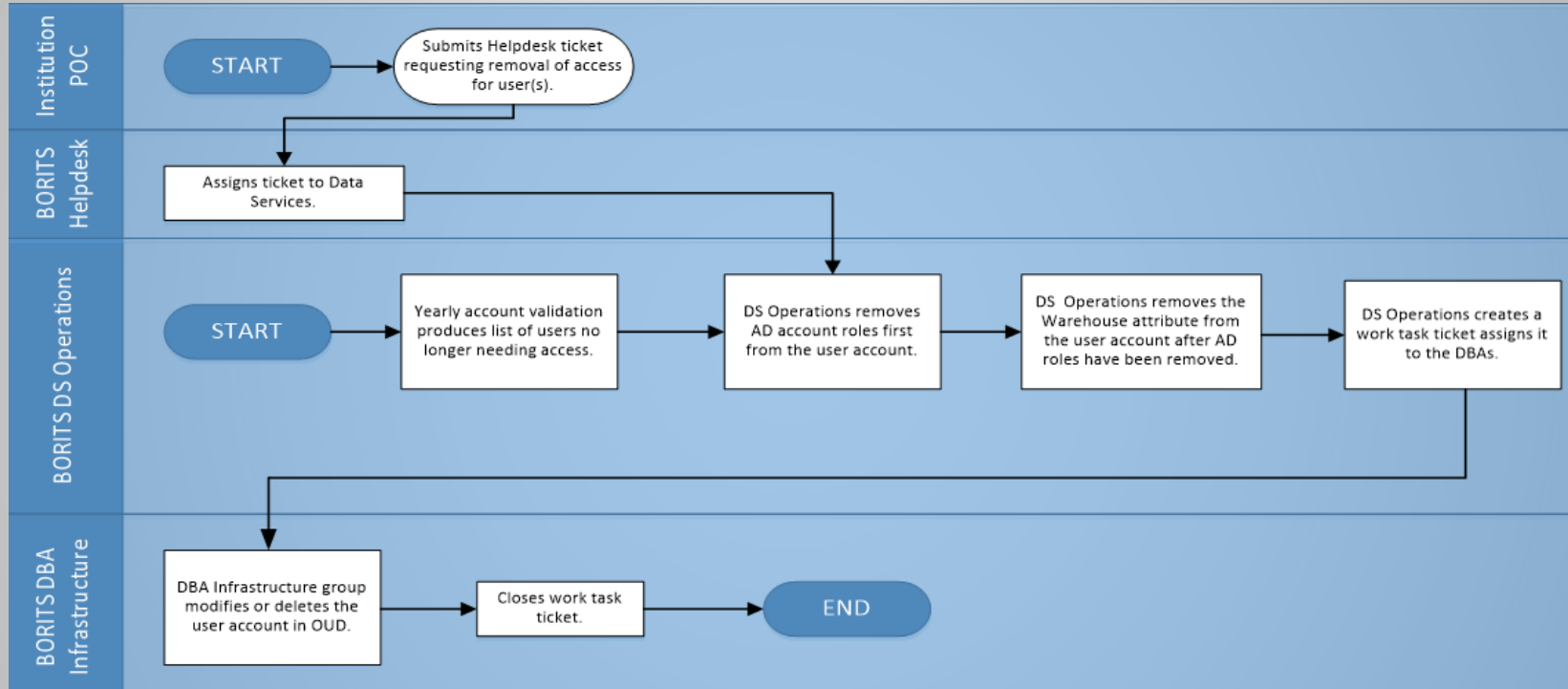


# Account Creation/Modification





# Account Deactivation/Removal



# Recently Resolved Defects

- Issues tracked via HRDM Smart Sheet
  - Correct sequence of steps for ETL
  - UGA funding and effort conversion
  - HRDM extraction failing daily
  - GA Tech load failing
  - Add Augusta and UGA to extraction
  - Tune Extraction Program
  - UGA reporting requirements for IPEDS



# Defect Resolution In Progress

- Issues tracked via HRDM Smart Sheet
  - Citizenship Status Code Change
  - Highest Education Level
  - Outstanding edit errors
  - Payroll records omitted from extraction
  - Company seniority date being overwritten
  - Inaccuracies in HRDM DED
  - Extraction change - Company added to funding and effort table
  - Historical data conversion issues
  - New IPEDS codes to crosswalk



# HRDM Data Validations Timeline

- **October 9, 2019** *Tentative* preliminary 2019 HR Detail file deliver on MoveIT to institutions
- **November 1, 2019** Snapshot.
  - HR IPEDS Reports ready for review in Cognos
  - HR Digest Reports produced and shared (via listserv and usg.edu); bi-weekly updates.
- **December 11, 2019** HR IPEDS survey data available on NCES website.
- **Nov.1-Jan.15** Validation and correction; reminders to CRHO and HRDM POCs.
- **January 14, 2020** Deadline for all campus changes.
- **January 15, 2020** Snapshot frozen. Data final.
- IPEDS reports will be run and uploaded. **MAY NOT BE CHANGED.**
- HRDM reports run for legislature and other inquiries.



# 2019 updates and data validation resources

- Updates to the BCAT SOC Crosswalk table (New 2018 SOC codes)
- Updated HRDM DED, elements with contents updated: 1) Academic Rank Date 2) Degree Code 3) New Race Ethnicity Code 4) Old Race Ethnicity Code 5) Position Description 6) Race Description
- Data Validation Resources on the Web
  - HRDM DED -  
[https://www.usg.edu/research/reporting\\_resources](https://www.usg.edu/research/reporting_resources)
  - HRDM Data Validations and Guidance Documents -  
[https://www.usg.edu/research/reporting\\_resources/hrdm\\_data](https://www.usg.edu/research/reporting_resources/hrdm_data)



# 2019-20 IPEDS HR Survey Reports

- HR Detail
- IPEDS HR Detail
- IPEDS HR Part A - Full-time instructional staff (1-5)
- IPEDS HR Part A - Full-time instructional staff (Totals)
- IPEDS HR Part A - Full-time instructional staff without faculty status (6)
- IPEDS HR Part A2 - Number of full-time instructional staff by tenure status, medical school status and function
- IPEDS HR Part B - Number of full-time non-instructional staff by occupational category, gender and race/ethnicity
- IPEDS HR Part B2 - Number of full-time non-instructional staff by tenure status, medical school status and occupational category
- IPEDS HR Part D - Number of graduate assistants by occupational category, gender, and race/ethnicity
- IPEDS HR Part D - Number of part-time staff by occupational category, gender, and race/ethnicity
- IPEDS HR Part E - Number of part-time staff by tenure status, medical school status and occupational category
- IPEDS HR Part G - Number of full-time Instructional Staff contract length and salary
- IPEDS HR Part G - Salary Outlays for full-time non-instructional staff by occupational category
- IPEDS HR Part H - Number of newly hired full-time staff by occupational category, gender, and race/ethnicity
- IPEDS HR Part H - Number of newly hired permanent instructional staff by tenure status, gender and race/ethnicity

# HRDM Tip #1: Comparing 2017 vs 2018 IPEDS HR Surveys Data

## 2017 IPEDS HR Detail:

A: [IPEDS HR Detail](#)

B:  
Detail data report

Parameters

Institution: 03000 - Georgia Institute of Technology

C:  
Part A - Full-time instructional staff with faculty status

Parameters

Institution: 03000 - Georgia Institute of Technology  
Section: 1 - with faculty status who are tenured

D:  
03000 - Georgia Institute of Technology  
Number of full-time instructional staff with faculty status who are tenured

Gender	Race/Ethnicity	Professors	Associate professors	Assistant professors	Instructors	Lecturers	No academic rank
Female	Asian	2	3	3	0	0	0
	Black or African American	4	2	0	0	0	0
	Hispanic/Latino	3	2	3	0	0	0
	Nonresident alien	33	18	0	0	0	0
	White	33	33	3	0	0	0
<b>Female - Total</b>		<b>52</b>	<b>36</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>0</b>
Male	Asian	28	9	0	0	0	0
	Black or African American	3	8	0	0	0	0
	Hispanic/Latino	6	2	2	0	0	0
	Nonresident alien	49	48	10	0	0	0
	Race and ethnicity Unknown	0	3	0	0	0	0
White	138	75	8	0	0	0	
<b>Male - Total</b>		<b>224</b>	<b>145</b>	<b>20</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>03000 - Georgia Institute of Technology - Total</b>		<b>277</b>	<b>179</b>	<b>31</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Overall - Total</b>		<b>277</b>	<b>179</b>	<b>31</b>	<b>0</b>	<b>0</b>	<b>0</b>

## 2018 IPEDS HR Detail:

A: [IPEDS HR Detail](#)

B:  
Detail data report

Parameters

Institution: 03000 - Georgia Institute of Technology

C:  
Part A - Full-time instructional staff with faculty status

Parameters

Institution: 03000 - Georgia Institute of Technology  
Section: 1 - with faculty status who are tenured

D:  
03000 - Georgia Institute of Technology  
Number of full-time instructional staff with faculty status who are tenured

Gender	Race/Ethnicity	Professors	Associate professors	Assistant professors	Instructors	Lecturers	No academic rank
Female	Asian	2	3	3	0	0	0
	Black or African American	4	2	0	0	0	0
	Hispanic/Latino	3	2	3	0	0	0
	Nonresident alien	33	18	0	0	0	0
	White	33	33	3	0	0	0
<b>Female - Total</b>		<b>52</b>	<b>36</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>0</b>
Male	Asian	28	9	0	0	0	0
	Black or African American	3	8	0	0	0	0
	Hispanic/Latino	6	2	2	0	0	0
	Nonresident alien	49	48	10	0	0	0
	Race and ethnicity Unknown	0	3	0	0	0	0
White	138	75	8	0	0	0	
<b>Male - Total</b>		<b>224</b>	<b>145</b>	<b>20</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>03000 - Georgia Institute of Technology - Total</b>		<b>277</b>	<b>179</b>	<b>31</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Overall - Total</b>		<b>277</b>	<b>179</b>	<b>31</b>	<b>0</b>	<b>0</b>	<b>0</b>

# HRDM Tip #2: Requires Review Edit Errors

Institution	Full-Time (n)	Part-Time (n)
Columbus State	26	60
Ga Southwestern	0	0
GGC	26	10
GCSU	25	20
Valdosta State	0	0

- These records will be listed on the IPEDS Non-Instructional Staff reports with a “fake” occupational category of “Requires Review.”
- These employees do not “belong” in any IPEDS category and **will not** appear anywhere in the IPEDS HR Survey upload file unless changes are made either to the Job Code or the activity percent distributions.







# HRDM Tip #3: Identifying the Requires Review Edit Errors

## IPEDS HR Part D -

## Number of part-time staff by occupational category, gender, and race/ethnicity:

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**IPEDS HR 2018**  
**Part D - Number part-time staff**  
by occupational category, gender, and race/ethnicity

Parameters

Institution

<a href="#">Postsecondary Teachers - Instruction</a>	<a href="#">Other Teaching and Instructional Support Occupations</a>	<a href="#">Management Occupations</a>	<a href="#">Business and Financial Operations Occupations</a>	<a href="#">Computer, Engineering, and Science Occupations</a>	<a href="#">Community Service, Legal, Arts, and Media Occupations</a>	<a href="#">Service Occupations</a>	<a href="#">Office and Administrative Support Occupations</a>	<a href="#">Requires Review</a>	Total
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# HRDM Tip #4: Clearing the Requires Review Edit Errors

- Change the Job Code to one that does not map to Postsecondary Teachers SOC category.
- Change the activity percent distributions so that the sum of Instruction, Research and Public Service  $\geq 50$ .



# HRDM Tip #5

- New to process? Contact me
- HRDM IPEDS data validations, guidance documents
- SNOW ticket – [helpdkesk@usg.edu](mailto:helpdkesk@usg.edu)
- 10/31/19 – 2019-20 IPEDS HRDM Kick-Off Webinar





# Partnerships / Collaborations



# Reports Produced by the USG

- IPEDS HR survey
- Digest Reports
- Legislative Requests
- Ad-hoc Requests



# Next Steps

- October 9, 2019 – 2019 Preliminary HR Detail files
- October 31, 2019 – 2019-20 HRDM IPEDS Kick-Off Webinar





# Questions & Contacts

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