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 Lesher, 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
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

<table>
<thead>
<tr>
<th>Record Type</th>
<th>Records Written</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Code Distribution Mimic</td>
<td>002,526,065</td>
</tr>
<tr>
<td>Account Code Mimic</td>
<td>000 056,826</td>
</tr>
<tr>
<td>Benefits Mimic</td>
<td>000 033,573</td>
</tr>
<tr>
<td>Board Agenda Note Mimic</td>
<td>000 000 001</td>
</tr>
<tr>
<td>Department Mimic</td>
<td>000 018,413</td>
</tr>
<tr>
<td>Employee Benefits Mimic</td>
<td>006,759,485</td>
</tr>
<tr>
<td>Employee Dependent Mimic</td>
<td>000 136,607</td>
</tr>
<tr>
<td>Employee Education Mimic</td>
<td>000 077,400</td>
</tr>
<tr>
<td>Employee Faculty Mimic</td>
<td>000 050,030</td>
</tr>
<tr>
<td>Employee Mimic</td>
<td>000 181,936</td>
</tr>
<tr>
<td>Employee Payroll Mimic</td>
<td>002,246,263</td>
</tr>
<tr>
<td>Employee Profile Mimic</td>
<td>000 684,967</td>
</tr>
<tr>
<td>Job Code List Mimic</td>
<td>000 139,322</td>
</tr>
<tr>
<td>Job Code Mimic</td>
<td>000 040,776</td>
</tr>
<tr>
<td>Paygroup Mimic</td>
<td>000 000 448</td>
</tr>
<tr>
<td>Position Mimic</td>
<td>000 128,831</td>
</tr>
<tr>
<td>Employee Prior Experience Mimic</td>
<td>000 000 001</td>
</tr>
<tr>
<td>Employee Race Mimic</td>
<td>000 167,441</td>
</tr>
<tr>
<td>Employee Service History Mimic</td>
<td>000 000 001</td>
</tr>
<tr>
<td>XiLAT Table</td>
<td>000 000 186</td>
</tr>
<tr>
<td>Action Reason Table</td>
<td>000 000 497</td>
</tr>
<tr>
<td>Country Table</td>
<td>000 000 258</td>
</tr>
<tr>
<td>Earnings Table</td>
<td>000 000 318</td>
</tr>
<tr>
<td>Jobcode Table</td>
<td>000 040,778</td>
</tr>
<tr>
<td>Paygroup Table</td>
<td>000 000 555</td>
</tr>
<tr>
<td>State Name Table</td>
<td>000 001,832</td>
</tr>
<tr>
<td>Recap File</td>
<td>000 000 026</td>
</tr>
<tr>
<td>Records Inserted into BOR_T_BHRIO13</td>
<td>013,118,090</td>
</tr>
</tbody>
</table>
HRDM Extraction - ODI

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

START

Submits Helpdesk ticket requesting new or modification of access.

Assigns ticket to Data Services.

Assigns or modifies roles/groups to user's AD account and assigns the warehouse attribute.

Email notification

Creates a spreadsheet with user information.

END

Auto creates or enables the user's AD account.

User logs in and verifies access.

email notification

DE Operations uploads the spreadsheet to MOVEIT.

END
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.
- 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
  – HRDM Data Validations and Guidance Documents -
    https://www.usg.edu/research/reporting_resources/hrdm_data
2019-20 IPEDS HR Survey Reports
HRDM Tip #1: Comparing 2017 vs 2018 IPEDS HR Surveys Data
HRDM Tip #2: Requires Review Edit Errors

- 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.

<table>
<thead>
<tr>
<th>Institution</th>
<th>Full-Time (n)</th>
<th>Part-Time (n)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Columbus State</td>
<td>26</td>
<td>60</td>
</tr>
<tr>
<td>Ga Southwestern</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>GGC</td>
<td>26</td>
<td>10</td>
</tr>
<tr>
<td>GCSU</td>
<td>25</td>
<td>20</td>
</tr>
<tr>
<td>Valdosta State</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
HRDM Tip #3: Identifying the Requires
Review Edit Errors

IPEDS HR Part B -
Number of full-time non-instructional staff by occupational category, gender and race/ethnicity:
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:
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 >=50.
HRDM Tip #5

• New to process? Contact me
• HRDM IPEDS data validations, guidance documents
• SNOW ticket – helpdesk@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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