2019 HRDM Data Validations Webinar

Thursday October 31, 2019

Tan Tran, Research and Policy Analysis
Logistics

• Please mute microphone when not speaking
• Following the webinar, we will send slides to all attendees
• To ask questions, please un-mute microphone
Agenda

• Team Members
• OneUSG Cohorts
• Timeline
• HRDM Refresh Schedule
• Changes to survey for 2019-20
• Guidance for data validations
• Q&A
HRDM Team Members

- ITS Administrative Services – Jason Beitzel, Debbie Exum and Eddie Sellers
- Research and Policy Analysis – Phyllis Gagne, Tan Tran and Cherry Zhang
- Shared Services Center – Kristine Lesher and team
- DBAs – Amy Edwards and team
OneUSG Cohorts

• Cohorts 1-5: Live on PeopleSoft HCM
• Cohort 6: Georgia Tech (cutover in April 2020)
Data Validations Timeline

- **November 1, 2019** SNAPSHOT * and email to CHROs
  - All institutions (except Georgia Tech) will be validating from PeopleSoft HCM
  - HR IPEDS Reports are available for review in Cognos ([https://analytics.usg.edu/cognos/cgi-bin/cognos.cgi](https://analytics.usg.edu/cognos/cgi-bin/cognos.cgi))
  - HR Digest Reports are produced and emailed to HRDM POC listserv. *Complete IPEDS data will not be available until all October payroll records are extracted into the HRDM mimic tables
- **December 11, 2019** – HR IPEDS survey data uploaded on **NCES site** ([https://surveys.nces.ed.gov/IPEDS](https://surveys.nces.ed.gov/IPEDS))
Data Validations Timeline

- **Nov. 1 – Jan. 15** – Validation and data corrections at the PeopleSoft source
- **January 14, 2020** – Deadline for all campus data changes
- **January 15, 2020** – Data final & Snapshot frozen
  - IPEDS reports will be run, uploaded to NCES website (MAY NOT BE CHANGED) and institutions are asked to perform 1st lock
  - HRDM reports run for legislature and other inquiries
OneUSG HRDM Refresh Schedule

- Data updates in HCM are NOT reflected “live” in Cognos
- Data lag between HCM and Cognos
  - If you enter updates by 5 pm on Monday, Cognos will reflect these changes by 8 am on Wednesday
- Data lag between HCM and NCES website
  - Uploads are done for all institutions on 12/11/19 and by request after this date
Changes to 2019-20 Survey

• No new updates to survey from NCES

• Code changes for OneUSG institutions:
  • HR reporting view logic was changed for Highest Education Level Data
  • Changed extraction code logic to pull in Original Hire Date
  • Addition of SETID to PS Funding and Effort Data

• Changes for institutions:
  • IPEDS New Hire report (Part H) contain one new filter:
  
    REGULAR_EMPLOYMENT_INDICATOR = ‘Y’ to exclude temporary employees
Changes to 2019-20 Survey

Old Values
Country: USA
Citizenship Status:
1. Native
2. Naturalized
3. Alien Permanent
4. Alien Temporary
5. Permanent Resident
6. Employment Visa
7. Canadian Citizen
8. Other
9. Not Indicated

New Values
Country: One of 256
Citizenship Status: (change to match values on the I-9)
1. US Citizen
2. US Noncitizen National
3. US Lawful Permanent Resident
4. Foreign National Alien
5. Unknown

• OneUSG Citizenship Status Conversion
  • Background
    • Why
    • Conversion on 12/8/2019
    • Old values vs New Values
  • No impacts to IPEDS reporting for 2019-20
  • Lists of employees with Citizenship Status Code changes to be posted on MoveIT
Changes to 2019-20 Survey

• Updated BCAT/SOC Crosswalk to accommodate 2018 SOC Codes
  • Change in BCAT 453
  • SOC BCAT Crosswalk 2019.pdf
Access for new users

• New to the Data Validations Process?
  • Access to the NCES website
    • Request from institution’s IPEDS-Keyholder
  • Access to HRDM POC listserv
  • Access to the HR Cognos reports
    • Submit an ITS Help-Desk ticket (helpdesk@usg.edu)
• On email to helpdesk specify the following:
  • Message title – “User access for 2019 HRDM Data Validations”
  • What to include in body of email
    • Person’s name, email address, and title
    • Access to which systems (HRDM POC list and/or
      • HR Cognos reports)
Cognos Website

- Visit [https://analytics.usg.edu/](https://analytics.usg.edu/)
- Logon using credentials
- Choose IPEDS HR Survey Reports tab
- Screenshot of IPEDS HR 2019 Survey Reports are listed on the following slide
Cognos 2019-20 IPEDS HR Survey Reports

Summary and detail reports below show institution metrics from IPEDS HR Survey 2019. Click on any report link below to view the results for your institution.
How to add tab for IPEDS HR 2019 Survey Reports

- Walkthrough of the “How_to_add_Cognos_HRdata_rept” document
- Also contained in Appendix A of the “2019 IPEDS HR UserGuide”
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.

* Errors as of 10/31/2019, counts are low since all of October payroll information have not been extracted into the HRDM.
Cognos Part B Requires Review Edit Errors

IPEDS HR Part B - Number of full-time non-instructional staff by occupational category, gender and race/ethnicity:
**Cognos Part D Requires Review Edit Errors**

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

![IPEDS HR 2019 Part D - Number part-time staff by occupational category, gender, and race/ethnicity](image_url)
Guidance for Data Validation: NCES Website

- Beginning on 12/11, HR IPEDS survey data uploaded on NCES site (https://surveys.nces.ed.gov/IPEDS)
- Employee details (Cognos) vs. Variances on summarized data (NCES)
Guidance for Data Validations: Service Now Tickets

• Questions about HR data discrepancy issues? Please submit an ITS Help Desk Ticket (helpdesk@usg.edu).
• On email specify the following:
  • Message title – “2019 HRDM Data Validations”
  • What to include in body of email
    • Brief description of the data issue/discrepancy
    • Provide emplids and names as examples
    • Provide screenshot of issue (if necessary)
    • DO NOT include SSNs
Redesign of website for HRDM Data Validations and IPEDS Guidance Documents

- [https://www.usg.edu/research/reporting_resources](https://www.usg.edu/research/reporting_resources) under Administrative Reporting Resources section:

  **Administrative Reporting Resources**
  
  - [HR Data Element Dictionary with Valid Values](https://www.usg.edu/research/reporting_resources)
  - [HR Data Element Dictionary Business Processes](https://www.usg.edu/research/reporting_resources)
  - [HRDM Data Validations and IPEDS Guidance Documents](https://www.usg.edu/research/reporting_resources)

  **HR Data Submission Documents** (Add HR Data Submission Documents link)
  
  - HR Data Submission User Guide document (1)
  - How to add HR Data Mart tab to Cognos document (2)
Redesign of website for HRDM Data Validations and IPEDS Guidance Documents

- https://www.usg.edu/research/reporting_resources/hrdm_data under HRDM Data Validations and IPEDS Guidance Documents link will have 2 collapsible menus

1. IPEDS HR Guidance Documents:
   - 2019 IPEDS HR Data Validation Schedule document (2)
   - SOC BCAT Crosswalk 2019 document (3)
   - 2019 IPEDS HRDM Survey Report Definitions document (4)
   - How to Add IPEDS HR Survey Reports Tab in Cognos document (5)
   - Graduate Assistant Issues in IPEDS HR Report document (6)
   - Requires Review Column in Cognos IPEDS HR Reports document (7)

2. HRDM Data Validations Documents:
   a. USG Faculty Definitions document (1)
   b. Fall 2019 HRDM Digest Reports Definitions document (2)
Redesign of website for HRDM Data Validations and IPEDS Guidance Documents

• New contents on both websites listed below will be available on November 1, 2019
  • https://www.usg.edu/research/reporting_resources
  • https://www.usg.edu/research/reporting_resources/hrdm_data
OneUSG Job Aids

- [https://www.usg.edu/oneusg/documentation](https://www.usg.edu/oneusg/documentation)

OneUSG Documentation

OneUSG Connect supports the USG workforce with resources intended to help the USG support its workforce. Components of Documentation include information on configuration guides, business process and compliance review binders, job aids and other resources.

Navigating the left side bar under Documentation provides employees, managers, and practitioners quick access to information needed to perform a task.

Non-Standard Employee and Supplemental Pay (NSSP)

What is NSSP?

Non-standard employee and supplemental pay is compensation to an employee in excess of the employee’s annual base salary and is appropriate only in limited situations. Supplemental Pay is compensation that an employee receives for work performed within the home institution that is significantly different from his/her normal job duties and generally outside of the employee’s home department.

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Q&A, Contacts

• Direct: Tan Tran (tan.tran@usg.edu 404.962.3063)
• ITS Help Desk Email: helpdesk@usg.edu