



**UNIVERSITY SYSTEM OF GEORGIA**

# 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 Leshner 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>)
  - 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>)



# 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 1<sup>st</sup> 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

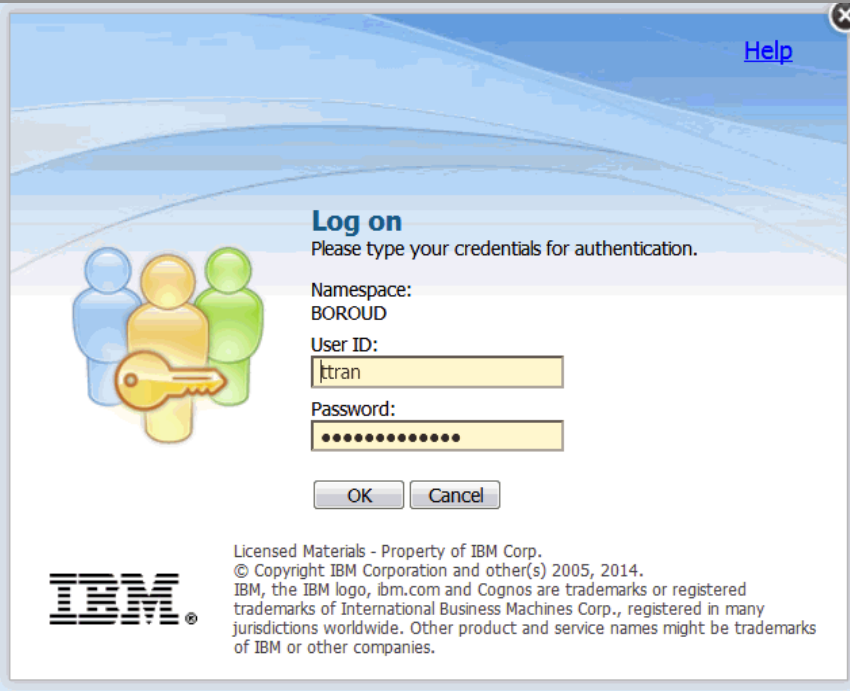


# Access for new users

- 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](mailto: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



Help

### Log on

Please type your credentials for authentication.

Namespace:  
BOROUD

User ID:

Password:

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- Visit <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

Data Collections Public Folders My Folders HR UDS Content Human Resources **IPEDS HR Survey Reports**

**IPEDS HR Survey 2019**

IPEDS HR Survey 2018

IPEDS HR Survey 2017

## IPEDS HR 2019 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.

### IPEDS HR 2019

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



# 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”



# Cognos Requires Review Edit Errors \*

A	B	C	D
INSTITUTION	TOTAL	FULL_TIME	PART_TIME
University of Georgia	18	13	5
Savannah State University	4	0	4
Georgia Institute of Technology	3	0	3
Georgia State University	3	1	2
Augusta University	1	0	1
East Georgia State College	1	0	1
Middle Georgia State University	1	0	1

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:

Keep this version | Add this report

**IPEDS HR 2019**  
**Part B - Number of full-time non-instructional staff**  
**by occupational category, gender, and race/ethnicity**

Parameters  
Institution: 18000 - University of Georgia Finish

		Archivists, Curators, and Museum Technicians	Other Teaching and Instructional Support Occupations	Management Occupations	Business and Financial Operations Occupations	Computer, Engineering, and Science Occupations	Community, Service, Legal, Arts, and Media Occupations	Healthcare Practitioners and Technical Occupations	Service Occupations	Sales and Related Occupations	Office and Administrative Support Occupations	Natural Resources, Construction, and Maintenance Occupations	Requires Review	Total
Male	Nonresident alien					3								3
	Hispanic/Latino			1		13			10			2	10	36
	American Indian or Alaska Native								1				1	2
	Asian				1	24	1		3		2		2	34
	Black or African American		5	4		17		8	265			20	41	360
	Native Hawaiian or Other Pacific Islander												1	1
	White	2	30	30	15	292	31		2	398	2	112	368	5 1,287
	Two or more races									6			1	2 10
	Race and ethnicity Unknown		4			3	39			56	1	14	41	162
	<b>Total</b>		<b>2</b>	<b>39</b>	<b>35</b>	<b>19</b>	<b>388</b>	<b>45</b>	<b>2</b>	<b>739</b>	<b>3</b>	<b>150</b>	<b>465</b>	<b>8</b>
Female	Nonresident alien					5							1	6
	Hispanic/Latino		1			4		4	18			21	1	49
	American Indian or Alaska Native					1			1					2
	Asian		1			43	2		10		12		1	69
	Black or African American		7			17		19	382			166	6	607
	Native Hawaiian or Other Pacific Islander													1



# Cognos Part D Requires Review Edit Errors

## IPEDS HR Part D -

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

Keep this version | Add this report

**IPEDS HR 2019**  
**Part D - Number part-time staff**  
**by occupational category, gender, and race/ethnicity**

Parameters  
Institution: 18000 - University of Georgia Finish

		Other Teaching and Instructional Support Occupations	Management Occupations	Business and Financial Operations Occupations	Computer, Engineering, and Science Occupations	Community Service, Legal, Arts, and Media Occupations	Healthcare Practitioners and Technical Occupations	Service Occupations	Office and Administrative Support Occupations	Natural Resources, Construction, and Maintenance Occupations	Requires Review	Total
Female	Nonresident alien				1				1			2
	Hispanic/Latino				2			3				13
	American Indian or Alaska Native								1			1
	Asian				4			3				16
	Black or African American	2			14	1	9	34	60	1		121
	White	16	2		53	14	3	21	257	5	4	375
	Two or more races				1			1	5			7
	Race and ethnicity Unknown	1			11	3		3	58	2		78
	<b>Total</b>	<b>19</b>	<b>2</b>		<b>86</b>	<b>18</b>	<b>12</b>	<b>65</b>	<b>399</b>	<b>8</b>	<b>4</b>	<b>613</b>
	Male	Hispanic/Latino				2			2	1		
Asian					3			3	6			12
Black or African American		2			3		1	33	18			57
Native Hawaiian or Other Pacific Islander								1	1			2
White		6	1		36	4	1	32	115	5	2	202
Two or more races					1							1
Race and ethnicity Unknown		1	1	1	3			3	16	4		29



# 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)

**IPEDS 2018-19 Data Collection System**

IPEDS Help Desk  
(877) 225-2568  
[ipedshelp@rti.org](mailto:ipedshelp@rti.org)

NCES National Center for Education Statistics

OMB NO. 1850-0862 : Approval Expires 2/29/2020

13A0011 [password] **LOGIN**

Season	Components	Keyholders	Coordinates
<b>Fall</b>	<b>COMPONENTS</b> Institutional Characteristics Completions 12-month Enrollment	<b>KEYHOLDERS:</b> Closed (Closes Oct 17)	<b>COORDINATORS:</b> 2 days left (Closes Oct 31)
<b>Winter</b>	<b>COMPONENTS</b> Student Financial Aid Graduation Rates 200% Graduation Rates Admissions Outcome Measures	<b>KEYHOLDERS:</b> Opens Dec 12 (Closes Feb 13)	<b>COORDINATORS:</b> Opens Dec 12 (Closes Feb 27)
<b>Spring</b>	<b>COMPONENTS</b> Fall Enrollment Finance Human Resources Academic Libraries	<b>KEYHOLDERS:</b> Opens Dec 12 (Closes Apr 10)	<b>COORDINATORS:</b> Opens Dec 12 (Closes Apr 24)



# 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](#)

[HR Data Element Dictionary Business Processes](#)

[HRDM Data Validations and IPEDS Guidance Documents](#)

[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](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 User Guide document document (1)
- 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)



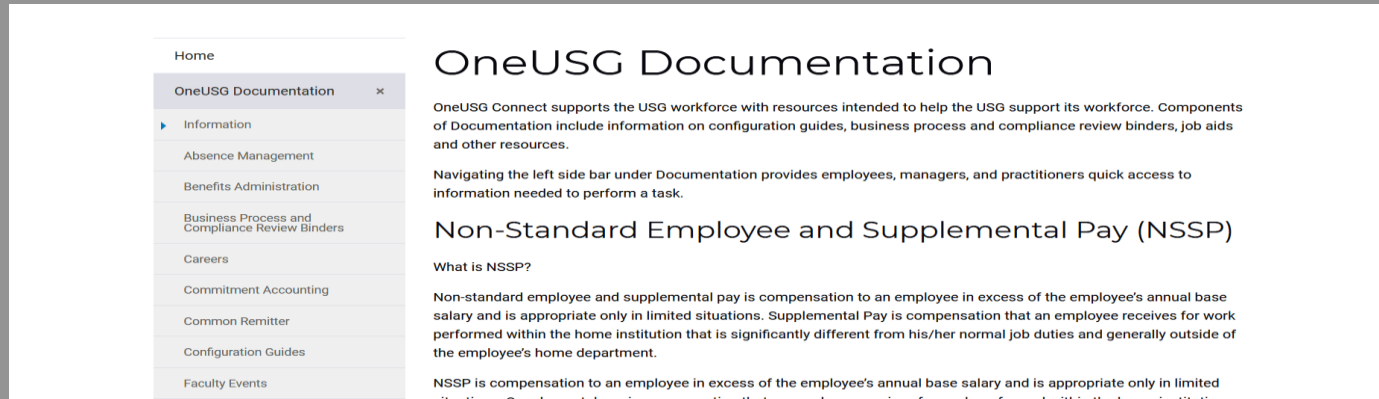
# Redesign of website for HRDM Data Validations and IPEDS Guidance Documents

- 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)
  - [https://www.usg.edu/research/reporting\\_resources/hrdm\\_data](https://www.usg.edu/research/reporting_resources/hrdm_data)



# OneUSG Job Aids

- <https://www.usg.edu/oneusg/documentation>



The screenshot shows the OneUSG Documentation website. On the left is a navigation sidebar with the following items: Home, OneUSG Documentation (selected), Information, Absence Management, Benefits Administration, Business Process and Compliance Review Binders, Careers, Commitment Accounting, Common Remitter, Configuration Guides, and Faculty Events. The main content area is titled "OneUSG Documentation" and contains the following text:

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.

NSSP 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.



# Q&A, Contacts

- Direct: Tan Tran ([tan.tran@usg.edu](mailto:tan.tran@usg.edu)  
404.962.3063)
- ITS Help Desk Email:  
helpdesk@usg.edu

