



UNIVERSITY SYSTEM OF GEORGIA

2020 Human Resources Data Validations Webinar

October 28, 2020

Rachana Bhatt

Research and Policy Analysis

Logistics & Introduction



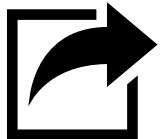
Please **mute** microphone when not speaking



To ask questions:

Type your question in the chat

We will stop periodically to address chat questions and you can un-mute your microphone to talk.



Following the webinar, **we will send slides** to all attendees. Webinar will be recorded and saved in Teams.

Angie Bell, Vice Chancellor for Research & Policy Analysis

Agenda



Team Members



Data Flow, Timeline & New User Access



IPEDS HR



Digest HR



Refresh Schedule



Changes to survey for 2020



Guidance for data validations



Questions/Comments

HRDM Team Members

ITS Administrative Services

- Jason Beitzel
- Debbie Exum
- Eddie Sellers
- Laurie Bush
- David Van Houten

Research and Policy Analysis

- Cherry Zhang
- Phyllis Gagne
- Rachana Bhatt
- Patrick Harris
- Leslie Hodges

Shared Services Center

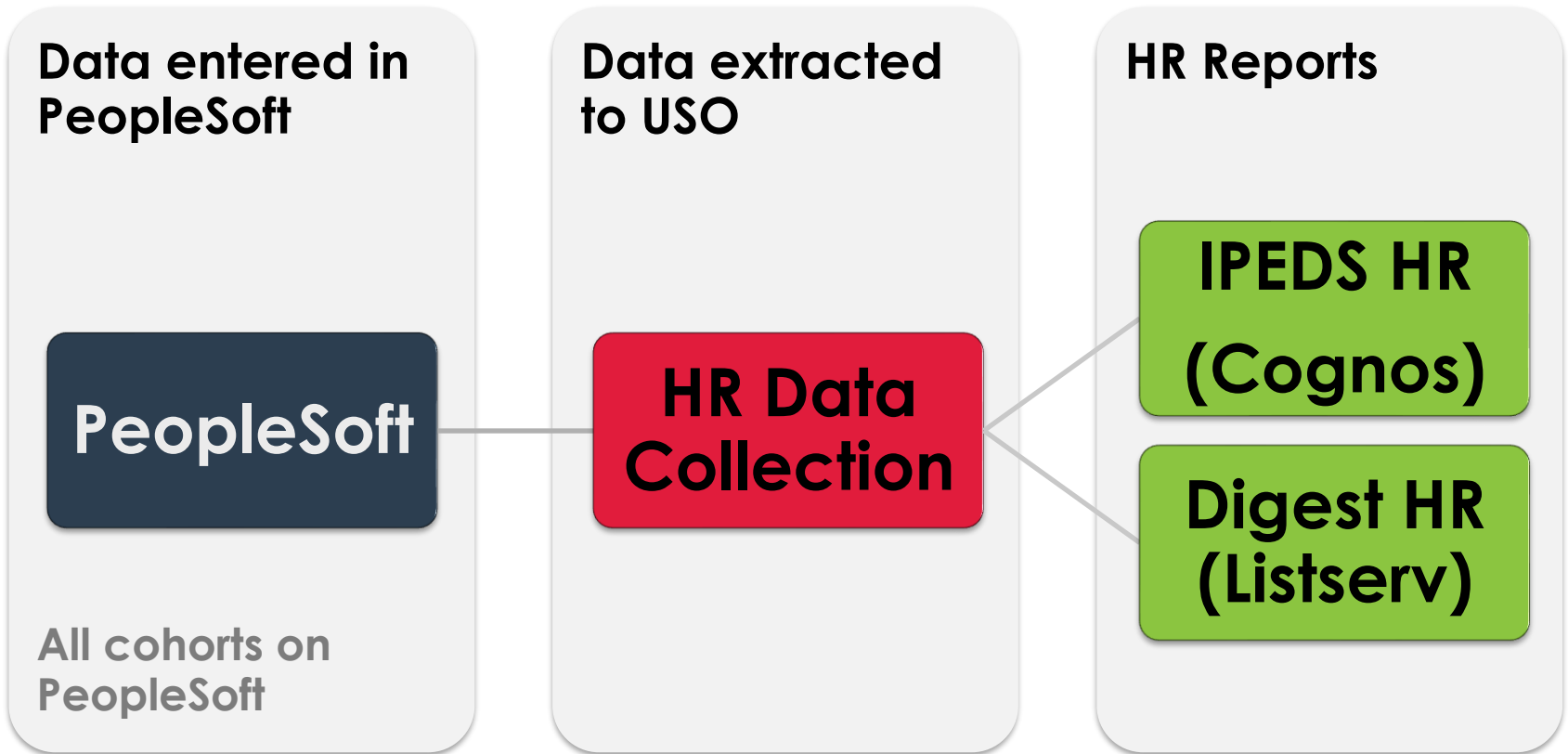
- Kristine Leshner
- Team

DBAs

- Amy Edwards
- Steve McDaniel
- Denise Fulton



Data Flow



Data Validations Timeline

Nov. 1, 2020

- Validation opens for **IPEDS HR** and **Digest HR** reports

Nov 1-
Jan 14

- Institutions review data
 - **IPEDS HR** Reports available for review in Cognos*
 - **Digest HR** Reports produced and emailed to HR POC listserv.
- Institutions make corrections in PeopleSoft so changes can be reflected in **IPEDS** and **Digest** reports

Dec 9, 2020

- **IPEDS HR** survey data uploaded to NCES site by RPA (initial)
- *IPEDS data will not be complete until all October payroll records are extracted. May want to wait until ~Nov 3rd to look at data.*



Data Validations Timeline

Dec 20, 2020

- Digest HR reports distributed via listserv, and rerun and circulated on bi-weekly basis

Jan. 14, 2020

- Deadline for all PeopleSoft corrections

Jan. 15, 2020

- Data finalized and frozen (MAY NOT BE CHANGED)
- IPEDS HR survey data uploaded to NCES website by RPA (final)
- Digest HR reports run and posted on website by RPA

Access for New Users

New users need:

Access to **NCES website**

- Request from institution's IPEDS-Keyholder

Access to **HRDM POC listserv** and **IPEDS HR Cognos reports**

- Submit an ITS Help-Desk ticket to helpdesk@usg.edu

Email to helpdesk

Subject: 2020 HRDM Data Validations, User Access

Be sure to include:

- Name, email address, and title
- Which system you need access to (HRDM POC list and/or HR Cognos reports)



IPEDS HR Reports

IES :: NCES National Center for
Education Statistics

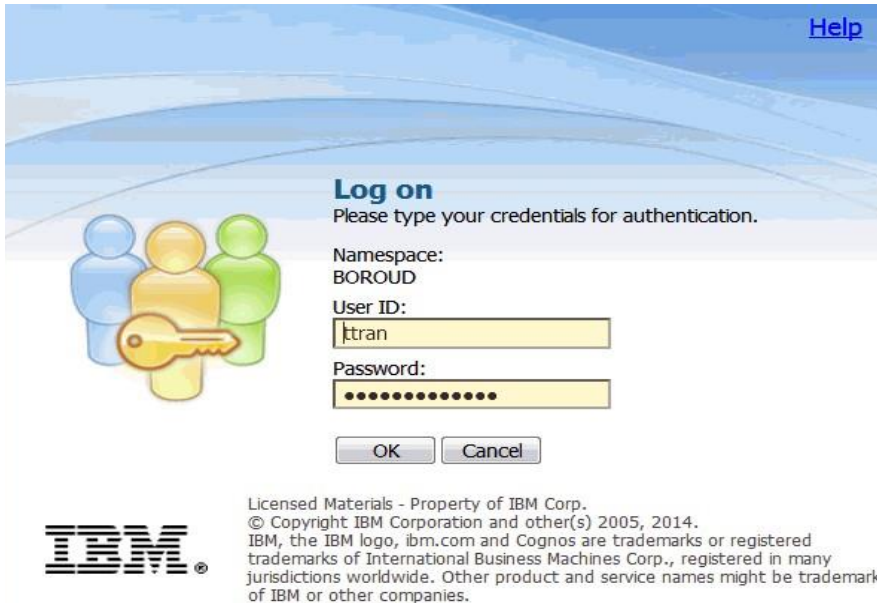
≡ MENU

IPEDS Integrated Postsecondary
Education Data System

IPEDS Survey Components



IPEDS HR Reports: Cognos Website



Help

Log on
Please type your credentials for authentication.

Namespace:
BOROUD

User ID:
ltran

Password:
.....

OK Cancel

IBM

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trademarks of International Business Machines Corp., registered in many
jurisdictions worldwide. Other product and service names might be trademark
of IBM or other companies.

- <https://analytics.usg.edu/>
- Use Internet Explorer
- Logon using credentials
- Go to IPEDS HR Survey Reports:
 - Cognos > Public Folders > Secure Folders > Human Resources > Navigation > Navigation Pages > IPEDS HR Survey Reports
- Follow [Cognos User Guide](#) on [HR Guidance website](#) to add permanent tab

IPEDS HR Reports: Cognos

IPEDS HR Survey Reports

IPEDS HR Surveys for Current Year

IPEDS HR Surveys for Previous Years

IPEDS HR Survey Reports for Current Fall Year

First, select an Institution. Next, click on a report link below to view results.

Institution

Fall Year

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](#)

Definitions provided in [IPEDS Report Descriptions & Data Definitions](#) guidance document



IPEDS HR Reports: Cognos Requires Review Errors

Add report ▼



IPEDS HR 2020
Part B - Number of full-time non-instructional staff
by occupational category, gender, and race/ethnicity

		Student and Academic Affairs and Other Education Service Occupations	Management Occupations	Business and Financial Operations Occupations	Computer, Engineering, and Science Occupations	Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations	Requires Review	Total
Male	Nonresident alien				34	1	3	49
	Hispanic/Latino	18	2	2	29	7	1	202
	American Indian or Alaska Native	1						7
	Asian	1		3	47	2	3	125
	Black or African American	115	12	14	73	38		2,047
	Native Hawaiian or Other Pacific Islander				1			5
	White	149	49	65	472	134	5	3,183
	Two or more races	8	1	1	9	2		52
	Race and ethnicity Unknown	11	1	3	36	7		231
	Total	303	65	88	701	191	12	5,901
Female	Nonresident alien	3			38	4	1	72
	Hispanic/Latino	45	1	9	15	10		308
	American Indian or Alaska Native			3	2	1		15
	Asian	19	1	2	91	4	2	238
	Black or African American	370	19	63	97	47		3,930



IPEDS HR Reports: Cognos Requires Review Errors



CHECK IPEDS HR
REPORTS FOR REQUIRES
REVIEW COLUMN



REVIEW THE '[REQUIRES
REVIEW USER GUIDE](#)'
ONLINE

Employees in the 'Requires Review' column **do not** fit the definition of any IPEDS occupational category and **will not appear** in the IPEDS HR Survey upload file unless the job code or activity percent distributions are changed.

IPEDS HR Reports: Uploading files to NCES

<https://surveys.nces.ed.gov/IPEDS>

IPEDS 2020-21
Data Collection System

IPEDS HELP DESK
(877) 225-2568 | ipedshelp@rti.org
OMB NO. 1850-0582 v.27 : Approval Expires 8/31/2022

<input type="text" value="User ID"/>	<input type="password" value="Password"/>	<input type="button" value="LOGIN"/>
Forgot Password		

FALL

Components Institutional Characteristics
Completions
12-month Enrollment

Keyholders 22 days left (Closes Oct 14)

Coordinators 36 days left (Closes Oct 28)

WINTER

Components Student Financial Aid
Graduation Rates
200% Graduation Rates
Admissions
Outcome Measures

Keyholders Opens Dec 09 (Closes Feb 10)

Coordinators Opens Dec 09 (Closes Feb 24)

SPRING

Components Fall Enrollment
Finance
Human Resources
Academic Libraries

Keyholders Opens Dec 09 (Closes Apr 07)

Coordinators Opens Dec 09 (Closes Apr 21)

Upload files are generated from HR Cognos reports, then uploaded to NCES

RPA will upload to NCES site on 12/09, and again 1/15 (intermediate uploads must be requested by institution)



UNIVERSITY SYSTEM OF GEORGIA

Digest HR Reports

Research and Policy Analysis | W... IBM Cognos Viewer - IPEDS HR... IPEDS Data Collection System IPEDS Glossary Research and Policy Analysis | Fa... +

usg.edu/research/faculty_data

UNIVERSITY SYSTEM OF GEORGIA

GIVE

ABOUT USG OUR INSTITUTIONS STUDENTS NEWS & REPORTS INITIATIVES

Strategy and Fiscal Affairs Division

Search Research

Faculty Data


- Home
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- College Readiness and Dual Enrollment
- Credit Hour Reports
- Student Progression and Transfer
- Degrees Conferred
- Degrees and Majors Authorized

FACULTY BY RANK	+
FACULTY SALARIES	+
FACULTY DEMOGRAPHIC CHARACTERISTICS	+
FACULTY BY HIGHEST DEGREE	+
FACULTY BY TENURE STATUS	+
FULL-TIME FACULTY, PART-TIME INSTRUCTORS, AND OTHER INSTRUCTIONAL PERSONNEL	+
UNIVERSITY SYSTEM OF GEORGIA EMPLOYEES	+



Digest HR Reports

- Starting **December 20**, Digest HR Reports are emailed every two weeks during the validation period to reflect changes.
- Definitions provided in [Digest Data Definitions](#) guidance document
- Final reports posted on [Faculty Data](#) website

Search Research 

Home

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Student Progression and Transfer

Degrees Conferred

Degrees and Majors Authorized

Faculty Data

FACULTY BY RANK	+
FACULTY SALARIES	+
FACULTY DEMOGRAPHIC CHARACTERISTICS	+
FACULTY BY HIGHEST DEGREE	+
FACULTY BY TENURE STATUS	+
FULL-TIME FACULTY, PART-TIME INSTRUCTORS, AND OTHER INSTRUCTIONAL PERSONNEL	+
UNIVERSITY SYSTEM OF GEORGIA EMPLOYEES	+

Digest HR Reports

**HRDMX0103
Instructional
Faculty by
Highest
Degree**

**HRDMX0102
Instructional
Faculty by
Rank**

**HRDMX0107
Average
Instructional
Faculty Salary**

**HRDMX0106
Instructional
Faculty by
Race/Ethnic
Origin**

**HRDMX0106
Instructional
Faculty by
Gender**

**HRDMX0105
Instructional
Faculty by
Tenure Status**

**HRDMX0101
Corps of
Instruction**

**HRDMX0108
Full-Time
Employees by
Occupational
Class**

**HRDMX0109
Full-Time
Employees by
Gender**

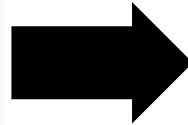
**HRDMX0109
Full-Time
Employees by
Race/Ethnic
Origin**

**HRDMX1011
Number and
Pct of Courses
by Instructor
Type**

OneUSG HRDM Refresh Process

Data **lag** between PeopleSoft and Cognos

HCM update
Monday, 5pm



Cognos update
Wednesday, 8 am

Data **lag** between PeopleSoft and NCES website

**Dec. 9, 2020 &
Jan. 15, 2020**

- Uploads for all institutions

After Dec. 9, 2020

- Uploads by request

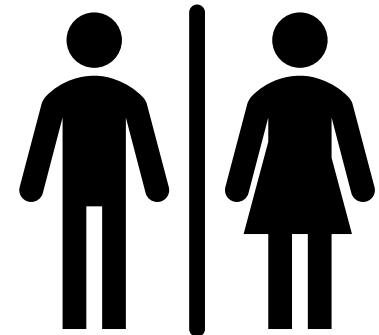
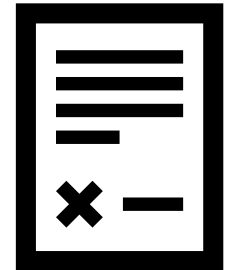
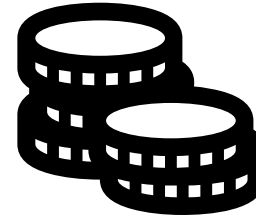


CHANGE

**CH-CH-
CH-CH-
CHANGES**

2020 changes

- No changes from NCES on the IPEDS survey
- Extraction & Report changes
 - Classification of Instructional Program (CIP)
 - Multiple Components of Pay (MCOP)
 - 9/10-month contract
 - Funding and Effort
 - Citizenship
 - Gender



2020 changes

CIP

- NCES CIP codes were updated in 2020. Teaching CIPs will need to be updated in PeopleSoft.
- Will not impact IPEDS/Digest.

MCOP

- Administrative supplement MCAFA will be added to base pay for administrative faculty.
- Will impact IPEDS/Digest reported salary.

2020 changes

9/10 Month Contract

- Previously, instructional staff that are not on 12-month contracts have been reported to IPEDS with contract length of 10 months. This is being changed to 9 months.
 - This change stems from institutional feedback and allows for a more accurate calculation of '9 Month Equated' Salary Outlays by IPEDS.
 - Annual salary calculated as usual. No impact on Digest HR Reports.
- If an institution believes that 10 months is a better representation of contract length they will need to:
 - Confirm rationale with their HR department
 - Send an email to HelpDesk requesting the change
 - RPA will work with you to create new upload file
 - **NOTE: COGNOS REPORTS WILL NOT CHANGE. COGNOS WILL SHOW EMPLOYEES IN THE 9 MONTH CATEGORY EVEN IF A 10 MONTH EXCEPTION IS GRANTED.**



2020 changes

Funding and Effort

- Pull from top of stack with an effective date earlier than or equal to November 1, 2020.
- Will impact designation of Instructional Staff for IPEDS. No impact on Digest.

Citizenship

- Pull from top of stack with an effective date earlier than or equal to November 1, 2020.
- Will impact designation of Race for IPEDS. No impact on Digest.

Gender

- If Gender is not specified:
 - Will show as 'unknown' on Cognos IPEDS HR.
 - As done in past years, will be reported as female in IPEDS
 - Will report as female in Digest Reports *new*



Guidance



Guidance

Data Validations: Service Now Tickets

Questions about HR data discrepancy issues? Submit an ITS Help Desk Ticket (helpdesk@usg.edu)

Email to helpdesk

Subject: 2020 HRDM Data Validations

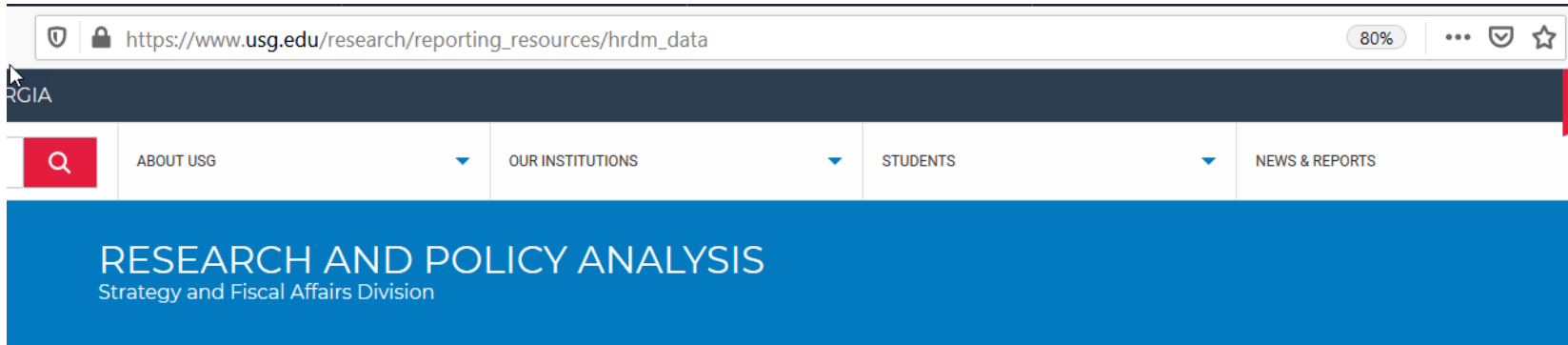
Be sure to include:

- Brief description of the data issue/discrepancy
- Provide emplids and names as examples
- Provide screenshot of issue (if necessary)
- DO NOT include SSNs



Guidance Website Redesign:

https://www.usg.edu/research/reporting_resources/hrdm_data



Search Research



HRDM Data and IPEDS HR Guidance Documents

- Home
- About Us
- Enrollment Reports
- College Readiness and Dual Enrollment
- Credit Hour Reports
- Student Progression and

2020 HR IPEDS AND DIGEST	+
2020 CHANGES	+
ARCHIVED GUIDANCE DOCUMENTS	+

2019
documents
archived here!



Guidance: Website Redesign

2020 HR IPEDS AND DIGEST

Presentations

- This section will contain this presentation

IPEDS

- Schedule, Report Descriptions, and Definitions
- Cognos User Guide
- BCAT Crosswalk
- How to handle Requires Review

Digest

- Schedule, Report Descriptions, and Definitions

Guidance: Website Redesign

2020 CHANGES

Contains guidance documents for each of the 2020 changes

- Citizenship
- Multiple Components of Pay (MCOP)
- CIP
- Funding and Effort (Assigned Effort)
- 9/10 month contract
- Gender

Guidance

OneUSG Job Aids

New Location:

https://usg.service-now.com/usgsp?id=kb_article_view&sysparm_article=USGKB0011977&sys_kb_id=633c0980db0a6010ee065cb8dc9619bb&spa=1

***NOTE: You will need to log in with your SSO credentials to access the job aids information**



Q&A, Contact Info



For access and data validation questions or issues **send an e-mail to HelpDesk.**

The subject line “**2020 HRDM Data Validations**” will route your questions faster!

Additional Questions:
Rachana.bhatt@usg.edu