2021 Human Resources Data Validations Webinar

October 26, 2021
Leslie Hodges
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.
Agenda

- Team Members
- Data Flow, Timeline & New User Access
- IPEDS HR
- Digest HR
- Refresh Schedule
- Changes to survey for 2021
- Guidance for data validations
- Questions/Comments
## HRDM Team Members

<table>
<thead>
<tr>
<th>ITS Administrative Services</th>
<th>Research and Policy Analysis</th>
<th>Shared Services Center</th>
<th>DBAs</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Jason Beitzel</td>
<td>• Cherry Zhang</td>
<td>• Kristine Lesher</td>
<td>• Wesley Rice</td>
</tr>
<tr>
<td>• Debbie Exum</td>
<td>• Phyllis Gagne</td>
<td>• Kim Gore</td>
<td>• Steve McDaniel</td>
</tr>
<tr>
<td>• Eddie Sellers</td>
<td>• Rachana Bhatt</td>
<td>• Team</td>
<td>• Team</td>
</tr>
<tr>
<td>• Laurie Bush</td>
<td>• Patrick Harris</td>
<td></td>
<td></td>
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<tr>
<td>• David Van Houten</td>
<td>• Leslie Hodges</td>
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<td></td>
</tr>
</tbody>
</table>


**Data Flow**

- **Data entered in PeopleSoft**
  - PeopleSoft
  - All cohorts on PeopleSoft

- **Data extracted to USO**
  - HR Data Collection

- **HR Reports**
  - IPEDS HR (Cognos)
  - Digest HR (Listserv)
Data Validations Timeline

- **Nov. 1, 2021**
  - 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 8, 2021**
  - 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, 2021
• Digest HR reports distributed via listserv, and rerun and circulated on bi-weekly basis

Jan. 14, 2022
• Deadline for all PeopleSoft corrections

Jan. 17, 2022
• 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
- Information on the security roles to request can be found [here](#)

Email to helpdesk

**Subject:** 2021 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

IPEDS Integrated Postsecondary Education Data System

IPEDS Survey Components
IPEDS HR Reports: Cognos Website

https://analytics.ds.usg.edu/bi/

Log on using your credentials
IPEDS HR Reports: Cognos
Data Collection Reports

- Click on ‘Data Collections’ on the left
- Click on the ‘Human Resources’ tab on the top
- For more information on running the collection reports, see here
IPEDS HR Reports: Cognos
IPEDS HR Survey Reports

Click on ‘IPEDS HR’ on the left

• From the dropdown at the top, choose ‘Data Collections’ or ‘IPEDS HR Survey Reports’

• Definitions provided in IPEDS Report Descriptions & Data Definitions guidance document
IPEDS HR Reports: Cognos
IPEDS HR Survey Reports

How it started

How it’s going
**IPEDS HR Reports: Cognos**

**Data Collection Reports**

The HR IPEDS detail file is a data dump of all your IPEDS employees.

### IPEDS HR Survey Reports for: 2020-21

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

**Institution:** (All)

<table>
<thead>
<tr>
<th>Staff DG FT 15 or more</th>
</tr>
</thead>
<tbody>
<tr>
<td>FT IS/Tenure/Rank</td>
</tr>
<tr>
<td>A1 - FT Instructional, Rank and Tenure - Tenured</td>
</tr>
<tr>
<td>A1 - FT Instructional Rank and Tenure - On Tenure Track</td>
</tr>
<tr>
<td>A1 - FT Instructional Rank and Tenure - Multi Year Contract</td>
</tr>
<tr>
<td>A1 - FT Instructional Rank and Tenure - Annual Contract</td>
</tr>
<tr>
<td>A1 - FT Instructional Rank and Tenure - Less Than Annual Contract</td>
</tr>
<tr>
<td>A1 - FT Instructional Rank and Tenure - Indefinite Duration Contract</td>
</tr>
<tr>
<td>A1 - FT Instructional Without Faculty Status</td>
</tr>
<tr>
<td>A2 - FT Instructional: Function</td>
</tr>
<tr>
<td>A3 - FT Instructional Totals</td>
</tr>
<tr>
<td>FT by primary function</td>
</tr>
<tr>
<td>P1 - FT Non-instructional, Occupation - 1</td>
</tr>
<tr>
<td>P1 - FT Non-instructional, Occupation - 2</td>
</tr>
<tr>
<td>P1 - FT Non-instructional All</td>
</tr>
<tr>
<td>P2 - FT Non-instructional, Occupation - 3</td>
</tr>
<tr>
<td>P2 - FT Non-instructional, Occupation - 4</td>
</tr>
<tr>
<td>P2 - FT Non-instructional, Occupation and Tenure - 1</td>
</tr>
<tr>
<td>P2 - FT Non-instructional, Medical School Status - 2</td>
</tr>
<tr>
<td>FT by primary function</td>
</tr>
<tr>
<td>C - FT Summary Non-medical school staff (reference only: IPEDS generated)</td>
</tr>
<tr>
<td>C - FT Summary Medical school staff (reference only: IPEDS generated)</td>
</tr>
</tbody>
</table>

### Salaries

- G1 - Salaries Worksheet
- G2 - Salary Outlays, Instructional Staff
- G3 - Calculated by IPEDS
- G4 - Salary Outlays, Non-Instructional Staff

### Staff DG PT 16 or more

**PT by primary function**

- D - PT Staff Occupation - 1
- D - PT Staff Occupation - 2
- D - PT Staff Occupation - 3
- D - PT Staff Occupation - 4
- D - Graduate Assistants
- F - PT Staff Occupation and Tenure - 1
- F - PT Staff Medical School Status - 2

**PT Summary**

- F - PT Summary Non-medical school staff (reference only: IPEDS generated)
- F - PT Summary Medical school staff (reference only: IPEDS generated)

### Staff DG New Hires

- H - New Hires Instructional, Tenure
- H - New Hires Instructional, Occupation - 1
- H - New Hires Occupation - 2
- H - New Hires Occupation - 3
- H - New Hires All

**P1 for New Hire**

- B1 - FT Non-instructional, All

**DG = Degree Granting**  
**FT / PT = Full-Time / Part-Time**  
**IS = Instructional Staff**

For Help: [IPEDS Data and IPEDS HR Guidance Documents](#)
IPEDS HR Reports: Cognos Requires Review Errors

Reports with possible “requires review” errors (Parts B, D, E, G, H)

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
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<tr>
<td><strong>Male</strong></td>
<td></td>
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<tr>
<td>Nonresident alien</td>
<td>39</td>
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<td>40</td>
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<td>Hispanic/Latino</td>
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<td>2</td>
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<td>20</td>
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<tr>
<td>American Indian or Alaska Native</td>
<td>1</td>
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<td></td>
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</tr>
<tr>
<td>Asian</td>
<td>1</td>
<td>3</td>
<td>3</td>
<td>7</td>
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<tr>
<td>Black or African American</td>
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<td>12</td>
<td>14</td>
<td>53</td>
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<tr>
<td>Native Hawaiian or Other Pacific Islander</td>
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<tr>
<td>White</td>
<td>139</td>
<td>24</td>
<td>16</td>
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<td>Two or more races</td>
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<td>2</td>
<td>10</td>
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<td>Race and ethnicity Unknown</td>
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<td>36</td>
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<td><strong>Total</strong></td>
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<td>65</td>
<td>88</td>
<td>701</td>
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<tr>
<td><strong>Female</strong></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Nonresident alien</td>
<td>3</td>
<td>3</td>
<td>1</td>
<td>7</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Hispanic/Latino</td>
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<td>2</td>
<td>24</td>
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<tr>
<td>Black or African American</td>
<td>370</td>
<td>19</td>
<td>63</td>
<td>97</td>
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<tr>
<td><strong>Total</strong></td>
<td>306</td>
<td>74</td>
<td>90</td>
<td>470</td>
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</table>
IPEDS HR Reports: Cognos Requires Review Errors

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.

CHECK IPEDS HR REPORTS FOR REQUIRES REVIEW COLUMN

REVIEW THE ‘REQUIRES REVIEW USER GUIDE’ ONLINE
IPEDS HR Reports: Uploading files to NCES

Upload files generated from HR Cognos reports, then uploaded to NCES site on 12/08, and again 1/17, intermediate uploads must be requested

https://surveys.nces.ed.gov/IPEDS
Digest HR Reports

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

• 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 – also updated

Faculty Data

<table>
<thead>
<tr>
<th>FACULTY BY RANK</th>
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<tbody>
<tr>
<td>The following data include full-time teaching faculty, research faculty, general administrators, academic administrators, public service faculty, librarians, and counselors who hold Board-approved academic rank; are tenured, on tenure track, or in positions that are not tenure track; and are employed on at least an academic year contract. Instructional faculty are a subset of the Corps of Instruction. Part-time faculty are not included.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Corps of Instruction</th>
<th>Instructional Faculty by Rank</th>
</tr>
</thead>
</table>

FACULTY SALARY AVERAGES

| 2020 2016 2007 2003 |
### Digest HR Reports

<table>
<thead>
<tr>
<th>Report Code</th>
<th>Title</th>
</tr>
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<tbody>
<tr>
<td>HRDMX0101</td>
<td>Corps of Instruction</td>
</tr>
<tr>
<td>HRDMX0102</td>
<td>Instructional Faculty by Rank</td>
</tr>
<tr>
<td>HRDMX0103</td>
<td>Instructional Faculty by Highest Degree</td>
</tr>
<tr>
<td>HRDMX0104</td>
<td>Instructional Faculty by Gender</td>
</tr>
<tr>
<td>HRDMX0105</td>
<td>Instructional Faculty by Tenure Status</td>
</tr>
<tr>
<td>HRDMX0106</td>
<td>Average Instructional Faculty Salary</td>
</tr>
<tr>
<td>HRDMX0107</td>
<td>Instructional Faculty Salary by Race/Ethnic Origin</td>
</tr>
<tr>
<td>HRDMX0108</td>
<td>Full-Time Employees by Occupational Class</td>
</tr>
<tr>
<td>HRDMX0109</td>
<td>Full-Time Employees by Gender</td>
</tr>
<tr>
<td>HRDMX0110</td>
<td>Full-Time Employees by Race/Ethnic Origin</td>
</tr>
<tr>
<td>HRDMX1011</td>
<td>Number and Pct of Courses by Instructor Type</td>
</tr>
</tbody>
</table>
Before validation opens, detail files provide a preview of your data.

- Available data dumps:
  - HR Detail
  - HR IPEDS detail (subset, only what is relevant to IPEDS)
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. 8, 2021 & Jan. 17, 2022: Uploads for all institutions
- After Dec. 8, 2021: Uploads by request
No changes to the IPEDS survey or extraction process for this collection
But some things do change…

• We are working behind the scenes to increase usability, performance, and to improve resources.
• The IPEDS reports in Cognos have been updated to better align with the NCES survey site (column names, order, etc.)
• Please review last year’s changes (located in the ‘archived’ section of the website) as necessary.
• We will keep you updated if other changes need to be made
Guidance
Questions about HR data discrepancy issues? Submit an ITS Help Desk Ticket (helpdesk@usg.edu)

Email to helpdesk

Subject: 2021 HRDM Data Validations

Be sure to include:
• Brief description of the data issue/discrepancy
• Provide emplids OR 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

HRDM Data and IPEDS HR Guidance Documents

2020 documents archived here!
Guidance: Website Redesign

2021 HRDM PRESENTATION, IPEDS HR AND DIGEST HR

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**

**Archived HRDM Guidance Documents**

<table>
<thead>
<tr>
<th>Year</th>
<th>Presentation</th>
<th>IPEDS</th>
<th>Digest</th>
<th>Changes</th>
</tr>
</thead>
</table>
| 2020 | • 2020 HRDM Data Validations Presentation 🔗 | • 2020 IPEDS Data Validation Schedule 🔗  
• 2020 IPEDS HRDM Survey Report Definitions 🔗  
• 2020 Census Year | • 2020 Digest HR Data Validations Schedule 🔗  
• 2020 HRDM Digest Reports and Definitions 🔗  
• USG Faculty | • Citizenship Change 🔗  
• MCOP Change 🔗  
• CIP Change 🔗  
• Funding and Effort Change 🔗  
• Unknown |
Guidance
OneUSG Job Aids

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 “2021 HRDM Data Validations” will route your questions faster!

Additional Questions:
Leslie.Hodges@usg.edu