



**UNIVERSITY SYSTEM OF GEORGIA**

# 2021 Human Resources Data Validations Webinar

October 26, 2021

Leslie Hodges

Research and Policy Analysis

# Logistics & Introduction



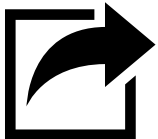
Please **mute** microphone when not speaking



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

## 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

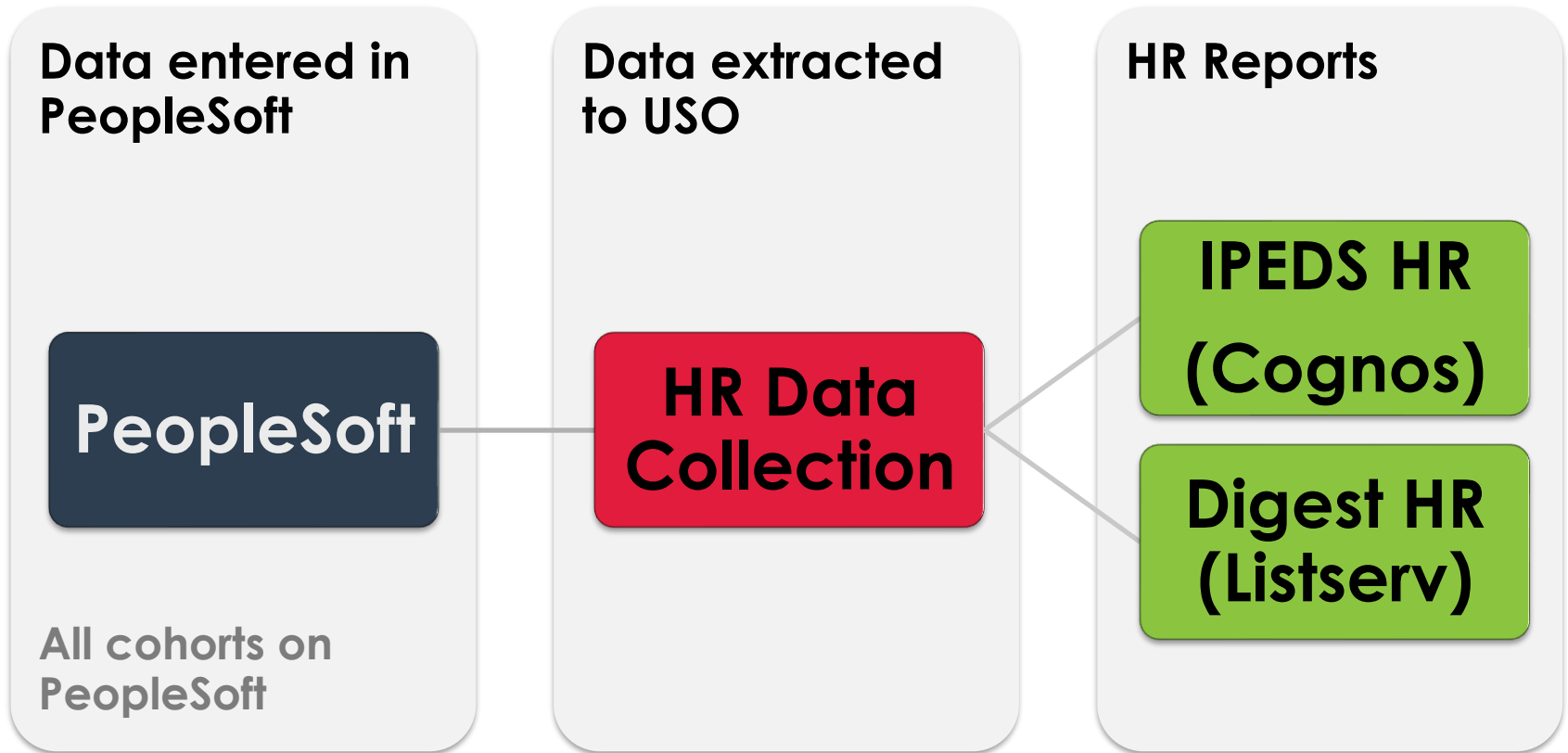
## Shared Services Center

- Kristine Leshner
- Kim Gore
- Team

## DBAs

- Wesley Rice
- Steve McDaniel
- Team

# Data Flow



# 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 3<sup>rd</sup> 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](mailto: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

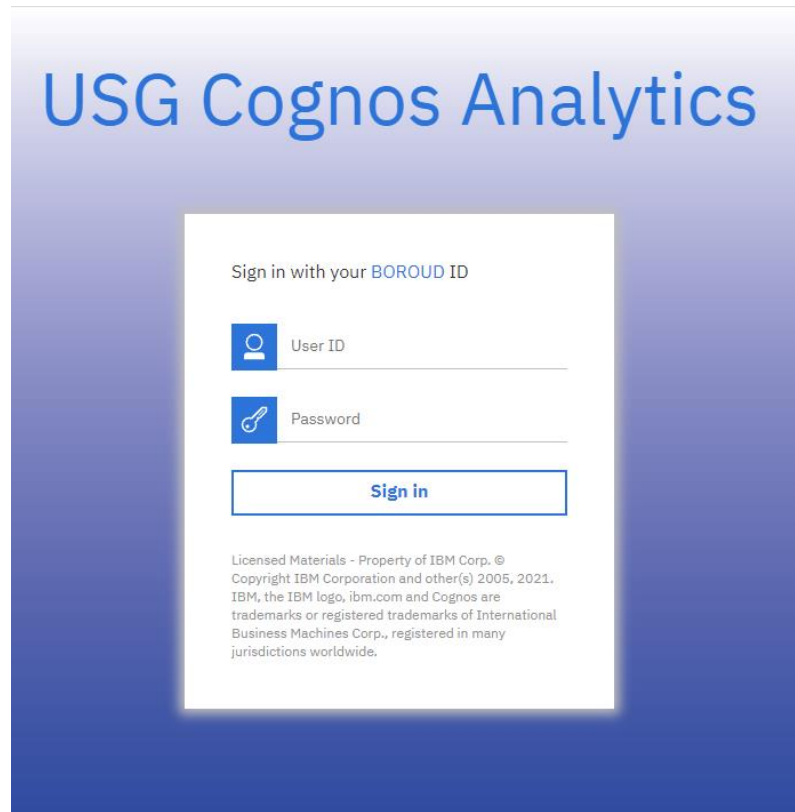
IES :: NCES National Center for  
Education Statistics 

**IPEDS** Integrated Postsecondary  
Education Data System

---

**IPEDS Survey Components**

# IPEDS HR Reports: Cognos Website



The image shows a screenshot of the USG Cognos Analytics login page. The page has a blue gradient background. At the top, the text "USG Cognos Analytics" is displayed in a large, blue, sans-serif font. Below this, there is a white rectangular box containing the login form. The form has the heading "Sign in with your BOROUD ID". It includes two input fields: "User ID" with a blue icon of a person and "Password" with a blue icon of a key. Below these fields is a blue "Sign in" button. At the bottom of the white box, there is a small block of text: "Licensed Materials - Property of IBM Corp. © Copyright IBM Corporation and other(s) 2005, 2021. IBM, the IBM logo, ibm.com and Cognos are trademarks or registered trademarks of International Business Machines Corp., registered in many jurisdictions worldwide."

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

Log on using your credentials

# IPEDS HR Reports: Cognos Data Collection Reports

**University System of Georgia**  
**HR Data Submission Status**

**HR Collection Error Reports**

- Employee Benefits Official Errors
- Employee Payroll Official Errors
- Employee Profile Official Errors
- HR Processing Errors

**Submission Status**

- HR Data Submission Status

**HR Data Validation Reports**

- Employee Benefits Extraction Data – Employee Benefits Data
- Employee Payroll Extraction Data – Payroll Data
- Employee Payroll Extraction Data – Prior Experience Data
- Employee Profile Extraction Data – Address Data
- Employee Profile Extraction Data – Employee Education
- Employee Profile Extraction Data – Funds and Efforts
- Employee Profile Extraction Data – Job Data
- Employee Profile Extraction Data – Personal Data
- Employee Profile Extraction Data – Prior Experience Data
- Employee Profile Extraction Data – Service History Data
- Employee Profile Extraction Data – Tenure Data

**Data Dictionary**

- Download PDF

| SETID | Institution                     | Last Activity | Status  | Activity Date           |
|-------|---------------------------------|---------------|---------|-------------------------|
| 03000 | Georgia Institute of Technology | EDIT          | SUCCESS | Oct 4, 2021 12:17:32 PM |
|       |                                 | LOAD          | SUCCESS | Apr 2, 2020 9:05:35 AM  |
|       |                                 | EXTRACT       | SUCCESS | Apr 2, 2020 8:48:27 AM  |
| 09000 | Georgia State University        | EDIT          | SUCCESS | Oct 4, 2021 12:20:09 PM |
|       |                                 | LOAD          | SUCCESS | Apr 26, 2018 8:38:51 PM |
|       |                                 | EXTRACT       | SUCCESS | Aug 1, 2009 6:00:00 AM  |
| 12000 | Augusta University              | EDIT          | SUCCESS | Oct 4, 2021 12:22:23 PM |
|       |                                 | LOAD          | SUCCESS | Jun 20, 2019 8:05:55 AM |
|       |                                 | EXTRACT       | SUCCESS | Jun 20, 2019 8:02:50 AM |
| 18000 | University of Georgia           | EDIT          | SUCCESS | Oct 4, 2021 12:30:33 PM |
|       |                                 | LOAD          | SUCCESS | Nov 2, 2018 1:56:06 PM  |
|       |                                 | EXTRACT       | SUCCESS | Nov 2, 2018 1:51:00 PM  |
| 21000 | Albany State Pre-Consolidated   | LOAD          | SUCCESS | Apr 26, 2018 8:38:52 PM |
|       |                                 | EDIT          | SUCCESS | Apr 26, 2018 4:55:41 PM |
|       |                                 | EXTRACT       | SUCCESS | Aug 1, 2009 6:00:00 AM  |
| 22000 | Albany State University         | EDIT          | SUCCESS | Oct 4, 2021 12:31:04 PM |
|       |                                 | LOAD          | SUCCESS | Apr 26, 2018 8:38:52 PM |
| 24000 | Armstrong State University      | EDIT          | SUCCESS | Oct 4, 2021 12:31:15 PM |
|       |                                 | LOAD          | SUCCESS | Jan 5, 2018 12:23:28 PM |

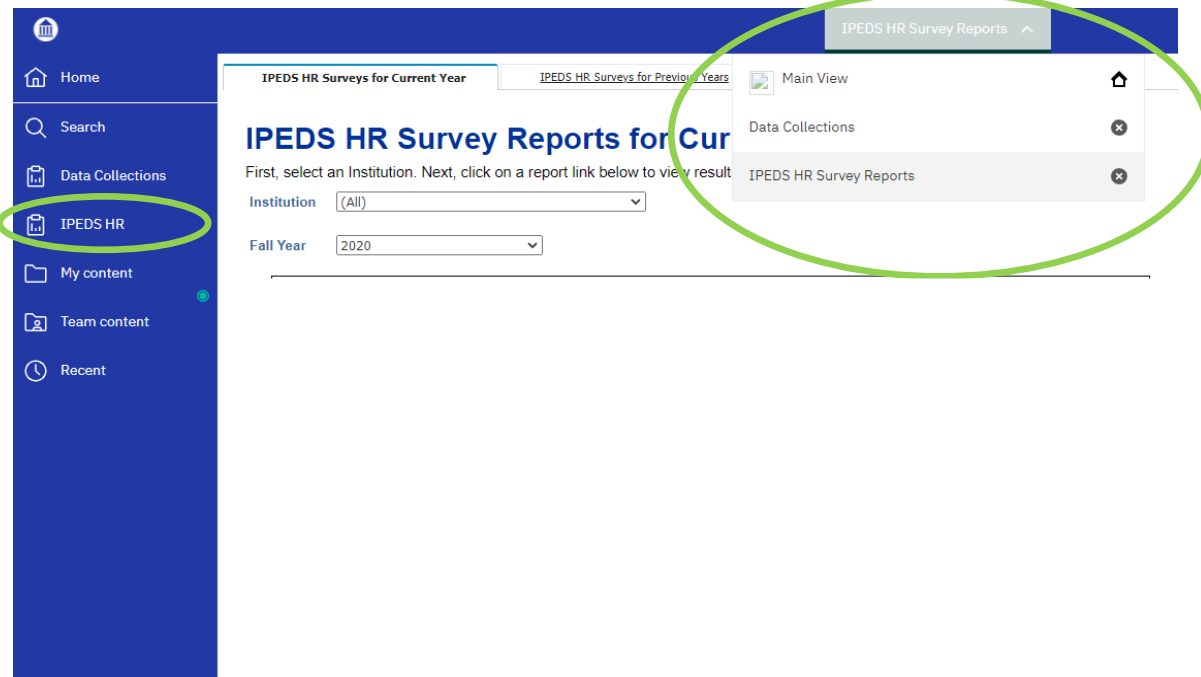
- Click on 'Data Collections' on the left
- Click on the 'Human Resources' tab on the top
- For more information on running the collection reports, see [here](#)

# 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

IPEDS HR Surveys for Current Year

IPEDS HR Surveys for Previous Years

## IPEDS HR Survey Reports for Current 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

IPEDS HR Part B - Number of Full-time Non-instructional Staff by Occupational Category

IPEDS HR Part B2 - Number of Full-time Non-instructional Staff by Tenure Status, Medical School Status

IPEDS HR Part D - Number of Graduate Assistants by Occupational Category

IPEDS HR Part D - Number of Part-time Staff by Occupational Category, Gender

IPEDS HR Part E - Number of Part-time Staff by Tenure Status, Medical School Status

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

IPEDS HR Part H - Number of Newly Hired Permanent Instructional Staff by Tenure Status

### How it's going

IPEDS HR Surveys for Current Year

IPEDS HR Surveys for Previous Years

## IPEDS HR Survey Reports for: 2020-21

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

Institution

For Help: [HRDM Data and IPEDS HR Guidance Documents](#)

Staff DG FT 15 or more

FT IS/Tenure/Rank

[A1 - FT Instructional, Rank and Tenure - Tenured](#)

[A1 - FT Instructional Rank and Tenure - On Tenure Track](#)

[A1 - FT Instructional Rank and Tenure - Multi-Year Contract](#)

[A1 - FT Instructional Rank and Tenure - Annual Contract](#)

[A1 - FT Instructional Rank and Tenure - Less-Than-Annual Contract](#)

[A1 - FT Instructional Rank and Tenure - Indefinite duration contract](#)

[A1 - FT Instructional Without Faculty Status](#)

[A2 - FT Instructional, Function](#)

[A3 - FT Instructional Totals](#)

FT by primary function

[B1 - FT Non-instructional, Occupation - 1](#)

[B1 - FT Non-instructional, Occupation - 2](#)

[B1 - FT Non-instructional, Occupation - 3](#)

[B1 - FT Non-instructional, Occupation - 4](#)

[B2 - FT Non-instructional, Occupation and Tenure - 1](#)

[B2 - FT Non-instructional, Medical School Status - 2](#)

FT by primary function

[C - FT Summary Non-medical school staff](#) (reference only - IPEDS generated)

[C - FT Summary Medical school staff](#) (reference only - IPEDS generated)

Salaries

[G1 - Salaries Worksheet](#)

[G2 - Salary Outlays, Instructional Staff](#)

[G3 - Calculated by IPEDS](#)

[G4 - Salary Outlays, Non-Instructional Staff](#)

Staff DG PT 15 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](#)

[E - PT Staff, Occupation and Tenure - 1](#)

[E - 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, Occupation - 1](#)

[H - New Hires, Occupation - 2](#)

[H - New Hires All](#)

Detail files


[HR Detail](#)

[IPEDS HR Detail](#)

Requires Review: [71](#)

\*Review Parts B, D, E, G and H

Gender Unknown: [338](#)



UNIVERSITY SYSTEM OF GEORGIA

13

# IPEDS HR Reports: Cognos Data Collection Reports

IPEDS HR Home Tabs

IPEDS HR Surveys for Current Year IPEDS HR Surveys for Previous Years

IPEDS HR Survey Reports for: 2020-21

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

Institution (All)

Staff DG FT 15 or more

FT IS/Tenure/Rank

[A1 - FT Instructional Rank and Tenure - Tenured](#)

[A1 - FT Instructional Rank and Tenure - On Tenure Track](#)

[A1 - FT Instructional Rank and Tenure - Multi-Year Contract](#)

[A1 - FT Instructional Rank and Tenure - Annual Contract](#)

[A1 - FT Instructional Rank and Tenure - Less-Than-Annual Contract](#)

[A1 - FT Instructional Rank and Tenure - Indefinite duration contract](#)

[A1 - FT Instructional Without Faculty Status](#)

[A2 - FT Instructional Function](#)

[A3 - FT Instructional Totals](#)

FT by primary function

[B1 - FT Non-instructional, Occupation - 1](#)

[B1 - FT Non-instructional, Occupation - 2](#)

[B1 - FT Non-instructional, Occupation - 3](#)

[B1 - FT Non-instructional, Occupation - 4](#)

[B2 - FT Non-instructional, Occupation and Tenure - 1](#)

[B2 - FT Non-instructional, Medical School Status - 2](#)

B1 - FT Non-instructional All

FT by primary function

[C - FT Summary Non-medical school staff](#) (reference only - IPEDS generated)

[C - FT Summary Medical school staff](#) (reference only - IPEDS generated)

Salaries

[G1 - Salaries Worksheet](#)

[G2 - Salary Outlays, Instructional Staff](#)

G3 - Calculated by IPEDS

[G4 - Salary Outlays, Non-Instructional Staff](#)

Staff DG PT 15 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](#)

[E - PT Staff, Occupation and Tenure - 1](#)

[E - PT Staff, Medical School Status - 2](#)

D - PT Staff All

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, Occupation - 1](#)

[H - New Hires, Occupation - 2](#)

[H - New Hires, Occupation - 3](#)

H - New Hires All

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

Detail files

[HR Detail](#)

[IPEDS HR Detail](#)

Requires Review: 71

\*Review Parts B, D, E, G and H

Gender Unknown: 338

DG = Degree Granting

FT / PT = Full-Time / Part-Time

IS = Instructional Staff

# IPEDS HR Reports: Cognos Requires Review Errors

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

Add report ▼



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

|        |   | <a href="#">Student and Academic<br/>Affairs and Other Education<br/>Service Occupations</a> | <a href="#">Management<br/>Occupations</a> | <a href="#">Business and<br/>Financial<br/>Operations<br/>Occupations</a> | <a href="#">Computer,<br/>Engineering, and<br/>Science<br/>Occupations</a> | <a href="#">Community, Social Service, Legal,<br/>Arts, Design, Entertainment, Sports,<br/>and Media Occupations</a> | <a href="#">Requires<br/>Review</a> | 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          |
|        | <b>Total</b>                              | <b>303</b>   | <b>65</b>                                  | <b>88</b>   | <b>701</b>   | <b>191</b>   | <b>12</b>                           | <b>5,901</b> |
| 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

**IPEDS** 2021-22  
Data Collection System

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

|         |          |                                 |
|---------|----------|---------------------------------|
| User ID | Password | <b>LOGIN</b>                    |
|         |          | <a href="#">Forgot Password</a> |

## FALL

**Components** Institutional Characteristics  
Completions  
12-month Enrollment

**Keyholders** 15 days left (Closes Oct 13)

**Coordinators** 29 days left (Closes Oct 27)

## WINTER

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

**Keyholders** Opens Dec 08 (Closes Feb 09)

**Coordinators** Opens Dec 08 (Closes Feb 23)

## SPRING

**Components** Fall Enrollment  
Finance  
Human Resources  
Academic Libraries

**Keyholders** Opens Dec 08 (Closes Apr 06)

**Coordinators** Opens Dec 08 (Closes Apr 20)

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

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



UNIVERSITY SYSTEM OF GEORGIA

# Digest HR Reports

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                                  | FACULTY BY RANK   | + |
| About Us                              | FACULTY SALARIES  | + |
| Enrollment Reports                    | FACULTY DEMOGRAPHIC CHARACTERISTICS   | + |
| College Readiness and Dual Enrollment | FACULTY BY HIGHEST DEGREE   | + |
| Credit Hour Reports                   | FACULTY BY TENURE STATUS  | + |
| Student Progression and Transfer      | FULL-TIME FACULTY, PART-TIME INSTRUCTORS, AND OTHER INSTRUCTIONAL PERSONNEL | + |
| Degrees Conferred                     | UNIVERSITY SYSTEM OF GEORGIA EMPLOYEES                                      | + |
| Degrees and Majors Authorized         |   |   |

# 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

### FACULTY BY RANK

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.

#### Corps of Instruction

2020 2016 2007 2003   
2019 2015 2006 2002   
2018 2014 2005 2001   
2017 2008 2004 2000

#### Instructional Faculty by Rank

2020 2016 2007 2003   
2019 2015 2006 2002   
2018 2014 2005 2001   
2017 2008 2004

### FACULTY SALARY AVERAGES

2020 2016 2007 2003   
2019 2015 2006 2002   
2018 2014 2005 2001   
2017 2008 2004 2000

# 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**

# Digest HR Reports

## Data Preview, Prior to Nov. 1

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)

IPEDS HR Home Tabs

IPEDS HR Survey Reports for: 2020-21

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

Institution:

**Staff DG FT 15 or more**

**FT IS/Tenure/Rank**

- [A1 - FT Instructional Rank and Tenure - Tenured](#)
- [A1 - FT Instructional Rank and Tenure - On Tenure Track](#)
- [A1 - FT Instructional Rank and Tenure - Multi-Year Contract](#)
- [A1 - FT Instructional Rank and Tenure - Annual Contract](#)
- [A1 - FT Instructional Rank and Tenure - Less-Than-Annual Contract](#)
- [A1 - FT Instructional Rank and Tenure - Indefinite duration contract](#)
- [A1 - FT Instructional Without Faculty Status](#)
- [A2 - FT Instructional Function](#)
- [A3 - FT Instructional Totals](#)

**FT by primary function**

- [B1 - FT Non-instructional, Occupation - 1](#)
- [B1 - FT Non-instructional, Occupation - 2](#)
- [B1 - FT Non-instructional, Occupation - 3](#)
- [B1 - FT Non-instructional, Occupation - 4](#)
- [B2 - FT Non-instructional, Occupation and Tenure - 1](#)
- [B2 - FT Non-instructional, Medical School Status - 2](#)

**FT by primary function**

- [C - FT Summary Non-medical school staff](#) (reference only - IPEDS generated)
- [C - FT Summary Medical school staff](#) (reference only - IPEDS generated)

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

**Salaries**

- [G1 - Salaries Worksheet](#)
- [G2 - Salary Outlays, Instructional Staff](#)
- [G3 - Calculated by IPEDS](#)
- [G4 - Salary Outlays, Non-Instructional Staff](#)

**Staff DG PT 15 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](#)
- [E - PT Staff, Occupation and Tenure - 1](#)
- [E - 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, Occupation - 1](#)
- [H - New Hires, Occupation - 2](#)
- [H - New Hires, Occupation - 3](#)
- [H - New Hires All](#)

**Detail files**

- [HR Detail](#)
- [IPEDS HR Detail](#)

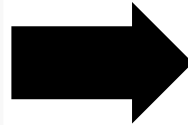
Requires Review: [71](#)  
\*Review Parts B, D, E, G and H

Gender Unknown: [338](#)

# 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



# Guidance

## Data Validations: Service Now Tickets

Questions about HR data discrepancy issues? Submit an ITS Help Desk Ticket ([helpdesk@usg.edu](mailto: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](https://www.usg.edu/research/reporting_resources/hrdm_data)


https://www.usg.edu/research/reporting\_resources/hrdm\_data

ik Sense Hub Cognos Cognos Dev Cognos QA Data Services | Prel... DED RPA | Faculty Data ExpressionEngine Qlik USG ITS USO ConnectED -...

SITY SYSTEM OF GEORGIA **GIVE**  

 ABOUT USG OUR INSTITUTIONS STUDENTS NEWS & REPORTS INITIAT

**RESEARCH AND POLICY ANALYSIS**  
Strategy and Fiscal Affairs Division

Search Research 

Home

About Us

Enrollment Reports

College Readiness and Dual Enrollment

Credit Hour Reports

## HRDM Data and IPEDS HR Guidance Documents

|  |   |
|--|---|
| 2021 HRDM PRESENTATION, IPEDS HR AND DIGEST HR | + |
| 2021 HRDM CHANGES                              | + |
| ARCHIVED HRDM GUIDANCE DOCUMENTS               | + |

**2020  
documents  
archived here!**



UNIVERSITY SYSTEM OF GEORGIA

# 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

| ARCHIVED HRDM GUIDANCE DOCUMENTS |   |  |   |   |
|----------------------------------|---|--|---|---|
| Year                             | Presentation  | IPEDS  | Digest  | Changes   |
| 2020                             | <ul style="list-style-type: none"><li>2020 HRDM Data Validations Presentation </li></ul> | <ul style="list-style-type: none"><li>2020 IPEDS Data Validation Schedule </li><li>2020 IPEDS HRDM Survey Report Definitions </li><li>2020 Campus User</li></ul> | <ul style="list-style-type: none"><li>2020 Digest HR Data Validations Schedule </li><li>2020 HRDM Digest Reports and Definitions </li><li>USC Faculty</li></ul> | <ul style="list-style-type: none"><li>Citizenship Change </li><li>MCOP Change </li><li>CIP Change </li><li>Funding and Effort Change </li><li>Unknown</li></ul> |

# Guidance

## OneUSG Job Aids

[https://usg.service-now.com/usgsp?id=kb\\_article\\_view&sysparm\\_article=USGKB0011977&sys\\_kb\\_id=633c0980db0a6010ee065cb8dc9619bb&spa=1](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](mailto:Leslie.Hodges@usg.edu)