UNIVERSITY SYSTEM OF GEORGIA

2021 Human Resources Data Validations Webinar

October 26, 2021

Leslie Hodges
Research and Policy Analysis

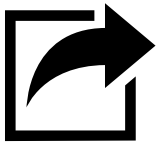
Logistics & Introduction

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.

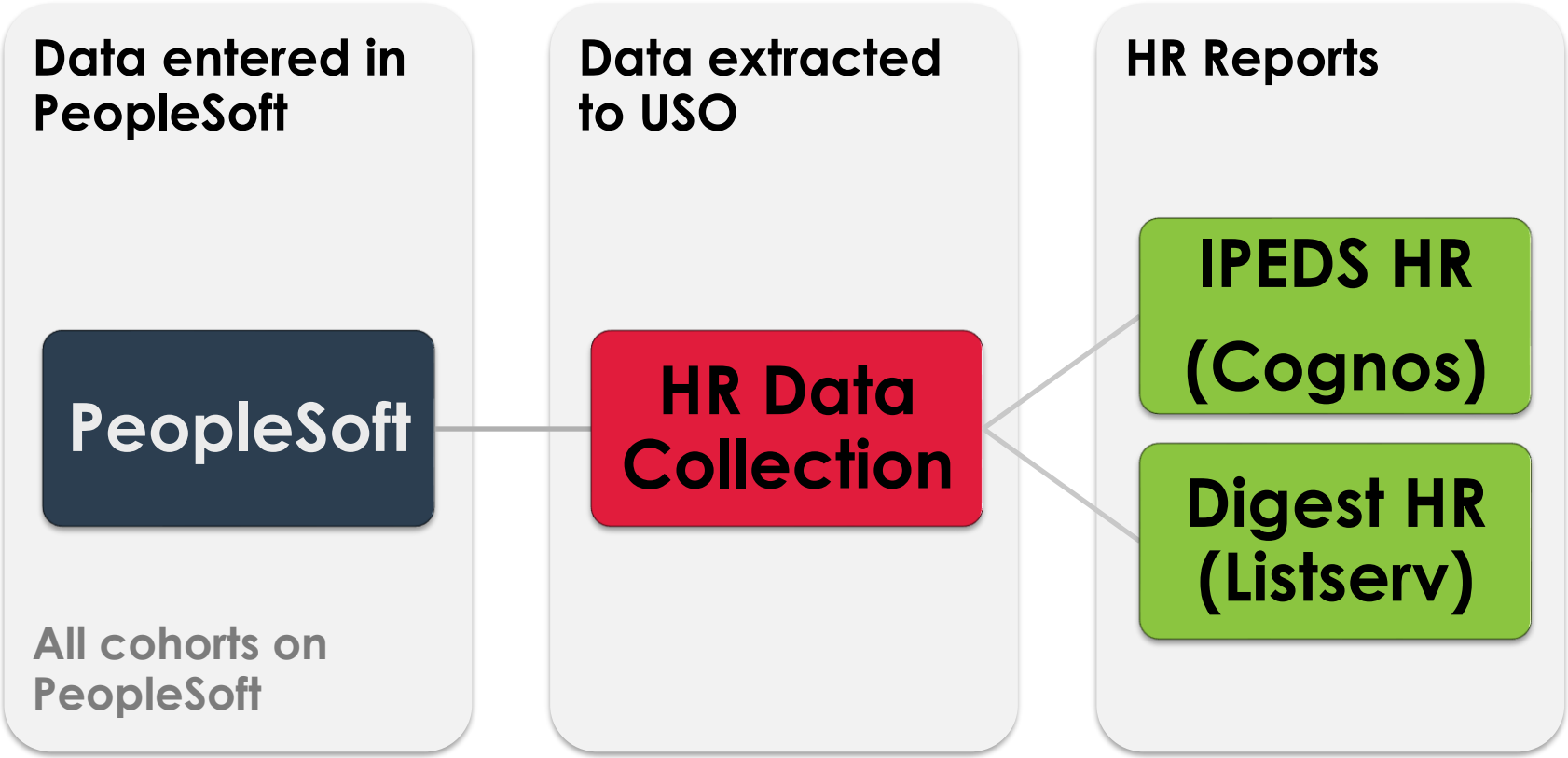
Agenda

- 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	Research and Policy Analysis	Shared Services Center	DBAs
•Jason Beitzel •Debbie Exum •Eddie Sellers •Laurie Bush •David Van Houten	•Cherry Zhang •Phyllis Gagne •Rachana Bhatt •Patrick Harris •Leslie Hodges	•Kristine Lesher •Kim Gore •Team	•Wesley Rice •Steve McDaniel •Team

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

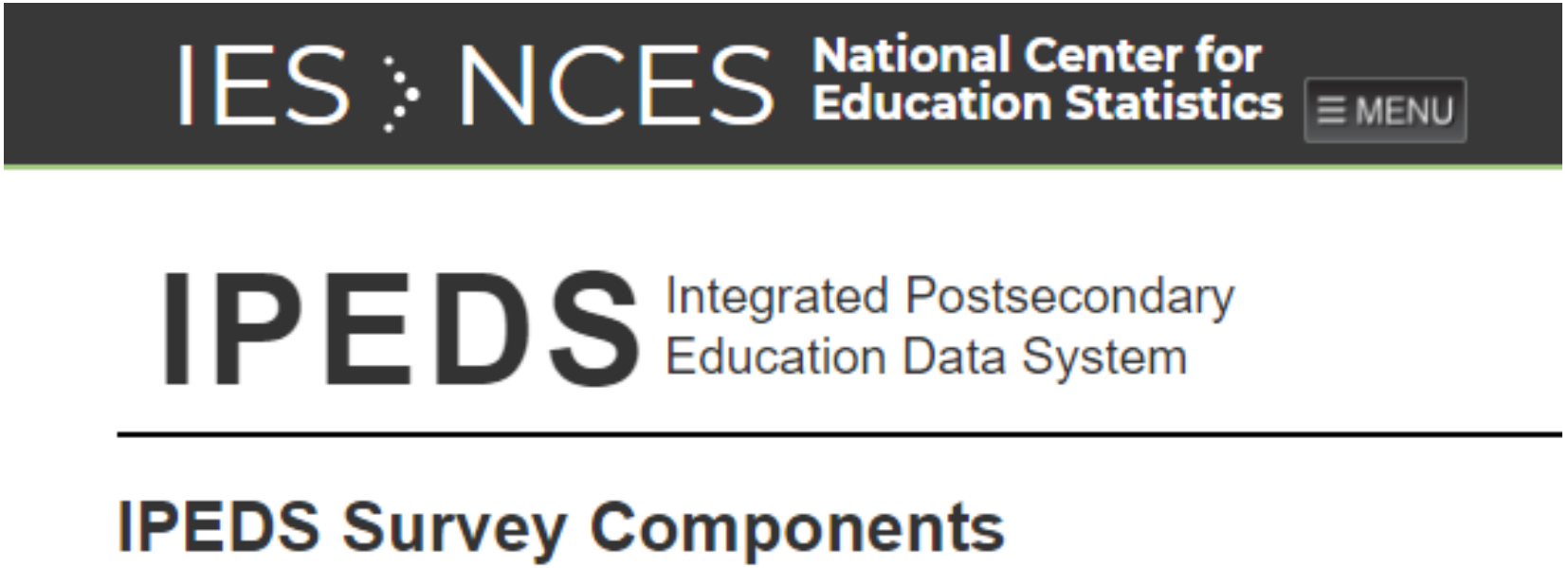
Email to helpdesk

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

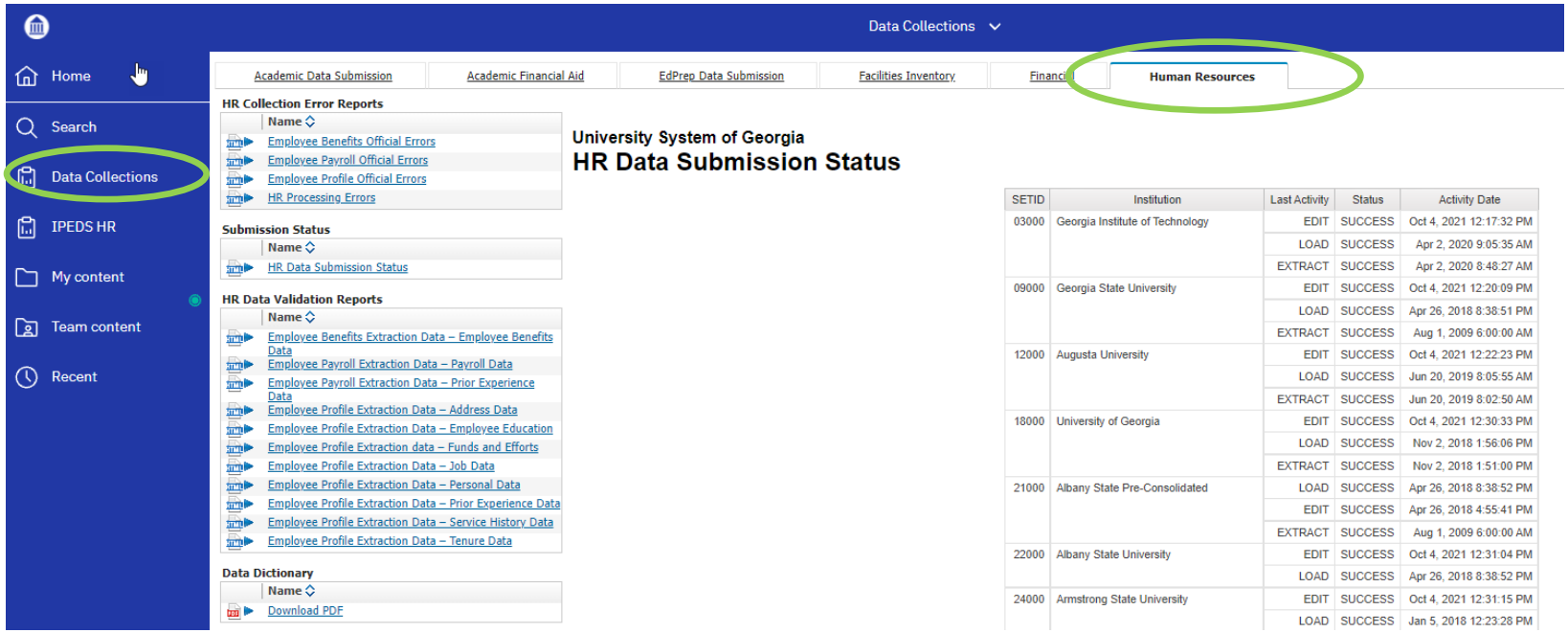


IPEDS HR Reports: Cognos Website

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

Log on using your credentials

IPEDS HR Reports: Cognos Data Collection Reports

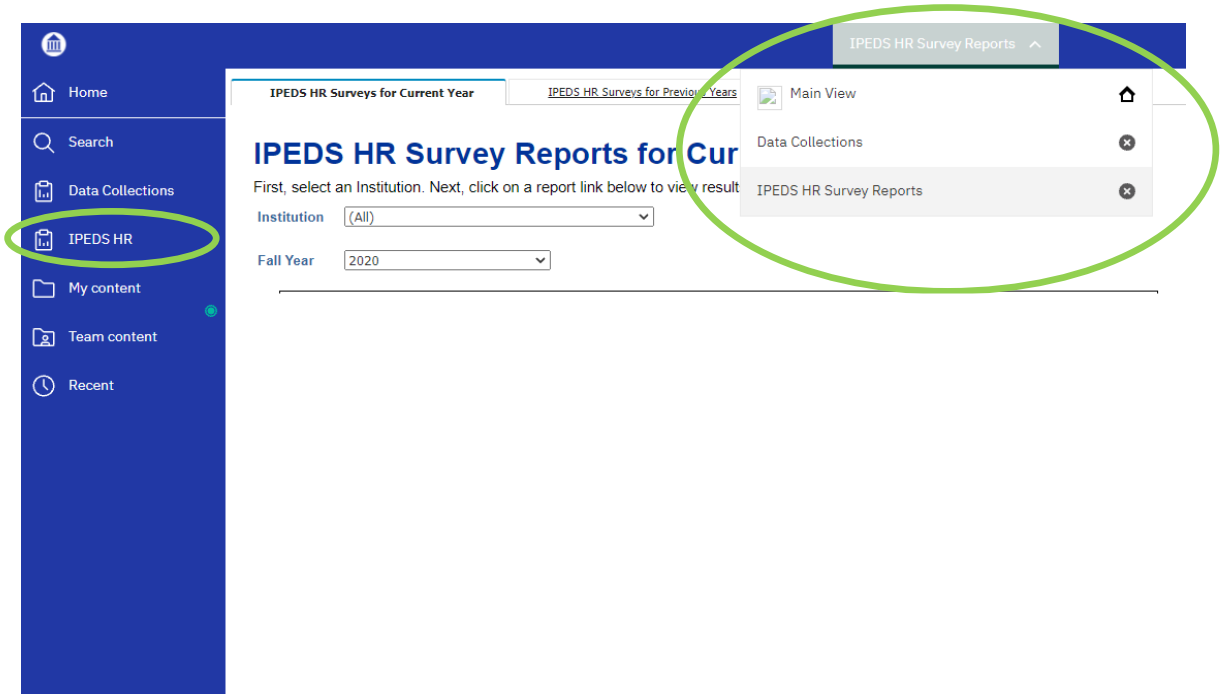


- Click on 'Data Collections' on the left
- Click on the 'Human Resources' tab on the top
- For more information on running the collection reports, see here

IPEDS HR Reports: Cognos
IPEDS HR Survey Reports

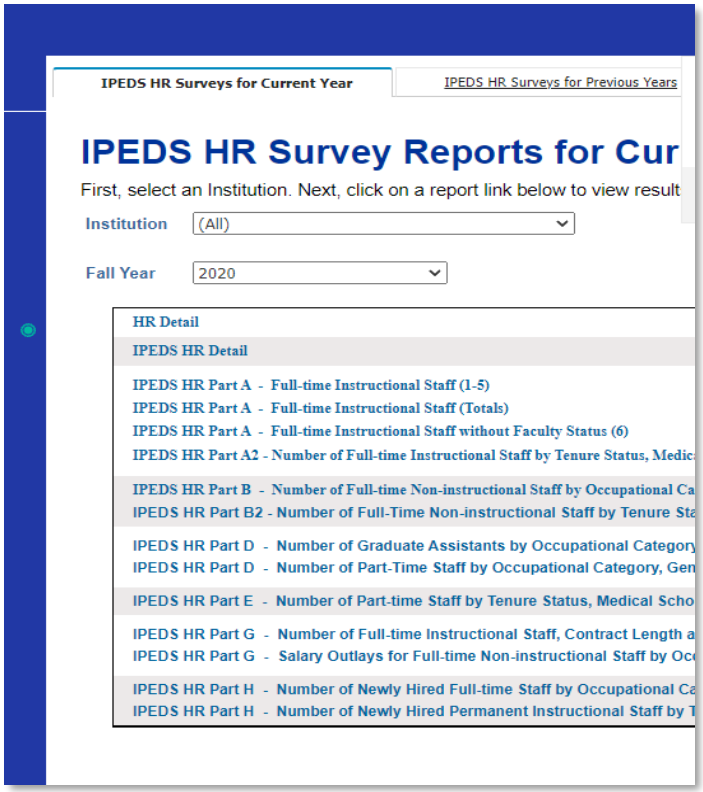
Click on 'IPEDS HR' on the left

- From the dropdown at the top, choose 'Data Collections' or 'IPEDS HR Survey Reports'
- Definitions provided in IPEDS Report Descriptions & Data Definitions guidance document

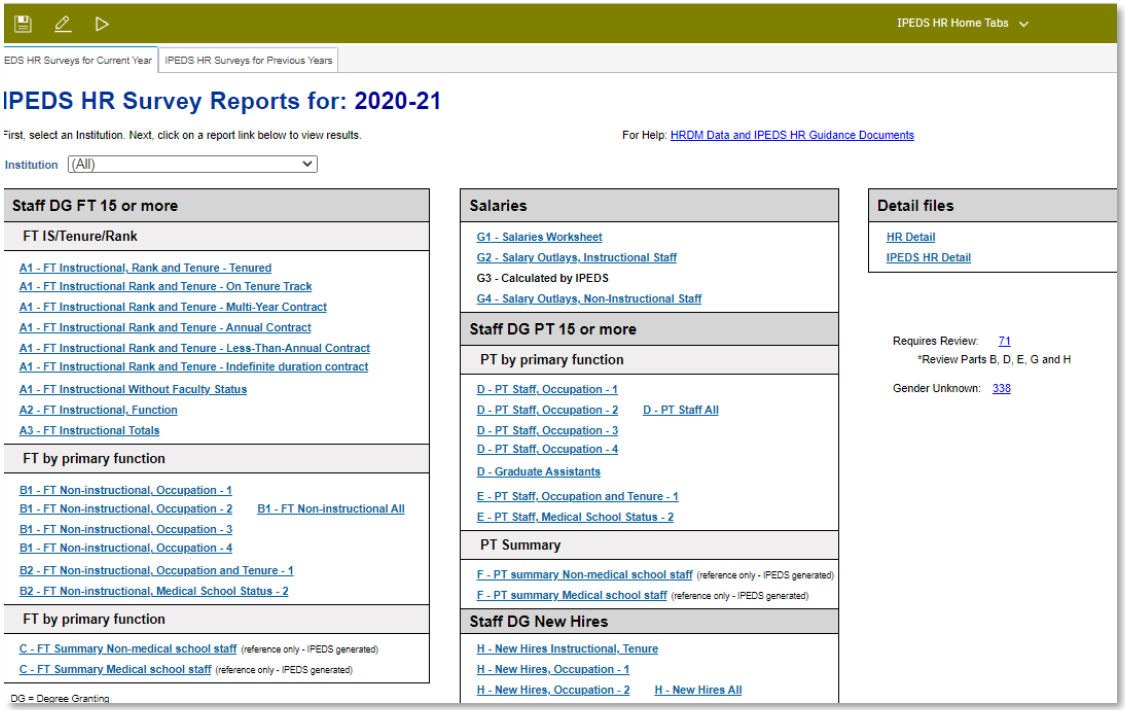


IPEDS HR Reports: Cognos
IPEDS HR Survey Reports

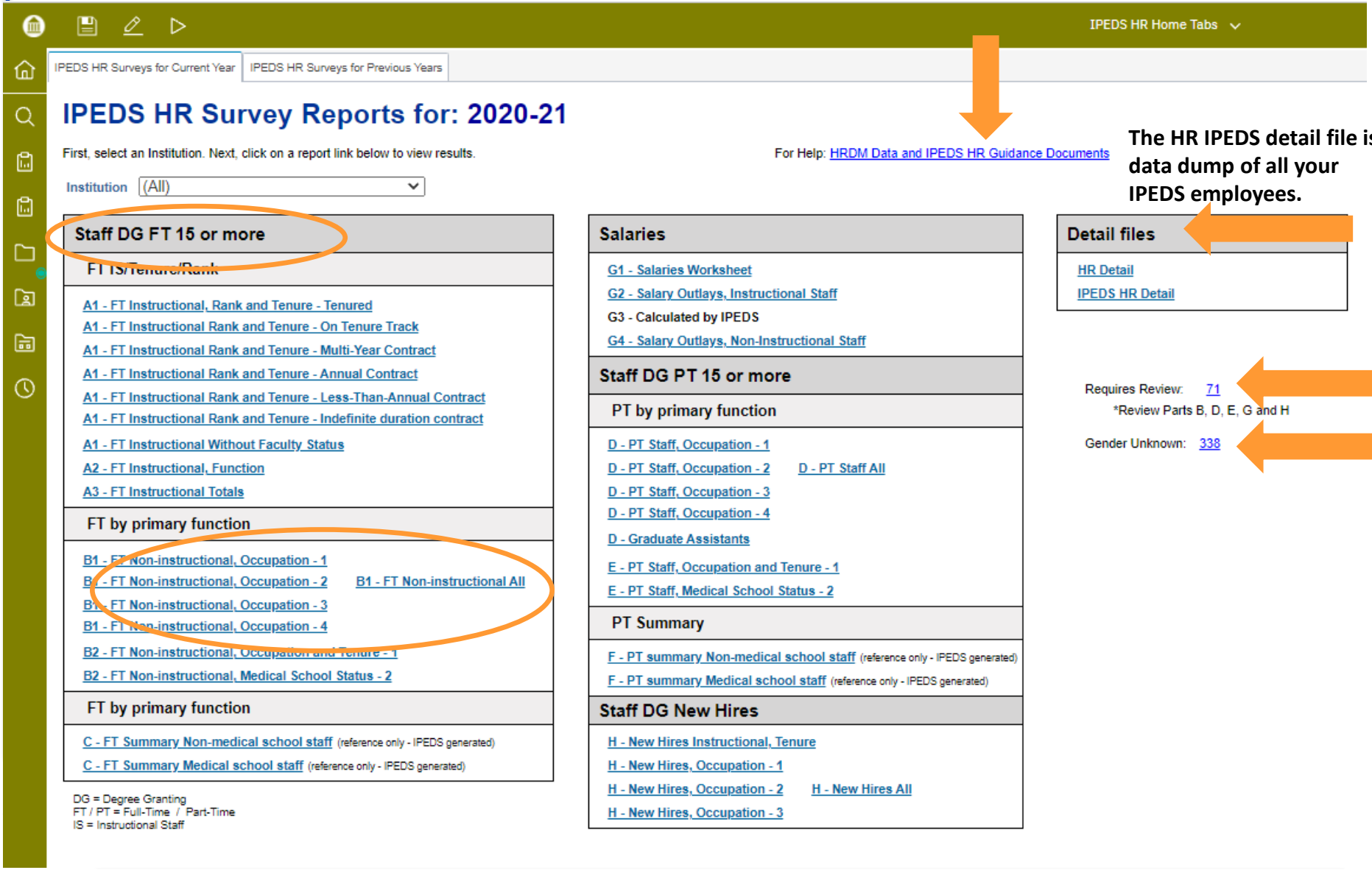
How it started



How it's going



IPEDS HR Reports: Cognos Data Collection Reports



IPEDS HR Reports: Cognos Requires Review Errors

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

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

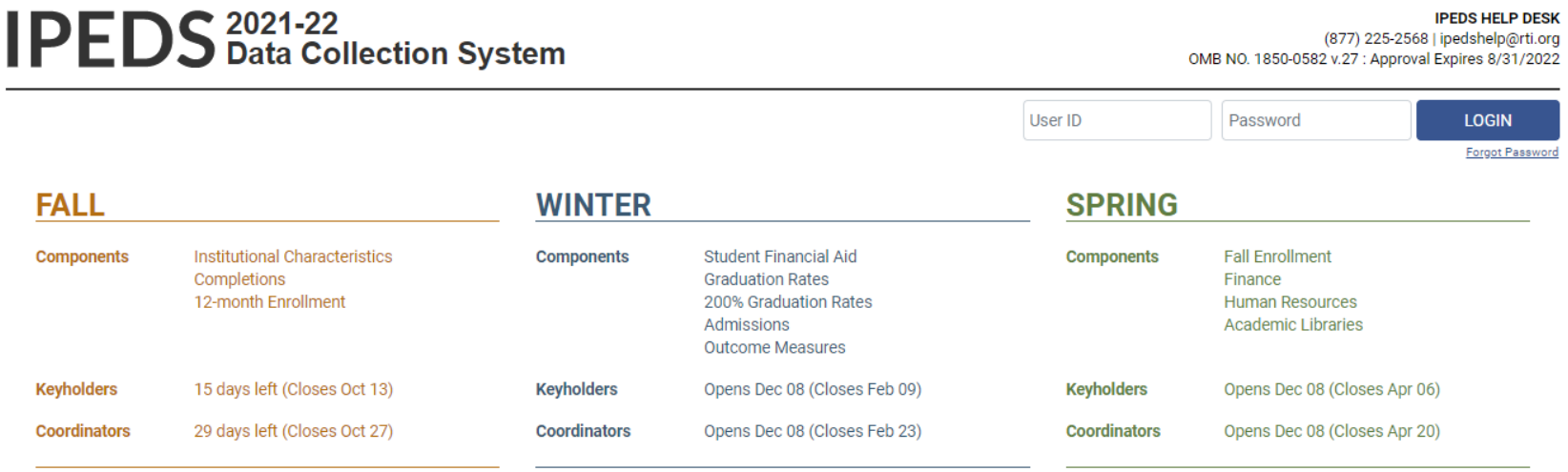
IPEDS HR Reports: Cognos Requires Review Errors

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

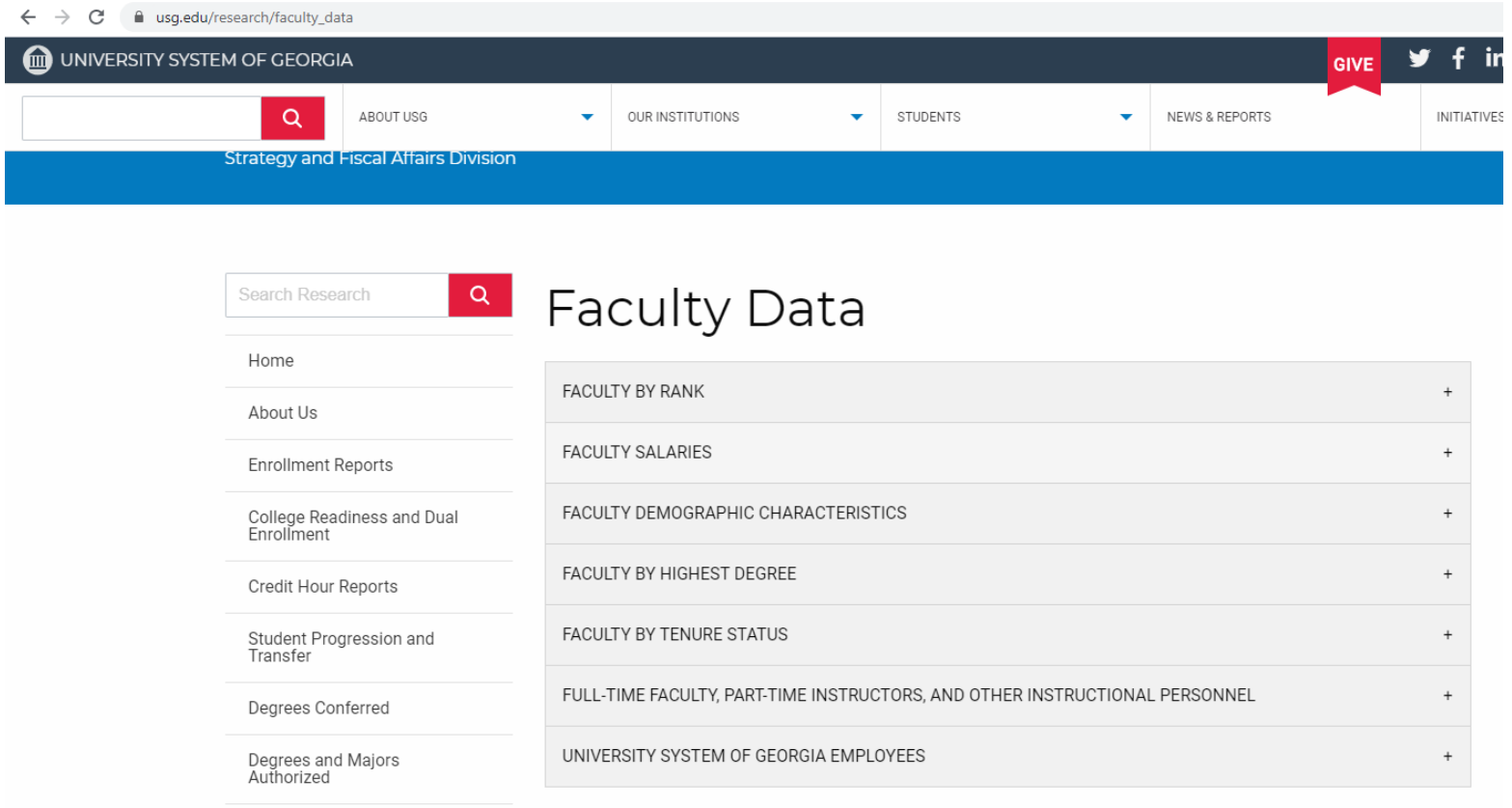


https://surveys.nces.ed.gov/IPEDS

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

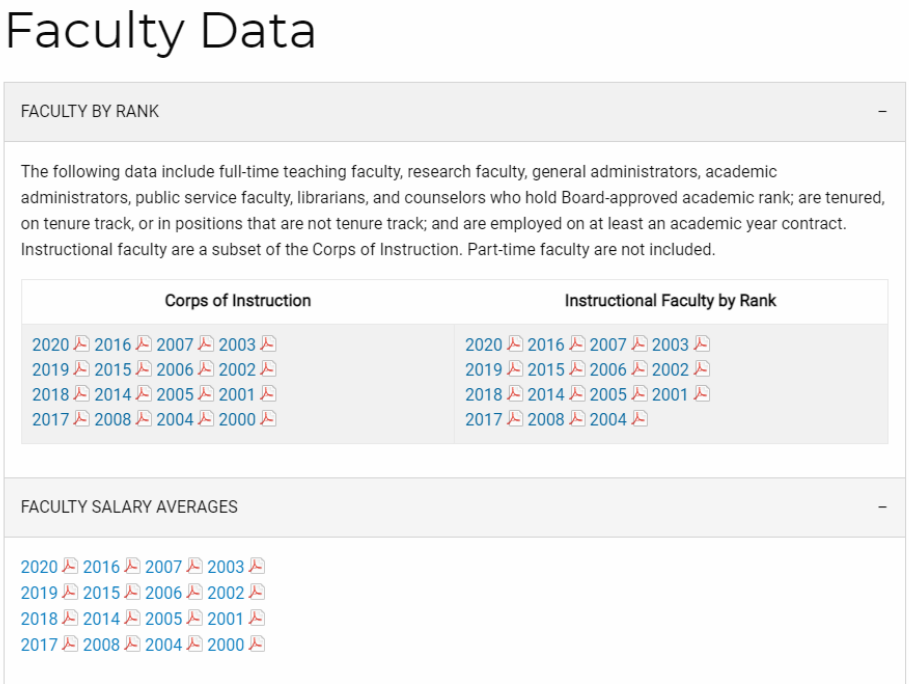
RPA will upload to NCES site on 12/08, and again 1/17, intermediate uploads must be requested

Digest HR Reports



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

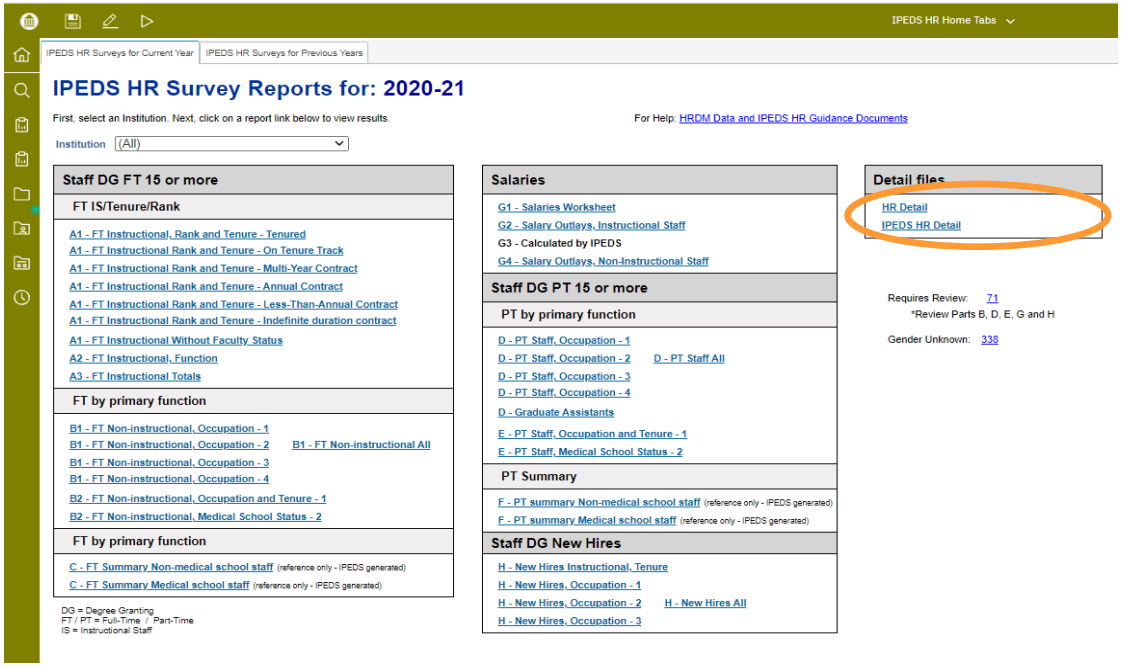
HRDMX1011 Number and Pct of Courses by Instructor Type

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)



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

http://www.tzr.io/yarn-clip/47de39a1-7e8f-4e5e-8a37-e6d7204a08d1/gif

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

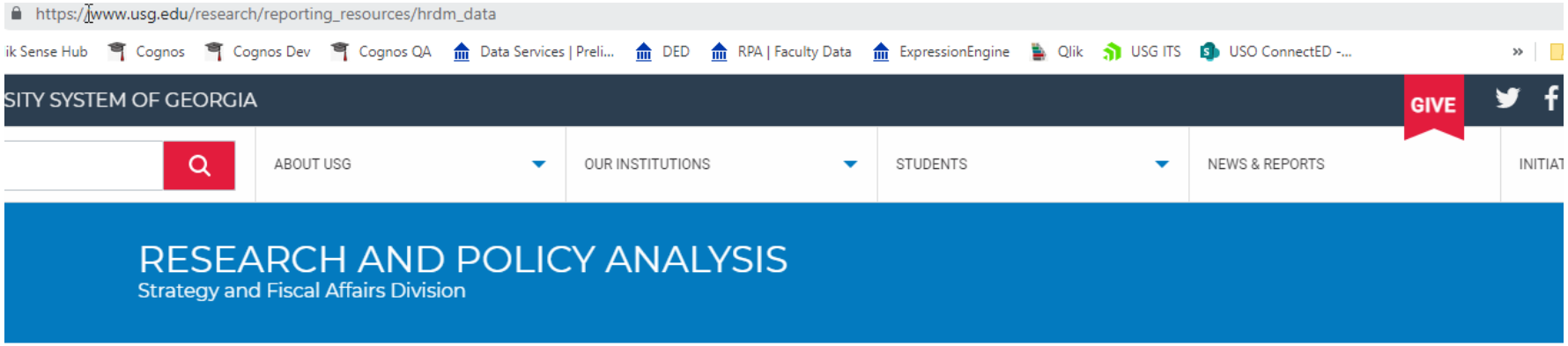
Subject: 2021 HRDM Data Validations

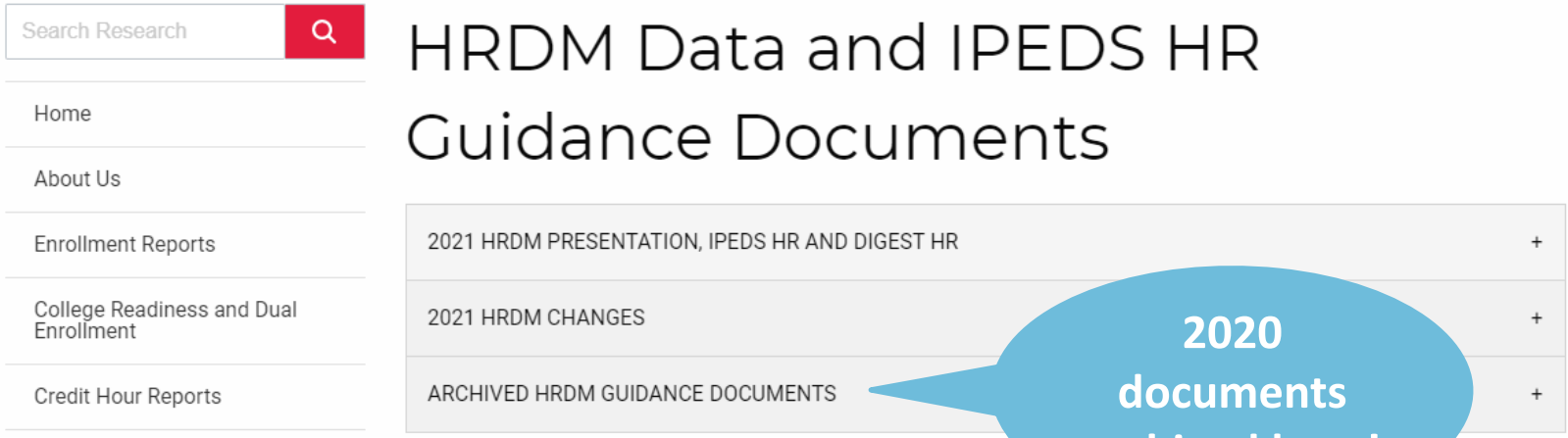
Be sure to include:

- 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





Guidance: Website Redesign

2021 HRDM PRESENTATION, IPEDS HR AND DIGEST HR

Presentations

- This section will contain this presentation

IPEDS

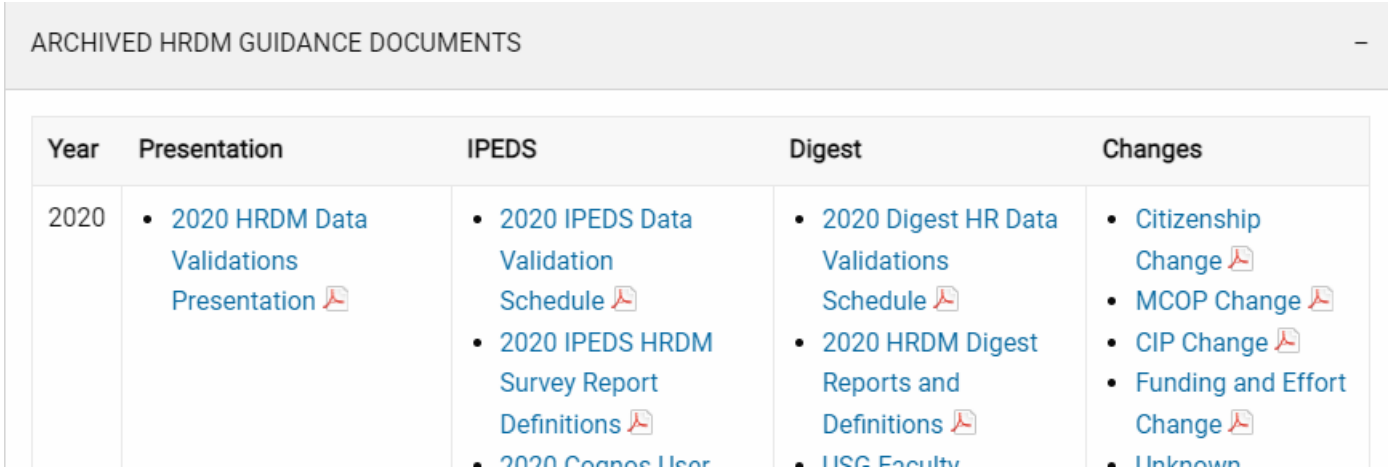
- Schedule, Report Descriptions, and Definitions
- Cognos User Guide
- BCAT Crosswalk
- How to handle Requires Review

Digest

- Schedule, Report Descriptions, and Definitions

Guidance: Website Redesign

Archived HRDM Guidance Documents



ARCHIVED HRDM GUIDANCE DOCUMENTS –

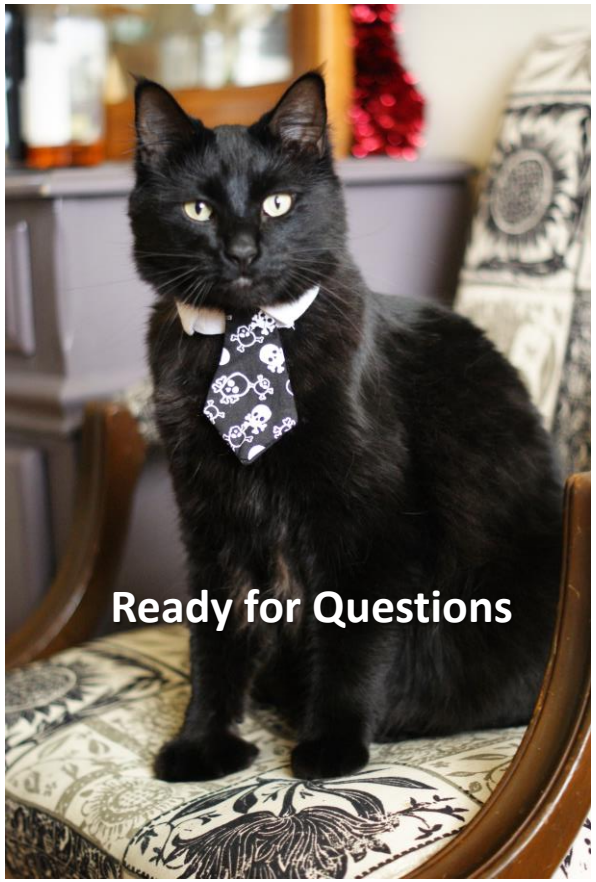
Year	Presentation	IPEDS	Digest	Changes
2020	• 2020 HRDM Data Validations Presentation	• 2020 IPEDS Data Validation Schedule • 2020 IPEDS HRDM Survey Report Definitions • 2020 Cognos User	• 2020 Digest HR Data Validations Schedule • 2020 HRDM Digest Reports and Definitions • USG Faculty	• Citizenship 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