



**UNIVERSITY SYSTEM OF GEORGIA**

# 2022 Human Resources Data Validations Webinar

October 18, 2022

Leslie Hodges

Research and Policy Analysis

# Logistics & Introduction



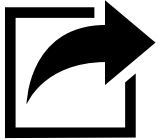
Please **mute** microphone when not speaking



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 2022**



**Guidance for data validations**



**Questions/Comments**

# HRDM Team Members

## ITS Administrative Services

- Jason Beitzel
- Debbie Exum
- Laurie Bush
- Jackson Cleveland

## Research and Policy Analysis

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

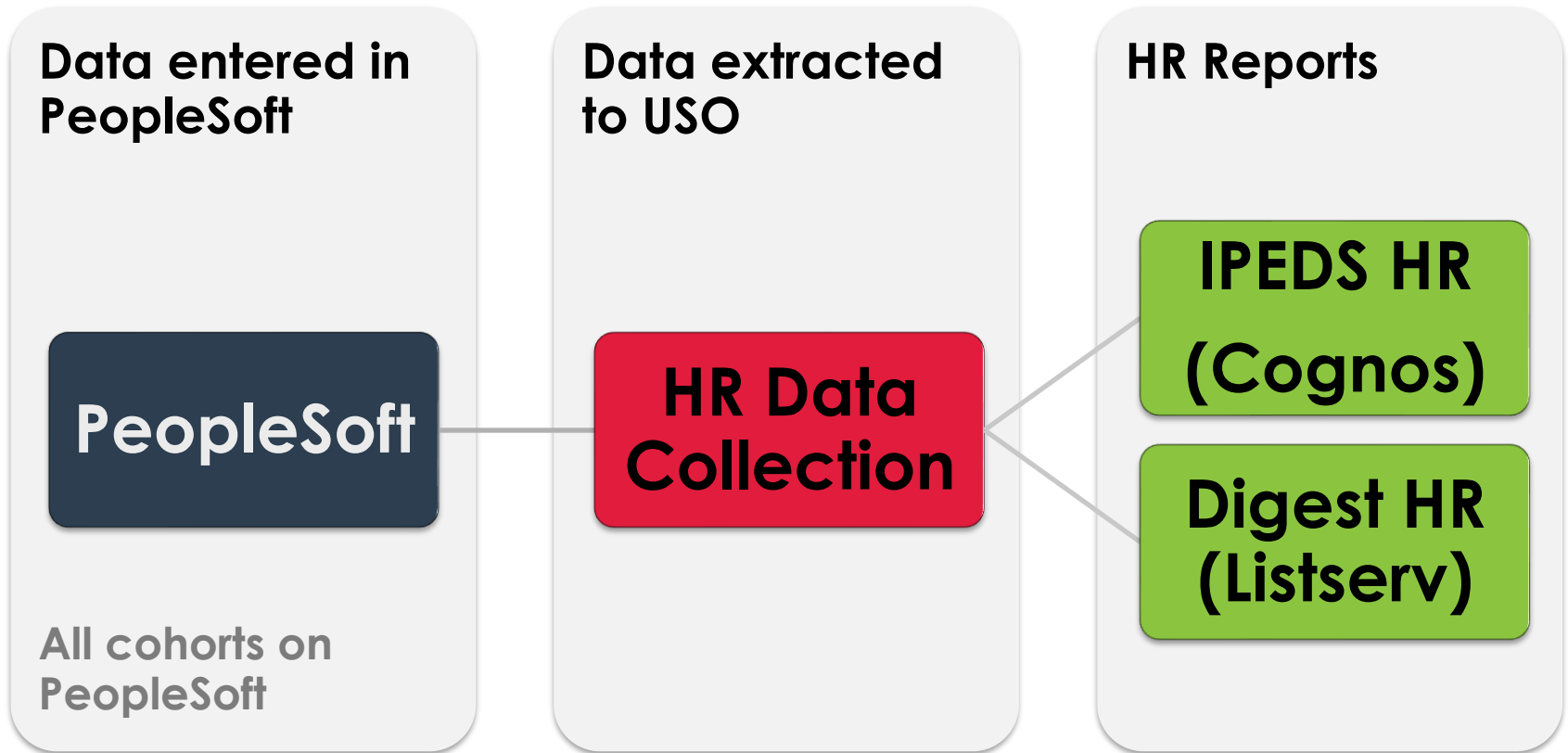
## Shared Services Center

- Kristine Leshner
- Kim Gore
- Team

## DBAs

- Wesley Rice
- Steve McDaniel
- Team

# Data Flow



# Data Validations Timeline

Nov. 1, 2022

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

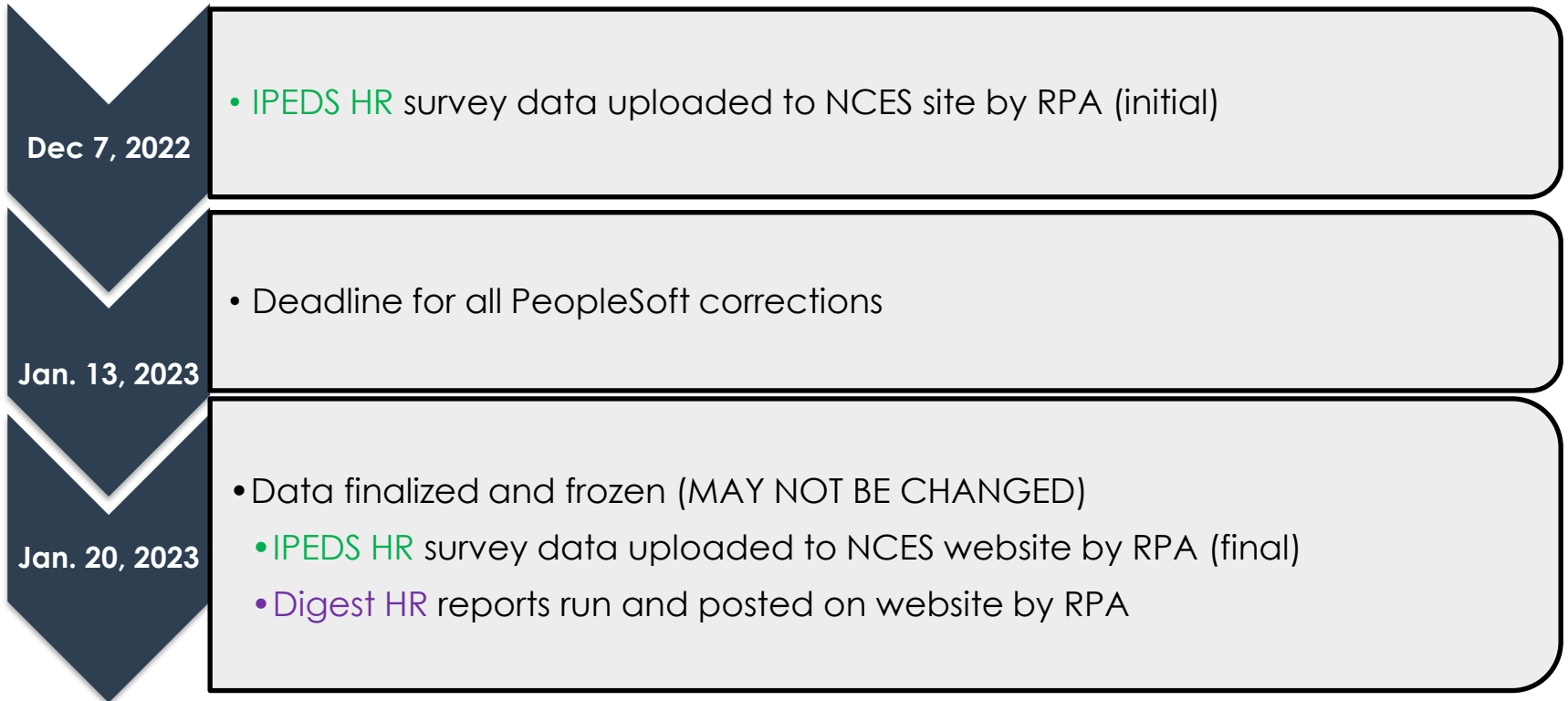
Nov 1-  
Jan 13

- 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

Nov. 22, 2022

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



# 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: 2022 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

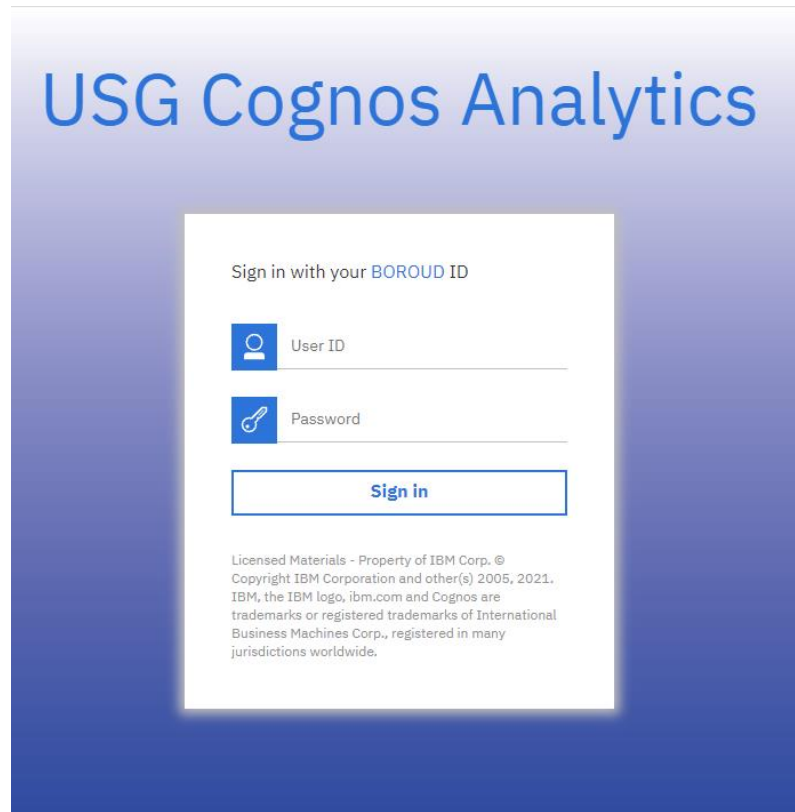
IES :: NCES National Center for  
Education Statistics 

**IPEDS** Integrated Postsecondary  
Education Data System

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**IPEDS Survey Components**


# IPEDS HR Reports: Cognos Website



USG Cognos Analytics

Sign in with your BOROUD ID

 User ID

 Password

[Sign in](#)

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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

USG Data Warehouse

Data Collections ▾

Home Search Data Collections IPEDS HR My content Team content Recent

Academic Data Submission Academic Financial Aid EdPrep Data Submission Facilities Inventory Financial **Human Resources**

**HR Collection Error Reports**

Name ▾

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

**Submission Status**

Name ▾

- HR Data Submission Status

**HR Data Validation Reports**

Name ▾

- 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**

Name ▾

- Download PDF
- PeopleSoft to HRDM Valid Value Mapping

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

SETID	Institution	Last Activity	Status	Activity Date
03000	Georgia Institute of Technology	EDIT	SUCCESS	Oct 17, 2022 3:19:04 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 17, 2022 3:21:27 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 17, 2022 3:24:19 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 17, 2022 3:32:10 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 17, 2022 3:32:53 PM
		LOAD	SUCCESS	Apr 26, 2018 8:38:52 PM
		EDIT	SUCCESS	Oct 17, 2022 3:33:10 PM
24000	Armstrong State University	LOAD	SUCCESS	Jan 5, 2018 12:23:28 PM
		EXTRACT	SUCCESS	Aug 1, 2009 6:00:00 AM

- 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 Survey Reports for: 2022-23

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](#)

**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](#)








**Detail files**

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

Requires Review: [16](#)  
\*Review Parts B, D, E, G and  
Gender Unknown: [121](#)

# IPEDS HR Reports: Cognos Data Collection Reports





IPEDS HR Survey Reports

IPEDS HR Survey Reports ▾

IPEDS HR Surveys for Current Year

IPEDS HR Surveys for Previous Years

## IPEDS HR Survey Reports for: 2022-23

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

**Detail files**

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

Requires Review: [16](#)  
\*Review Parts B, D, E, G and H

Gender Unknown: [121](#)

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

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

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

Requires Review: [16](#)  
\*Review Parts B, D, E, G and H

Gender Unknown: [121](#)

# 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 Affairs and Other Education Service Occupations</a>	<a href="#">Management Occupations</a>	<a href="#">Business and Financial Operations Occupations</a>	<a href="#">Computer, Engineering, and Science Occupations</a>	<a href="#">Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations</a>	<a href="#">Requires 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** 2022-23  
Data Collection System

IPEDS HELP DESK  
(877) 225-2568 | [ipedshelp@rti.org](mailto:ipedshelp@rti.org)  
OMB NO. 1850-0582 v.30 : Approval Expires 8/31/2025

**LOGIN**[Forgot Password](#)

## FALL

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

**Keyholders** 15 days left (Closes Oct 19)

**Coordinators** 29 days left (Closes Nov 02)

## WINTER

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

**Keyholders** Opens Dec 07 (Closes Feb 08)

**Coordinators** Opens Dec 07 (Closes Feb 22)

## SPRING

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

**Keyholders** Opens Dec 07 (Closes Apr 05)

**Coordinators** Opens Dec 07 (Closes Apr 19)

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

Upload files generated from HR Cognos reports, then uploaded to NCES  
RPA will upload to NCES site on 12/07, and again 1/20, 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 **November 22**, 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

# 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](#)
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- [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  
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- [D - PT Staff, Occupation - 1](#)
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- [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)
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**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](#)

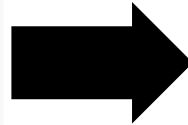
Requires Review: [71](#)  
\*Review Parts B, D, E, G and H

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. 7, 2022 &  
Jan. 20, 2023**

- Uploads for all institutions

**After Dec. 7, 2022**

- Uploads by request

# No changes to the IPEDS survey or extraction process for this collection





## But some things do change...

- The extraction has been modified to improve timing by pulling fewer years of data. This should end the errors we saw last year which resulted in no data loaded!
- Please review previous years' 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: 2022 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

## Human Resources Data Element Dictionary

### New Features



# Guidance

## HRDED Intro Page

### Human Resources Data Element Dictionary

The data element dictionary provides detailed information about each of the data elements stored in the Human Resources Data Mart (HRDM). The table below describes the information found in each field for each data element.

Element Name		Element Number
Category	Grouping of data elements, for example, Employee Payroll	
Description	The description provides clarification on the information contained in the field. If the field is no longer in use, it will be specified in the description. If the PeopleSoft data entry field has a different name than the element name, it will be noted here.	
Data Type	Character/Number/Date	
Length	Maximum length of entry	
Format	Date format, otherwise blank	
Collection Period	Frequency of data extracted from PeopleSoft into HRDM	
Business Practices	Provides information on how to input information, including relevant knowledge articles. Knowledge articles are labeled as practitioner or employee self-service processes. Knowledge articles are located in USG Service Now ( <a href="https://usg.service-now.com/usgsp">https://usg.service-now.com/usgsp</a> ).	
Validation Rules	<i>Severity      Code              Description</i>	
	Evaluation rules during extraction that will cause errors	

### Valid Values

<i>Code</i>	<i>Description</i>
	This section includes all HRDM valid values, both those currently in use and those that are no longer active. This is because historical data are still extracted and used for reporting. For information on which values are currently active refer to the "PeopleSoft to HRDM Valid Value Mapping" report in Cognos – in the PS Status column, 'A' indicates an active value and 'I' indicates an inactive value. This report is located here: Cognos > Data Collections > Human Resources > 'PeopleSoft to HRDM Valid Value Mapping'

# Guidance

## HRDED Intro Page

Data Source	Provider	Source of the data (Primarily PeopleSoft or Human Resources Data Mart (HRDM))		
	Table	In the source application, this is the table where the element value is stored		
	Column	In the source application table, this is the column where the values are stored		
	Page	If relevant, the PeopleSoft page where the information is entered		
	Navigation	If relevant, the navigation to the PeopleSoft page where the information is entered		
Effective Terms	Start	Date the element was first collected		
	End	Date the element stopped being collected, (None) if the element is currently collected.		
Target Files	Target Type	Table Name	Column Name	
	This section describes where the data are stored in the HRDM			
Change History	Date	Notes		
	This section includes information about any changes made to the element over time			

# Guidance

## HRDED Valid Values

- For paired code/description elements, only the code element will contain the list of codes and descriptions.
- For elements with many values that are updated frequently (e.g., Job Code), valid values will not be listed in the HR DED but can be found in the [PeopleSoft to HRDM Valid Value Mapping Report](#)

Current HRDM Valid Values				
Element ID	Element Name	HRDM Value	HRDM Description	
HED004	Degree Level	01	No Formal Education	
HED004	Degree Level	02	Elementary School Completed	
HED004	Degree Level	03	Some High School	
HED004	Degree Level	04	High School Graduate	
HED004	Degree Level	05	Terminal Occupation Program	
HED004	Degree Level	06	Terminal Occupation Program	
HED004	Degree Level	07	Some College - Less than 1 Yr	
HED004	Degree Level	10	Associate Degree	
HED004	Degree Level	13	Bachelor Degree	
HED004	Degree Level	14	Post Bachelors	
HED004	Degree Level	15	First Professional	
HED004	Degree Level	17	Masters Degree	
HED004	Degree Level	18	Post Masters	
HED004	Degree Level	21	Doctorate Degree	
HED004	Degree Level	C	One Year Certificate	
HED004	Degree Level	E	2 yr vocational Certificate	
HED004	Degree Level	F	Advanced Certificate	

# Guidance

## HRDED Valid Values - Translation

Not all values are the same in OneUsg as in the HRDM. The second part of the [PeopleSoft to HRDM Valid Value Mapping Report](#) shows the relationship between PeopleSoft and HRDM values

PeopleSoft to HRDM Valid Value Mapping								
Element ID	Element Name	PS Field Name	PS Value	PS Description	PS Status	HRDM Value	HRDM Description	Translated
HED004	Degree Level	EDUCATION_LVL	01	No Formal Education	A	01	No Formal Education	NO TRANSLATION
HED004	Degree Level	EDUCATION_LVL	02	Elementary School Completed	A	02	Elementary School Completed	NO TRANSLATION
HED004	Degree Level	EDUCATION_LVL	03	Some High School	A	03	Some High School	NO TRANSLATION
HED004	Degree Level	EDUCATION_LVL	04	High School Graduate	A	04	High School Graduate	NO TRANSLATION
HED004	Degree Level	EDUCATION_LVL	05	Terminal Occupation Prog DNC	A	05	Terminal Occupation Program	NO TRANSLATION
HED004	Degree Level	EDUCATION_LVL	06	Terminal Occupation Program	A	06	Terminal Occupation Program	NO TRANSLATION
HED004	Degree Level	EDUCATION_LVL	07	Some College - Less than 1 Yr	A	07	Some College - Less than 1 Yr	NO TRANSLATION
HED004	Degree Level	EDUCATION_LVL	08	One Year College	I	08	One Year College	NO TRANSLATION
HED004	Degree Level	EDUCATION_LVL	09	Two Years College	I	09	Two Years College	NO TRANSLATION
HED004	Degree Level	EDUCATION_LVL	10	Associate Degree	A	10	Associate Degree	NO TRANSLATION
HED004	Degree Level	EDUCATION_LVL	11	Three Years College	I	11	Three Years College	NO TRANSLATION
HED004	Degree Level	EDUCATION_LVL	12	Four Years College	I	12	Four Years College	NO TRANSLATION

# Guidance

## HRDED Updated Elements

Please note that not all elements have been updated yet, though the project did prioritize elements related to IPEDS reporting

- Check the change history for a 2022 review date

Change History	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: SEX; ADP Table: PERSONAL_DATA
	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee
	Jul 30, 2018	Old PS Page: Personal History; Old PS Page Field Name: Gender
	Jul 30, 2018	Old PS Table: PS_PERS_DATA_EFFDT; Old PS Table Field: SEX
	Mar 8, 2022	Element reviewed and updated

# 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**





# Guidance Website:

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

## RESEARCH AND POLICY ANALYSIS

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## HRDM Data and IPEDS HR Guidance Documents

2022 HRDM PRESENTATION, IPEDS HR AND DIGEST HR

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2022 HRDM CHANGES

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# Guidance: Website

## 2022 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

## Archived HRDM Guidance Documents

### ARCHIVED HRDM GUIDANCE DOCUMENTS

Year	Presentation	IPEDS	Digest	Changes
2021	<ul style="list-style-type: none"><li>• <a href="#">2021 HRDM Data Validation Presentation</a> </li></ul>	<ul style="list-style-type: none"><li>• <a href="#">2021 IPEDS HR Data Validation Schedule</a> </li><li>• <a href="#">2021 Cognos User Guide</a> </li><li>• <a href="#">2021 Report Descriptions and Data Definitions</a> </li><li>• <a href="#">2021 BCAT SOC Crosswalk</a> </li><li>• <a href="#">2021 How to Handle Requires Review</a> </li></ul>	<ul style="list-style-type: none"><li>• <a href="#">2021 Digest HR Data Validation Schedule</a> </li><li>• <a href="#">2021 Data Definitions</a> </li><li>• <a href="#">2021 USG Faculty Definitions</a> </li></ul>	
2020	<ul style="list-style-type: none"><li>• <a href="#">2020 HRDM Data Validations Presentation</a> </li></ul>	<ul style="list-style-type: none"><li>• <a href="#">2020 IPEDS Data Validation Schedule</a> </li><li>• <a href="#">2020 IPEDS HRDM Survey Report Definitions</a> </li><li>• <a href="#">2020 Cognos User Guide</a> </li></ul>	<ul style="list-style-type: none"><li>• <a href="#">2020 Digest HR Data Validations Schedule</a> </li><li>• <a href="#">2020 HRDM Digest Reports and Definitions</a> </li><li>• <a href="#">USG Faculty Definitions</a> </li></ul>	<ul style="list-style-type: none"><li>• <a href="#">Citizenship Change</a> </li><li>• <a href="#">MCOP Change</a> </li><li>• <a href="#">CIP Change</a> </li><li>• <a href="#">Funding and Effort Change</a> </li><li>• <a href="#">Unknown Gender</a> </li></ul>

# Q&A, Contact Info



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

The subject line “**2022 HRDM Data Validations**” will route your questions faster!

Additional Questions:  
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