



UNIVERSITY SYSTEM OF GEORGIA

2023 Human Resources Data Validations Webinar

October 25, 2023

Leslie Hodges

Research and Policy Analysis

Logistics & Introduction



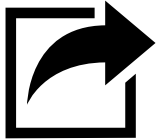
Please **mute** microphone when not speaking



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 2023



Guidance for data validations



Questions/Comments

HRDM Team Members

ITS Administrative Services

- Jason Beitzel
- Cody Carlton
- Emma Owens
- Laurie Bush
- Jackson Cleveland

Research and Policy Analysis

- Cherry Zhang
- Phyllis Gagne
- Lori Hagood
- Patrick Harris
- Leslie Hodges

Shared Services Center

- Kristine Leshner
- Kim Gore
- Team

DBAs

- Wesley Rice
- Steve McDaniel
- Team

What is this collection for?

IPEDS

IES NCES National Center for Education Statistics MENU Search Go

Continuous variable Alpha/String variable Categorical variable

Search for variable(s) Search When you have finished selecting variables from the tree, click Continue Continue

- + Frequently used/Derived variables
- + Institutional Characteristics
- + Admissions and Test Scores
- + Student Charges
- + Fall Enrollment
- + 12-Month Enrollment
- + Completions
- + Retention rates, Entering Class and Student to faculty ratio
- + Graduation Rates
- + Outcome Measures
- + Student Financial Aid and Net Price
- + Finance
- Human Resources
 - Number and salaries of full-time non-medical instructional staff
 - 2016-17 to current year
 - Step 1: Select Year(s)
 - ☐ 2021-22 ☐ 2020-21 ☐ 2019-20 ☐ 2018-19 ☐ 2017-18 ☐ 2016-17
 - Step 2: Select Qualifying Variable(s)
 - Academic rank

What is this collection for?

Digest Reports

RESEARCH AND POLICY ANALYSIS Operations Division

 [Home](#)[Data Dashboards](#)[USG by the Numbers](#)[Enrollment Reports](#)[College Readiness and Dual Enrollment Reports](#)[Credit Hour Reports](#)[Student Transfer Reports](#)[Degree Reports](#)[Financial Aid & HOPE Scholarship Reports](#)[▶ Employee Reports](#)

Employee Reports

[FACULTY BY RANK](#)

+

[FACULTY SALARY AVERAGES](#)

+

[FACULTY DEMOGRAPHIC CHARACTERISTICS](#)

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[FACULTY BY HIGHEST DEGREE](#)

+

[FACULTY BY TENURE STATUS](#)

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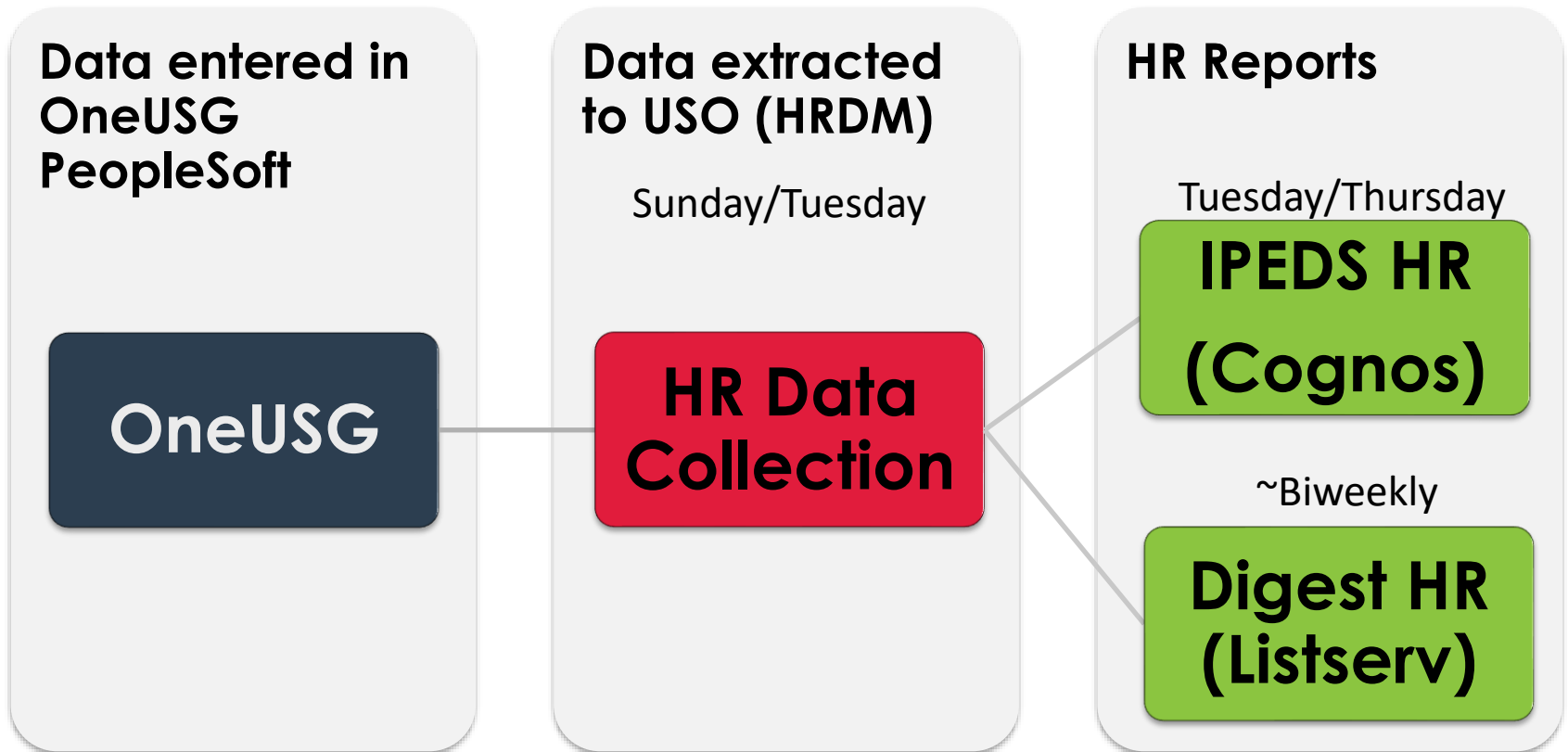
[FULL-TIME FACULTY, PART-TIME INSTRUCTORS, AND OTHER INSTRUCTIONAL PERSONNEL](#)

+

[UNIVERSITY SYSTEM OF GEORGIA EMPLOYEES](#)

+

Data Flow



Human Resources Data Mart (HRDM)

The HRDM is a set of data extracted from OneUSG, translated to **system level** values, and used for IPEDS HR and Digest HR reporting.

- It is NOT the same as OneUSG/PeopleSoft
- It only contains a portion of the data elements found in OneUSG
- Values may be translated from what is seen in OneUSG to what is stored in the HRDM
- The HR Data Element Dictionary provides information about the relationship between each HRDM element and the OneUSG source

Data Validations Timeline

Nov. 1, 2023

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

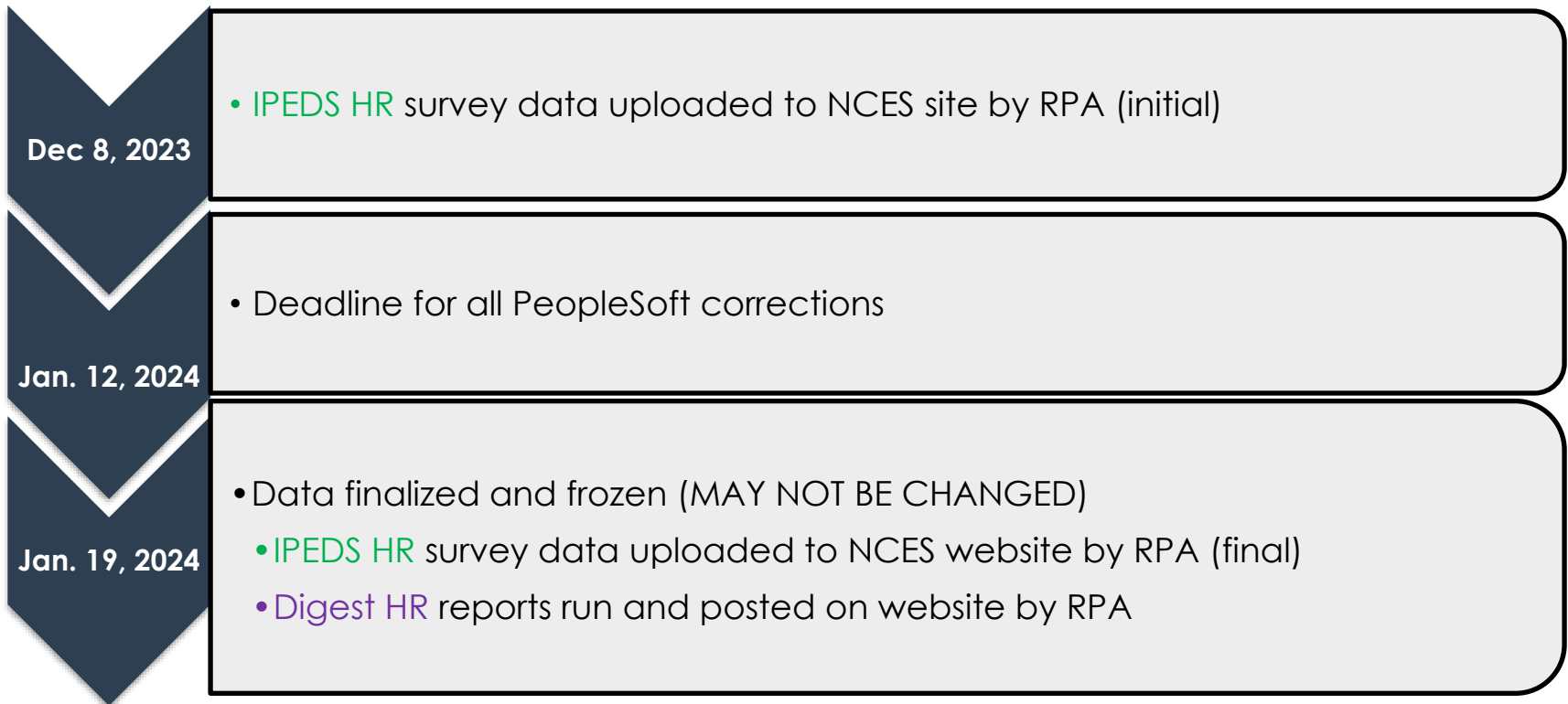
Nov 1-
Jan 12

- 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, 2023

- **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 2nd to look at data.*

Data Validations Timeline



Access for New Users

New users may 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: 2023 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)

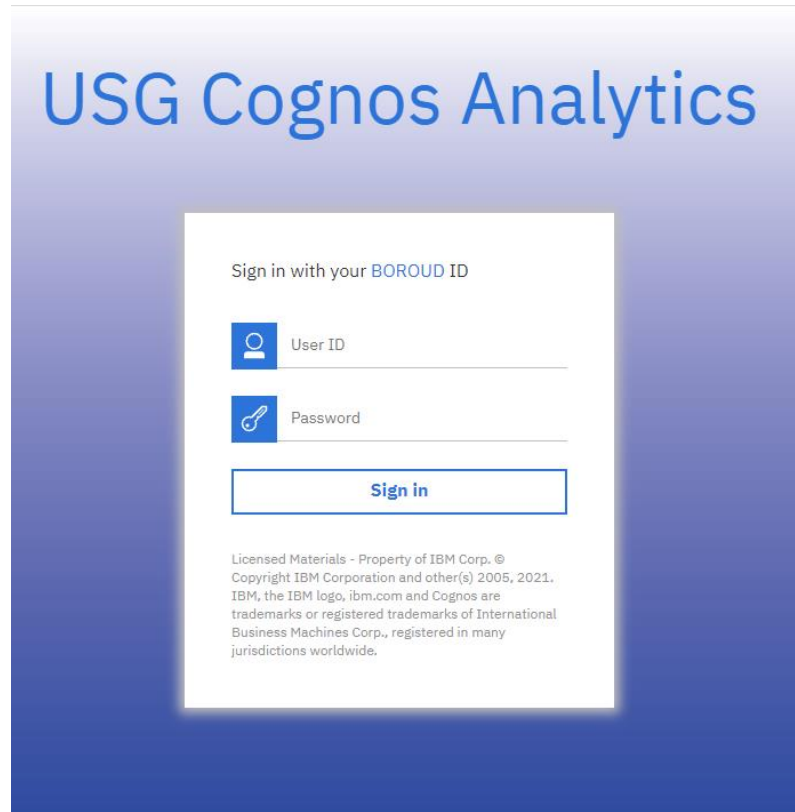
IPEDS HR Reports

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 person icon and "Password" with a key icon. Below these fields is a "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

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
		EDIT	SUCCESS	Oct 17, 2022 3:33:10 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 '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)

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








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 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.

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

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](#)

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

Requires Review: [16](#)

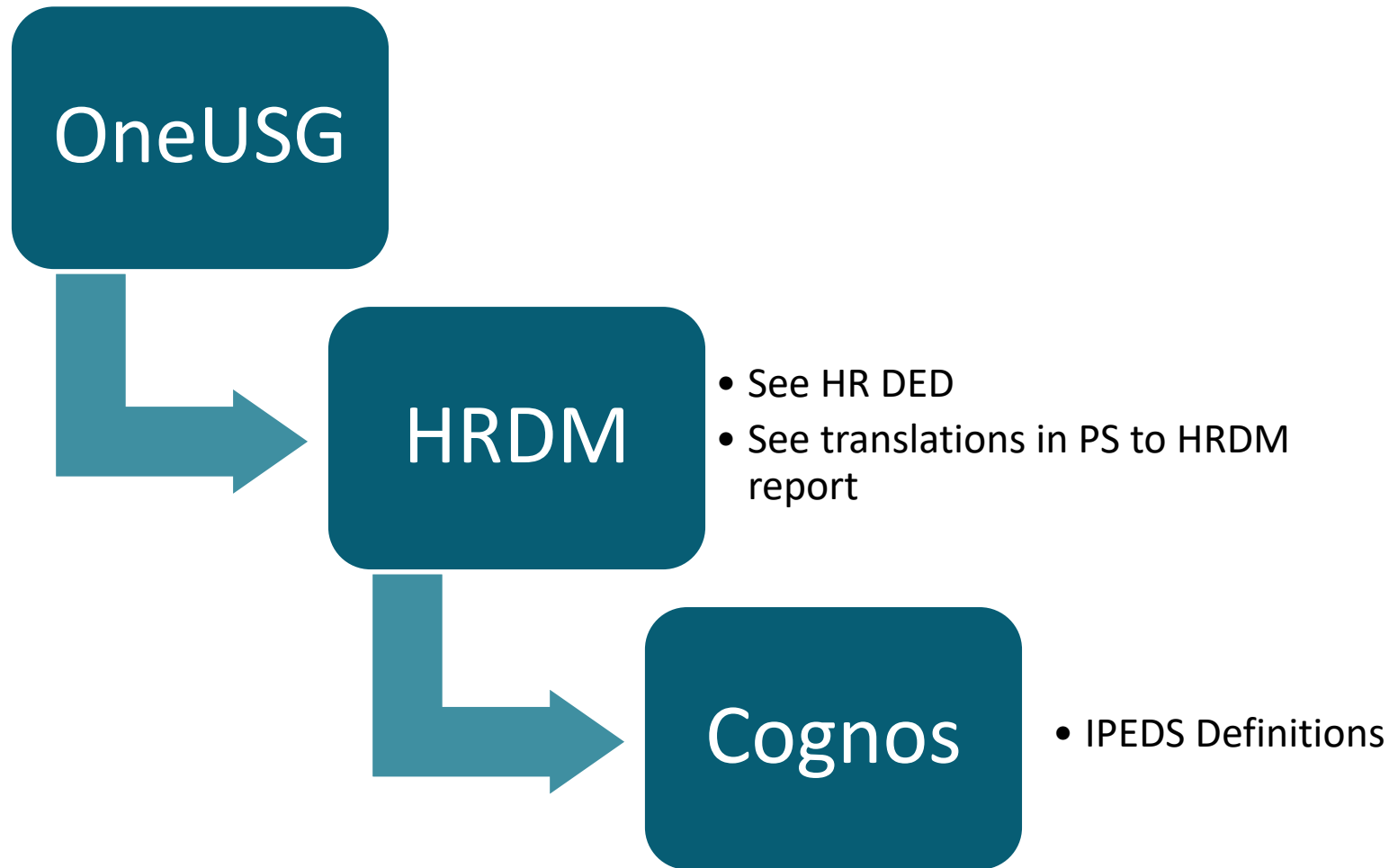
*Review Parts B, D, E, G and H

Gender Unknown: [121](#)

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

• OF GEORGIA •

IPEDS HR Reports: Cognos



IPEDS HR Reports: Cognos

What you see in OneUSG may not match Cognos reports:

- **Cognos** reports are based on the HRDM
 - See [HR DED and PS to HRDM translation document](#)
- **Cognos** reports reflect the definitions used in IPEDS reports
 - See Cognos [Report Definitions](#)

IPEDS Human Resources Survey - 2022/2023 USG Cognos Report Definitions

These data definitions are applied to create reports in Cognos for review PRIOR to the IPEDS Human Resources Survey Submission. Please note that some differences between Cognos reports and files submitted to IPEDS (for example, 'requires review' or 'unknown' gender)

Variable	HRDM Field (See HRDM DED for more information)	Source Field OneUSG Table.Field	Expression
Fields in blue are entered in the Managed Faculty Events section and found in the 'Employee Faculty' section of the HRDM			
Full Time/Part Time	Fulltime Employment Indicator	PS.JOB. FULL_PART_TIME	Fulltime Employment Indicator = 'Y' or 'N'
Faculty Status	Tenure Status Code	PS_EG_TENURE_DATA.TENURE_STATUS	tenure_status_code in ('NTK', 'NA', 'TEN')
Not on Tenure Track	n/a		Always zero since we have no multi-year contracts



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**

		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



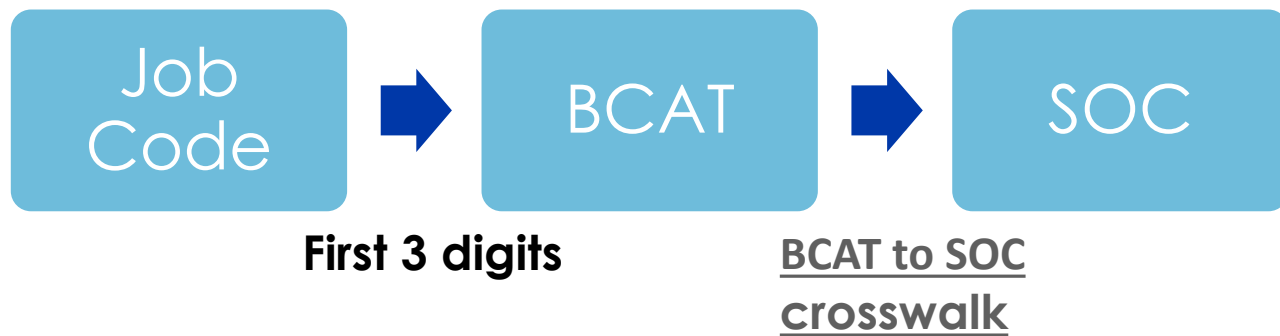
REVIEW THE '[REQUIRES
REVIEW USER GUIDE](#)'
ONLINE

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: Cognos Requires Review Errors

**SOC = Standard Occupational Code (from the
Bureau of Labor Statistics - BLS)**

SOCs are set at the system level.
Institutions control the job code.



IPEDS HR Reports: Uploading files to NCES

IPEDS 2022-23
Data Collection System

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

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

FALL	WINTER	SPRING
Components Institutional Characteristics Completions 12-month Enrollment	Components Student Financial Aid Graduation Rates 200% Graduation Rates Admissions Outcome Measures	Components Fall Enrollment Finance Human Resources Academic Libraries
Keyholders 15 days left (Closes Oct 19)	Keyholders Opens Dec 07 (Closes Feb 08)	Keyholders Opens Dec 07 (Closes Apr 05)
Coordinators 29 days left (Closes Nov 02)	Coordinators Opens Dec 07 (Closes Feb 22)	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 12/08, and again 1/19, other uploads
must be requested



UNIVERSITY SYSTEM OF GEORGIA

Digest HR Reports

Search Research



Home

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















































































































































Student Transfer Reports

Degree Reports

Financial Aid & HOPE Scholarship Reports

Employee Reports

Employee Reports

FACULTY BY RANK			
Instructional faculty are a subset of the Corps of Instruction. See here  for definitions.			
Full-time Corps of Instruction Faculty by Rank		Full-time Instructional Faculty by Rank	
2022 	2018 	2022 	2018 
2021 	2017 	2021 	2017 
2020 	2016 	2020 	2016 
2019 	2015 	2019 	2015 
2018 	2014 	2018 	2014 
2017 	2013 	2017 	2013 
2016 	2012 	2016 	2012 
2015 	2011 	2015 	2011 
2014 	2010 	2014 	2010 
2013 	2009 	2013 	2009 
2012 	2008 	2012 	2008 
2011 	2007 	2011 	2007 
2010 	2006 	2010 	2006 
2009 	2005 	2009 	2005 
2008 	2004 	2008 	2004 
2007 	2003 	2007 	2003 
2006 	2002 	2006 	2002 
2005 	2001 	2005 	2001 
2004 	2000 	2004 	2000 
2003 	1999 	2003 	1999 
2002 	1998 	2002 	1998 
2001 	1997 	2001 	1997 
2000 	1996 	2000 	1996 
1999 	1995 	1999 	1995 
1998 	1994 	1998 	1994 
1997 	1993 	1997 	1993 
1996 	1992 	1996 	1992 
1995 	1991 	1995 	1991 
1994 	1990 	1994 	1990 
1993 	1989 	1993 	1989 
1992 	1988 	1992 	1988 
1991 	1987 	1991 	1987 
1990 	1986 	1990 	1986 
1989 	1985 	1989 	1985 
1988 	1984 	1988 	1984 
1987 	1983 	1987 	1983 
1986 	1982 	1986 	1982 
1985 	1981 	1985 	1981 
1984 	1980 	1984 	1980 
1983	1979	1983	1979
1982	1978	1982	1978
1981	1977	1981	1977
1980	1976	1980	1976
1979	1975	1979	1975
1978	1974	1978	1974
1977	1973	1977	1973
1976	1972	1976	1972
1975	1971	1975	1971
1974	1970	1974	1970
1973	1969	1973	1969
1972	1968	1972	1968
1971	1967	1971	1967
1970	1966	1970	1966
1969	1965	1969	1965
1968	1964	1968	1964
1967	1963	1967	1963
1966	1962	1966	1962
1965	1961	1965	1961
1964	1960	1964	1960
1963	1959	1963	1959
1962	1958	1962	1958
1961	1957	1961	1957
1960	1956	1960	1956
1959	1955	1959	1955
1958	1954	1958	1954
1957	1953	1957	1953
1956	1952	1956	1952
1955	1951	1955	1951
1954	1950	1954	

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](#)

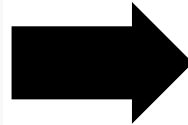
Requires Review: [71](#)
*Review Parts B, D, E, G and H

Gender Unknown: [338](#)

OneUSG HRDM Refresh Process

Data **lag** between PeopleSoft and Cognos

OneUSG update
Friday, 5pm



Cognos update
Tuesday, 8 am

Data **lag** between PeopleSoft and NCES website

Dec. 8, 2023 &
Jan. 19, 2024

- Uploads for all institutions

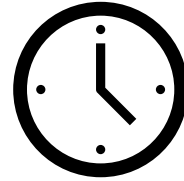
After Dec 8, 2023

- Uploads by request

Some changes...but not too many

Change 1

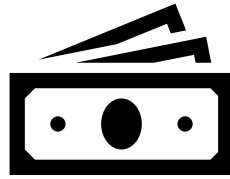
Extraction timing



- Despite change last year to pull fewer years of data, still noticed extraction performance issues!
- Change: Extraction from OneUSG to the HRDM will NO LONGER happen daily. Now twice a week
 - Sunday night
 - Tuesday night
- Check for updates in Cognos on Tuesdays and Thursdays

Change 2

Salary Calculations



- IPEDS requests base pay WITHOUT supplemental pay. However, some administrative pay should be included as base pay but has been separated as part of the OneUSG multiple components of pay (MCOP) approach.
 - First, the base salary reported to IPEDS would include only the base salary of 75,000 (NAANL).
 - 2020, added MCAFA to NAANL
 - 2023, adding other components

Change 2

Salary Calculations

Compensation Details ? Find First 1 of 8 Las

Effective Date 07/01/2020 Go To Row

Effective Sequence 1 Action Pay Rate Change

HR Status Active Reason In Range Adjustment

Payroll Status Active Job Indicator Primary Job

Current

Compensation Rate XX USD Frequency M Monthly

► **Comparative Information** ?

► **Pay Rates** ?

Default Pay Components

Pay Components ? Personalize Find 1-3 of 3 Last

Amounts Controls Changes Conversion

*Rate Code	Seq	Comp Rate	Currency	Frequency	Points	Percent	Rate Code Group
1 MCAFA	0	10,000.00					
2 MCTAF	0	5,000.00					
3 NAANNL	0	75,000.00					

2023 change:

Base pay: 75,000 + 10,000 + 5,000 = 90,000

Added components of pay

COMP_RATECD	EFFDT	EFF_STATUS	DESCR	DESCRSHORT
MCACPF	1/1/1901	A	Acad Consortium Prog Faculty	AcConPgFac
MCAFA	9/1/2021	A	Academic Faculty Admin Assign	AcadFacAdm
MCCDI	1/1/1901	A	Course Delivery Incentive	CrsDelInct
MCCHR	1/1/1901	A	Special Chair	Spec Chair
MCFYO	12/1/2022	A	First Year Odyssey/Grad First	First Year
MCOVL	1/1/1901	A	Overload	Overload
MCTAF	1/1/1901	A	Temporary Assignment Faculty	TmpAsgnFac
MCTAS	1/1/1901	A	Temporary Assignment Staff	TmpAsgnStf

[2020 MCOP change documentation](#)

[2023 MCOP change documentation](#)








Guidance



Guidance Website:

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

HRDM Data and IPEDS HR Guidance Documents

2023 HRDM PRESENTATION, IPEDS HR AND DIGEST HR	-
<p>Presentations</p> <p><i>Coming Soon!</i></p>	
<p>IPEDS</p> <ul style="list-style-type: none">• 2023 IPEDS HR Data Validation Schedule • 2023 Cognos User Guide • 2023 IPEDS HRDM Survey Report Definitions • 2023 How to Handle Requires Review • BCAT to SOC Crosswalk 	
<p>Digest</p> <ul style="list-style-type: none">• 2023 Digest HR Data Validation Schedule • 2023 Digest HR Reports and Definitions • Digest Reports	
2023 HRDM CHANGES	+
ARCHIVED HRDM GUIDANCE DOCUMENTS	+

this
presentation
will be here

previous
documents
archived here!

Guidance

Data Validations: Service Now Tickets

Email to helpdesk

Submit ITS Help Desk Ticket
helpdesk@usg.edu

**Subject: 2023 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

HRDED

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 (https://usg.service-now.com/usgsp).	
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

OneUSG Job Aids/Knowledge Articles

The screenshot displays the OneUSG Knowledge Search interface. At the top, a blue navigation bar contains the text "HOME > KNOWLEDGE SEARCH". Below this is a search bar with the placeholder text "Search" and a red magnifying glass icon. To the left of the search results is a sidebar for refining results. It includes a "Knowledge Bases" section with a checkbox for "OneUSG Connect Employee". Below that is a "Category" section with a "Filter" input field and a list of categories: "Access/Navigation", "Benefits", "Commitment Accounting", "Common Remitter", "ePerformance", "Faculty Events" (which is selected with a blue checkmark), "Funding Management", "General Resources", and "Human Resources". At the bottom of the sidebar is an "Author" section. The main content area shows "34 Results" and a "Sort by" dropdown menu set to "Views". Below the results header, there are three job aid articles, each with a document icon, a title, a description, and metadata. The first article is "Creating Tenure Data - New Hire (PRA Job Aid)" by Patricia Layton, dated 12d ago, with 15 views and a 5-star rating. The second article is "Add Degree Information for a Faculty Member (PRA Job Aid)" by Claire Souter, dated 7mo ago, with 13 views and a 5-star rating. The third article is "Tracking Faculty Post Tenure Review Dates (PRA Job Aid)" by Claire Souter, dated 2mo ago, with 9 views and a 5-star rating.

HOME > KNOWLEDGE SEARCH

Search

Refine results

Knowledge Bases

☐ OneUSG Connect Employee

Category Clear

Filter

☐ Access/Navigation

☐ Benefits

☐ Commitment Accounting

☐ Common Remitter

☐ ePerformance

☒ Faculty Events

☐ Funding Management

☐ General Resources

☐ Human Resources

Author

34 Results

Sort by | Views ▾ Newest Alphabetical

Applied Filters Faculty Events ✕ Clear All

Creating Tenure Data - New Hire (PRA Job Aid)
OneUSG Connect Employee | Faculty Events
This job aid describes the steps to create Tenure Data for a new faculty hire. Considerations Faculty member has been hired into Job Data. Prerequisite(s) Tenure data record would be established based on the offer of employmen...
USGKB0011494 v9.0 • Patricia Layton • 15 Views • 12d ago • ☆☆☆☆

Add Degree Information for a Faculty Member (PRA Job Aid)
OneUSG Connect Employee | Faculty Events
This job aid describes the steps necessary to add degree information for a faculty member. Log into OneUSG Connect. Navigation: NavBar Menu Workforce Development Profile Management Profiles Person Profiles On Person...
USGKB0011977 v6.0 • Claire Souter • 13 Views • 7mo ago • ☆☆☆☆

Tracking Faculty Post Tenure Review Dates (PRA Job Aid)
OneUSG Connect Employee | Faculty Events
The Create Tenure Data page includes functionality to track the timing of post-tenure review for tenured faculty. Per USO policy the page will calculate the Post Tenure Review date as 5 years from the time of the last review or since a...
USGKB0012307 v3.0 • Claire Souter • 9 Views • 2mo ago • ☆☆☆☆

https://usg.service-now.com/usgsp?id=kb_search&spa=1

***NOTE: You will need to log in with your SSO credentials**

Some common issues

Tenure Status Updates

When tenure status is changed in MFE for an employee:

- the tenure status **date** must be later than the tenure status date for the **previous** tenure status
- If there are multiple tenure statuses with the same tenure status date, we cannot know which tenure status is current.

Academic Rank Updates

When Academic Rank is changed in MFE for an employee:

- the academic rank **date** must be later than the academic rank date for the **previous** academic rank status
- If there are multiple academic rank statuses with the same academic rank status date, we cannot know which academic rank is current.

Final Notes



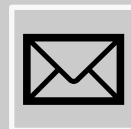
Read the reference documents online, most answers are there!



Check dates



Submit help desk tickets



E-mail me as needed!

Q&A, Contact Info



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

The subject line “**2023 HRDM Data Validations**” will route your questions faster!

Additional Questions:
Leslie.Hodges@usg.edu