This form is to request changes related to the Human Resources Data Mart (HRDM), and reporting of data from that mart[[1]](#footnote-1).

This form should not be used for change requests to OneUSG/PeopleSoft that have no impact on HRDM or reporting. For those requests, follow the process for Model Change request [here](https://www.usg.edu/oneusg_connect/general_resources/model_change_request_information). If you are requesting a change to OneUSG/PeopleSoft and it has downstream impacts on HRDM and/or reporting please also complete this form in addition to the Model Change request.

Some examples of what this form can be used for:

* Request changes to mapping of OneUSG values to HRDM values (see mapping report [here](https://www.usg.edu/research/reporting_resources)).
* Request changes to mapping of SOC to BCAT [crosswalk](https://www.usg.edu/research/assets/research/documents/BCAT_Crosswalk_03222021.pdf)
* Request changes to definitions used for IPEDS or Digest reporting
* Request a data element that is already in OneUSG to be loaded into HRDM
* Request a data element that is not currently in OneUSG to be added and loaded into HRDM. This requires also completing the Model Change request noted above.

Please provide the information listed on the following page to assist in determining the necessity, feasibility, and advisability of the requested changes. The request will be reviewed by the USG’s Human Resources Data Governance Committee (HRDGC).

Note that implementing revisions can take up to a year or more due to changes that may need to occur at institutions and with the data collection process. Also note that this request form is specific to data that is collected in the Human Resources Data Mart (see list of HRDM tables and list of collected PeopleSoft data elements in Appendix A). A [separate request process](https://www.usg.edu/research/reporting_resources) exists for the Academic, Financial Aid, and Facilities Collections.

Submission of Request

* Submit request by first Wednesday[[2]](#footnote-2) of the month for consideration at the **following** month’s HRDGC meeting (held on the first Wednesday of each month).
* Submit request to Leslie Hodges in the division of Research and Policy Analysis at leslie.hodges@usg.edu.

Review of Request

* Between submission of the request and an upcoming HRDGC meeting, the HRDGC committee will review for feasibility.
* Requestor will be invited to an HRDGC meeting where the request will be discussed, and feedback provided.
* If the request is determined to be necessary and feasible:
	+ HRDGC will then embark on an intensive impact analysis of the technical and functional requirements for the requested change.
	+ HRDGC will share the impact analysis with the requestor and decisions will be made about implementation and timeline.

*Please note this review process is iterative and will require substantial collaboration between the requestor and the HRDGC. Additional information may be required or requested.* *Institutions requesting changes will be asked to participate in Beta testing of the collection in which their changes are applied.*

**Requester Information**

Name:

Affiliation & Title:

Email Address:

Phone Number:

**Information about Proposed Change**

1. Name of data element(s) or report(s) impacted by change:
2. Provide a brief description of the requested change. Be specific about whether this proposed change impacts any of the following: OneUSG, HR Data Mart, reporting. Provide any supporting documentation if available.
3. Why is the change needed?
4. When is the change needed? Please list the date you are asking the change to occur, as well the latest acceptable date the change could be implemented[[3]](#footnote-3). Also note if there are any policies or deadlines related to your request.
5. Is the data sensitive in any way?
6. If this is a change to a data element, where is the data element currently collected in OneUSG and the HR Data Mart? To what other existing data elements is this one related and how would the new element affect them? Provide rules/edits that should be followed in collecting this information.
7. If this is a reporting change, what impact does the proposed change have on institutions?

**Appendix A**

**HRDM Tables**

Account Code Distribution Mimic

Account Code Mimic

Benefits Mimic

Board Agenda Note Mimic

Department Mimic

Employee Benefits Mimic

Employee Dependent Mimic

Employee Education Mimic

Employee Faculty Mimic

Employee Mimic

Employee Payroll Mimic

Employee Profile Mimic

Job Code List Mimic

Job Code Mimic

Paygroup Mimic

Position Mimic

Employee Prior Experience Mimic

Employee Race Mimic

Employee Service History Mimic

Xlat Table

Action Reason Table

Country Table

Earnings Table

Jobcode Table

Paygroup Table

State Name Table

**PS Data Extracted**

PS\_ACCOMP\_TBL

PS\_ACCOMPLISHMENTS

PS\_ACCT\_CD\_TBL

PS\_ACT\_RSN\_TBL\_NA

PS\_ACTN\_REASON\_TBL

PS\_BEN\_DEFN\_OPTN

PS\_BEN\_DEFN\_PGM

PS\_BEN\_DEFN\_PLAN

PS\_BEN\_PROG\_PARTIC

PS\_BENEF\_PLAN\_TBL

PS\_BENEF\_PROGM\_DEF

PS\_BENEF\_PROGM\_TBL

PS\_BN\_SNAP\_PLAN

PS\_BOR\_ACCOMPLISH

PS\_BOR\_BHRI013\_DUP

PS\_BOR\_CITIZEN\_PRO

PS\_BOR\_EG\_CIP\_TBL

PS\_BOR\_EP\_FFE\_DAT

PS\_BOR\_POS\_TITLES

PS\_BOR\_PRCS\_XREF

PS\_BOR\_T\_BHRI013

PS\_BOR\_WH\_EMP\_PAY

PS\_BOR\_WH\_ERR\_REC

PS\_BOR\_WH\_FEEDBACK

PS\_CITIZENSHIP

PS\_COMPANY\_TBL

PS\_COUNTRY\_TBL

PS\_COVRG\_CD\_TBL

PS\_DEDUCTION\_CLASS

PS\_DEP\_BENEF\_NID

PS\_DEPENDENT\_BENEF

PS\_DEPT\_TBL

PS\_DIVERS\_ETHNIC

PS\_DIVERSITY

PS\_EARNINGS\_BAL

PS\_EARNINGS\_TBL

PS\_EDUCATION\_TBL

PS\_EG\_TENURE\_DATA

PS\_EMAIL\_ADDRESSES

PS\_EMPLOYMENT

PS\_EP\_BUD\_DEPT\_TBL

PS\_EP\_ETHNIC\_TBL

PS\_EP\_JE\_GLX002

PS\_EP\_JOB\_FAMILY

PS\_EP\_MF\_EDUCATION

PS\_EP\_MF\_EVENT\_DAT

PS\_EP\_MF\_EVENT\_TYP

PS\_EP\_MF\_MAJOR\_CD

PS\_EP\_MF\_TEN\_PROM

PS\_EP\_WH\_FEEDBACK

PS\_EP\_WIN\_EE\_ELCTN

PS\_ETHNIC\_GRP\_TBL

PS\_HEALTH\_DEPENDNT

PS\_HRUSER\_DATA

PS\_INSTALLATION

PS\_INSTITUTION\_TBL

PS\_JOB

PS\_JOB\_FAMILY

PS\_JOBCODE\_TBL

PS\_JPM\_CAT\_ITEMS

PS\_LANGUAGE

PS\_LANGUAGE\_TBL

PS\_LEAVE\_ACCRUAL

PS\_MAJOR\_TBL

PS\_MANAGE\_CASE\_BOR

PS\_MESSAGE\_LOG

PS\_MESSAGE\_LOGPARM

PS\_PAY\_CALENDAR

PS\_PAY\_CHECK

PS\_PAY\_DEDUCTION

PS\_PAY\_EARN\_DIST

PS\_PAY\_ERN\_DIST

PS\_PAY\_OTH\_EARNS

PS\_PAYGROUP\_TBL

PS\_PERS\_NID

PS\_PERSONAL\_DATA

PS\_PERSONAL\_PHONE

PS\_POSITION\_DATA

PS\_PRIORWORK\_EXPER

PS\_RTRMNT\_PLAN

PS\_SAVINGS\_PLAN

PS\_SCHOOL\_TBL

PS\_SET\_CNTRL\_REC

PS\_STATE\_NAMES\_TBL

PS\_TELEPHONE\_NBR

PS\_VALID\_COMBO\_TBL

PS\_WIN\_DEP\_BENEF

PS\_WIN\_DEP\_ELECTN

PSDBOWNER

PSXLATITEM

1. The HRDM data is most commonly used to report human resource data to IPEDS and create the HR Digest reports <https://www.usg.edu/research/faculty_data> [↑](#footnote-ref-1)
2. Depending on timing and other submitted requests, the first review of the submitted request may not occur at the next month’s meeting and will then be scheduled for the next available meeting. [↑](#footnote-ref-2)
3. Note the data validation period for the IPEDS HR and Digest HR runs from November of the collection year to February. [↑](#footnote-ref-3)