

IPEDS HR Survey Reports- 2019

User Guide for Running Cognos IPEDS HR Reports

Version 6

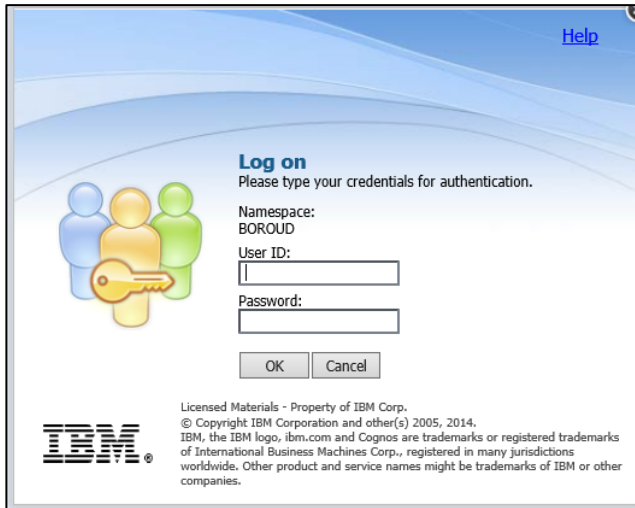
November 2019

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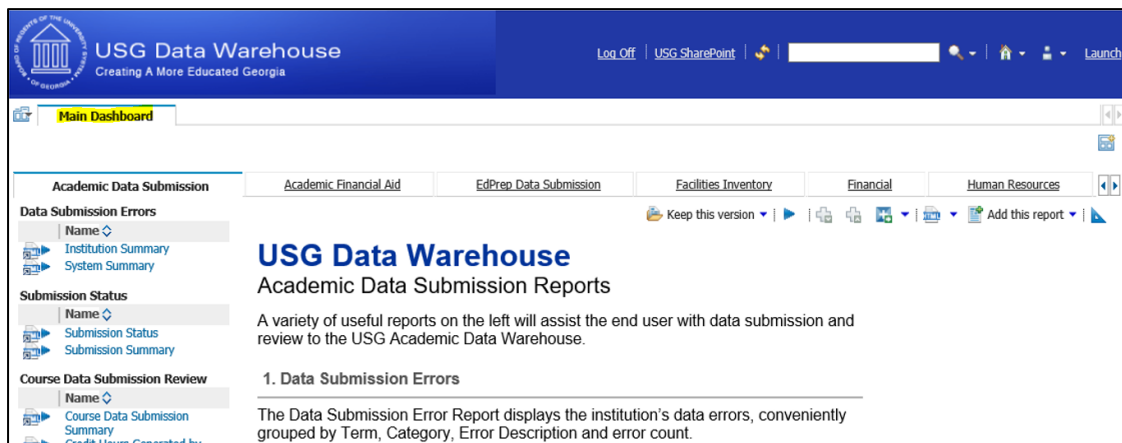
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Cognos Log in Procedure

1. Click on or copy and paste this link into your browser:
<https://analytics.usg.edu/cognos/cgi-bin/cognos.cgi>
2. The Cognos login screen will be displayed.

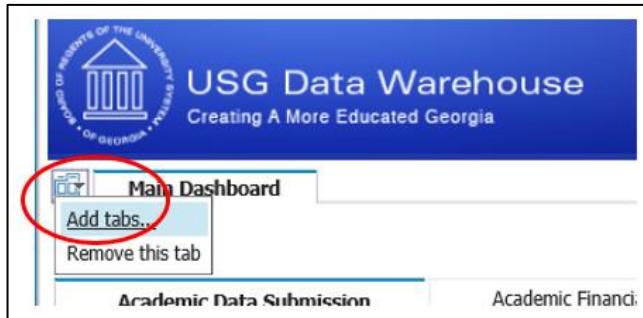


3. Enter your **User ID** and **Password**.
Note: If you do not have a Cognos User ID and Password, please ask the HR POC at your institution to contact the Help Desk (helpdesk@usg.edu) to request them for you.
4. Once logged in, Cognos will display the **Main Dashboard**.

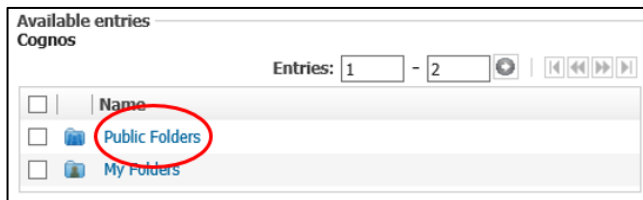


Add IPEDS HR Reports Tab

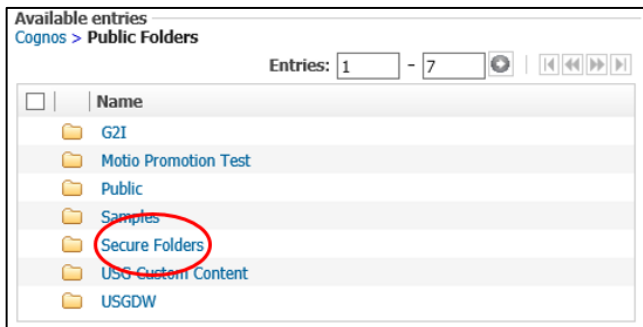
1. Click on the **Tab Menu** icon in the top left corner and select **Add tabs...**



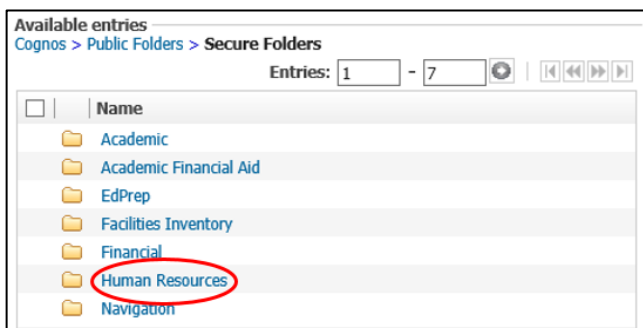
2. Click on the **Public Folders** link.



3. Click on the **Secure Folders** link.



4. Click on the **Human Resources** link.

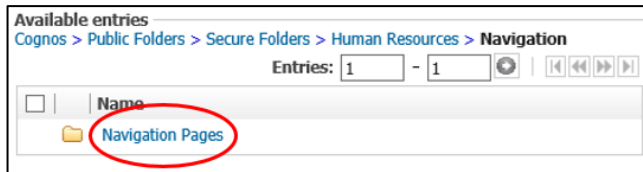


IPEDS HR Survey - 2019

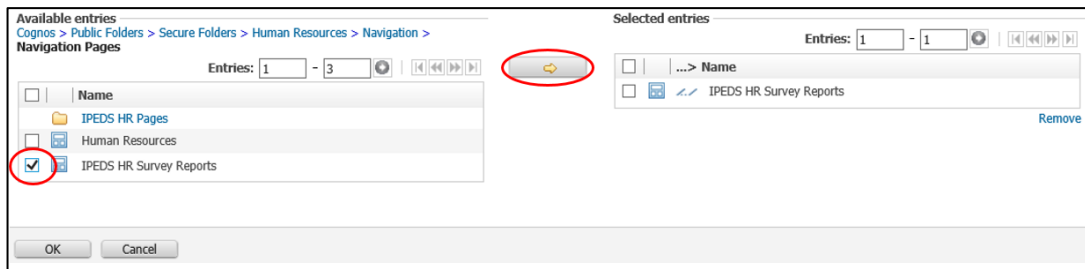
5. Click on the **Navigation** link.



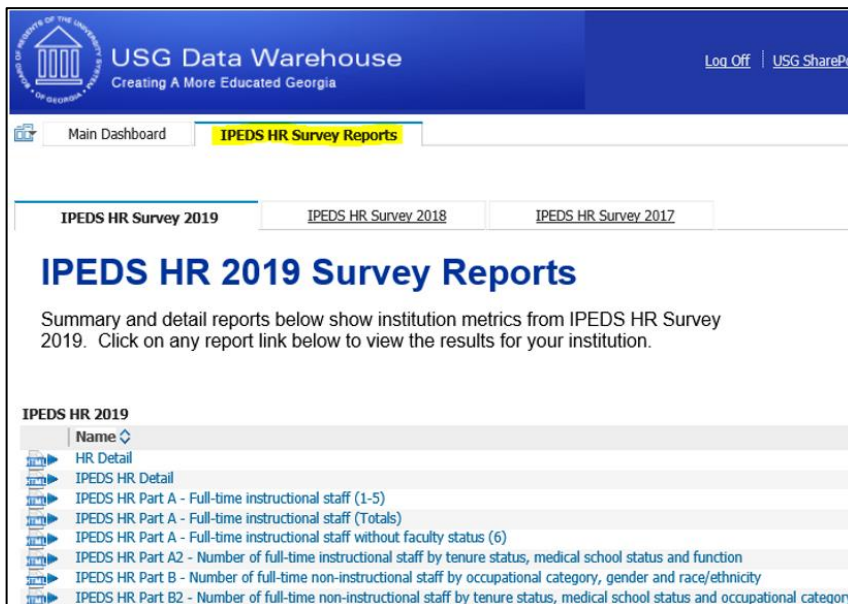
6. Click on the **Navigation Pages** link.



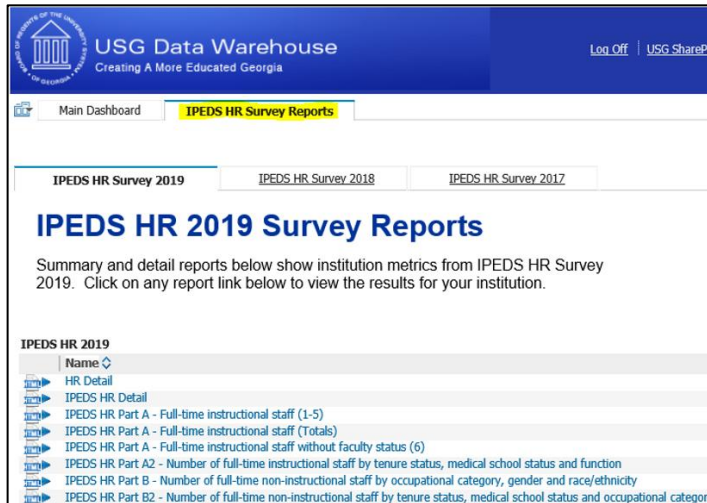
7. Click the checkbox next to **IPEDS HR Survey Reports** and click the yellow arrow to move it to the Selected entries on the right and click **OK**



8. The **IPEDS HR Survey Reports** tab is now available. Click on the tab to view the contents.



Running Cognos Reports



1. Click on one of the blue report links listed below IPEDS HR 2019.
For example: **IPEDS HR Part A – Full-time instructional staff (1-5)**
2. The following prompt screen will appear.

IPEDS HR 2019
Part A - Full-time instructional staff with faculty status

Parameters

Institution (All)

Section (All)

3. Select your **Institution** from the *Institution* dropdown list.
4. Select the **Section** or **(All)** from the *Section* dropdown list.
5. Click **Finish** to run the report.
6. The chosen report displays based on the selections made above.

IPEDS HR 2019
Part A - Full-time instructional staff with faculty status

Parameters

Institution

Section (All)

Number of full-time instructional staff with faculty status who are tenured

Gender	Race/Ethnicity	Professors	Associate professors	Assistant professors	Instructors	Lecturers	No academic Rank
Female	Hispanic/Latino	0	0	1	0	0	0
	Nonresident alien	0	0	1	0	0	0
	Race and ethnicity Unknown	0	2	10	1	0	0
Female - Total		0	2	11	1	0	0
Male	Hispanic/Latino	0	0	1	0	0	0
	Race and ethnicity Unknown	0	0	20	0	0	0
		0	0	21	0	0	0
Male - Total		0	0	21	0	0	0
Total		0	2	32	1	0	0

Drill Down to Report Details

Reports may be drilled down to display the details that make up a specific number.

Female	Hispanic/Latino	0	0	1	0	0	0
	Nonresident alien	0	0	1	0	0	0
	Race and ethnicity Unknown	0	2	16	1	0	0
Female - Total		0	2	18	1	0	0
Male	Hispanic/Latino	0	0	1	0	0	0
	Race and ethnicity Unknown	0	0	20	0	0	0
Male - Total		0	0	21	0	0	0
57000 - Abraham Baldwin Agricultural College - Total		0	2	39	1	0	0

1. For example: to display the details of the 2 Race and Ethnicity Unknown Female Associate professors on the report above, click on the 2 link.
2. A new window will open that shows all of the details for those 2 faculty.

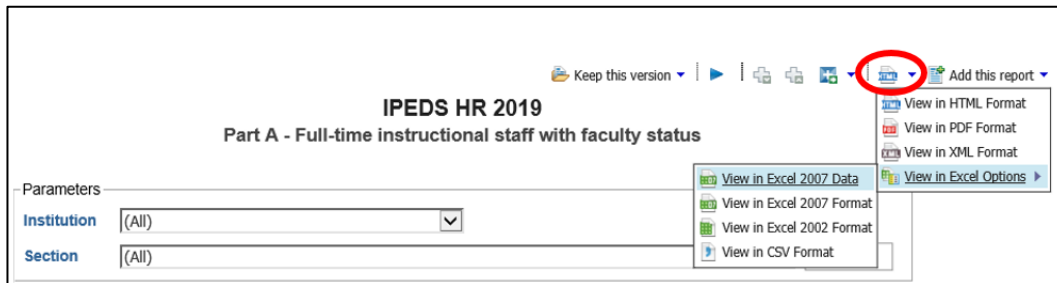
Row Number	Last HRDM Load Date	FALL_CENSUS_DATE	Institution	SETID	EMPLOYEE_ID	LAST_NAME	FIRST_NAME	MIDDLE_NAME	Gender Code	FULLTIME_EMPLOYMENT_INDICATOR
1	Apr 26, 2018	11/1/19							F	Y
2	Apr 26, 2018	11/1/19							F	Y

As shown above, this detailed report may also be exported in HTML, PDF, XML or Excel.

Exporting Cognos Reports

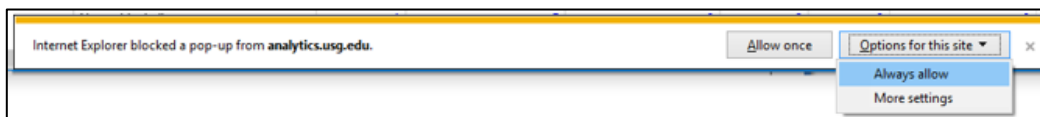
After running a Cognos report, the report may be exported in HTML, PDF, XML or Excel format.

1. Click the down arrow next to the **HTML** icon and choose the option for the export format of the report (HTML, PDF, XML or Excel).

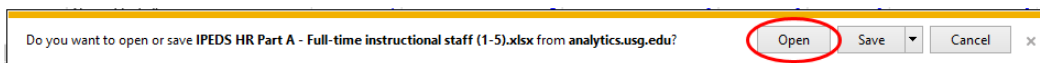


When View in Excel Options is chosen, there are options for Excel 2007 Data, Excel 2007, Excel 2002 or CSV format.

2. Click an export option. The first time performing this operation, you may receive a warning about your *Pop-Up* blocker. If so, click on **Options for this site** and select **Always allow**.



3. If necessary, rerun the report.
4. When prompted, click **Open**.



5. Once the Excel workbook is displayed, select **Save As** to save the Excel file to a specific location on your computer or network.

Additional Resources

- For additional documentation, visit the HRDC Documentation site:
https://sharepoint.bor.usg.edu/team_sites/g2i/HRDC/HRDC%20Documents/Forms/AllItems.aspx
- If you do not have a SharePoint User ID and Password, please ask the HR POC at your institution to contact the Help Desk (helpdesk@usg.edu) to request them for you.