

## 2022 IPEDS HR Data Validation

### IPEDS HR Report Population:

An employee is included in the IPEDS HR reports if the employee is active, on leave, on a short work break, or suspended (employee\_status\_code is A, L, P, S, W) as of November 1, 2022 AND the employee received a non-zero paycheck anytime in the month prior to November 1, 2022.

Unlike the Digest HR reports, IPEDS HR does not include System Office employees, student assistants, nor occasional workers.

### IPEDS HR Data Validation Schedule:

**November 1, 2022:** Validation starts.

**November 1, 2022:** 2022 IPEDS HR Detail & Parts A-H Cognos reports available for review.

**November 1, 2022 - January 13, 2023 (Validation Period):** Periodic reminders sent to CRHO and HRDM POCs.

Institutions will need to:

- Review IPEDS HR Cognos reports for accuracy and make necessary changes in PeopleSoft.
- Email [helpdesk@usg.edu](mailto:helpdesk@usg.edu) for assistance if there are discrepancies between PeopleSoft and what appears in the Cognos reports.
  - Please use “**2022 HRDM Data Validations**” as the subject line in your email to the helpdesk. This will ensure that your question is routed correctly and answered in a timely fashion.

**December 7, 2022:** IPEDS HR survey data uploaded on the NCES site by RPA. Subsequent uploads are done at the request of the institution.

**January 20, 2023:** IPEDS HR survey data are re-uploaded on the NCES site by RPA.

**April 5, 2023:** Keyholder close.

**April 19, 2023:** Coordinator lock.

### Cognos Data Validation Process:

Please note that changes made in PeopleSoft are NOT reflected 'live' in Cognos and take roughly one business day to process. For example, if you enter data into PeopleSoft by **5pm on Monday** these changes will appear in Cognos starting at 8am on Wednesday.

All changes MUST have an effective date of **November 1, 2022** or earlier for an employee to appear in the 2022 Cognos reports. If you are making changes to PeopleSoft records during the validation period, please enter an effective date that is consistent with these parameters.