Cognos Reports

User Guide for Running IPEDS HR Reports

Version 9 September 2022

Cognos Log in Procedure

 Click on or copy and paste this link into your browser. <u>https://analyticsd.ds.usg.edu/bi/</u>



- 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 (<u>helpdesk@usg.edu</u>) to request them for you. Details on HRDM security roles can be found <u>here</u>.

4. Once logged in, Cognos 11 will display the main page, with a navigation pane on the left.

DSG Data Warehouse	Main View 🗸							
1/1 Alerts (i) What's New	To read about what's new in Cognos Analytics, click More Info.							
Home								
Q Search								
🔐 Data Collections	Welcome to the new USG Cognos Analytics and Reporting Portal!							
🛗 IPEDS HR	On the left, choose one of the following icons: Data Collections: Academic Data Submission, Academic Financial Aid, EdPrep Data Submission, Facilities Inventory, Financial IPEDS HR: Current Year and Previous Years reports.							
My content								
Team content								
C Recent								

Running Cognos Reports

 Select your institution from the drop-down menu. Next, select the IPEDS HR Part you're needing, for example, "A1 - FT Instructional Rank and Tenung, Tenung d"

	Tenure – Tenured"		
6	≞ ∠ ⊳ ト	I	PEDS HR Survey Reports 🗸 🗸
1/1 A	() What's New To read about what's new in Cognos Analytics, click More In	ifo.	
ඛ	IPEDS HR Surveys for Current Year IPEDS HR Surveys for Previous Years		
Q	IPEDS HR Survey Reports for:		
ß	First, select an Institution. Next, click on a report link below to view results.	For Help: HRDM Data and IPEDS HR Guidance Documents	
6	Institution ((All)		
	Staff DG FT 15 or more	Salaries	Detail files
0 8 0	FT IS/Tenure/Rank A1 - FT Instructional, Rank and Tenure - Tenured A1 - FT Instructional Rank and Tenure - Multi-Year Contract A1 - FT Instructional Rank and Tenure - Multi-Year Contract	G1 - Salaries Worksheet G2 - Salary Outlays, Instructional Staff G3 - Calculated by IPEDS G4 - Salary Outlays, Non-Instructional Staff	HR Detail IPEDS HR Detail
Ŭ	A1 - F1 Instructional Rank and Tenure - Multi-tear 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	Staff DG PT 15 or more PT by primary function	Requires Review: <u>71</u> *Review Parts B. D. E. G and H
	A1 - FT Instructional Without Faculty Status A2 - FT Instructional, Function A3 - FT Instructional Totals	D - PT Staff, Occupation - 1 D - PT Staff, Occupation - 2 D - PT Staff All D - PT Staff, Occupation - 3 D - PT Staff All	Gender Unknown: 338
	FT by primary function	D - PT Staff, Occupation - 4 D - Graduate Assistants	
	B1 - FT Non-instructional, Occupation - 1 B1 - FT Non-instructional, Occupation - 2 B1 - FT Non-instructional All B1 - FT Non-instructional, Occupation - 3	E - PT Staff, Occupation and Tenure - 1 E - PT Staff, Medical School Status - 2	
	B1 - FT Non-instructional, Occupation - 4	PT Summary	
	B2 - FT Non-instructional. Occupation and Tenure - 1 B2 - FT Non-instructional. Medical School Status - 2	F - PT summary Non-medical school staff (reference only - IPEDS generated) F - PT summary Medical school staff (reference only - IPEDS generated)	
	FT by primary function	Staff DG New Hires	
	<u>C - FT Summary Non-medical school staff</u> (reference only - IPEDS generated) <u>C - FT Summary Medical school staff</u> (reference only - IPEDS generated)	H - New Hires Instructional, Tenure H - New Hires, Occupation - 1	
	DG = Degree Granting FT / PT = Full-Time / IS = Instructional Staff	H - New Hires, Occupation - 2 H - New Hires, Occupation - 3	

2. The following screen will appear in a new browser tab. Note: all possible data cells appear in the report, even if the value is zero. Cells containing data will be highlighted in green.

IPEDS HR

Abraham Baldwin Agricultural College

Men

Part A1 - Full-time Instructional Staff by Academic Rank and Tenure Status - Tenured Number of Full-time Instructional Staff With Faculty Status Tenured

Wen							
	Academic Rank						
Race/ethnicity	Professors	Associate professor	Assistant professors	Instructors	Lecturers	No academic rank	Total
Nonresident alien	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Hispanic/Latino	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
American Indian or Alaska Native	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Asian	2	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	2
Black or African American	<u>4</u>	1	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>5</u>

Drill Down to Report Details

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

1. For example: to display the details of the <u>4</u> Black or African American Female Professors on the report shown, click on the <u>4</u> link.

IPEDS HR

Abraham Baldwin Agricultural College

Part A1 - Full-time Instructional Staff by Academic Rank and Tenure Status - Tenured Number of Full-time Instructional Staff With Faculty Status Tenured

Men

		Academic Rank					
Race/ethnicity	Professors	Associate professor	Assistant professors	Instructors	Lecturers	No academic rank	Total
Nonresident alien	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Hispanic/Latino	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
American Indian or Alaska Native	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Asian	2	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	2
Black or African American	4	1	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>5</u>

2. A new browser tab will open that shows the details for the 4 faculty members.

IPEDS HR Detail

Row Number	Last_HRDM_Load_Date	FALL_CENSUS_DATE	Institution	SETID
1	January 5, 2018	November 1, 2020	Abraham Baldwin Agricultural College	57000
2	January 5, 2018	November 1, 2020	Abraham Baldwin Agricultural College	57000
3	January 5, 2018	November 1, 2020	Abraham Baldwin Agricultural College	57000
4	January 5, 2018	November 1, 2020	Abraham Baldwin Agricultural College	57000

3. The detailed report may be exported in HTML, PDF, XML or Excel. Click the triangle at the top of the screen and select your desired format, for example, pdf.

IPE	📼 Run HTML				
Rov Numt	📧 Run PDF	ISUS_DATE	Institution	SETID	EMPL
1	🛚 Run Excel	nber 1, 2020	Abraham Baldwin Agricultural College	57000	
2	📧 Run Excel data	nber 1, 2020	Abraham Baldwin Agricultural College	57000	
3	Run CSV	nber 1, 2020	Abraham Baldwin Agricultural College	57000	
4	💌 Run XML	nber 1, 2020	Abraham Baldwin Agricultural College	57000	
	Reset prompts and run				

4. The desired format will populate in the browser window. To download and save the report, select the download icon in the top right of the screen.

