

ISSUE: CONTRACT LENGTH

Categorization of paygroup_code M03.

BACKGROUND:

In Part G of IPEDS, instructional staff are categorized by contract length (<9 months, 9, 10, 11, 12). Contract length is derived from the variable paygroup_code, where paygroup_code of M01 (translated from xxY in OneUSG) is assigned to 12 month contract, paygroup_code of M03 (translated from xxF in OneUSG) has been assigned to 10 month contract, and any other paygroup_code value is a < 9 month contract.

Institutions have asked that instructional staff with paygroup_code of M03 be reported under 9-month contracts in IPEDS rather than 10-month. This change was reviewed by the USG HR Data Governance Committee and supported by system office HR leadership. For those not in 12-month contracts, USG faculty contracts are for a 9-month work commitment to align with the institutional academic calendar even though they are paid over a 10-month period in equal installments. This also allows for a more accurate representation of salary when IPEDS calculates 'Equated 9 month' Salary Outlays.¹

SOLUTION:

Instructional staff with paygroup_code of M03 will be reported under 9-month contracts in IPEDS. See screenshot below for the relevant data fields.

Navigation and screenshots:

The pay group is set on the position in Position Management: NavBar > Navigator > Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info

The screenshot shows a web browser window with the URL https://core.hprod.onehcm.usg.edu/psp/hprod_4/EMPLOYEE/HRMS/c/MANAGE_POSITIONS.POSITION_DATA.GBL. The page title is 'Position Data'. The form is divided into several sections:

- Position Information:** Position Number: 20000198, Headcount Status: Filled, Current Head Count: 1 out of 1, Effective Date: 07/01/2020, Status: Active, Reason: NFY, New Fiscal Year, Action Date: 07/02/2020, Position Status: Approved, Status Date: 07/01/2019, Key Position:
- Job Information:** Business Unit: [redacted], Job Code: 202X00, Assistant Professor, Reg/Temp: Regular, Regular Shift: Not Applicable, Full/Part Time: Full-Time, Official Title: Assistant Professor, Union Code: [redacted]
- Work Location:** Reg Region: USA, United States, Department: [redacted], Company: [redacted], Location: [redacted], Reports To: 20015012, Department Chair, Dot-Line: [redacted], Supervisor LVI: [redacted], Security Clearance: [redacted]

¹ USG provides annual salary by contract length to IPEDS. Then IPEDS calculates an 'Equated 9 month' Salary Outlay using the following formula: (12 month outlays*.75) + (11 month outlays*.818) + (10 month outlays *0.9) + (9 month outlays)

Scroll down to the Paygroup Information section (xxY = Fiscal; xxF = Academic)

Employee Self Service | Position Data

*Reg Region: USA United States
Department: [Redacted] Company: [Redacted]
Location: [Redacted]
Reports To: 20015012 Department Chair Dot-Line: [Redacted]
Supervisor Lvl: [Redacted] Security Clearance: [Redacted]

Salary Plan Information
Salary Admin Plan: FAC Grade: [Redacted] Step: [Redacted]
Standard Hours: 40.00 Work Period: W Weekly
Mon: 8.00 Tue: 8.00 Wed: 8.00 Thu: 8.00 Fri: 8.00 Sat: [Redacted] Sun: [Redacted]

Paygroup Information
*Pay Group: 12 Month Faculty Legacy Position Number: 00000198
*Employee Type: S Salaried Appointment Class: [Redacted]
Budget Amount: 84494.000

USA
Updated on: 07/02/2020 2:28:39PM Updated By: BUDGET_PREP

Save Return to Search Previous in List Next in List Notify Add Update/Display Include History Correct History

Description | Specific Information | Budget and Incumbents

IMPLICATION FOR IPEDS HR REPORTS:

There will no longer be any instructional staff in the 10-month contract length category in Part G.

Please note: Your institution may believe that 10-months is a better representation of contract length than 9-months. If you would like to designate instructional staff as 10-months to IPEDS, please do the following:

- Get confirmation in writing from your institution’s Human Resources office.
- Email Helpdesk@usg.edu with the subject line of “2020 HRDM Data Validations.” In your email state your desire to report contracts as 10-months and please provide the confirmation from Human Resources.
- Following that communication, RPA will work with you to create a new upload file showing contracts as 10-months. **Note that the Cognos IPEDS HR reports will NOT be changed to show 10-month contracts.** Only the IPEDS upload file will be changed to show 10-month contracts.²

IMPLICATION FOR DIGEST HR REPORTS:

This change will not impact the HR Digest reports.

² RPA will attempt to update the Cognos IPEDS HR reports with your institution’s 10-month contract in the future.