UNIVERSITY SYSTEM OF GEORGIA

2020 Human Resources Data Validations Webinar

October 28, 2020

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Research and Policy Analysis

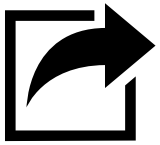
Logistics & Introduction

Please **mute** microphone when not speaking

To ask questions:

Type your question in the chat

We will stop periodically to address chat questions and you can un-mute your microphone to talk.



Following the webinar, **we will send slides** to all attendees.

Webinar will be recorded and saved in Teams.

Angie Bell, Vice Chancellor for Research & Policy Analysis

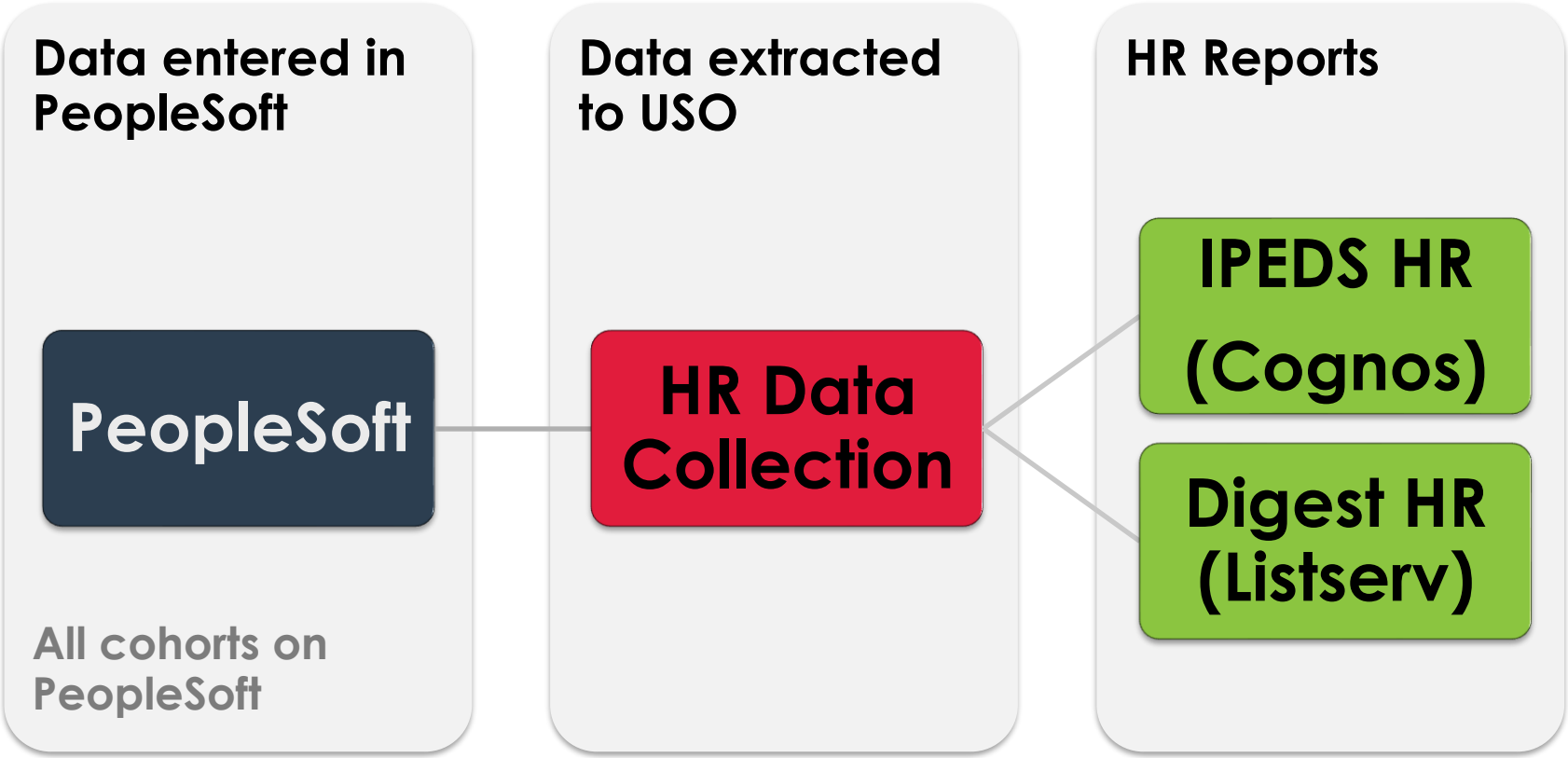
Agenda

- Team Members
- Data Flow, Timeline & New User Access
- IPEDS HR
- Digest HR
- Refresh Schedule
- Changes to survey for 2020
- Guidance for data validations
- Questions/Comments

HRDM Team Members

ITS Administrative Services	Research and Policy Analysis	Shared Services Center	DBAs
• Jason Beitzel • Debbie Exum • Eddie Sellers • Laurie Bush • David Van Houten	• Cherry Zhang • Phyllis Gagne • Rachana Bhatt • Patrick Harris • Leslie Hodges	• Kristine Lesher • Team	• Amy Edwards • Steve McDaniel • Denise Fulton

Data Flow


Data entered in PeopleSoft
PeopleSoft
All cohorts on PeopleSoft
Data extracted to USO
HR Data Collection
HR Reports
IPEDS HR (Cognos)
Digest HR (Listserv)

Data Validations Timeline

Nov. 1, 2020

- Validation opens for IPEDS HR and Digest HR reports

Nov 1- Jan 14

- Institutions review data
  - IPEDS HR Reports available for review in Cognos*
  - Digest HR Reports produced and emailed to HR POC listserv.
- Institutions make corrections in PeopleSoft so changes can be reflected in IPEDS and Digest reports

Dec 9, 2020

- IPEDS HR survey data uploaded to NCES site by RPA (initial)

- *IPEDS data will not be complete until all October payroll records are extracted. May want to wait until ~Nov 3rd to look at data.*

Data Validations Timeline

Dec 20, 2020

- Digest HR reports distributed via listserv, and rerun and circulated on bi-weekly basis

Jan. 14, 2020

- Deadline for all PeopleSoft corrections

Jan. 15, 2020

- Data finalized and frozen (MAY NOT BE CHANGED)
  - IPEDS HR survey data uploaded to NCES website by RPA (final)
  - Digest HR reports run and posted on website by RPA

Access for New Users

New users need:

Access to **NCES website**

- Request from institution's IPEDS-Keyholder

Access to **HRDM POC listserv** and **IPEDS HR Cognos reports**

- Submit an ITS Help-Desk ticket to helpdesk@usg.edu

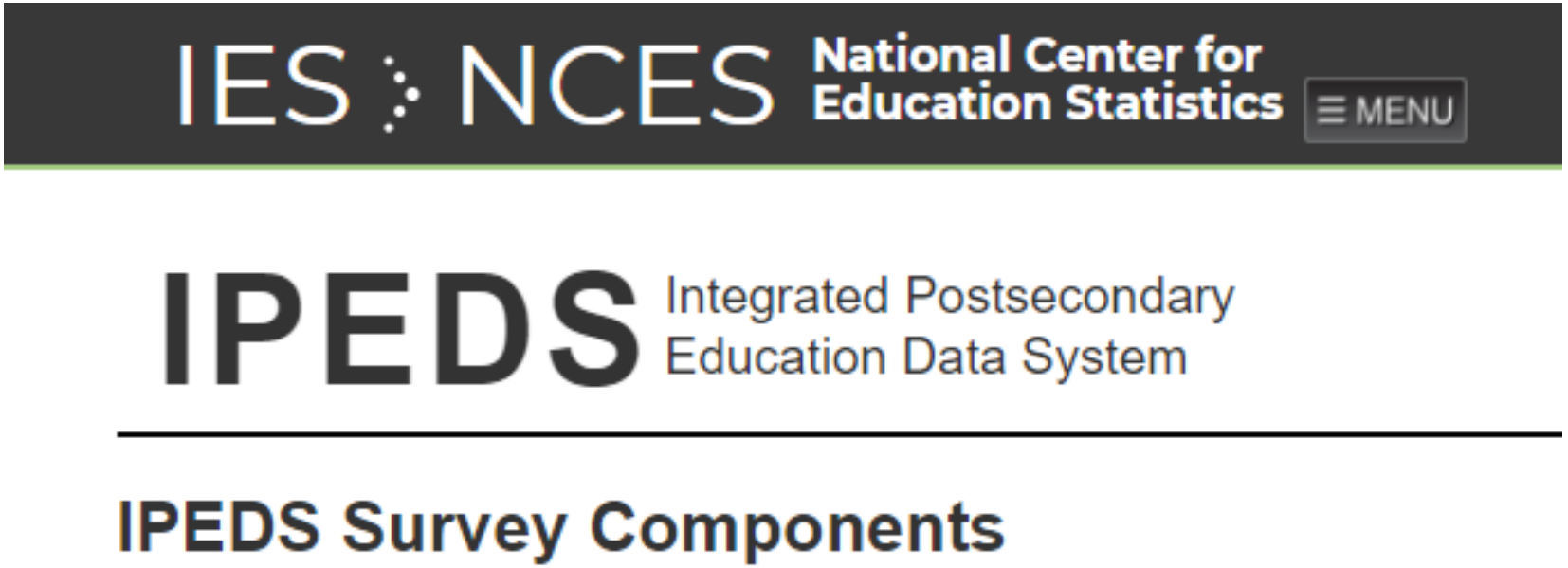
Email to helpdesk

Subject: 2020 HRDM Data Validations, User Access

Be sure to include:

- Name, email address, and title
- Which system you need access to (HRDM POC list and/or HR Cognos reports)

IPEDS HR Reports

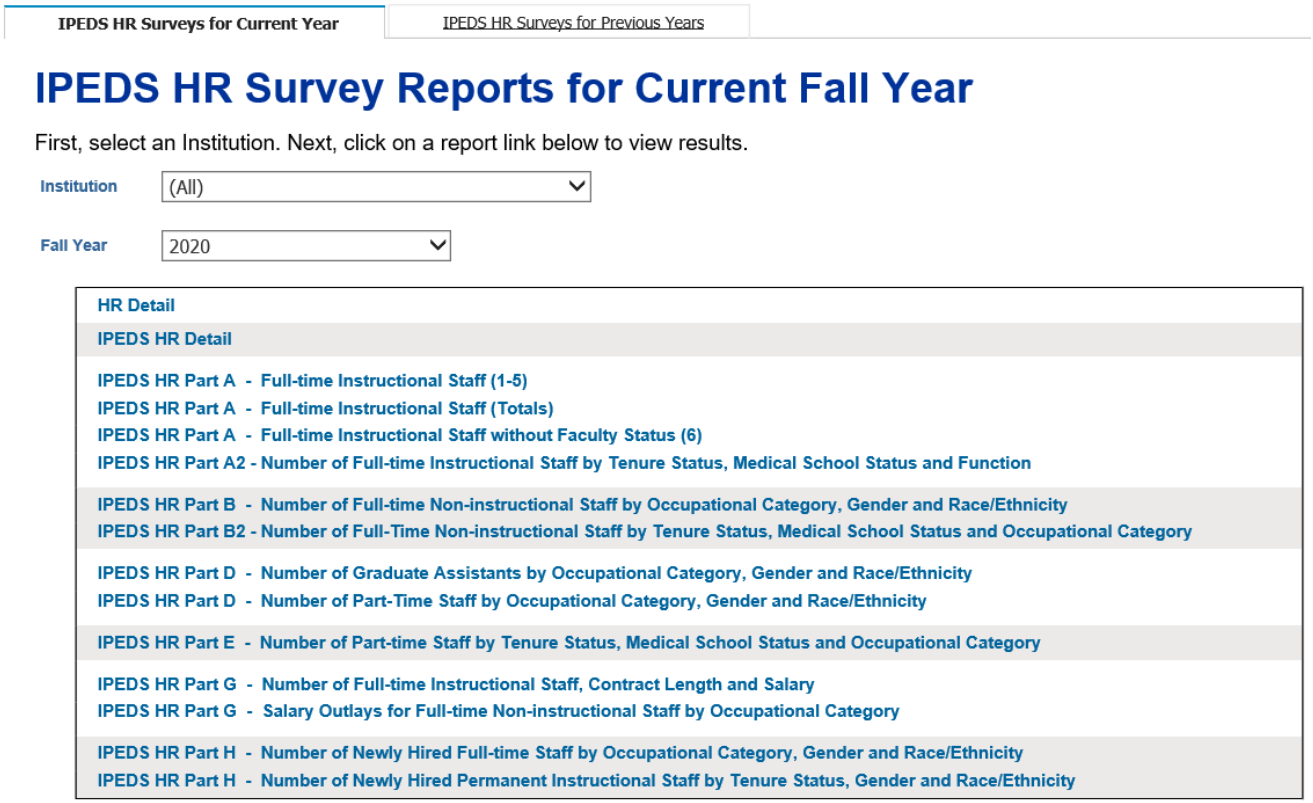


IPEDS HR Reports: Cognos Website

- https://analytics.usg.edu/
- Use Internet Explorer
- Logon using credentials
- Go to IPEDS HR Survey Reports:
  - Cognos > Public Folders > Secure Folders >Human Resources > Navigation > Navigation Pages> IPEDS HR Survey Reports
- Follow Cognos User Guide on HR Guidance website to add permanent tab

IPEDS HR Reports: Cognos

IPEDS HR Survey Reports



Definitions provided in IPEDS Report Descriptions & Data Definitions guidance document

IPEDS HR Reports: Cognos Requires Review Errors

IPEDS HR 2020

Part B - Number of full-time non-instructional staff by occupational category, gender, and race/ethnicity

		Student and Academic Affairs and Other Education Service Occupations	Management Occupations	Business and Financial Operations Occupations	Computer, Engineering, and Science Occupations	Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations	Requires Review	Total
Male	Nonresident alien				34	1	3	49
	Hispanic/Latino	18	2	2	29	7	1	202
	American Indian or Alaska Native	1						7
	Asian	1		3	47	2	3	125
	Black or African American	115	12	14	73	38		2,047
	Native Hawaiian or Other Pacific Islander				1			5
	White	149	49	65	472	134	5	3,183
	Two or more races	8	1	1	9	2		52
	Race and ethnicity Unknown	11	1	3	36	7		231
	Total	**303**	**65**	**88**	**701**	**191**	**12**	**5,901**
Female	Nonresident alien	3			38	4	1	72
	Hispanic/Latino	45	1	9	15	10		308
	American Indian or Alaska Native			3	2	1		15
	Asian	19	1	2	91	4	2	238
	Black or African American	370	19	63	97	47		3,930

IPEDS HR Reports: Cognos Requires Review Errors

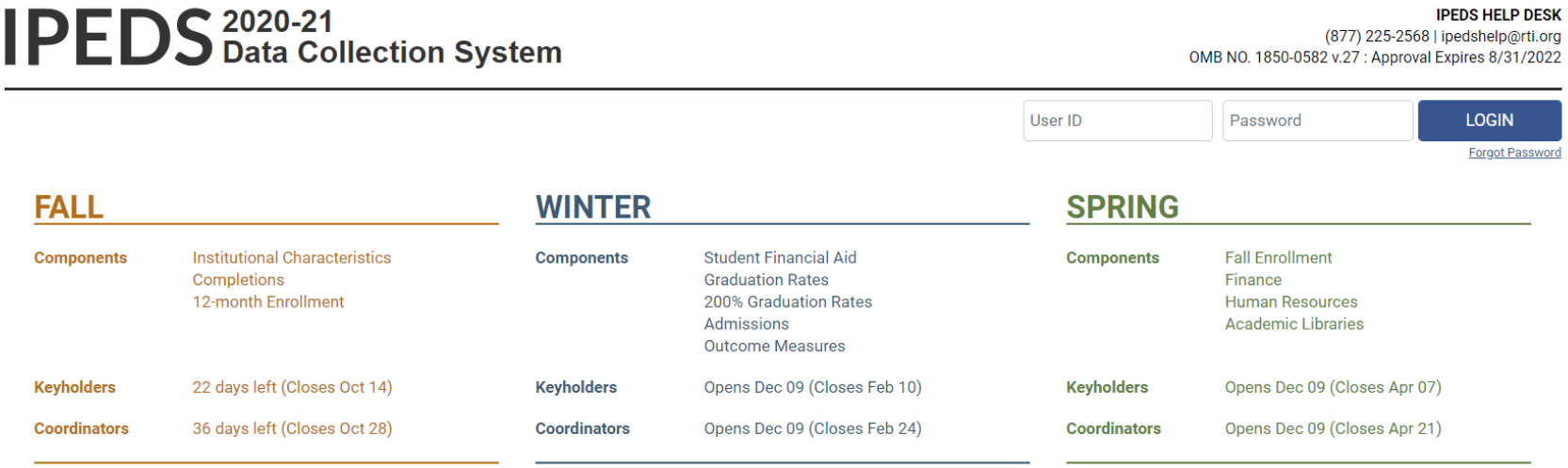
CHECK IPEDS HR REPORTS FOR REQUIRES REVIEW COLUMN

REVIEW THE 'REQUIRES REVIEW USER GUIDE' ONLINE

Employees in the 'Requires Review' column **do not** fit the definition of any IPEDS occupational category and **will not appear** in the IPEDS HR Survey upload file unless the job code or activity percent distributions are changed.

IPEDS HR Reports: Uploading files to NCES

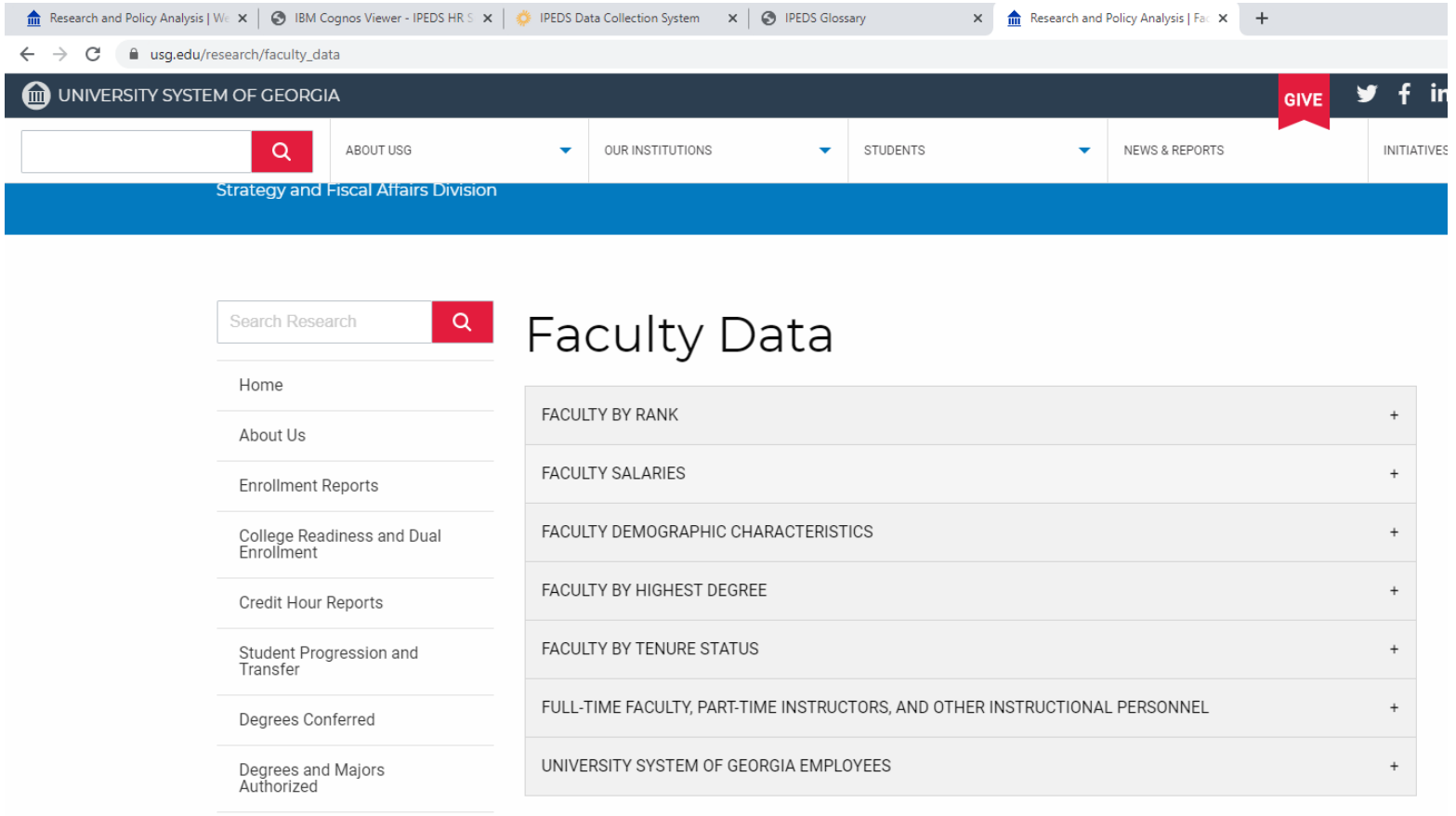
https://surveys.nces.ed.gov/IPEDS



Upload files are generated from HR Cognos reports, then uploaded to NCES

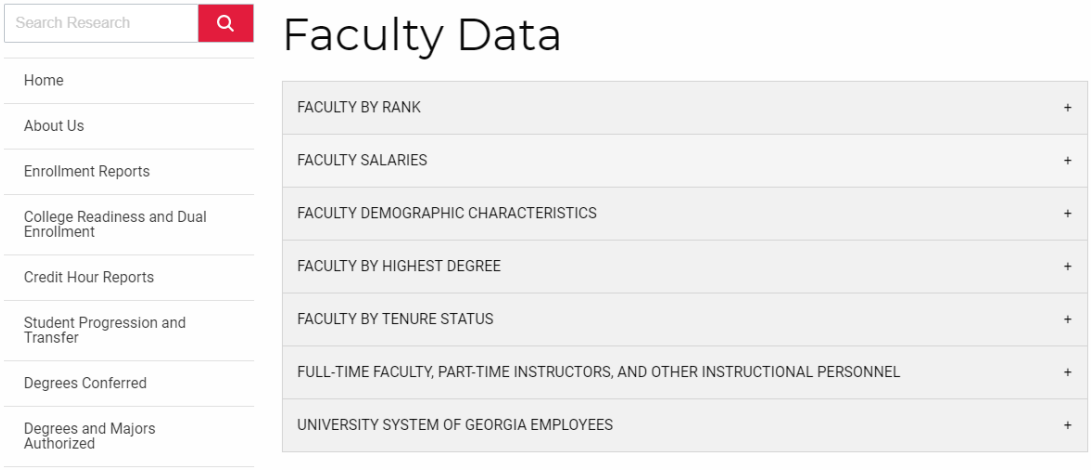
RPA will upload to NCES site on 12/09, and again 1/15 (intermediate uploads must be requested by institution)

Digest HR Reports



Digest HR Reports

- Starting **December 20**, Digest HR Reports are emailed every two weeks during the validation period to reflect changes.
- Definitions provided in Digest Data Definitions guidance document
- Final reports posted on Faculty Data website



Digest HR Reports

HRDMX0103 Instructional Faculty by Highest Degree

HRDMX0102 Instructional Faculty by Rank

HRDMX0107 Average Instructional Faculty Salary

HRDMX0106 Instructional Faculty by Race/Ethnic Origin

HRDMX0106 Instructional Faculty by Gender

HRDMX0105 Instructional Faculty by Tenure Status

HRDMX0101 Corps of Instruction

HRDMX0108 Full-Time Employees by Occupational Class

HRDMX0109 Full-Time Employees by Gender

HRDMX0109 Full-Time Employees by Race/Ethnic Origin

HRDMX1011 Number and Pct of Courses by Instructor Type

OneUSG HRDM Refresh Process

Data **lag** between PeopleSoft and Cognos

HCM update
Monday, 5pm

→

Cognos update
Wednesday, 8 am

Data **lag** between PeopleSoft and NCES website

Dec. 9, 2020 & Jan. 15, 2020

- Uploads for all institutions

After Dec. 9, 2020

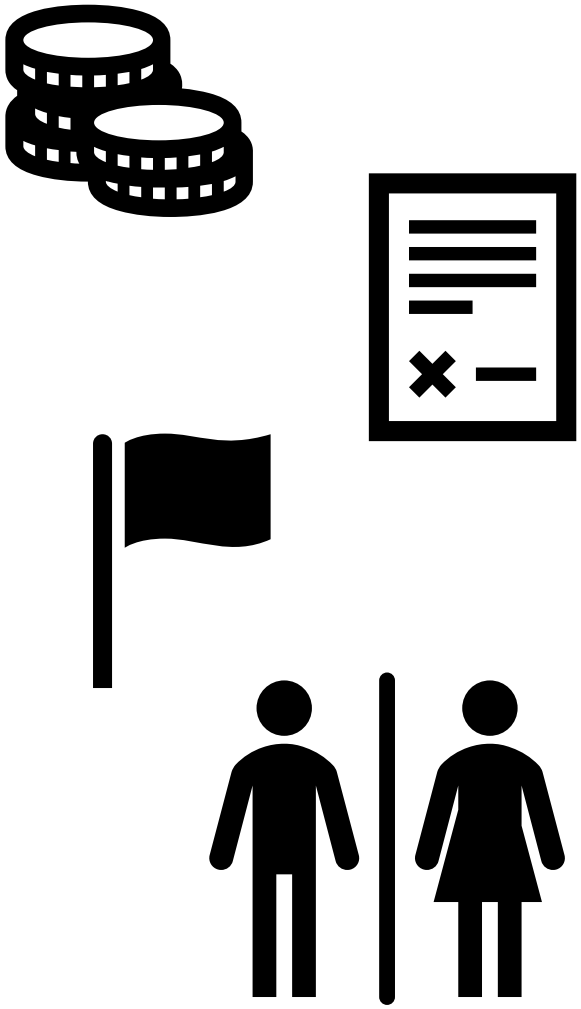
- Uploads by request

https://me.me/i/ch-ch-ch-ch-changes-change-52a34d98450a4dbc8b4cada4a7c44c11

2020 changes

- No changes from NCES on the IPEDS survey

- Extraction & Report changes
  - Classification of Instructional Program (CIP)
  - Multiple Components of Pay (MCOP)
  - 9/10-month contract
  - Funding and Effort
  - Citizenship
  - Gender



2020 changes

CIP

- NCES CIP codes were updated in 2020. Teaching CIPs will need to be updated in PeopleSoft.
- Will not impact IPEDS/Digest.

MCOP

- Administrative supplement MCAFA will be added to base pay for administrative faculty.
- Will impact IPEDS/Digest reported salary.

2020 changes

9/10 Month Contract

- Previously, instructional staff that are not on 12-month contracts have been reported to IPEDS with contract length of 10 months. This is being changed to 9 months.
- This change stems from institutional feedback and allows for a more accurate calculation of '9 Month Equated' Salary Outlays by IPEDS.
- Annual salary calculated as usual. No impact on Digest HR Reports.

- If an institution believes that 10 months is a better representation of contract length they will need to:
  - Confirm rationale with their HR department
  - Send an email to HelpDesk requesting the change
  - RPA will work with you to create new upload file
  - NOTE: COGNOS REPORTS WILL NOT CHANGE. COGNOS WILL SHOW EMPLOYEES IN THE 9 MONTH CATEGORY EVEN IF A 10 MONTH EXCEPTION IS GRANTED.

2020 changes

Funding and Effort

- Pull from top of stack with an effective date earlier than or equal to November 1, 2020.
- Will impact designation of Instructional Staff for IPEDS. No impact on Digest.

Citizenship

- Pull from top of stack with an effective date earlier than or equal to November 1, 2020.
- Will impact designation of Race for IPEDS. No impact on Digest.

Gender

- If Gender is not specified:
  - Will show as 'unknown' on Cognos IPEDS HR.
  - As done in past years, will be reported as female in IPEDS
  - Will report as female in Digest Reports *new*

Guidance

Guidance
Data Validations: Service Now Tickets

Questions about HR data discrepancy issues? Submit an ITS Help Desk Ticket (helpdesk@usg.edu)

Email to helpdesk

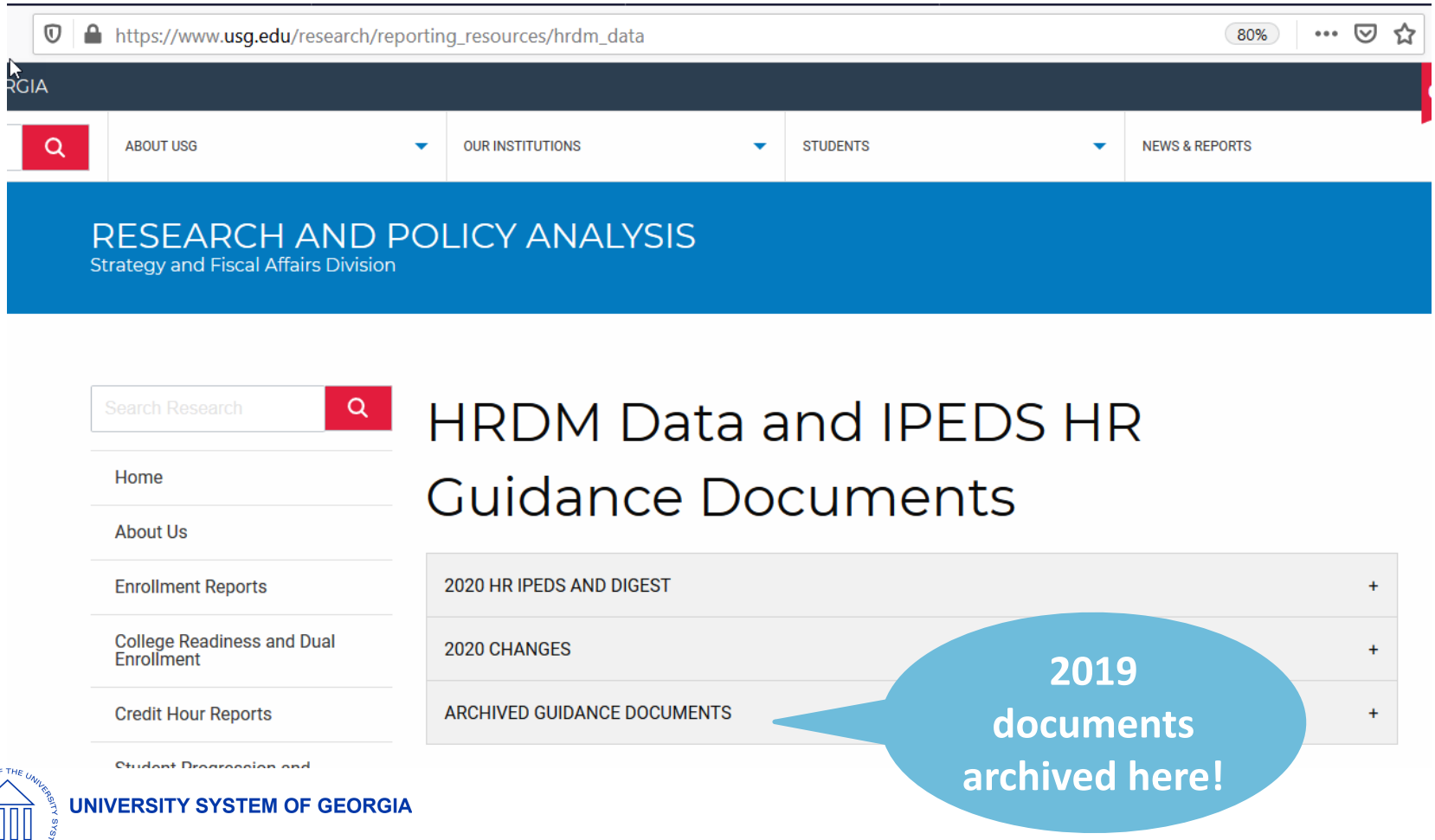
Subject: 2020 HRDM Data Validations

Be sure to include:

- Brief description of the data issue/discrepancy
- Provide emplids and names as examples
- Provide screenshot of issue (if necessary)
- DO NOT include SSNs

Guidance
Website Redesign:

https://www.usg.edu/research/reporting_resources/hrdm_data



Guidance: Website Redesign

2020 HR IPEDS AND DIGEST

Presentations

- This section will contain this presentation

IPEDS

- Schedule, Report Descriptions, and Definitions
- Cognos User Guide
- BCAT Crosswalk
- How to handle Requires Review

Digest

- Schedule, Report Descriptions, and Definitions

Guidance: Website Redesign

2020 CHANGES

Contains guidance documents for each of the 2020 changes

- Citizenship
- Multiple Components of Pay (MCOP)
- CIP
- Funding and Effort (Assigned Effort)
- 9/10 month contract
- Gender

Guidance
OneUSG Job Aids

New Location:

https://usg.service-now.com/usgsp?id=kb_article_view&sysparm_article=USGKB0011977&sys_kb_id=633c0980db0a6010ee065cb8dc9619bb&spa=1

***NOTE: You will need to log in with your SSO credentials to access the job aids information**

Q&A, Contact Info

For access and data validation questions or issues **send an e-mail to HelpDesk**.

The subject line "**2020 HRDM Data Validations**" will route your questions faster!

Additional Questions:
Rachana.bhatt@usg.edu