



**UNIVERSITY SYSTEM OF GEORGIA**

# 2020 Human Resources Data Validations Webinar

October 28, 2020

Rachana Bhatt

Research and Policy Analysis

# Logistics & Introduction



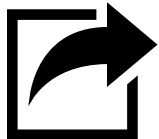
Please **mute** microphone when not speaking



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

- Jason Beitzel
- Debbie Exum
- Eddie Sellers
- Laurie Bush
- David Van Houten

## Research and Policy Analysis

- Cherry Zhang
- Phyllis Gagne
- Rachana Bhatt
- Patrick Harris
- Leslie Hodges

## Shared Services Center

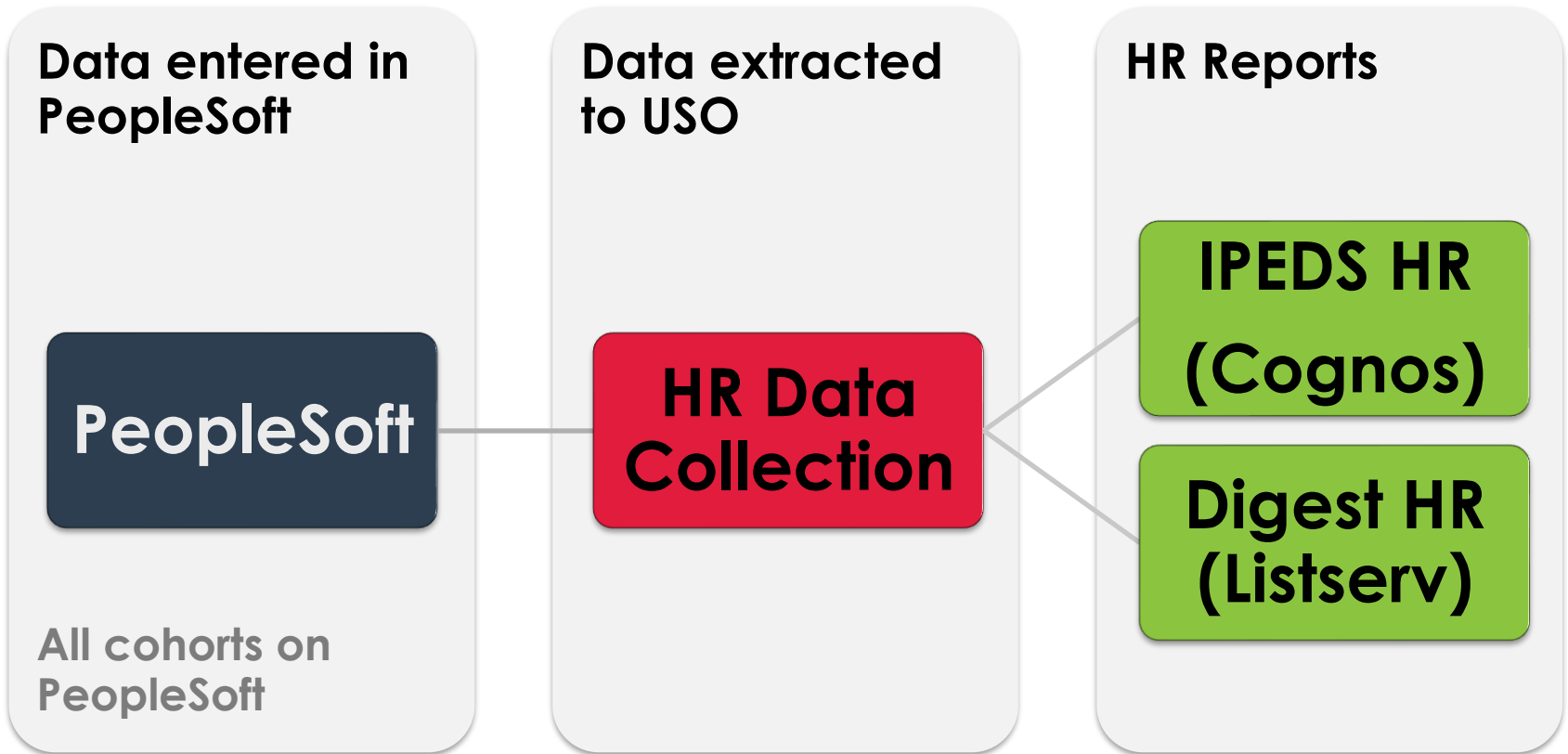
- Kristine Leshner
- Team

## DBAs

- Amy Edwards
- Steve McDaniel
- Denise Fulton



# Data Flow



# 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 3<sup>rd</sup> 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

IES :: NCES National Center for  
Education Statistics

≡ MENU

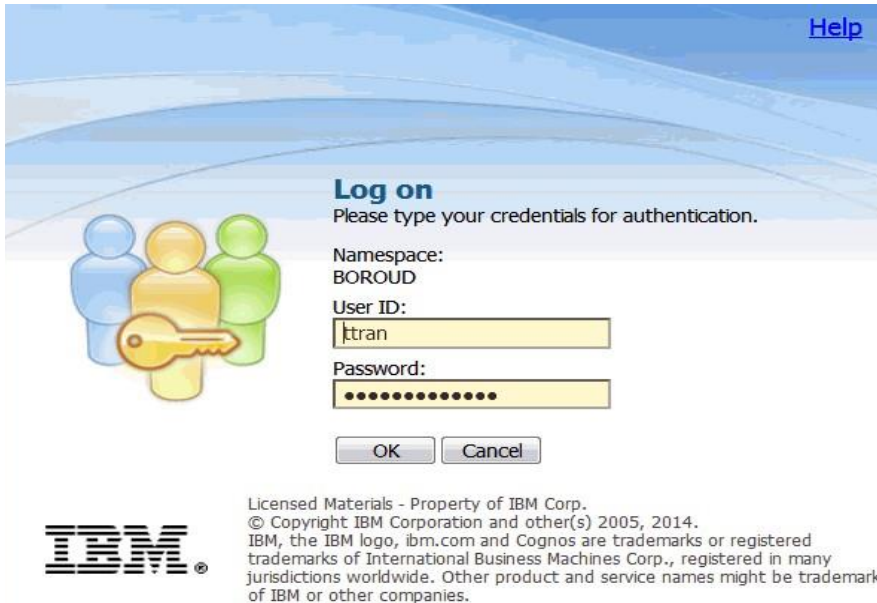
**IPEDS** Integrated Postsecondary  
Education Data System

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**IPEDS Survey Components**



# IPEDS HR Reports: Cognos Website



Help

**Log on**  
Please type your credentials for authentication.

Namespace:  
BOROUD

User ID:

Password:

**IBM**

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- <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

IPEDS HR Surveys for Current Year

IPEDS HR Surveys for Previous Years

### IPEDS HR Survey Reports for Current Fall Year

First, select an Institution. Next, click on a report link below to view results.

Institution

Fall Year

#### HR Detail

##### IPEDS HR Detail

[IPEDS HR Part A - Full-time Instructional Staff \(1-5\)](#)

[IPEDS HR Part A - Full-time Instructional Staff \(Totals\)](#)

[IPEDS HR Part A - Full-time Instructional Staff without Faculty Status \(6\)](#)

[IPEDS HR Part A2 - Number of Full-time Instructional Staff by Tenure Status, Medical School Status and Function](#)

[IPEDS HR Part B - Number of Full-time Non-instructional Staff by Occupational Category, Gender and Race/Ethnicity](#)

[IPEDS HR Part B2 - Number of Full-Time Non-instructional Staff by Tenure Status, Medical School Status and Occupational Category](#)

[IPEDS HR Part D - Number of Graduate Assistants by Occupational Category, Gender and Race/Ethnicity](#)

[IPEDS HR Part D - Number of Part-Time Staff by Occupational Category, Gender and Race/Ethnicity](#)

[IPEDS HR Part E - Number of Part-time Staff by Tenure Status, Medical School Status and Occupational Category](#)

[IPEDS HR Part G - Number of Full-time Instructional Staff, Contract Length and Salary](#)

[IPEDS HR Part G - Salary Outlays for Full-time Non-instructional Staff by Occupational Category](#)

[IPEDS HR Part H - Number of Newly Hired Full-time Staff by Occupational Category, Gender and Race/Ethnicity](#)

[IPEDS HR Part H - Number of Newly Hired Permanent Instructional Staff by Tenure Status, Gender and Race/Ethnicity](#)

Definitions provided in [IPEDS Report Descriptions & Data Definitions](#) guidance document



# IPEDS HR Reports: Cognos Requires Review Errors

Add report ▼



IPEDS HR 2020  
Part B - Number of full-time non-instructional staff  
by occupational category, gender, and race/ethnicity

		<a href="#">Student and Academic Affairs and Other Education Service Occupations</a>	<a href="#">Management Occupations</a>	<a href="#">Business and Financial Operations Occupations</a>	<a href="#">Computer, Engineering, and Science Occupations</a>	<a href="#">Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations</a>	<a href="#">Requires Review</a>	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
	<b>Total</b>	<b>303</b>	<b>65</b>	<b>88</b>	<b>701</b>	<b>191</b>	<b>12</b>	<b>5,901</b>
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>

**IPEDS 2020-21**  
Data Collection System

**IPEDS HELP DESK**  
(877) 225-2568 | [ipedshelp@rti.org](mailto:ipedshelp@rti.org)  
OMB NO. 1850-0582 v.27 : Approval Expires 8/31/2022

<input type="text" value="User ID"/>	<input type="password" value="Password"/>	<b>LOGIN</b>
<a href="#">Forgot Password</a>		

## FALL

**Components** Institutional Characteristics  
Completions  
12-month Enrollment

**Keyholders** 22 days left (Closes Oct 14)

**Coordinators** 36 days left (Closes Oct 28)

## WINTER

**Components** Student Financial Aid  
Graduation Rates  
200% Graduation Rates  
Admissions  
Outcome Measures

**Keyholders** Opens Dec 09 (Closes Feb 10)

**Coordinators** Opens Dec 09 (Closes Feb 24)

## SPRING

**Components** Fall Enrollment  
Finance  
Human Resources  
Academic Libraries

**Keyholders** Opens Dec 09 (Closes Apr 07)

**Coordinators** Opens Dec 09 (Closes Apr 21)

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)



UNIVERSITY SYSTEM OF GEORGIA

# Digest HR Reports

The screenshot shows the top navigation bar of the University System of Georgia website. It includes a search bar with a magnifying glass icon, and several menu items: ABOUT USG, OUR INSTITUTIONS, STUDENTS, NEWS & REPORTS, and INITIATIVES. A red 'GIVE' button is also visible. Below the navigation bar is a blue banner for the Strategy and Fiscal Affairs Division.

Search Research

## Faculty Data

- Home
- About Us
- Enrollment Reports
- College Readiness and Dual Enrollment
- Credit Hour Reports
- Student Progression and Transfer
- Degrees Conferred
- Degrees and Majors Authorized

FACULTY BY RANK	+
FACULTY SALARIES	+
FACULTY DEMOGRAPHIC CHARACTERISTICS	+
FACULTY BY HIGHEST DEGREE	+
FACULTY BY TENURE STATUS	+
FULL-TIME FACULTY, PART-TIME INSTRUCTORS, AND OTHER INSTRUCTIONAL PERSONNEL	+
UNIVERSITY SYSTEM OF GEORGIA EMPLOYEES	+



# 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

Search Research 

Home

About Us

Enrollment Reports

College Readiness and Dual Enrollment

Credit Hour Reports

Student Progression and Transfer

Degrees Conferred

Degrees and Majors Authorized

## Faculty Data

FACULTY BY RANK	+
FACULTY SALARIES	+
FACULTY DEMOGRAPHIC CHARACTERISTICS	+
FACULTY BY HIGHEST DEGREE	+
FACULTY BY TENURE STATUS	+
FULL-TIME FACULTY, PART-TIME INSTRUCTORS, AND OTHER INSTRUCTIONAL PERSONNEL	+
UNIVERSITY SYSTEM OF GEORGIA EMPLOYEES	+



# 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**

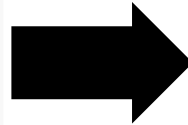
**HRDMX0109  
Full-Time  
Employees by  
Race/Ethnic  
Origin**

**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

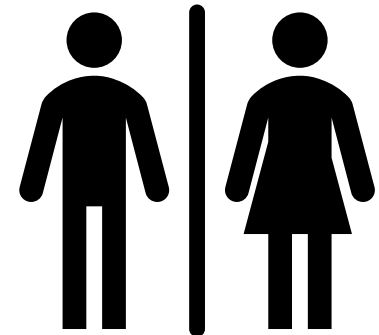
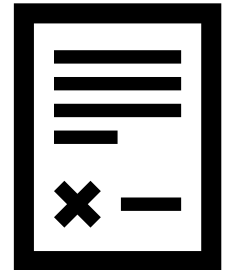
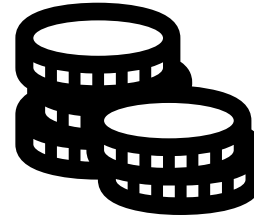


**CHANGE**

**CH-CH-  
CH-CH-  
CHANGES**

# 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](mailto:helpdesk@usg.edu))

Email to helpdesk

**Subject: 2020 HRDM Data Validations**

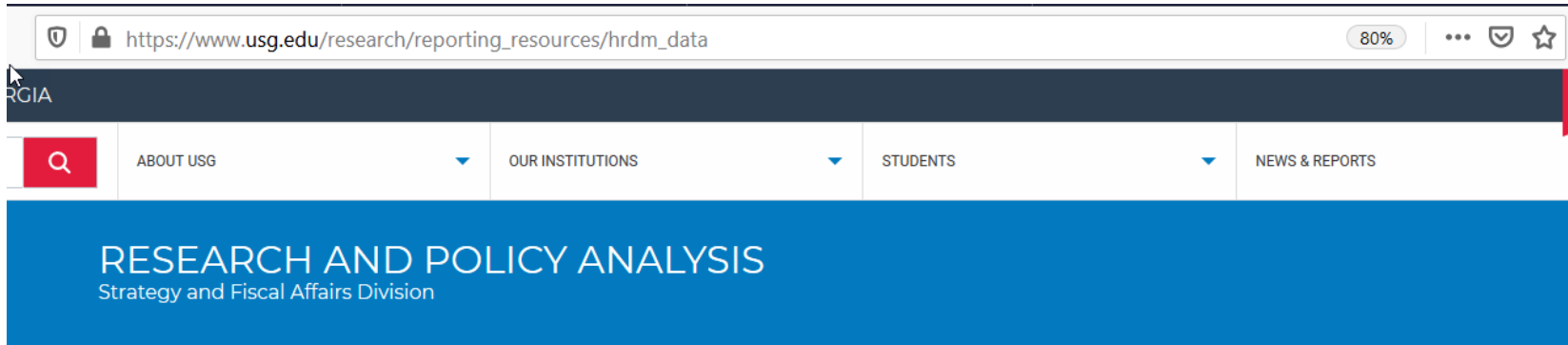
### **Be sure to include:**

- 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](https://www.usg.edu/research/reporting_resources/hrdm_data)



Search Research 

- Home
- About Us
- Enrollment Reports
- College Readiness and Dual Enrollment
- Credit Hour Reports
- Student Progression and

## HRDM Data and IPEDS HR Guidance Documents

2020 HR IPEDS AND DIGEST	+
2020 CHANGES	+
ARCHIVED GUIDANCE DOCUMENTS	+

2019  
documents  
archived here!



# 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](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](mailto:Rachana.bhatt@usg.edu)