



UNIVERSITY SYSTEM OF GEORGIA

2021 Human Resources Data Validations Webinar

October 26, 2021

Leslie Hodges

Research and Policy Analysis

Logistics & Introduction



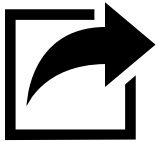
Please **mute** microphone when not speaking



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.

Agenda



Team Members



Data Flow, Timeline & New User Access



IPEDS HR



Digest HR



Refresh Schedule



Changes to survey for 2021



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

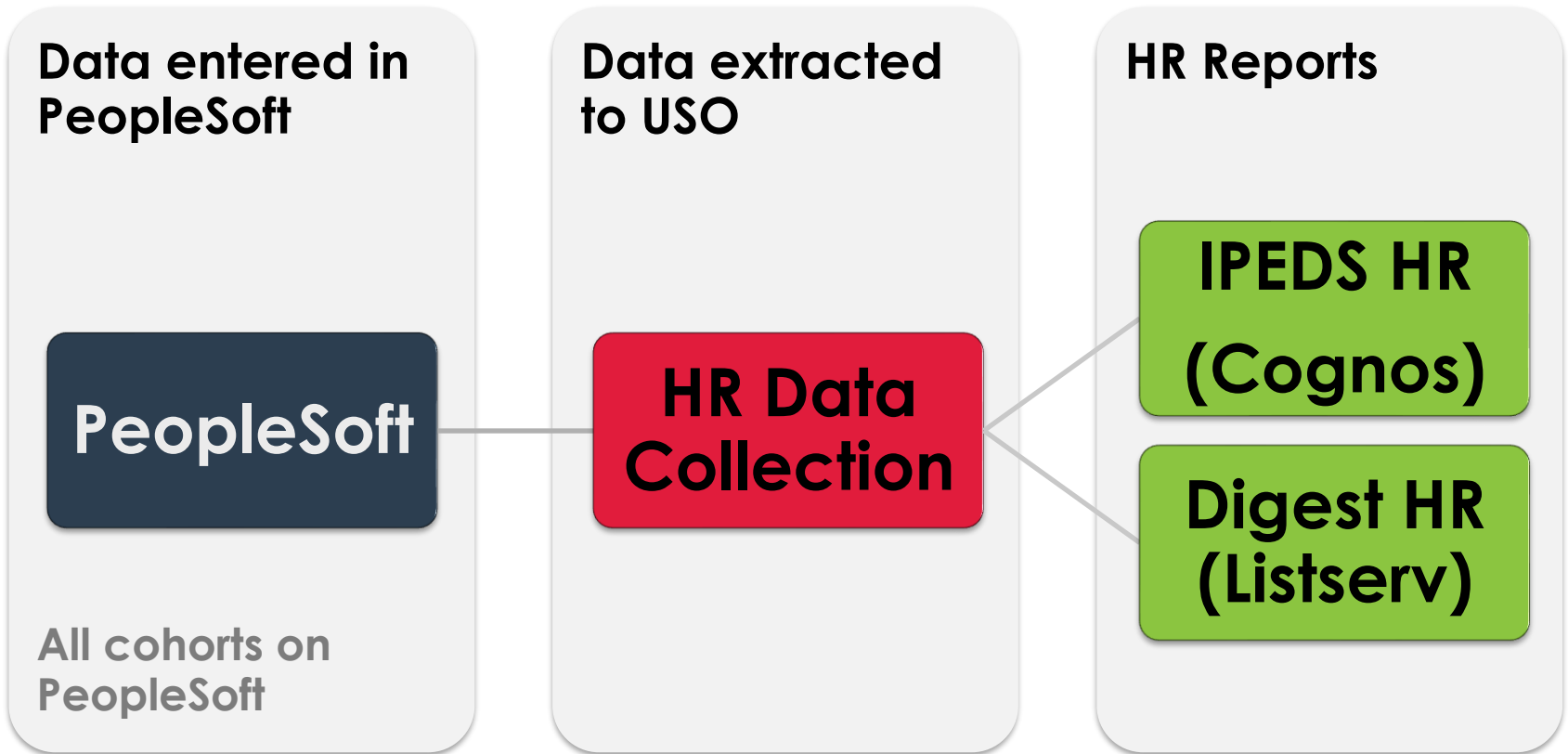
- Kristine Leshner
- Kim Gore
- Team

DBAs

- Wesley Rice
- Steve McDaniel
- Team



Data Flow



Data Validations Timeline

Nov. 1, 2021

- 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 8, 2021

- **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, 2021

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

Jan. 14, 2022

- Deadline for all PeopleSoft corrections

Jan. 17, 2022

- 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
- Information on the security roles to request can be found [here](#)

Email to helpdesk

Subject: 2021 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

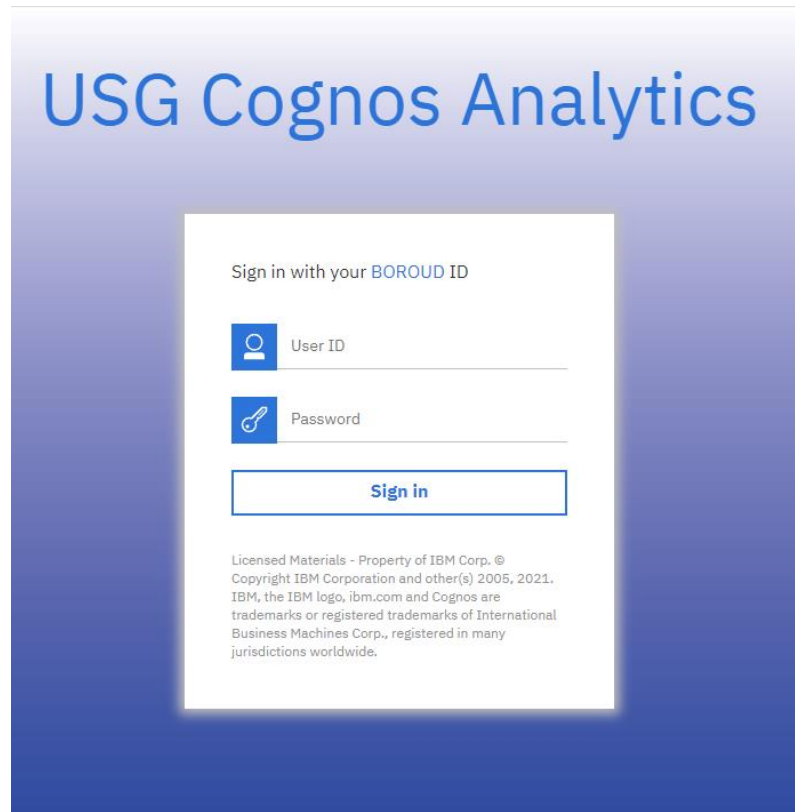
≡ MENU

IPEDS Integrated Postsecondary
Education Data System

IPEDS Survey Components



IPEDS HR Reports: Cognos Website



USG Cognos Analytics

Sign in with your BOROUD ID

User ID

Password

Sign in

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trademarks or registered trademarks of International
Business Machines Corp., registered in many
jurisdictions worldwide.

<https://analytics.ds.usg.edu/bi/>

Log on using your credentials

IPEDS HR Reports: Cognos Data Collection Reports

The screenshot shows the Cognos Data Collection Reports interface. The left sidebar contains navigation options: Home, Search, Data Collections (highlighted with a green circle), IPEDS HR, My content, Team content, and Recent. The top navigation bar includes tabs for Academic Data Submission, Academic Financial Aid, EdPrep Data Submission, Facilities Inventory, Financial, and Human Resources (highlighted with a green circle). The main content area displays the 'University System of Georgia HR Data Submission Status' report. It is divided into three sections: HR Collection Error Reports, Submission Status, and HR Data Validation Reports. The HR Data Validation Reports section lists various extraction data reports, such as Employee Benefits, Payroll, and Profile Extraction Data. A table on the right shows the submission status for various institutions, including Georgia Institute of Technology, Georgia State University, Augusta University, University of Georgia, Albany State Pre-Consolidated, Albany State University, and Armstrong State University. The table columns are SETID, Institution, Last Activity, Status, and Activity Date.

SETID	Institution	Last Activity	Status	Activity Date
03000	Georgia Institute of Technology	EDIT	SUCCESS	Oct 4, 2021 12:17:32 PM
		LOAD	SUCCESS	Apr 2, 2020 9:05:35 AM
		EXTRACT	SUCCESS	Apr 2, 2020 8:48:27 AM
09000	Georgia State University	EDIT	SUCCESS	Oct 4, 2021 12:20:09 PM
		LOAD	SUCCESS	Apr 26, 2018 8:38:51 PM
		EXTRACT	SUCCESS	Aug 1, 2009 6:00:00 AM
12000	Augusta University	EDIT	SUCCESS	Oct 4, 2021 12:22:23 PM
		LOAD	SUCCESS	Jun 20, 2019 8:05:55 AM
18000	University of Georgia	EXTRACT	SUCCESS	Jun 20, 2019 8:02:50 AM
		EDIT	SUCCESS	Oct 4, 2021 12:30:33 PM
21000	Albany State Pre-Consolidated	LOAD	SUCCESS	Nov 2, 2018 1:51:00 PM
		EDIT	SUCCESS	Apr 26, 2018 8:38:52 PM
		EXTRACT	SUCCESS	Apr 26, 2018 4:55:41 PM
22000	Albany State University	EDIT	SUCCESS	Aug 1, 2009 6:00:00 AM
		LOAD	SUCCESS	Oct 4, 2021 12:31:04 PM
24000	Armstrong State University	EDIT	SUCCESS	Apr 26, 2018 8:38:52 PM
		LOAD	SUCCESS	Oct 4, 2021 12:31:15 PM
		LOAD	SUCCESS	Jan 5, 2018 12:23:28 PM

- Click on 'Data Collections' on the left
- Click on the 'Human Resources' tab on the top
- For more information on running the collection reports, see [here](#)



IPEDS HR Reports: Cognos

IPEDS HR Survey Reports

Click on 'IPEDS HR' on the left

- From the dropdown at the top, choose 'Data Collections' or 'IPEDS HR Survey Reports'
- Definitions provided in [IPEDS Report Descriptions & Data Definitions](#) guidance document

The screenshot displays the Cognos IPEDS HR Survey Reports interface. On the left, a navigation sidebar includes options like Home, Search, Data Collections, IPEDS HR (highlighted with a green circle), My content, Team content, and Recent. The main content area is titled 'IPEDS HR Survey Reports for Current Year' and features a dropdown for 'IPEDS HR Surveys for Previous Years'. Below this, users are instructed to 'First, select an Institution. Next, click on a report link below to view results'. There are dropdown menus for 'Institution' (set to '(All)') and 'Fall Year' (set to '2020'). A top-right dropdown menu is open, showing 'Main View', 'Data Collections', and 'IPEDS HR Survey Reports' (highlighted with a green circle).

IPEDS HR Reports: Cognos

IPEDS HR Survey Reports

How it started

How it's going



IPEDS HR Reports: Cognos Data Collection Reports

IPEDS HR Home Tabs

IPEDS HR Surveys for Current Year | IPEDS HR Surveys for Previous Years

IPEDS HR Survey Reports for: 2020-21

First, select an Institution. Next, click on a report link below to view results. For Help: [HRDM Data and IPEDS HR Guidance Documents](#)

Institution: (All)

Staff DG FT 15 or more

FT IS/Tenure/Rank

- [A1 - FT Instructional, Rank and Tenure - Tenured](#)
- [A1 - FT Instructional Rank and Tenure - On Tenure Track](#)
- [A1 - FT Instructional Rank and Tenure - Multi-Year 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](#)
- [A1 - FT Instructional Without Faculty Status](#)
- [A2 - FT Instructional, Function](#)
- [A3 - FT Instructional Totals](#)

FT by primary function

- [B1 - FT Non-instructional, Occupation - 1](#)
- [B1 - FT Non-instructional, Occupation - 2](#) | [B1 - FT Non-instructional All](#)
- [B1 - FT Non-instructional, Occupation - 3](#)
- [B1 - FT Non-instructional, Occupation - 4](#)
- [B2 - FT Non-instructional, Occupation and Tenure - 1](#)
- [B2 - FT Non-instructional, Medical School Status - 2](#)

FT by primary function

- [C - FT Summary Non-medical school staff](#) (reference only - IPEDS generated)
- [C - FT Summary Medical school staff](#) (reference only - IPEDS generated)

Salaries

- [G1 - Salaries Worksheet](#)
- [G2 - Salary Outlays, Instructional Staff](#)
- G3 - Calculated by IPEDS
- [G4 - Salary Outlays, Non-Instructional Staff](#)

Staff DG PT 15 or more

PT by primary function

- [D - PT Staff, Occupation - 1](#)
- [D - PT Staff, Occupation - 2](#) | [D - PT Staff All](#)
- [D - PT Staff, Occupation - 3](#)
- [D - PT Staff, Occupation - 4](#)
- [D - Graduate Assistants](#)
- [E - PT Staff, Occupation and Tenure - 1](#)
- [E - PT Staff, Medical School Status - 2](#)

PT Summary

- [F - PT summary Non-medical school staff](#) (reference only - IPEDS generated)
- [F - PT summary Medical school staff](#) (reference only - IPEDS generated)

Staff DG New Hires

- [H - New Hires Instructional, Tenure](#)
- [H - New Hires, Occupation - 1](#)
- [H - New Hires, Occupation - 2](#) | [H - New Hires All](#)
- [H - New Hires, Occupation - 3](#)

Detail files

- [HR Detail](#)
- [IPEDS HR Detail](#)

Requires Review: [71](#)

*Review Parts B, D, E, G and H

Gender Unknown: [338](#)

DG = Degree Granting
 FT / PT = Full-Time / Part-Time
 IS = Instructional Staff

The HR IPEDS detail file is a data dump of all your IPEDS employees.

IPEDS HR Reports: Cognos Requires Review Errors

Reports with possible “requires review” errors (Parts B, D, E, G, H)

Add report



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

IPEDS 2021-22
Data Collection System

IPEDS HELP DESK
(877) 225-2568 | 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"/>	<input type="button" value="LOGIN"/>
Forgot Password		

FALL

Components Institutional Characteristics
Completions
12-month Enrollment

Keyholders 15 days left (Closes Oct 13)

Coordinators 29 days left (Closes Oct 27)

WINTER

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

Keyholders Opens Dec 08 (Closes Feb 09)

Coordinators Opens Dec 08 (Closes Feb 23)

SPRING

Components Fall Enrollment
Finance
Human Resources
Academic Libraries

Keyholders Opens Dec 08 (Closes Apr 06)

Coordinators Opens Dec 08 (Closes Apr 20)

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

Upload files generated from HR Cognos reports, then uploaded to NCES
RPA will upload to NCES site on 12/08, and again 1/17, intermediate
uploads must be requested



UNIVERSITY SYSTEM OF GEORGIA

Digest HR Reports

usg.edu/research/faculty_data

UNIVERSITY SYSTEM OF GEORGIA

GIVE

ABOUT USG

OUR INSTITUTIONS

STUDENTS

NEWS & REPORTS

INITIATIVES

Strategy and Fiscal Affairs Division

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 – also updated

Faculty Data

FACULTY BY RANK -

The following data include full-time teaching faculty, research faculty, general administrators, academic administrators, public service faculty, librarians, and counselors who hold Board-approved academic rank; are tenured, on tenure track, or in positions that are not tenure track; and are employed on at least an academic year contract. Instructional faculty are a subset of the Corps of Instruction. Part-time faculty are not included.

Corps of Instruction	Instructional Faculty by Rank
2020 2016 2007 2003	2020 2016 2007 2003
2019 2015 2006 2002	2019 2015 2006 2002
2018 2014 2005 2001	2018 2014 2005 2001
2017 2008 2004 2000	2017 2008 2004

FACULTY SALARY AVERAGES -

[2020](#) [2016](#) [2007](#) [2003](#)
[2019](#) [2015](#) [2006](#) [2002](#)
[2018](#) [2014](#) [2005](#) [2001](#)
[2017](#) [2008](#) [2004](#) [2000](#)



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**

Digest HR Reports

Data Preview, Prior to Nov. 1

Before validation opens, detail files provide a preview of your data.

- Available data dumps:
 - HR Detail
 - HR IPEDS detail (subset, only what is relevant to IPEDS)

IPEDS HR Home Tabs

IPEDS HR Survey Reports for: 2020-21

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

Institution: ((All))

Staff DG FT 15 or more

- FT IS/Tenure/Rank
 - A1 - FT Instructional Rank and Tenure - Tenured
 - A1 - FT Instructional Rank and Tenure - On Tenure Track
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 - A2 - FT Instructional Function
 - A3 - FT Instructional Totals
- FT by primary function
 - B1 - FT Non-instructional, Occupation - 1
 - B1 - FT Non-instructional, Occupation - 2
 - B1 - FT Non-instructional, Occupation - 3
 - B1 - FT Non-instructional, Occupation - 4
 - B2 - FT Non-instructional, Occupation and Tenure - 1
 - B2 - FT Non-instructional, Medical School Status - 2
- FT by primary function
 - C - FT Summary Non-medical school staff (reference only - IPEDS generated)
 - C - FT Summary Medical school staff (reference only - IPEDS generated)

DG = Degree Granting
FT / PT = Full-Time / Part-Time
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- H - New Hires, Occupation - 3

Detail files

- HR Detail
- IPEDS HR Detail

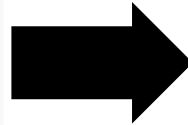
Requires Review: 71
*Review Parts B, D, E, G and H

Gender Unknown: 338

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. 8, 2021 &
Jan. 17, 2022**

- Uploads for all institutions

After Dec. 8, 2021

- Uploads by request

No changes to the IPEDS survey or extraction process for this collection



SOME THINGS NEVER CHANGE



UNIVERSITY SYSTEM OF GEORGIA



But some things do change...

- We are working behind the scenes to increase usability, performance, and to improve resources.
- The IPEDS reports in Cognos have been updated to better align with the NCES survey site (column names, order, etc.)
- Please review last year's changes (located in the 'archived' section of the website) as necessary.
- We will keep you updated if other changes need to be made

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: 2021 HRDM Data Validations

Be sure to include:

- Brief description of the data issue/discrepancy
- Provide emplids OR 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

The screenshot shows the top navigation bar of the University System of Georgia website. The address bar displays the URL: https://www.usg.edu/research/reporting_resources/hrdm_data. The navigation bar includes a search icon, a 'GIVE' button, and social media icons for Twitter and Facebook. The main menu items are: ABOUT USG, OUR INSTITUTIONS, STUDENTS, NEWS & REPORTS, and INITIAT. Below the navigation bar is a blue banner with the text: RESEARCH AND POLICY ANALYSIS, Strategy and Fiscal Affairs Division.

Search Research

Home

About Us

Enrollment Reports

College Readiness and Dual Enrollment

Credit Hour Reports

HRDM Data and IPEDS HR Guidance Documents

2021 HRDM PRESENTATION, IPEDS HR AND DIGEST HR	+
2021 HRDM CHANGES	+
ARCHIVED HRDM GUIDANCE DOCUMENTS	+

2020
documents
archived here!



Guidance: Website Redesign

2021 HRDM PRESENTATION, IPEDS HR AND DIGEST HR

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

Archived HRDM Guidance Documents

ARCHIVED HRDM GUIDANCE DOCUMENTS				
Year	Presentation	IPEDS	Digest	Changes
2020	<ul style="list-style-type: none">• 2020 HRDM Data Validations Presentation 	<ul style="list-style-type: none">• 2020 IPEDS Data Validation Schedule • 2020 IPEDS HRDM Survey Report Definitions • 2020 Course Use	<ul style="list-style-type: none">• 2020 Digest HR Data Validations Schedule • 2020 HRDM Digest Reports and Definitions • USC Faculty	<ul style="list-style-type: none">• Citizenship Change • MCOP Change • CIP Change • Funding and Effort Change • Unknown

Guidance

OneUSG Job Aids

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 “**2021 HRDM Data Validations**” will route your questions faster!

Additional Questions:
Leslie.Hodges@usg.edu