IPEDS Update

Patrick Harris and Leslie Hodges
Research and Policy Analysis

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Fall 2022-23 IPEDS Collection

- Keyholder lock date was October 19th
- Coordinator lock date will be **November 2nd**
- Fall Survey updates:
  - Institutional Characteristics
  - 12-month Enrollment
  - Completions

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Fall 2022-23 IPEDS Collection

Source	Description	Severity	Resolved	Options
Global Edits				
Perform Edits	You did not complete all of the mandatory 'Completers' survey items. The following screens have missing information: Awards of 300-899 clock hours ... (2) Awards of 900 or more clock hours ... (3) Bachelor's degree (5) Master's degree (6) Doctor's degree (7) Postbaccalaureate and post-master's certificates (8) Additional edits will be performed once the missing information is provided. (Error #10502)	Fatal	No	Go to error screen

All errors must have Yes in the Resolved column before the survey can be Locked. Please refer to the instruction for resolving the errors.

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❄ **Winter 2022-23 IPEDS Collection**

- Keyholder access **December 7th** (closes Feb. 8)
- <u>Winter Survey updates</u>:
  - Graduation Rates
  - 200% Graduation Rates
  - Outcome Measures
  - Student Financial Aid
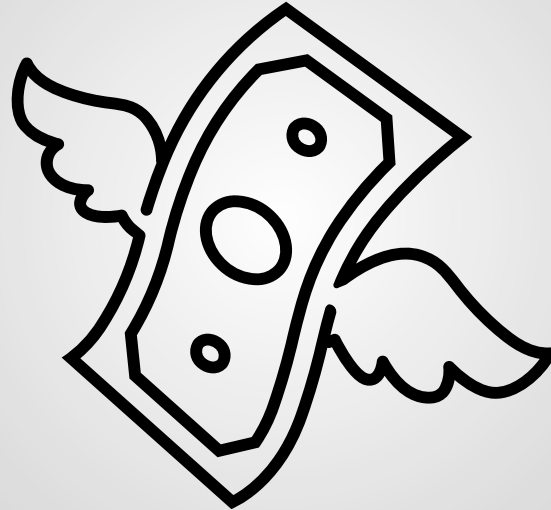 - Admissions (*self reports*)

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Spring 2022-23 IPEDS Collection

- Spring Survey updates:
  - Fall Enrollment
  - Human Resources
  - Academic Libraries (*self reports*)
  - Finance (*self reports*)

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Student Financial Aid
HEERF (Higher Education Emergency Relief Fund)

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From: Angela Bell
Sent: Thursday, September 29, 2022 11:59 AM
To: Institutional Research and Planning <IRP-REPS@LISTSERV.UGA.EDU>; CBO-L@LISTSERV.UGA.EDU; FADMPOC-L@LISTSERV.UGA.EDU
Subject: Reporting of HEERF Student Grants to USG and IPEDS

Greetings IPEDS Coordinators, Financial Aid Directors and Chief Business Officers,

I am reaching out because we need your collaboration again this year to ensure that you correctly report emergency student grants provided from phases I, II, and III of the federal Higher Education Emergency Relief Funds (HEERF) in the IPEDS Student Financial Aid and Finance surveys this year. This will require collaboration on the USG Financial Aid Data Collection (FADC) and the IPEDS surveys.

Financial Aid Data Collection (FADC)
As last year, because of the different methods used on campuses to award HEERF funds, we are asking campuses that awarded these funds via financial aid NOT to include these funds in their FADC submission that is scheduled to open October 10. This can be done by **not** mapping the institutional emergency grant fund codes to Regents Fund Codes.

IPEDS Student Financial Aid (SFA) and Finance Surveys
To alleviate campus burden, this year the Research & Policy Analysis office will directly collect information about HEERF receipt for the students who are in the SFA survey sample. This data will be combined with FADC information to produce the components of the IPEDS SFA survey. As a result, institution keyholders will not need to manually adjust their IPEDS SFA data to include HEERF information. Instructions on providing HEERF data to RPA are in the attached guidance document.

The Finance Survey, which opens in December, also requires institutions to include funds from HEERF. Of note, institutions that used these funds to forgive student balances will report those amounts in expenditures on the Finance Survey but not in Financial Aid.

We thank you in advance for your collaboration on correctly reporting HEERF funds. If your institution needs any assistance, please contact Patrick Harris (patrick.harris@usg.edu or 404.962.3090).

Sincerely,
Angie Bell

Angela Bell, Ph.D.
Vice Chancellor of Research and Policy Analysis
Board of Regents of the University System of Georgia
270 Washington Street, SW
Atlanta, GA 30334
Ph: 404-962-3069

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From: FADM Point of Contact <FADMPOC-L@LISTSERV.UGA.EDU> **On Behalf Of** Angela Bell
Sent: Tuesday, October 18, 2022 10:28 AM
To: FADMPOC-L@LISTSERV.UGA.EDU
Subject: Re: Reporting of HEERF Student Grants (including GEER) to USG and IPEDS

Good morning IPEDS Coordinators, Financial Aid Directors and Chief Business Officers,
We received a question about how awards to students from the Governor's Emergency Education Relief Fund (GEER) are to be treated. In short, they are to be treated like other HEERF funds, excluded from the Financial Aid Data Collection and then submitted to USG in the spreadsheet for providing IPEDS cohort members who received HEERF funds during the aid year. The guidance document has been updated and is attached.
We thank you for your collaboration on correctly reporting HEERF and GEER funds. If your institution needs any assistance, please contact Patrick Harris (patrick.harris@usg.edu or 404.962.3090).
Regards,
Angie

Student Financial Aid
Institution's HEERF/GEER Data Source

Revenue Account: 491110 – Fed CARES/HEERF Grants-Non-Operating

Expense Account: 781180 – CARES/HEERF Grant Expense

Fund: 20000 - Sponsored

Program: 18100 - Scholarships

Class: 61000 – Sponsored - Federal

Project ID: "HEERF_GRANTS" or "CARES_GEER" embedded in Project ID

CFDA: 84.425E or 84.425C

Your institution may use additional revenue/expense accounts to store HEERF and GEER aid so please ensure that you consult these sources if applicable.

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	A	B	C	D	E	F
1	SSN	INST_STUDENT_ID	STU_INST_UID	SETID	EMERG	
2	###-##-####	##########	####	18000		
3	###-##-####	##########	####	18000		
4	###-##-####	##########	####	18000		
5	###-##-####	##########	####	18000		
6	###-##-####	##########	####	18000		
7	###-##-####	##########	####	18000		
8	###-##-####	##########	####	18000		
9	###-##-####	##########	####	18000		
10	###-##-####	##########	####	18000		
11	###-##-####	##########	####	18000		
12	###-##-####	##########	####	18000		
13	###-##-####	##########	####	18000		
14	###-##-####	##########	####	18000		
15	###-##-####	##########	####	18000		
16	###-##-####	##########	####	18000		
17	###-##-####	##########	####	18000		
18	###-##-####	##########	####	18000		
19	###-##-####	##########	####	18000		
20	###-##-####	##########	####	18000		
21	###-##-####	##########	####	18000		
22	###-##-####	##########	####	18000		
23	###-##-####	##########	####	18000		
24	###-##-####	##########	####	18000		
25	###-##-####	##########	####	18000		

	A	B	C	D	E	F
1	SSN	INST_STUDENT_ID	STU_INST_UID	SETID	EMERG	
2	###-##-####	##########	####	18000	0	
3	###-##-####	##########	####	18000	1250	
4	###-##-####	##########	####	18000	0	
5	###-##-####	##########	####	18000	0	
6	###-##-####	##########	####	18000	0	
7	###-##-####	##########	####	18000	1250	
8	###-##-####	##########	####	18000	0	
9	###-##-####	##########	####	18000	0	
10	###-##-####	##########	####	18000	2500	
11	###-##-####	##########	####	18000	0	
12	###-##-####	##########	####	18000	0	
13	###-##-####	##########	####	18000	2500	
14	###-##-####	##########	####	18000	0	
15	###-##-####	##########	####	18000	0	
16	###-##-####	##########	####	18000	1250	
17	###-##-####	##########	####	18000	0	
18	###-##-####	##########	####	18000	0	
19	###-##-####	##########	####	18000	2500	
20	###-##-####	##########	####	18000	0	
21	###-##-####	##########	####	18000	0	
22	###-##-####	##########	####	18000	0	
23	###-##-####	##########	####	18000	0	
24	###-##-####	##########	####	18000	0	
25	###-##-####	##########	####	18000	0	

Student Financial Aid
HEERF/GEER Reporting Deadline

o **DEADLINE**
Institution needs to complete and upload by **Friday, November 4, 2022**

o Upload to **MOVEit** by Friday, November 4, 2022
Location: ResearchandPolicyAnalysis>Institution Name>To USG>

o **Rename** file as **IPEDS_SFA_EMERG_institution_UPDATED**

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Housekeeping

- Manual changes to your IPEDS data
  - Document
  - Email me
- NPC
- Turnover
- Report requests (e.g., FTF)

Fall 2022 IPEDS FTF Detail File

Patrick Harris
To ○ Institutional Research and Planning

Good Morning Colleagues,

I have provided each institution your **Fall 2022 IPEDS FTF** detail file in your RPA MOVEit account (i.e., xxxx_20232_IPEDS_FTF).

As a reminder, a few years ago we added the data fields below to the detail file:

- GENDER_DESCR,
- FT_PT_DESCR,
- AGE_AT_MATRIC_COLLECTED,
- IPEDS_RACE_ETHNICITY_DESCR

Institutions requested gender and enrollment status specifically to assist in your IPEDS Admission's survey (that opens Dec. 07) for the Selection Process – A/A/E section (shown below).

Selection Process - A/A/E

2. Provide the number of _first-time_, _degree/certificate-seeking_ undergraduate students who applied, who were admitted, and who enrolled (either full- or part-time) at your institution for Fall 2021. Include _early decision_, _early action_, and students who began studies during the summer prior to Fall 2021.

Remember that this question applies only to first-time, degree/certificate-seeking undergraduates. Do not include any other students in these totals. Report admitted students who enrolled in the summer ONLY IF they remained enrolled into the fall.

Only include levels that you indicated were offered in the IC Header. If you made an error in the IC Header, please remember to fix the error next year.

	Men	Women	Total
Number of applicants			
Number of admissions			
Number (of admitted) that enrolled full-time			
Number (of admitted) that enrolled part-time			
Total enrolled full-time and part-time			
Percent of admissions enrolled full-time and part-time			

There is a tab named "pivot" in your detail file. The data is to assist you when you are reporting the headcounts required for the highlighted IPEDS Admissions fields shown above.

	A	B	C	D
1	Count of STUDENT_INST_ID	Column La		
2	Row Labels	Female	Male	Grand Total
3	Full-Time	448	346	794
4	Part-Time	43	28	71
5	Grand Total	491	374	865
6				

data **pivot** ⊕

Please let me know if you have any questions or suggestions.

Regards,
Patrick

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From: Rachana Bhatt
Sent: Monday, August 8, 2022 4:12 PM
To: IRP-REPS@LISTSERV.UGA.EDU
Subject: Updates to IPEDS FTF and SER BF logic

Dear IR & ADC Colleagues,

I wanted to update you on a data governance and reporting item that impacts the IPEDS First Time Freshman (FTF) and SER Beginning Freshman (BF) counts. Please keep this information in mind as the Fall 22 MT collection occurs and reports are created off that data.

In late 2021, the Academic Data Governance Committee received a request from institutions to start collecting full high school graduation date (MM/DD/YYYY) in the ADC. Previously we only collected YYYY. The purpose of collecting the full date is to use this new variable in the logic identifying which students are FTF and BF. An additional request was made to better align the FTF logic with the federal definition with respect to enrollment during the summer term prior to fall.

I have attached a Resource Guide explaining the process of this change and the implications. Please review and let me know if you have any questions or concerns (rachana.bhatt@usg.edu).

Additionally, please note that the ADC Derived Data Element dictionary has been updated to reflect the modified IPEDS FTF and SER BF logic. You can find this at
https://www.usg.edu/research/assets/research/documents/ADC_Functional_and_Technical_Definitions_of_Derived_Variables.pdf
Note: you may need to clear your cache if you visit this site often in order to get the August 2022 updated version.

Special thanks to our institution testers on this. Wishing you all a great start to the school year!

Best,
Rachana

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HRDM 2022

HRDM 2022

❖ Updated HR resource [documents](#)

❖ Extraction updates for speed

    ❖ Should stop errors in loading data seen in the 2021 collection

    ❖ Remember, ~2-day delay for PS updates to appear in Cognos reports

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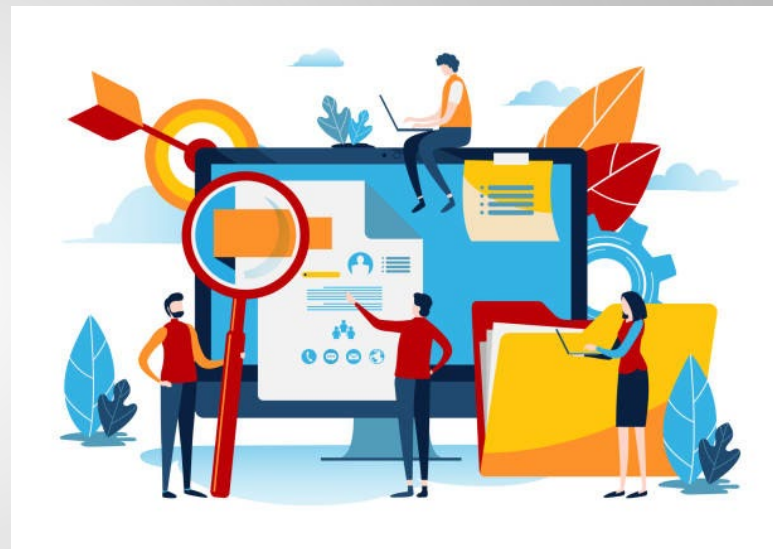
HRDM 2022 Website

HRDM Data and IPEDS HR Guidance Documents

2022 HRDM PRESENTATION, IPEDS HR AND DIGEST HR

Presentations

- 2022 HR Data Validation Presentation

IPEDS

- 2022 IPEDS HR Data Validation Schedule
- 2022 Cognos User Guide
- 2022 How to Handle Requires Review

Digest

- 2022 Digest HR Data Validation Schedule

HRDM 2022 <u>Website</u>

ARCHIVED HRDM GUIDANCE DOCUMENTS   −

Year	Presentation	IPEDS	Digest	Changes
2021	• 2021 HRDM Data Validation Presentation 📄	• 2021 IPEDS HR Data Validation Schedule 📄 • 2021 Cognos User Guide 📄 • 2021 Report Descriptions and Data Definitions 📄 • 2021 BCAT SOC Crosswalk 📄 • 2021 How to Handle Requires Review 📄	• 2021 Digest HR Data Validation Schedule 📄 • 2021 Data Definitions 📄 • 2021 USG Faculty Definitions 📄	
2020	• 2020 HRDM Data Validations Presentation 📄	• 2020 IPEDS Data Validation Schedule 📄 • 2020 IPEDS HRDM	• 2020 Digest HR Data Validations Schedule 📄 • 2020 HRDM Digest	• Citizenship Change 📄 • MCOP Change 📄 • CIP Change 📄

HRDM 2022 Cognos

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

HRDM 2022

❖ HRDM data validations will open November 1st, 2022 for the 2022 collection

❖ No changes to the IPEDS survey this year, please review the numerous 2020 changes

❖ ITS help desk tickets for changes to the HRDM listserv or Cognos access

Subject: 2022 HRDM Data Validations

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HRDM

Human Resources Data Element Dictionary

New Features

HRDM

HRDED Intro Page

Human Resources Data Element Dictionary

The data element dictionary provides detailed information about each of the data elements stored in the Human Resources Data Mart (HRDM). The table below describes the information found in each field for each data element.

Element Name	Element Number
Category	Grouping of data elements, for example, Employee Payroll
Description	The description provides clarification on the information contained in the field. If the field is no longer in use, it will be specified in the description. If the PeopleSoft data entry field has a different name that the element name, it will be noted here.
Data Type	Character/Number/Date
Length	Maximum length of entry
Format	Date format, otherwise blank
Collection Period	Frequency of data extracted from PeopleSoft into HRDM
Business Practices	Provides information on how to input information, including relevant knowledge articles. Knowledge articles are labeled as practitioner or employee self-service processes. Knowledge articles are located in USG Service Now (https://usg.service-now.com/usgsp).
Validation Rules	Severity Code Description
	Evaluation rules during extraction that will cause errors

Valid Values

Code	Description

This section includes all HRDM valid values, both those currently in use and those that are no longer active. This is because historical data are still extracted and used for reporting. For information on which values are currently active refer to the "PeopleSoft to HRDM Valid Value Mapping" report in Cognos – in the PS Status column, 'A' indicates an active value and 'I' indicates an inactive value. This report is located here: Cognos > Data Collections > Human Resources > 'PeopleSoft to HRDM Valid Value Mapping'
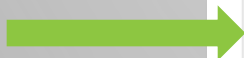
HRDM

HRDED Intro Page

Data Source	Provider	Source of the data (Primarily PeopleSoft or Human Resources Data Mart (HRDM))
	Table	In the source application, this is the table where the element value is stored
	Column	In the source application table, this is the column where the values are stored
	Page	If relevant, the PeopleSoft page where the information is entered
	Navigation	If relevant, the navigation to the PeopleSoft page where the information is entered
Effective Terms	Start	Date the element was first collected
	End	Date the element stopped being collected, (None) if the element is currently collected.
Target Files	Target Type	Table Name	Column Name
	This section describes where the data are stored in the HRDM
Change History	Date	Notes
	This section includes information about any changes made to the element over time

HRDM

HRDED Valid Values

For elements with many values that are updated frequently (e.g., Job Code), valid values will not be listed in the HR DED but can be found in the [PeopleSoft to HRDM Valid Value Mapping Report](#)

		Current HRDM Valid Values	
Element ID	Element Name	HRDM Value	HRDM Description
HED004	Degree Level	01	No Formal Education
HED004	Degree Level	02	Elementary School Completed
HED004	Degree Level	03	Some High School
HED004	Degree Level	04	High School Graduate
HED004	Degree Level	05	Terminal Occupation Program
HED004	Degree Level	06	Terminal Occupation Program
HED004	Degree Level	07	Some College - Less than 1 Yr
HED004	Degree Level	10	Associate Degree
HED004	Degree Level	13	Bachelor Degree
HED004	Degree Level	14	Post Bachelors
HED004	Degree Level	15	First Professional
HED004	Degree Level	17	Masters Degree
HED004	Degree Level	18	Post Masters
HED004	Degree Level	21	Doctorate Degree
HED004	Degree Level	C	One Year Certificate
HED004	Degree Level	E	2 yr vocatinal Certificate
HED004	Degree Level	F	Advanced Certificate

HRDM

HRDED Valid Values - Translation

Not all values are the same in OneUSG as in the HRDM. The second part of the PeopleSoft to HRDM Valid Value Mapping Report shows the relationship between PeopleSoft and HRDM values

				PeopleSoft to HRDM Valid Value Mapping				
Element ID	Element Name	PS Field Name	PS Value	PS Description	PS Status	HRDM Value	HRDM Description	Translated
HED004	Degree Level	EDUCATION_LVL	01	No Formal Education	A	01	No Formal Education	NO TRANSLATION
HED004	Degree Level	EDUCATION_LVL	02	Elementary School Completed	A	02	Elementary School Completed	NO TRANSLATION
HED004	Degree Level	EDUCATION_LVL	03	Some High School	A	03	Some High School	NO TRANSLATION
HED004	Degree Level	EDUCATION_LVL	04	High School Graduate	A	04	High School Graduate	NO TRANSLATION
HED004	Degree Level	EDUCATION_LVL	05	Terminal Occupation Prog DNC	A	05	Terminal Occupation Program	NO TRANSLATION
HED004	Degree Level	EDUCATION_LVL	06	Terminal Occupation Program	A	06	Terminal Occupation Program	NO TRANSLATION
HED004	Degree Level	EDUCATION_LVL	07	Some College - Less than 1 Yr	A	07	Some College - Less than 1 Yr	NO TRANSLATION
HED004	Degree Level	EDUCATION_LVL	08	One Year College	I	08	One Year College	NO TRANSLATION
HED004	Degree Level	EDUCATION_LVL	09	Two Years College	I	09	Two Years College	NO TRANSLATION
HED004	Degree Level	EDUCATION_LVL	10	Associate Degree	A	10	Associate Degree	NO TRANSLATION
HED004	Degree Level	EDUCATION_LVL	11	Three Years College	I	11	Three Years College	NO TRANSLATION
HED004	Degree Level	EDUCATION_LVL	12	Four Years College	I	12	Four Years College	NO TRANSLATION

HRDM
HRDED Updated Elements

Please note not all elements are updated yet, though the project did prioritize elements related to IPEDS reporting.

Check the change history for a 2022 review date

Change History	Date	Notes
	Jan 1, 2005	New Element
	Nov 6, 2009	Added ADP Translations.
	Jul 30, 2018	ADP Element Name: SEX; ADP Table: PERSONAL_DATA
	Jul 30, 2018	Old PS Menu Path: Workforce Administration, Increase Workforce, Hire Employee
	Jul 30, 2018	Old PS Page: Personal History; Old PS Page Field Name: Gender
	Jul 30, 2018	Old PS Table: PS_PERS_DATA_EFFDT; Old PS Table Field: SEX
	Mar 8, 2022	Element reviewed and updated

(Leslie's cat Titus)

(Patrick's dogs Duke & Ranger)

Questions?

Patrick Harris

(IPEDS Questions)

Patrick.Harris@usg.edu

Leslie Hodges

(HR Collections questions, HRDED questions)

Leslie.Hodges@usg.edu

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