2026 Digest HR Data Validation

Digest HR Report Population:

An employee is included in the Digest HR reports if the employee is active, on leave, on a short work break, or suspended (employee_status_code is A, L, P, S, W) as of November 1, 2026 AND the employee received a non-zero paycheck anytime in the last 9 months prior to November 1, 2026.

Digest HR Data Validation Schedule:

November 1, 2026: Validation starts. Reports are available in Cognos for review.

November 1, 2026-January 22, 2027 (Validation Period):
Institutions will need to:

- Review reports (in Cognos) for accuracy and make necessary changes in PeopleSoft.
- Use guidance documents and Human Resources Data Dictionary to understand relationship between PeopleSoft data elements and Human Resources Data Mart (HRDM) data, as well as the reporting definitions.
- Email support@usg.edu for assistance – for example, Cognos access issues.
    - Please use "**2026 HRDM Data Validations"** as the subject line in your email to the helpdesk. This will ensure that your question is routed correctly and answered in a timely fashion.

POST DATA FREEZE, 2027: Once data are certified and the data have been frozen for the 2026 HR collection, the Digest HR reports will be reproduced and uploaded to https://www.usg.edu/research/employee_reports by RPA.

Digest Data Validation Process:

Please note that changes made in PeopleSoft will take about 2 days to affect the Digest reports displayed in Cognos.

All changes MUST have an effective date of **November 1, 2026** or earlier for an employee to appear in the 2026 Digest HR reports. If you are making changes to PeopleSoft records during the validation period, please enter an effective date that is consistent with these parameters.