2026 IPEDS HR Data Validation

IPEDS HR Report Population:

An employee is included in the IPEDS 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 month prior to November 1, 2026.

Unlike the Digest HR reports, IPEDS HR does NOT include System Office employees, student assistants, nor occasional workers.

IPEDS HR Data Validation Schedule:

November 1, 2026: Validation starts.

November 1, 2026: 2026 IPEDS HR Detail & Parts A-H Cognos reports available for review.

November 1, 2026 - January 22, 2027 (Validation Period): Periodic reminders sent to CHRO and HRDM POCs.
Institutions will need to:

- Review IPEDS HR Cognos reports for accuracy and make necessary changes in PeopleSoft.
- Email support@usg.edu for assistance if there are discrepancies between PeopleSoft and what appears in the Cognos reports.
    - 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.

December 10, 2026: IPEDS HR survey data uploaded on the NCES site by RPA. Subsequent uploads are done at the request of the institution.

January 2027: IPEDS HR survey data are re-uploaded on the NCES site by RPA.

April 7, 2027: Keyholder close.

April 21, 2027: Coordinator lock.

Cognos Data Validation Process:

Please note that changes made in OneUSG are NOT reflected 'live' in Cognos and take roughly one business day to process after a completed extraction. To be safe, allow 2 days to expect updates made in OneUSG to be reflected in the Cognos reports.

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