UNIVERSITY SYSTEM OF GEORGIA

2026 Human Resources Data Validations Webinar

October 30, 2026

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Research and Policy Analysis

Logistics & Introduction

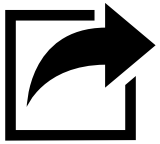


Poll questions will pop up throughout the presentation. Please answer. This will help me understand where more assistance or explanation is needed.



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 post slides online**

Webinar will be recorded

Agenda

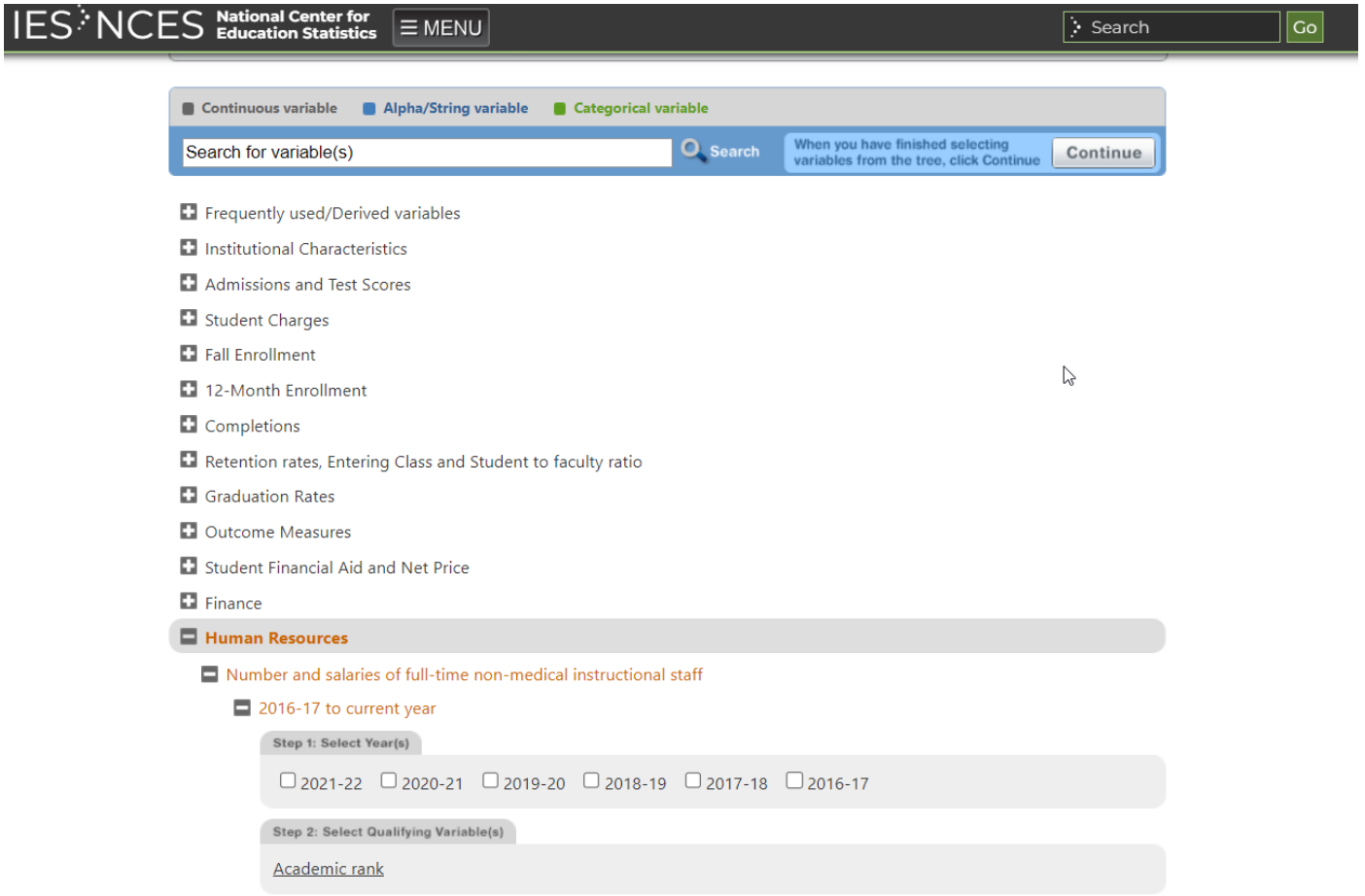
- Overview, Data Flow, Timeline, & New User Access
- IPEDS HR
- Digest HR
- Guidance for data validations
- Questions/Comments
- Upcoming Changes

What is this collection for?

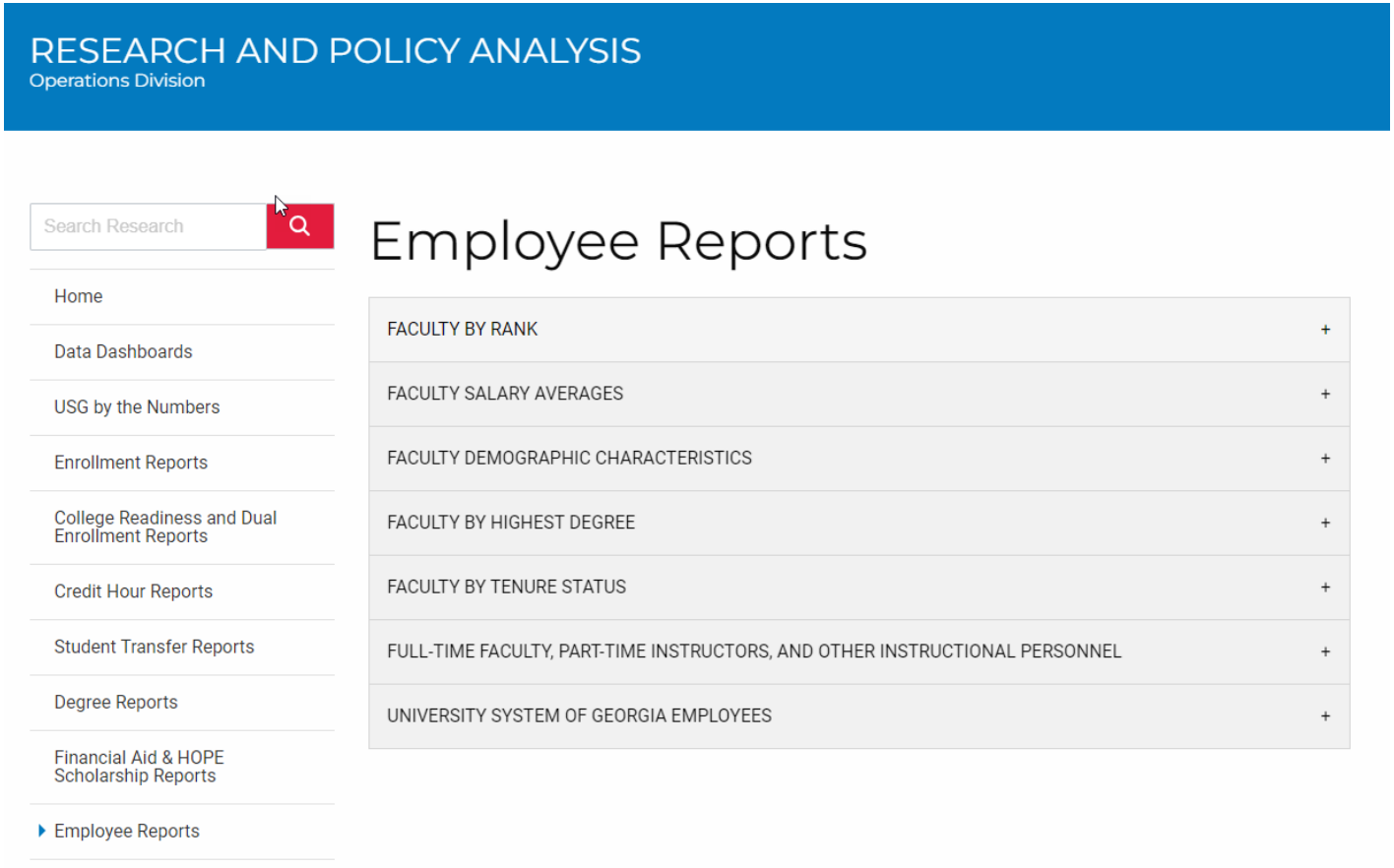
The validated data from the collection are used to create a high-quality data snapshot for:

- IPEDS
- Employee Reports
- USG Fiscal Affairs reports
- Ad-hoc reports (including legislative requests)

What is this collection for?
IPEDS



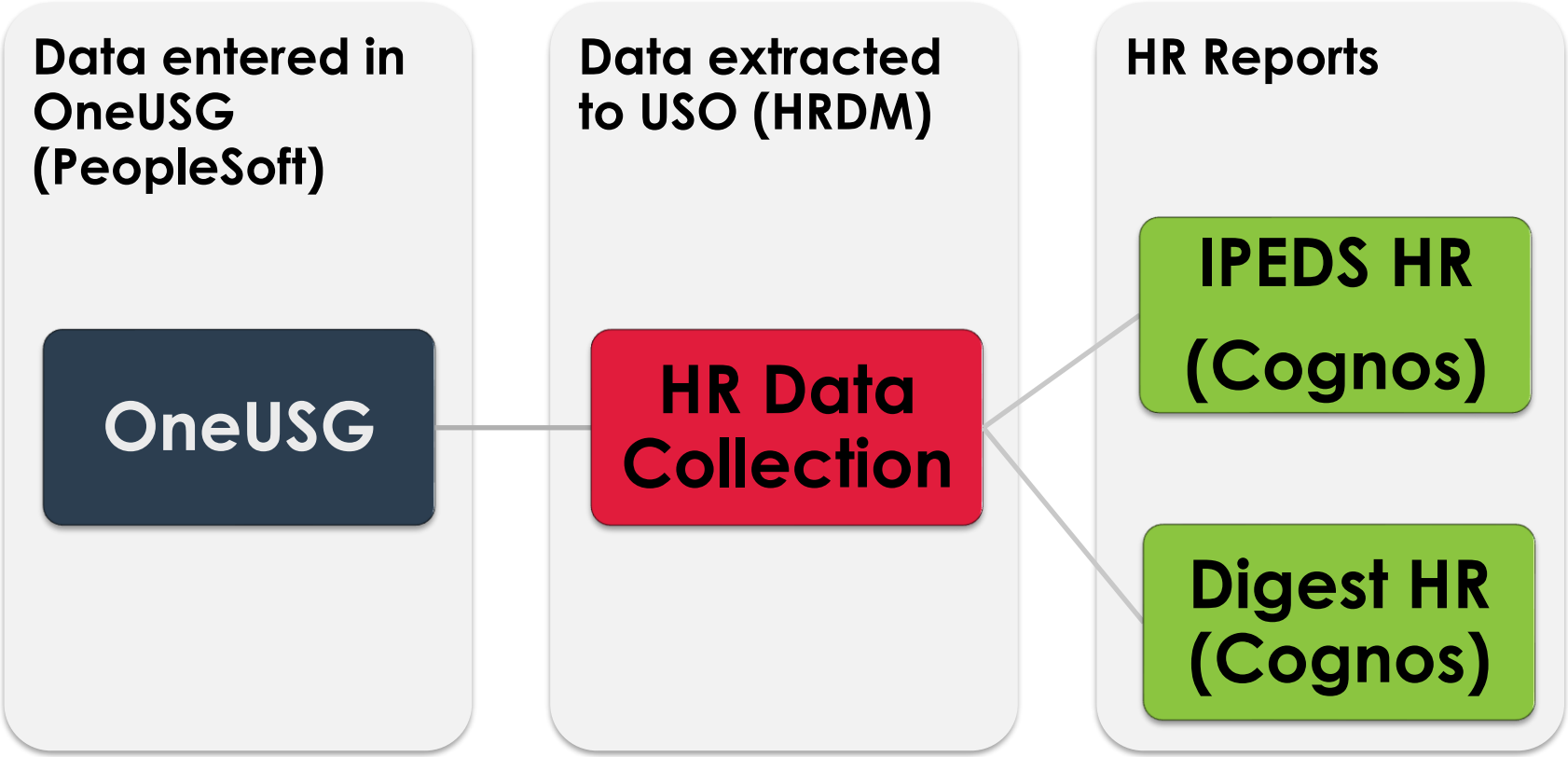
What is this collection for?
Digest Reports



To get high quality data:

- Requires collaboration between Human Resources, Institutional Research (or equivalent), and possibly Faculty Affairs
- Requires knowing who is involved, reading communications, reading support materials (updated yearly and posted here)

Data Flow


Data entered in OneUSG (PeopleSoft)
Data extracted to USO (HRDM)
HR Reports
OneUSG
HR Data Collection
IPEDS HR (Cognos)
Digest HR (Cognos)

Human Resources Data Mart (HRDM)

The HRDM is a set of data extracted from OneUSG, translated to system level values, and used for IPEDS HR and Digest HR reporting.

- It is NOT the same as OneUSG
- It only contains a portion of the data elements found in OneUSG
- Values may be translated from what is seen in OneUSG to what is stored in the HRDM
- The HR Data Element Dictionary (HRDED) provides information about the relationship between each HRDM element and the OneUSG source

Data Validations Key Dates

Nov. 1, 2026

- Validation opens for IPEDS HR and Digest HR reports

Nov 1-Jan

- Institutions review data
- IPEDS HR Reports available for review in Cognos
- Digest Reports available for review in Cognos
- Institutions make corrections in OneUSG so changes can be reflected in IPEDS and Digest reports

Data Validations Key Dates

Dec, 2026

- IPEDS HR survey data uploaded to NCES site by RPA (initial)

January, 2027

- Fix errors.
- Review data validation reports in Cognos.
- Fix errors.
- Certify data (link will be sent by email to HRDMPOC and IRP listserv)
- Reload to NCES by RPA

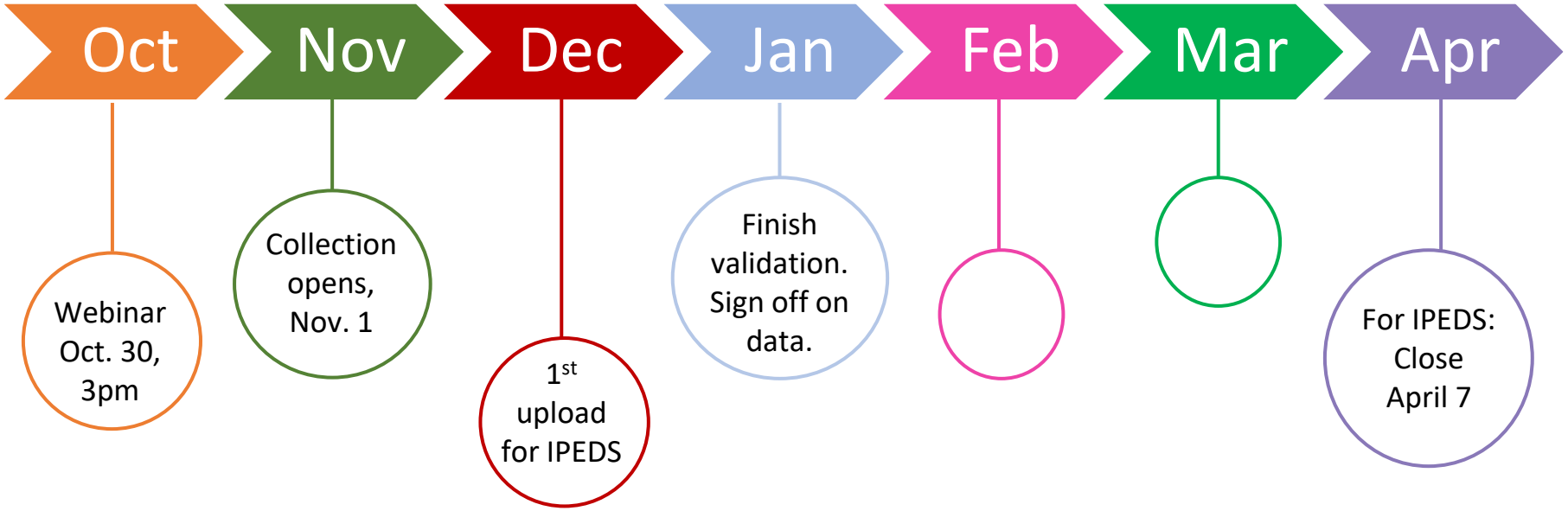
April 7, 2027

- Keyholder close

April 21, 2027

- Coordinator lock

HR Data Collection Timeline



Access for New Users

New users may need:

Access to **HRDM POC listserv** and **IPEDS HR Cognos reports**

- Submit an ITS Help-Desk ticket to support@usg.edu
- Information on the security roles to request can be found here

Access to **NCES website**

- Request from institution's IPEDS-Keyholder

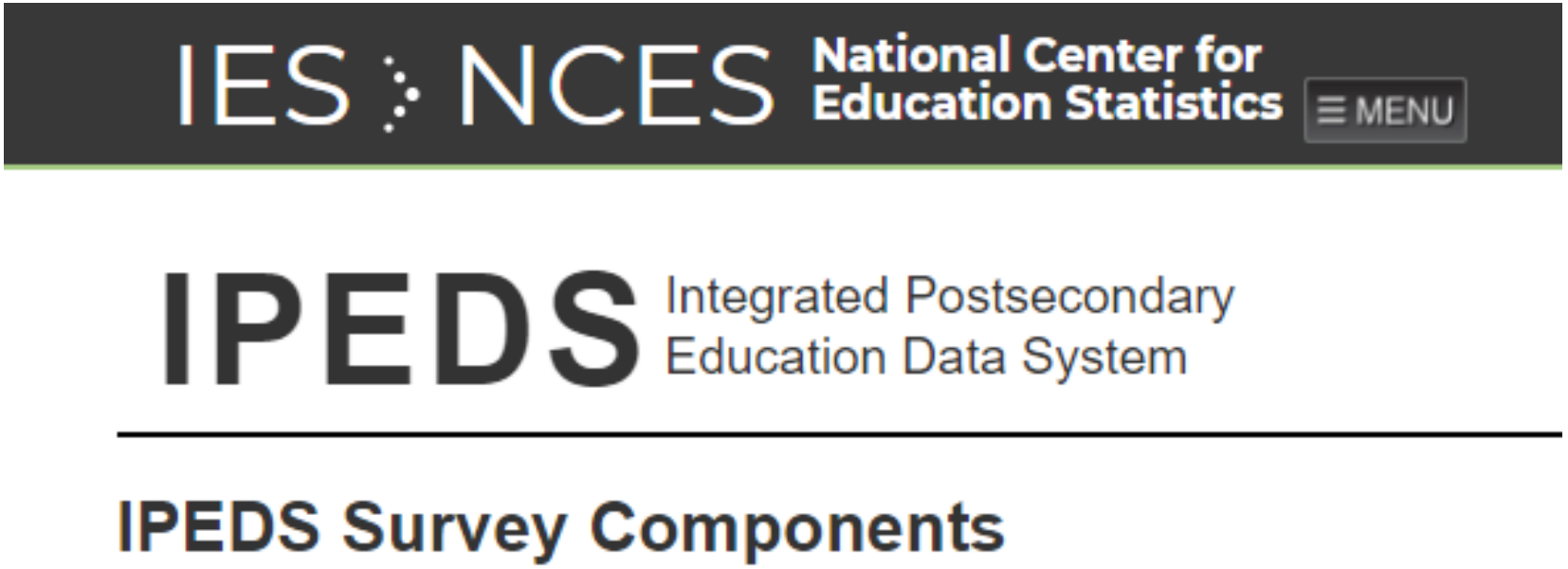
Email to support@usg.edu

Subject: 2026 HRDM Data Validations, User Access

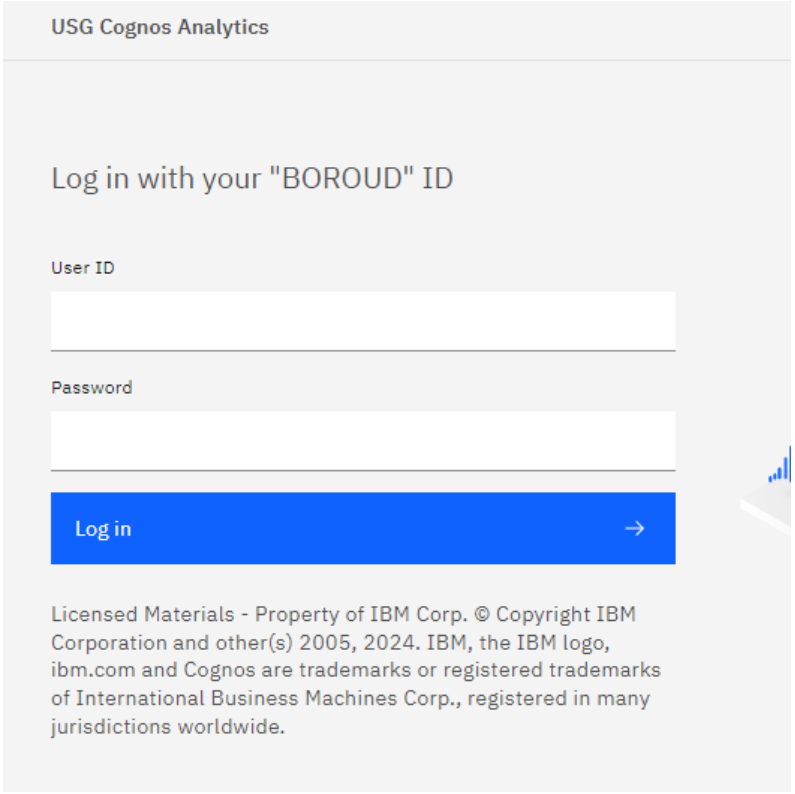
Be sure to include:

- Name, email address, and title
- Which system you need access to (HRDM POC list and/or HR Cognos reports)

IPEDS HR Reports



IPEDS HR Reports: Cognos Website



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

Log on using your SSO credentials

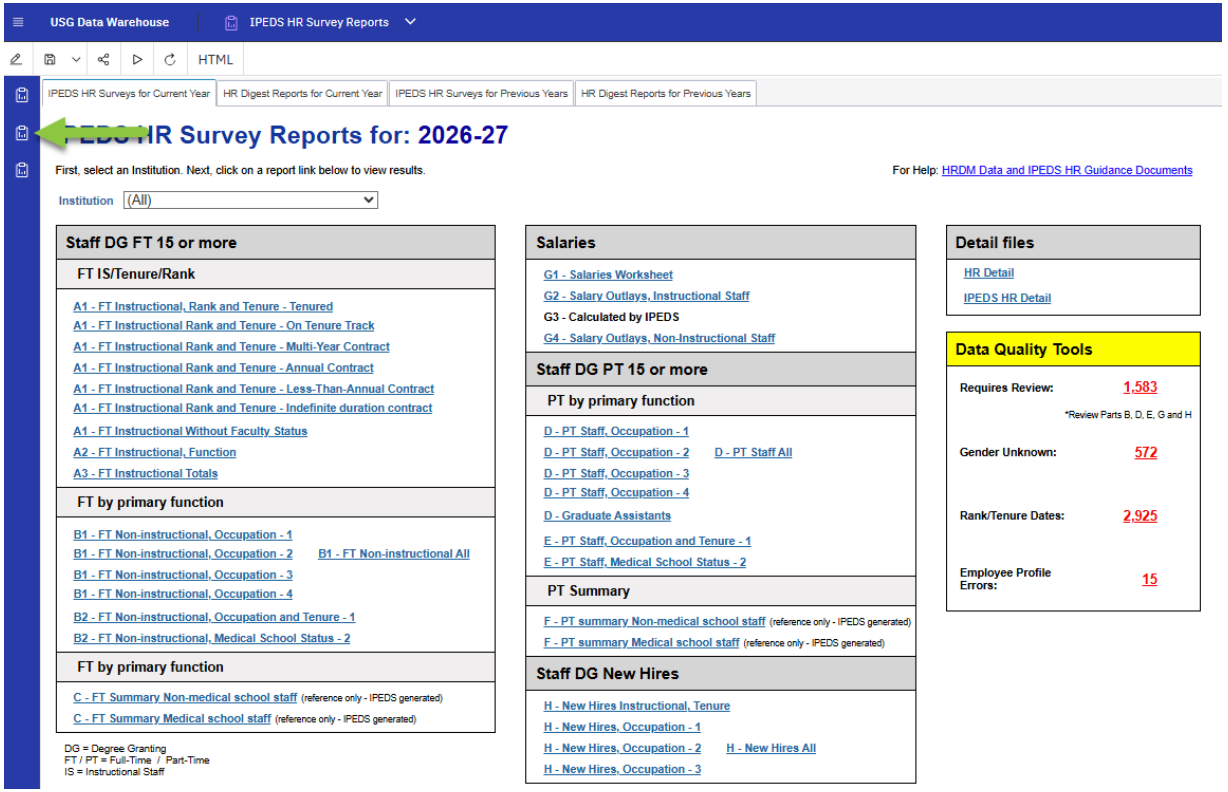
Cognos User Guide

IPEDS HR Reports: Cognos

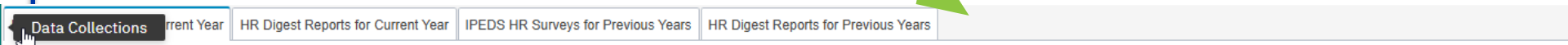
IPEDS HR Survey Reports

Click on ‘IPEDS HR’ on the left

Definitions provided in IPEDS Survey Definitions guidance document



IPEDS HR Reports: Cognos



IPEDS HR Survey Reports for:

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

Institution (All)

For Help: HRDM Data and IPEDS HR Guidance Documents

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)

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

Salaries

G1 - Salaries Worksheet
G2 - Salary Outlays, Instructional
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
PT Staff, Occupation - 2
D - PT Staff All
PT Staff, Occupation - 3
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

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

Detail files

HR Detail
IPEDS HR Detail

Data lity Tools

Requir view: 0
*Review Parts B, D, E, G and H
Gender Unknown: 0
Rank/Tenure Dates: 11
Employee Profile Errors: 3

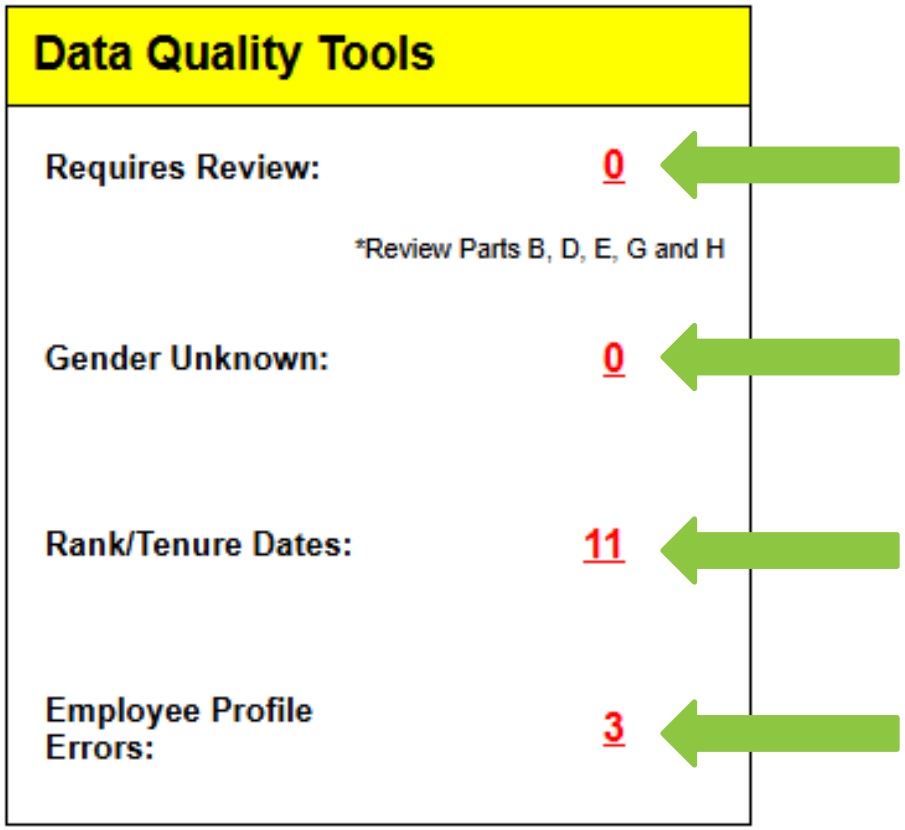
IPEDS HR Reports: Cognos. Example.

Part A3 - Full-time Instructional Staff - Totals

Total number of Full-time Instructional Staff

Race/ethnicity	Total men	Total women	Total unknown	Total (men+women+unknown)
Nonresident alien	15	9	0	24
Hispanic/Latino	21	14	0	35
American Indian or Alaska Native	0	0	0	0
Asian	62	31	0	93
Black or African American	19		0	66
Native Hawaiian or Other Pacific Islander	0	0	0	0
White	321	351	0	672
Two or more races				
Race and ethnicity Unknown				
Total	451	457	0	908
Overall - Total	**451**	**457**	**0**	**908**

IPEDS HR Reports: Cognos Data Quality Tools



Clicking on these provides a detail file or report for relevant employees

IPEDS HR Reports: Cognos Requires Review Errors

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



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

- Employees with an SOC code of 25-1xxx (Postsecondary Teacher) MUST have their activity percentage distribution fitting into the definition of Postsecondary Teachers (– Instruction, – Research, or – Public Service)
- If not resolved, that employee **will not appear** in the IPEDS HR Survey upload file.



CHECK IPEDS HR REPORTS FOR
REQUIRES REVIEW REPORT

IPEDS HR Reports: Cognos Requires Review Errors

SOC = Standard Occupational Code (from the Bureau of Labor Statistics - BLS)

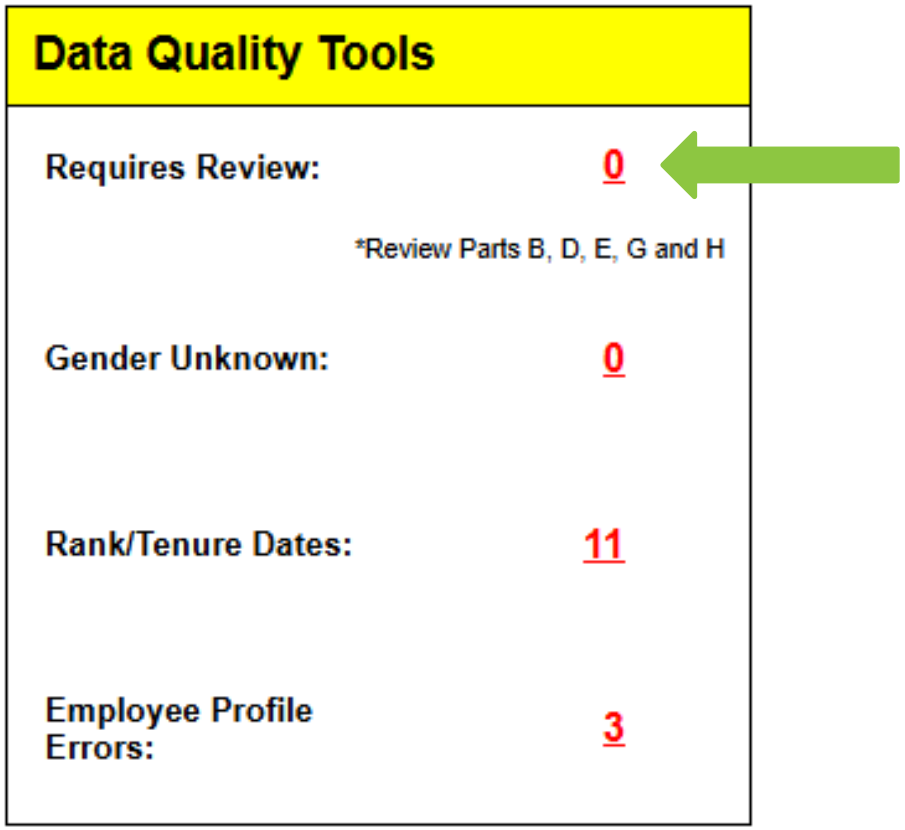
SOCs are set at the system level.
Institutions control the job code.



First 3 digits

BCAT to SOC crosswalk

IPEDS HR Reports: Cognos
Data Quality Tools – Requires Review



Get to the **detail file** for the records that are showing as 'Requires Review'

IPEDS HR Reports: Cognos Requires Review Errors

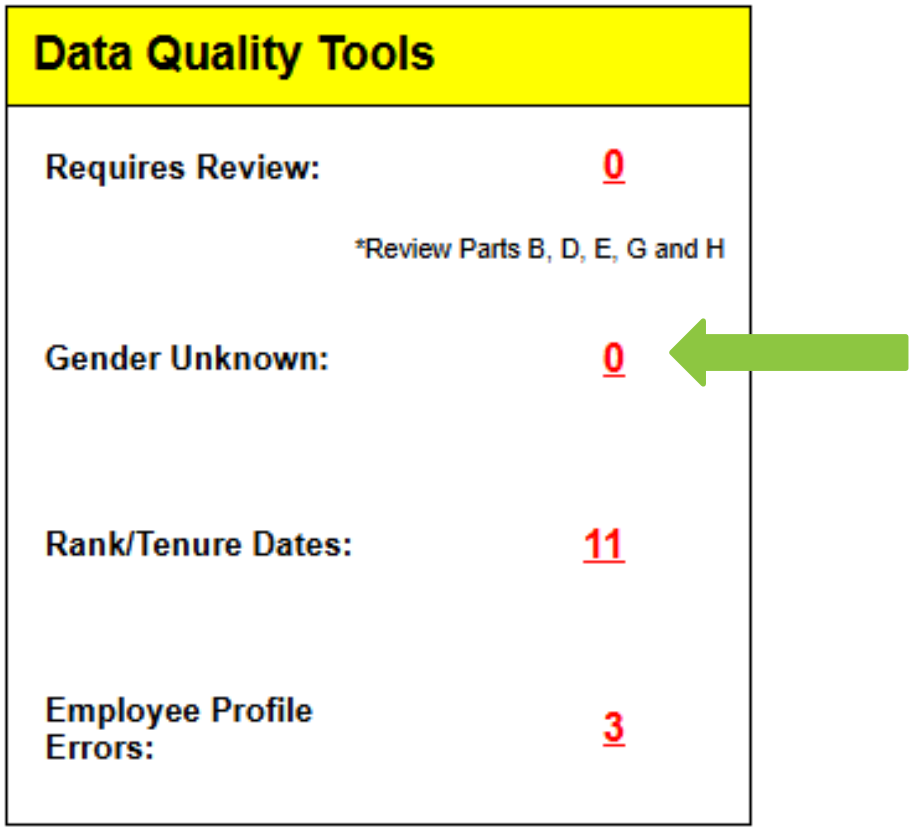
Resource Guide

	TENURE_STATUS_DESC	SOC_CODE	SOC_DESC	ACTUAL_ACTIVITY_ACADEMIC_PCT	ACTUAL_ACTIVITY_RESEARCH_PCT	ACTUAL_ACTIVITY_PUB_SVC_PCT	ACTUAL_ACTIVITY_ADMIN_PCT
1		25-1000	Postsecondary Teachers				
2	Tenured	25-1000	Postsecondary Teachers				
3	Other	25-1000	Postsecondary Teachers	0	0	0	100
4	Other	25-1000	Postsecondary Teachers	25	5	10	60

What should you look at when reviewing detail files for employees in the 'requires review' report?

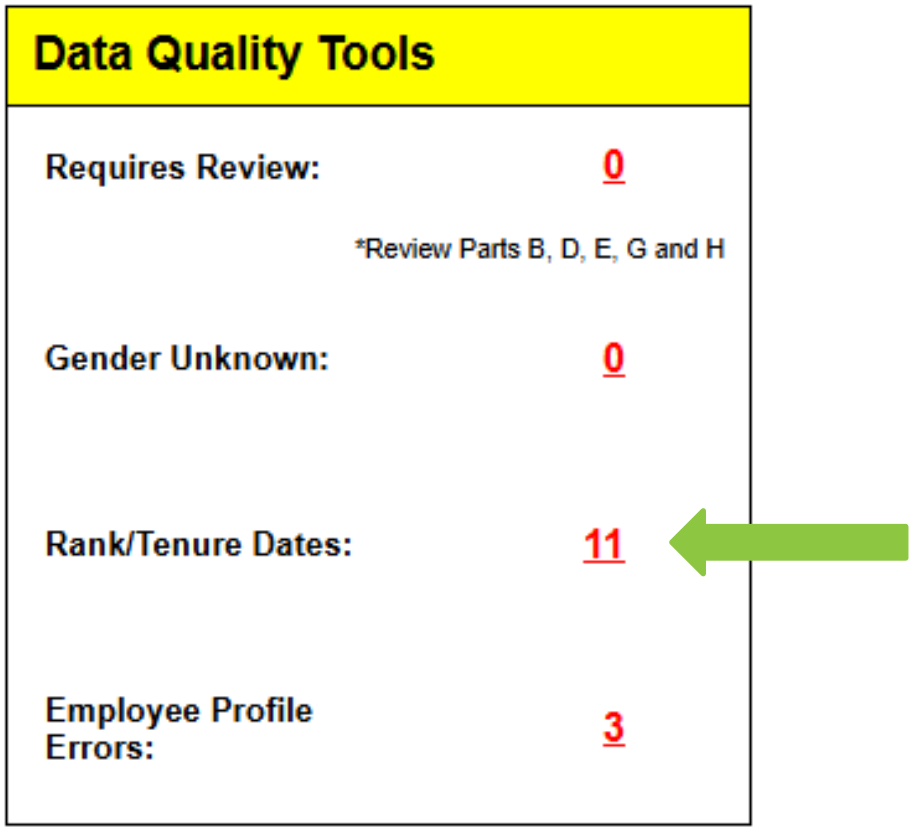
1. Is tenure status missing?
2. Is activity percentage missing?
3. Is the administrative activity percent 50% or more?

IPEDS HR Reports: Cognos
Data Quality Tools – Gender Unknown



- Get to the **detail file** for the records that are showing as 'Gender Unknown'
- If left as unknown, will be reported to IPEDS as 'female'
- See documentation on this policy here

IPEDS HR Reports: Cognos
Data Quality Tools – Rank/Tenure Dates



- A **report (NOT A DETAIL FILE)** for flagged rank/tenure date issues
- Read error message
- Review and correct as needed in OneUSG

IPEDS HR Reports: Cognos Rank/Tenure Date Issue Report

Rank/Tenure Date Validation

Row #	SETID	EMPLID	PS TENURE DATE	PS TENURE STATUS	PS ACADEMIC DATE	PS ACADEMIC RANK	HRDM TENURE DATE	HRDM TENURE CODE	HRDM ACADEMIC DATE	HRDM ACADEMIC RANK	ISSUE
2,906	51000		08/01/2021	NTK	08/01/2021	003	08/01/2021	NTK	08/01/2021	003	Multiple Tenure Codes with the same Tenure Status Date Not Allowed
2,907	51000		08/01/2021	NTK	08/01/2021	003	08/01/2021	NTK	08/01/2021	003	Multiple Tenure Codes with the same Tenure Status Date Not Allowed
2,908	54000		08/01/2025	NTK	08/01/2024	003	08/01/2024	NTK	08/01/2024	003	Multiple Tenure Codes with the same Tenure Status Date Not Allowed
2,909	12000		08/01/2024	NTK	08/01/2024	002	08/01/2024	NTK	08/01/2024	002	Multiple Tenure Codes with the same Tenure Status Date Not Allowed
2,910	12000		04/01/2025	NTK	09/01/2025	003	04/01/2025	OTH	09/01/2025	003	Multiple Tenure Codes with the same Tenure Status Date Not Allowed
2,911	54000		08/01/2026	NTK	08/01/2026	003	08/01/2025	NTK	08/01/2025	003	Multiple Tenure Codes with the same Tenure Status Date Not Allowed
2,912	54000		08/01/2026	NTK	08/01/2025	003	08/01/2025	NTK	08/01/2025	003	Multiple Tenure Codes with the same Tenure Status Date Not Allowed
2,913	63000		08/01/2025	NTK	08/01/2026	003	08/01/2025	NTK	08/01/2026	003	Multiple Tenure Codes with the same Tenure Status Date Not Allowed
2,914	09000		08/01/2025	NTK	08/01/2026	003	08/01/2025	NTK	08/01/2026	003	Multiple Tenure Codes with the same Tenure Status Date Not Allowed
2,915	69000		01/01/2005	NTK	08/01/2018	002	08/01/2019	TEN	08/01/2018	002	Tenure Status Date or Rank Change Date cannot be earlier than the previous record's Tenure Status Date or Rank Change Date
2,916	09000		08/01/2012	NTK	08/01/2026	003	01/14/2019	NA	08/01/2026	003	Tenure Status Date or Rank Change Date cannot be earlier than the previous record's Tenure Status Date or Rank Change Date
2,917	28000		08/01/2012	NTK	08/01/2026	002	08/01/2018	NA	08/01/2026	002	Tenure Status Date or Rank Change Date cannot be earlier than the previous record's Tenure Status Date or Rank Change Date
2,918	54000		08/01/2014	NTK	08/01/2018	003	08/01/2018	NA	08/01/2018	003	Tenure Status Date or Rank Change Date cannot be earlier than the previous record's Tenure Status Date or Rank Change Date
2,919	43000		01/15/2018	NA	01/15/2018	003	01/15/2018	NA	08/09/2021	005	Tenure Status Date or Rank Change Date cannot be earlier than the previous record's Tenure Status Date or Rank Change Date
2,920	18000		08/01/2023	NTK	08/17/2009	003	08/01/2023	NTK	07/04/2013	006	Tenure Status Date or Rank Change Date cannot be earlier than the previous record's Tenure Status Date or Rank Change Date
2,921	18000		08/18/2008	TEN	09/20/2013	001	09/20/2013	NA	09/20/2013	001	Tenure Status Date or Rank Change Date cannot be earlier than the previous record's Tenure Status Date or Rank Change Date
2,922	18000		08/01/2024	NTK	08/16/2010	003	08/01/2024	NTK	08/10/2012	006	Tenure Status Date or Rank Change Date cannot be earlier than the previous record's Tenure Status Date or Rank Change Date
2,923	18000		08/16/2011	TEN	08/17/2010	001	08/16/2011	TEN	06/09/2011	002	Tenure Status Date or Rank Change Date cannot be earlier than the previous record's Tenure Status Date or Rank Change Date
2,924	18000		08/15/2014	NA	08/07/2017	006	08/01/2020	OTH	08/01/2020	006	Tenure Status Date or Rank Change Date cannot be earlier than the previous record's Tenure Status Date or Rank Change Date
2,925	03000		12/31/2021	NA	12/31/2021	006	08/15/2022	OTH	08/15/2022	006	Tenure Status Date or Rank Change Date cannot be earlier than the previous record's Tenure Status Date or Rank Change Date

IPEDS HR Reports: Cognos
Rank/Tenure Date Issue Report

- The report compares rank and tenure data between OneUSG (PeopleSoft, PS) and Cognos reports (from HRDM) and generates an issue message to highlight cases for review.
- PS records are selected based on the most recent effective date.
- HRDM records are selected based on the most recent rank change date and the most recent tenure status date (selected independently).

- Guidance document here

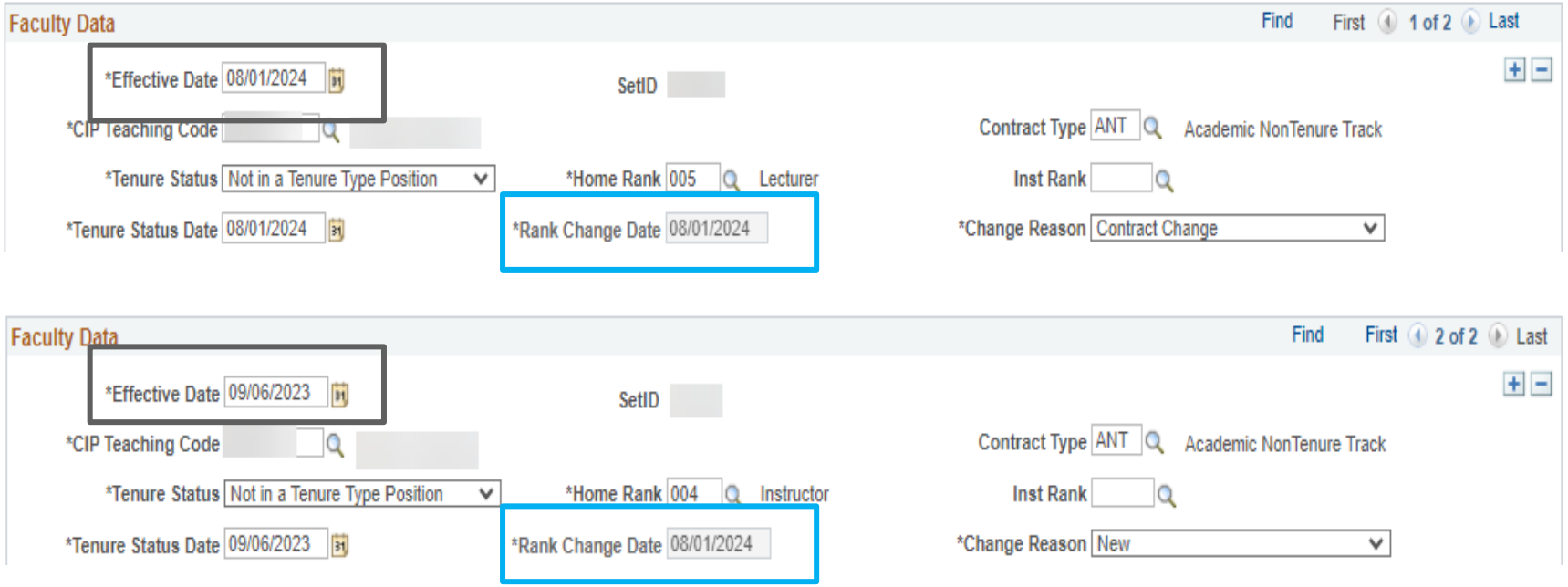
Academic Rank Updates

Academic Rank is from the record with the most recent rank change date

- Most recent academic rank date must be **later** than the academic rank date for the **previous** academic rank status
- If there are multiple academic rank statuses with the same academic rank status date, we cannot know which academic rank is current.

The top record has a more recent effective date (gray box). Both records have the same rank change date (blue box).

In this case, the logic would RANDOMLY select 1 of these records because the rank change dates (blue box) are the same



To solve: correct the rank change date

Tenure Status

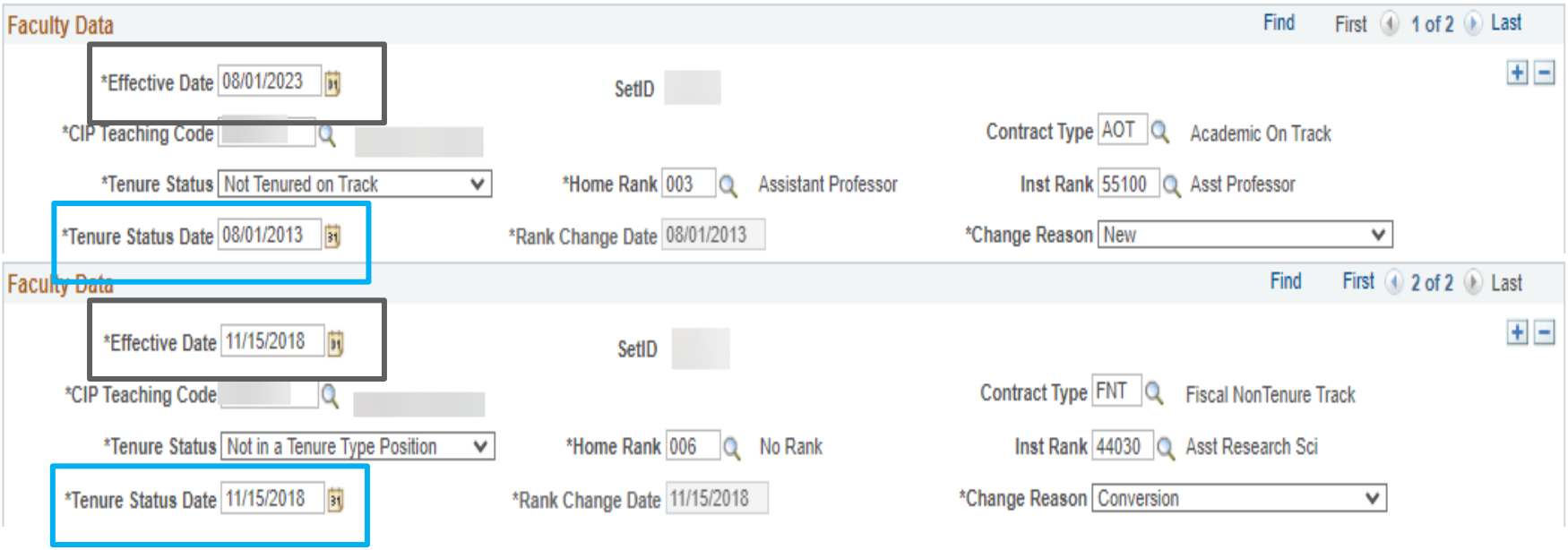
Tenure Status is from the record with the most recent tenure status date

- Tenure status **date** must be later than the tenure status date for the **previous** tenure status
- If there are multiple tenure statuses with the same tenure status date, we cannot know which tenure status is current.

The top record has a more recent effective date (in 2023), but the tenure status date is in 2013.

The bottom record has tenure status date in 2018.

The 2018 Tenure status date is more recent, so 'Not in a Tenure Type Position' would be in IPEDS.



To solve: This looks like a typo in the dates where 2013 should be 2023. Correct dates on the most recent record.

IPEDS HR Reports: Cognos Rank/Tenure Date Issue Report

Rank/Tenure Date Validation

Row #	SETID	EMPLID	PS TENURE DATE	PS TENURE STATUS	PS ACADEMIC DATE	PS ACADEMIC RANK	HRDM TENURE DATE	HRDM TENURE CODE	HRDM ACADEMIC DATE	HRDM ACADEMIC RANK	ISSUE
2,906	51000		08/01/2021	NTK	08/01/2021	003	08/01/2021	NTK	08/01/2021	003	Multiple Tenure Codes with the same Tenure Status Date Not Allowed
2,907	51000		08/01/2021	NTK	08/01/2021	003	08/01/2021	NTK	08/01/2021	003	Multiple Tenure Codes with the same Tenure Status Date Not Allowed
2,908	54000		08/01/2025	NTK	08/01/2024	003	08/01/2024	NTK	08/01/2024	003	Multiple Tenure Codes with the same Tenure Status Date Not Allowed
2,909	12000		08/01/2024	NTK	08/01/2024	002	08/01/2024	NTK	08/01/2024	002	Multiple Tenure Codes with the same Tenure Status Date Not Allowed
2,910	12000		04/01/2025	NTK	09/01/2025	003	04/01/2025	OTH	09/01/2025	003	Multiple Tenure Codes with the same Tenure Status Date Not Allowed
2,911	54000		08/01/2026	NTK	08/01/2026	003	08/01/2025	NTK	08/01/2025	003	Multiple Tenure Codes with the same Tenure Status Date Not Allowed
2,912	54000		08/01/2026	NTK	08/01/2025	003	08/01/2025	NTK	08/01/2025	003	Multiple Tenure Codes with the same Tenure Status Date Not Allowed
2,913	63000		08/01/2025	NTK	08/01/2026	003	08/01/2025	NTK	08/01/2026	003	Multiple Tenure Codes with the same Tenure Status Date Not Allowed
2,914	09000		08/01/2025	NTK	08/01/2026	003	08/01/2025	NTK	08/01/2026	003	Multiple Tenure Codes with the same Tenure Status Date Not Allowed
2,915	69000		01/01/2005	NTK	08/01/2018	002	08/01/2019	TEN	08/01/2018	002	Tenure Status Date or Rank Change Date cannot be earlier than the previous record's Tenure Status Date or Rank Change Date
2,916	09000		08/01/2012	NTK	08/01/2026	003	01/14/2019	NA	08/01/2026	003	Tenure Status Date or Rank Change Date cannot be earlier than the previous record's Tenure Status Date or Rank Change Date
2,917	28000		08/01/2012	NTK	08/01/2026	002	08/01/2018	NA	08/01/2026	002	Tenure Status Date or Rank Change Date cannot be earlier than the previous record's Tenure Status Date or Rank Change Date
2,918	54000		08/01/2014	NTK	08/01/2018	003	08/01/2018	NA	08/01/2018	003	Tenure Status Date or Rank Change Date cannot be earlier than the previous record's Tenure Status Date or Rank Change Date
2,919	43000		01/15/2018	NA	01/15/2018	003	01/15/2018	NA	08/09/2021	005	Tenure Status Date or Rank Change Date cannot be earlier than the previous record's Tenure Status Date or Rank Change Date
2,920	18000		08/01/2023	NTK	08/17/2009	003	08/01/2023	NTK	07/04/2013	006	Tenure Status Date or Rank Change Date cannot be earlier than the previous record's Tenure Status Date or Rank Change Date
2,921	18000		08/18/2008	TEN	09/20/2013	001	09/20/2013	NA	09/20/2013	001	Tenure Status Date or Rank Change Date cannot be earlier than the previous record's Tenure Status Date or Rank Change Date
2,922	18000		08/01/2024	NTK	08/16/2010	003	08/01/2024	NTK	08/10/2012	006	Tenure Status Date or Rank Change Date cannot be earlier than the previous record's Tenure Status Date or Rank Change Date
2,923	18000		08/16/2011	TEN	08/17/2010	001	08/16/2011	TEN	06/09/2011	002	Tenure Status Date or Rank Change Date cannot be earlier than the previous record's Tenure Status Date or Rank Change Date
2,924	18000		08/15/2014	NA	08/07/2017	006	08/01/2020	OTH	08/01/2020	006	Tenure Status Date or Rank Change Date cannot be earlier than the previous record's Tenure Status Date or Rank Change Date
2,925	03000		12/31/2021	NA	12/31/2021	006	08/15/2022	OTH	08/15/2022	006	Tenure Status Date or Rank Change Date cannot be earlier than the previous record's Tenure Status Date or Rank Change Date

IPEDS HR Reports: Cognos
Rank/Tenure Date Issue Report

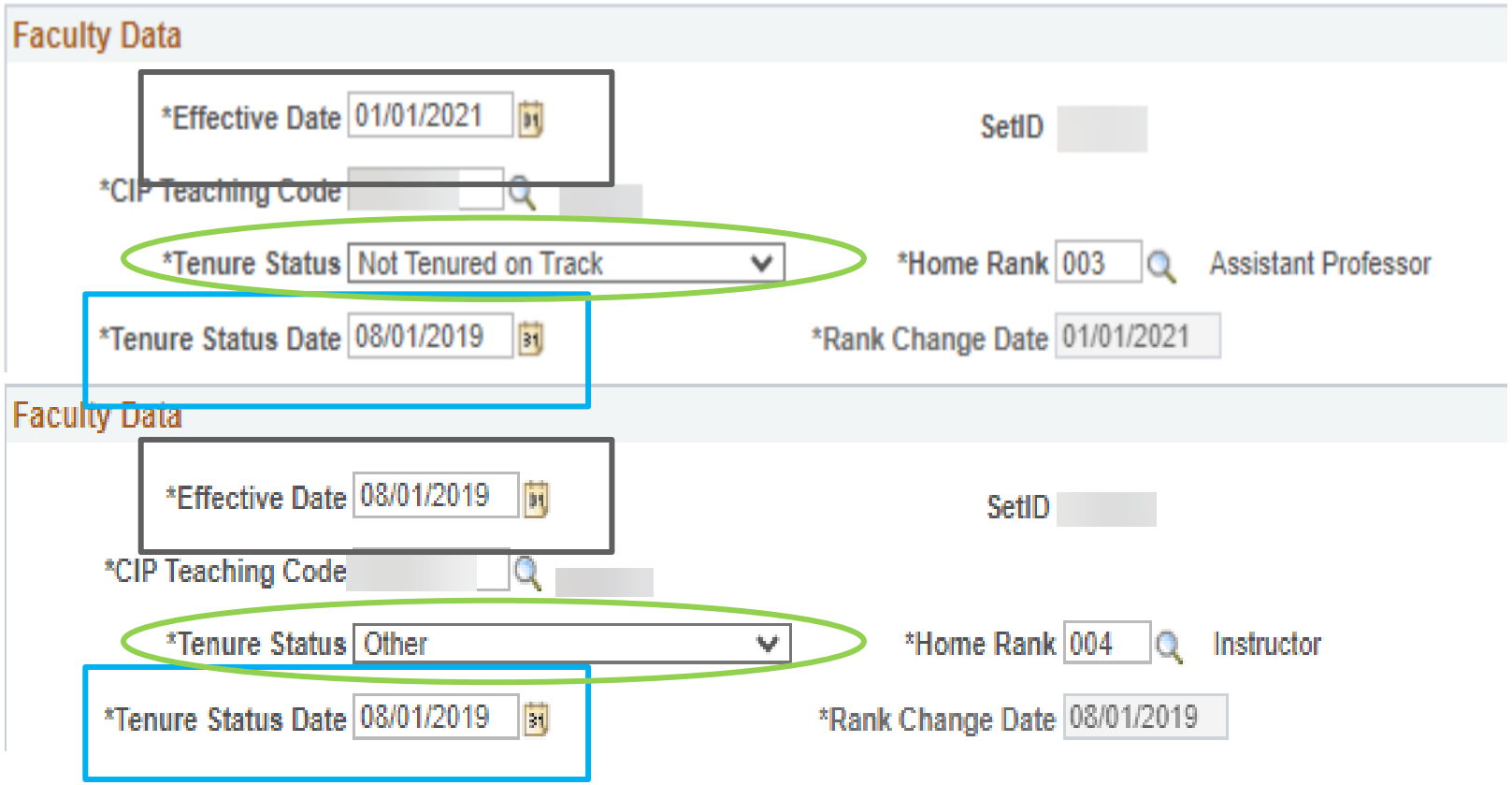
- Multiple Academic Rank Codes with the same Academic Rank Date Not Allowed
- Multiple Tenure Codes with the same Tenure Status Date Not Allowed
- Multiple Academic Rank Codes with the same Academic Rank Date Not Allowed and Multiple Tenure Codes with the same Tenure Status Date Not Allowed
- Tenure Status Date or Rank Change Date cannot be earlier than the previous record's Tenure Status Date or Rank Change Date
- *Additional message to contact support@usg.edu*

IPEDS HR Reports: Cognos
Rank/Tenure Date Issue Report

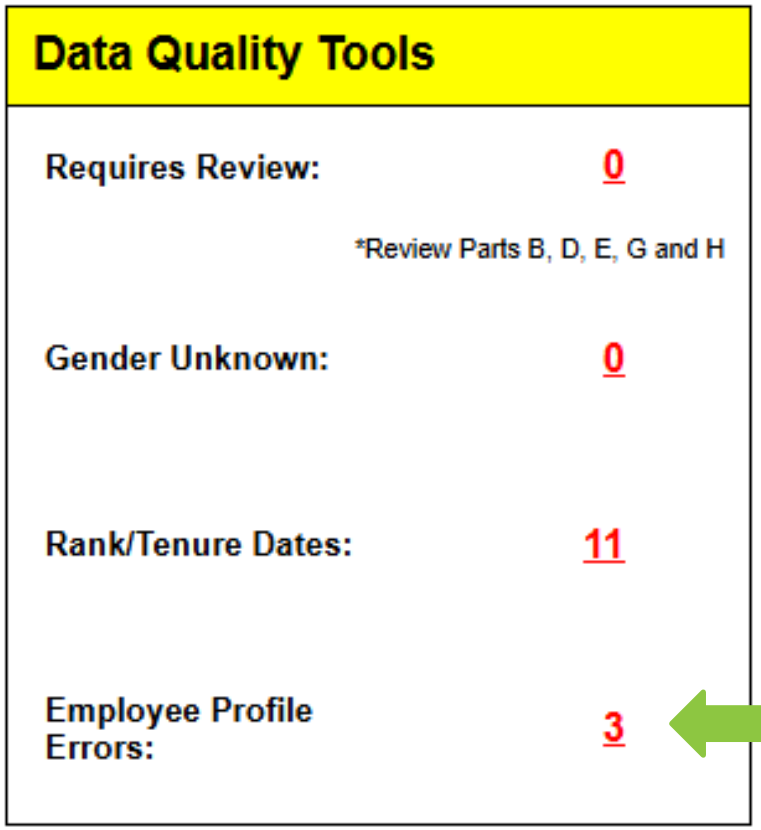
- Utilize the resource guide here
- For EACH issue message, an example is followed from the Rank/Tenure Dates report to HR detail, to OneUSG and PS database, along with suggestions for solutions

IPEDS HR Reports: Cognos
Rank/Tenure Date Issue Report

Look at the dates. What tenure status value would show up in the HRDM?



IPEDS HR Reports: Cognos
Data Quality Tools – Employee Profile Errors



- Get a **report (NOT A DETAIL FILE)** for employee profile official errors
- Read error message
- Review and correct as needed in OneUSG

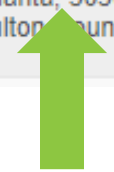
IPEDS HR Reports: Cognos
Employee Profile Errors

University System Of Georgia
Georgia State University
Employee Profile Official Errors

Row Number	Element Name	Error Message	Element Value	Employee Id
1	HOME_ADDR_STATE_CODE	If Country is USA, Home Address State Code cannot be blank.		4131715

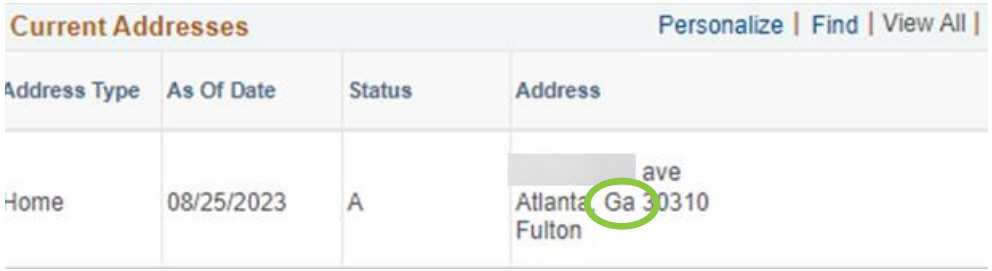
Current Addresses Personalize | Find | View All |

Address Type	As Of Date	Status	Address
Home	09/11/2024	A	[redacted] Ave Atlanta, 30303 Fulton [redacted]unty

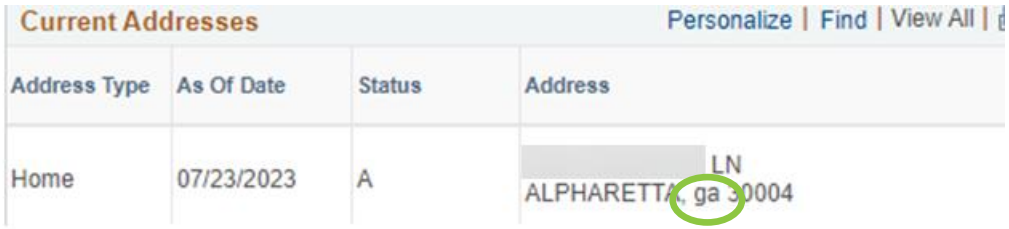


IPEDS HR Reports: Cognos Data Collection Reports

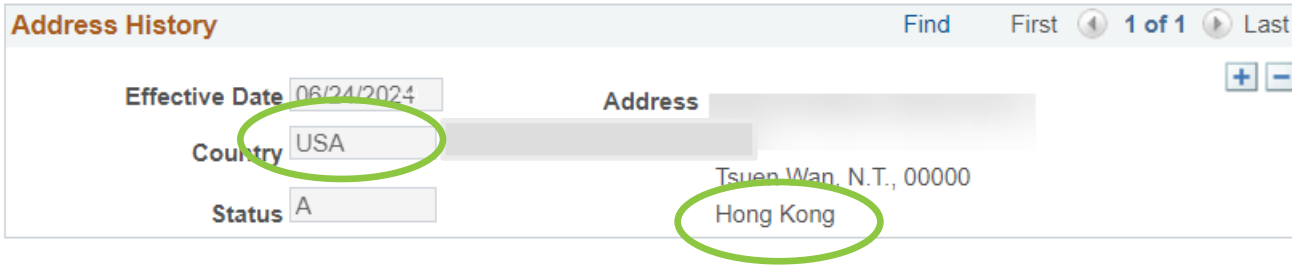
1



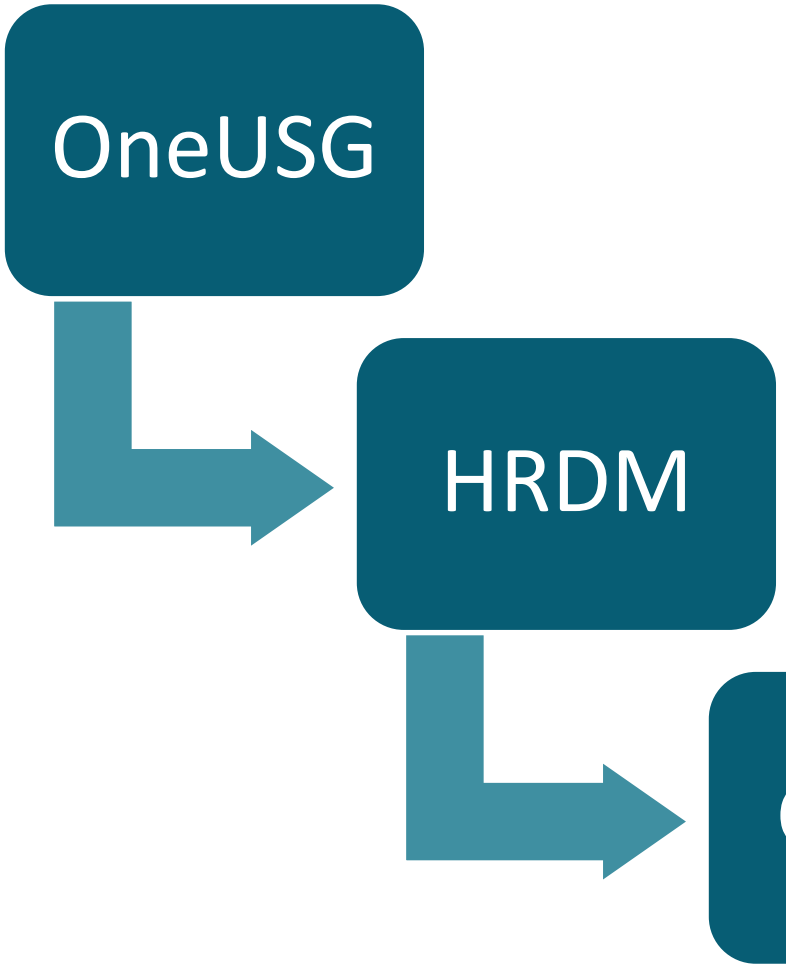
2



3



IPEDS HR Reports: Cognos



- See HR DED
- See translations in PS to HRDM report

- IPEDS Definitions

OneUSG HRDM Refresh Process

Data **lag** between OneUSG and Cognos

OneUSG update
Friday, 5pm

→

Cognos update
Tuesday, 8 am

Data **lag** between OneUSG and IPEDS/NCES website

Mid-Dec., 2026
End of Jan., 2027

- Uploads for all institutions

After mid-Dec., 2026

- Uploads by request

IPEDS HR Reports: Cognos

What you see in OneUSG may not match Cognos reports:

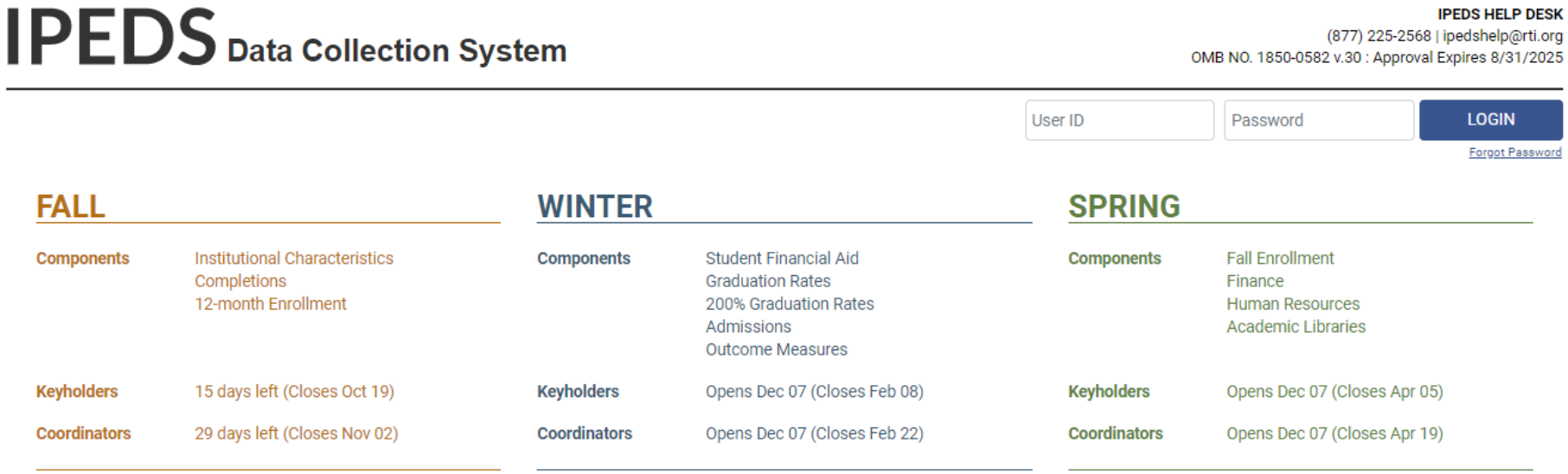
- **Cognos** reports are based on the HRDM
  - See HR DED and PS to HRDM translation document
- **Cognos** reports reflect the definitions used in IPEDS reports
  - See Cognos Report Definitions

IPEDS Human Resources Survey
USG Cognos Report Definitions

These data definitions are applied to create reports in Cognos for review PRIOR to the IPEDS Human Resources Survey Submission. Please note that some differences between Cognos reports and files submitted to IPEDS (for example, 'requires review' or 'unknown' gender)

Variable	HRDM Field (See HRDM DED for more information)	Source Field OneUSG Table.Field	Expression
Fields in blue are entered in the Managed Faculty Events section and found in the 'Employee Faculty' section of the HRDM			
Full Time/Part Time	Fulltime Employment Indicator	PS_JOB. FULL_PART_TIME	Fulltime Employment Indicator = 'Y' or 'N'
Faculty Status	Tenure Status Code	PS_EG_TENURE_DATA.TENURE_STATUS	tenure_status_code in ('NTK', 'NA', 'TEN')
Not on Tenure Track	n/a		Always zero since we have no multi-year contracts

IPEDS HR Reports: Uploading files to NCES



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

Upload files generated from HR Cognos reports, then uploaded to NCES

RPA plans to upload to NCES site mid-Dec, and again late-Jan, other uploads must be requested

IPEDS HR Reports: Finishing the IPEDS Collection

- **DO NOT**
  - Edit numbers on the NCES IPEDS site. Changes should be made with the source data.
  - Lock your survey before the request to lock your survey

- **DO**
  - Check your numbers on the NCES site.
  - Lock after the lock request, which will come with the internal data certification sign-off

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

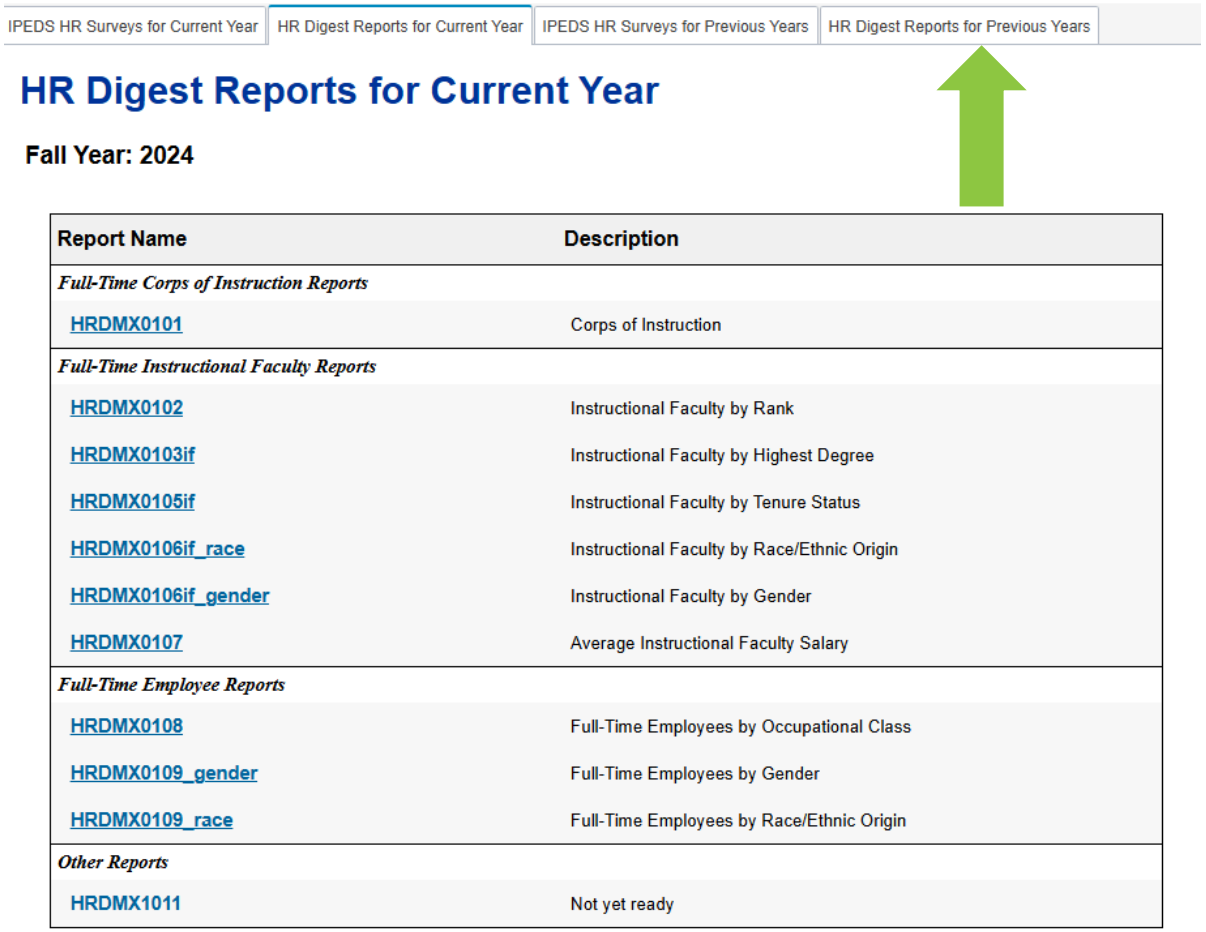


- Definitions provided in Digest Data Definitions guidance document
- Final reports posted on Employee Reports

Digest HR Reports
Available in COGNOS

Digest reports are now available in Cognos.

These reports will NOT be emailed.



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

HR Digest Reports for Current Year

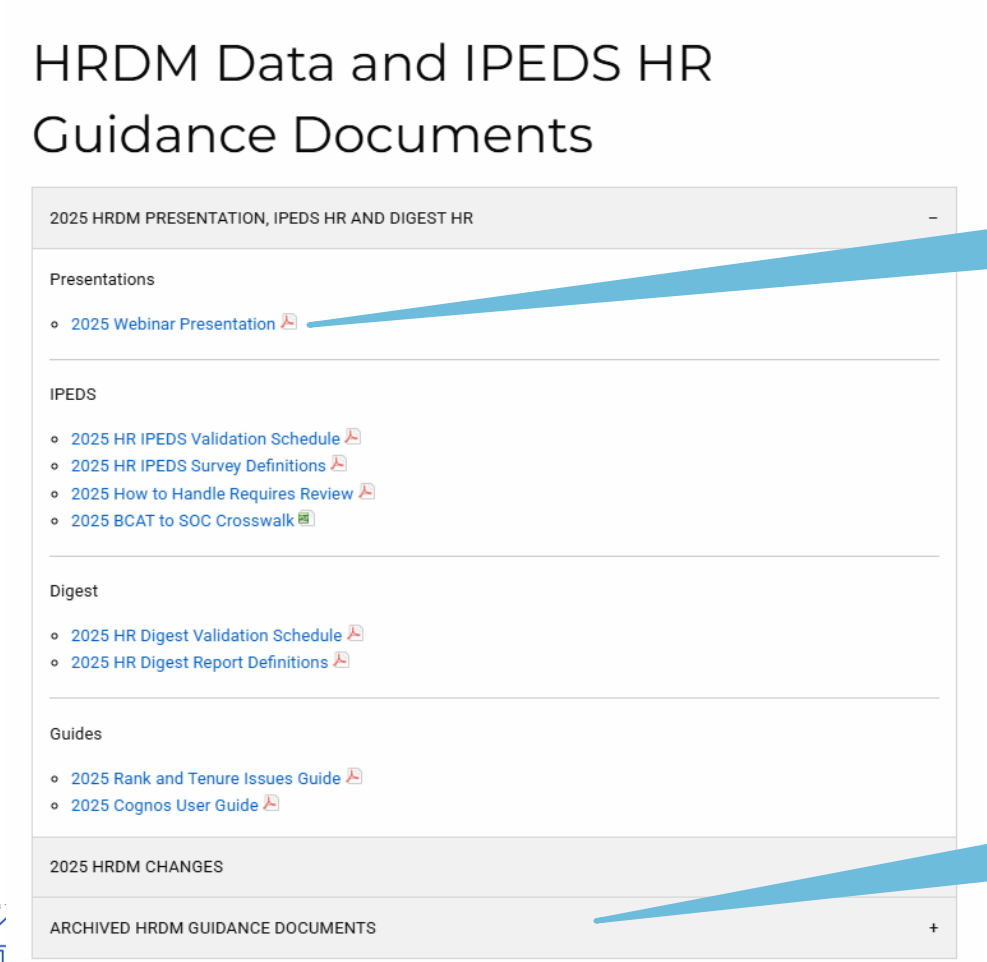
Fall Year: 2024

Report Name	Description
Full-Time Corps of Instruction Reports	
HRDMX0101	Corps of Instruction
Full-Time Instructional Faculty Reports	
HRDMX0102	Instructional Faculty by Rank
HRDMX0103if	Instructional Faculty by Highest Degree
HRDMX0105if	Instructional Faculty by Tenure Status
HRDMX0106if_race	Instructional Faculty by Race/Ethnic Origin
HRDMX0106if_gender	Instructional Faculty by Gender
HRDMX0107	Average Instructional Faculty Salary
Full-Time Employee Reports	
HRDMX0108	Full-Time Employees by Occupational Class
HRDMX0109_gender	Full-Time Employees by Gender
HRDMX0109_race	Full-Time Employees by Race/Ethnic Origin
Other Reports	
HRDMX1011	Not yet ready

Guidance

Guidance Website:

https://www.usg.edu/research/reporting-resources/hrdm-data/



this presentation will be here

previous documents archived here!

Guidance
Data Validations: Service Now Tickets

Submit ITS Help Desk Ticket
support@usg.edu

Email to helpdesk (support@usg.edu)

Subject: 2026 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

HRDED

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

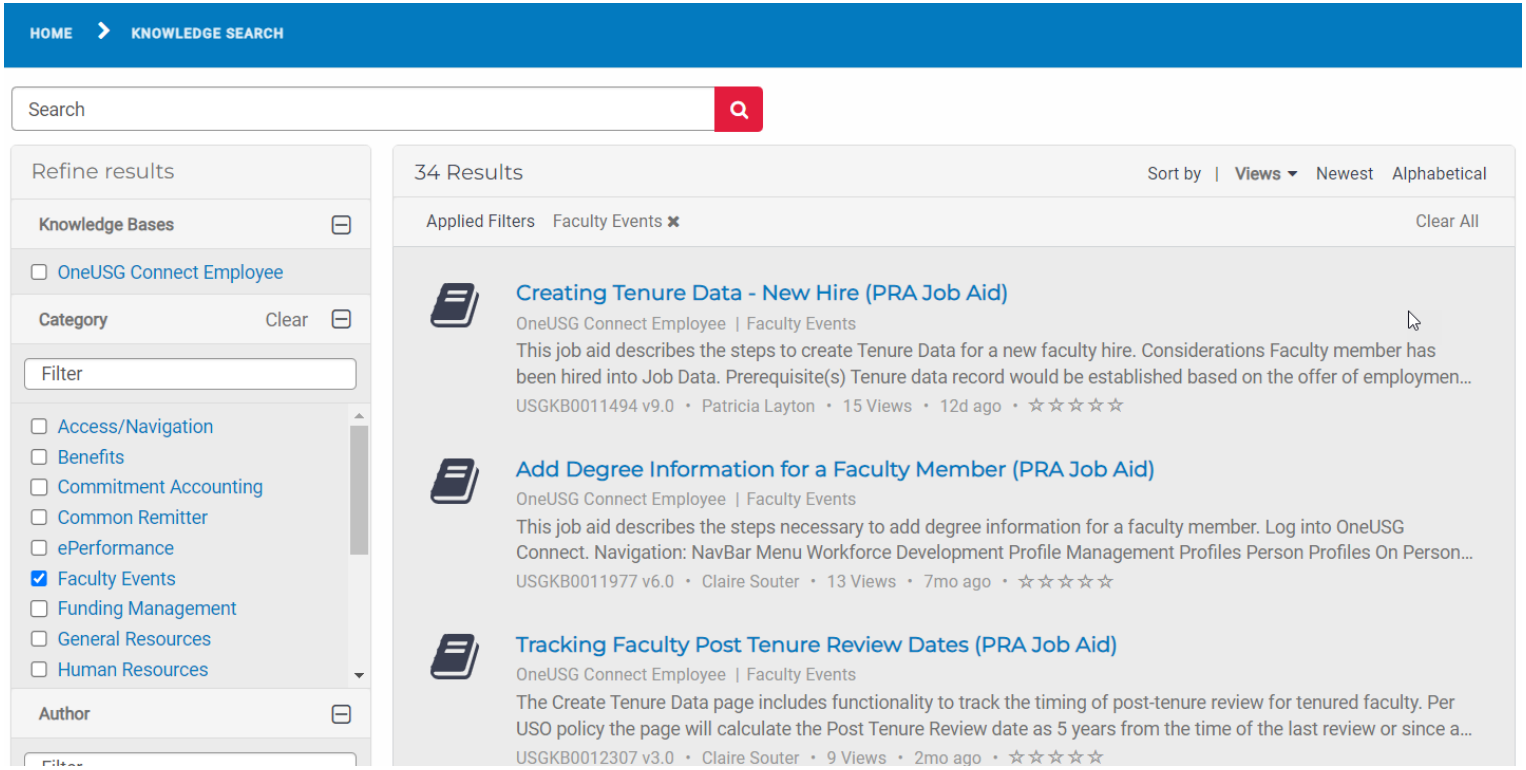
Code	*Description*
This section includes all HRDM valid values, both those currently in use and those that are no longer active. This is because historical data are still extracted and used for reporting. For information on which values are currently active refer to the "PeopleSoft to HRDM Valid Value 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'	

Guidance

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	

Guidance
OneUSG Job Aids/Knowledge Articles



https://usg.service-now.com/usgsp?id=kb_search&spa=1

***NOTE: You will need to log in with your SSO credentials**

Guidance

HRDED Valid Values

- For paired code/description elements, only the code element will contain the list of codes and descriptions.
- 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

Guidance

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

To prepare:

- **Do you/people on your team have appropriate access to Cognos and listservs?**
- **Log in and check out the reports in Cognos, including validation and data quality reports**
- **Check out the guidance documents online**
- **Submit help desk tickets for access issues**

Next Year

Transition to PowerBI

- No more Cognos after June 2027
- Everything will transition to PowerBI
- Plan to maintain functionality and access as it is now in Cognos
  - Individual IPEDS report sections, detail files, data quality tools, previous years of data
- Development starting soon, and we need institutional testers (at least 2)
  - If you are willing to be part of an ongoing testing process (access, functionality, accuracy, etc.), please email me.
  - Participation gives you the opportunity to give feedback on things that bother you as a user!

Next Next Year

Transition to Workday

- Current plan is to maintain our system data tables
  - Not 1-1 data equivalency between PeopleSoft and Workday
  - Working on data crosswalks
- Workday implementation means BCAT system will be replaced with job families, but lots of effort to document the relationship between BCAT and job families.
- Still working to understand how to support continuity of reporting

Q&A, Contact Info

For access and data validation questions or issues **send an e-mail to support@usg.edu** with subject line "**2026 HRDM Data Validations**"

Additional Questions:
Leslie.Hodges@usg.edu