

2024 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, 2024 AND the employee received a non-zero paycheck anytime in the last 9 months prior to November 1, 2024.

Digest HR Data Validation Schedule:

November 1, 2024: Validation starts.

November 25, 2024: 2024 Digest HR reports produced and distributed via listserv by RPA.

November 26, 2024-January 16, 2025 (Validation Period): Bi-weekly re-runs of Digest HR reports. Periodic reminders will be sent to CRHO and HRDM POCs.

Institutions will need to:

- Review reports for accuracy and make necessary changes in PeopleSoft.
- Email helpdesk@usg.edu for assistance if there are discrepancies between PeopleSoft and what appears in the Digest HR reports.
 - Please use “**2024 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, 2025: Once data are certified and the data have been frozen for the 2024 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 require new Digest HR reports to be run to reflect changes.

All changes MUST have an effective date of **November 1, 2024** or earlier for an employee to appear in the 2024 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.