

"Requires Review" Category on the IPEDS Cognos Reports

Summary: To identify and resolve most issues causing a “requires review” status:

Look in the Cognos report detail file of the requires review records to answer the following questions:

- 1) Is the administrative activity percentage 50% or more?
 - a. Employees with an SOC of 25-1xxx cannot have more than 49% administrative activity percentage (see below for further detail).
 - b. If you believe the employee should NOT have an SOC of 25-1xxx, see the BCAT-SOC crosswalk to see that the correct job code is assigned. Institutions can only change the SOC through a job code change.
- 2) Is the rank and tenure record data correct, including dates?
 - a. Check the Tenure Data record – it must exist and must have an effective date, rank change date, and tenure status date all November 1 or earlier of the IPEDS reporting year.
- 3) Is there a correct assigned effort record? (i.e., in Cognos is the assigned effort not blank?)
 - a. If there is no assigned effort record, create one with an effective date of November 1 or earlier of the IPEDS reporting year. If there is a record, check the date.

READ THE REST OF THIS DOCUMENT FOR FURTHER EXPLANATION

I. Background

In IPEDS reports, employees are first grouped into **Instructional** and **Non-Instructional Staff**. These designations are based on an employee’s activity percent distribution (aka Funding and Effort or Assigned Effort).

Instructional Staff-An occupational category that is comprised of staff who are either: 1) Primarily Instruction or 2) Instruction combined with research and/or public service. The intent of the Instructional Staff category is to include all individuals whose primary occupation includes instruction at the institution.

- Instruction: `actual_activity_academic_pct > 50`
- Instruction/Research/Public Service:
`(actual_activity_academic_pct + actual_activity_research_pct + actual_activity_pub_svc_pct) >= 50`
`AND actual_activity_research_pct <= 50`
`AND actual_activity_pub_svc_pct <= 50`

Non-Instructional Staff Group 1

- Research: `actual_activity_research_pct > 50`
- Public Service: `actual_activity_pub_svc_pct > 50`

Non-Instructional Staff Group 2

- Individuals not meeting any of the above criteria.

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IPEDS further requests that **Non-Instructional Staff Group 2** are broken down into Bureau of Labor Standard Occupational Categories (SOC). This is done by translating BCAT to SOC using the crosswalk: https://www.usg.edu/research/assets/research/documents/BCAT_SOC_Crosswalk.pdf

II. Requires Review

In Cognos IPEDS HR Validation Reports Parts B, D, E, G and H, you may see a “fake” occupational category called “Requires Review”. Employees in this category do not fit any “true” IPEDS SOC due to a conflict in the data between their SOC category and their activity percent distributions.

Specifically, employees with an SOC of 25-1xxx **MUST** have activity percent distributions meeting the criteria of [Instructional Staff](#) or [Non-Instructional Staff Group 1](#).

The “Requires Review” category is provided in the Cognos IPEDS HR Validation Reports as an alert/diagnostic aid for institutions. If SOC category or activity percent distributions are not corrected or modified, **these employees will not be included in the IPEDS upload survey**.

The table below shows a sample of an IPEDS HR Cognos Report that contains “Requires Review”:

Part B2 - Number of full-time non-instructional staff							
by tenure status, medical school status and occupational category							
Medical Status	Occupational Category	Tenured	On Tenure Track	Not on Tenure Track Multi-Year Contract	Not on Tenure Track Annual Contract	Not on Tenure Track Less-than-annual contract	Without Faculty Status
Non-Medical	Postsecondary Teachers - Research	3	2	0	0	0	0
	Librarians	0	0	0	1	0	1
	Other Teaching and Instructional Support Occupations	0	0	0	1	0	112
	Management Occupations	13	3	0	2	0	63
	Business and Financial Operations Occupations	0	0	0	0	0	22
	Computer, Engineering, and Science Occupations	0	0	0	0	0	49
	Community Service, Legal, Arts, and Media Occupations	0	0	0	0	0	10
	Healthcare Practitioners and Technical Occupations	0	0	0	0	0	2
	Service Occupations	0	0	0	0	0	104
	Office and Administrative Support Occupations	0	0	0	0	0	87
	Natural Resources, Construction, and Maintenance Occupations	0	0	0	0	0	13
Requires Review		4	11	0	3	0	7
Non-Medical - Summary		20	16	0	7	0	470
Overall - Summary		20	16	0	7	0	470

In any of the cells where a number appears in the “Requires Review” column/row, you can drill down to the individual employee detail records.

Detail files
HR Detail
IPEDS HR Detail

To look at all employees in the ‘requires review’ category, not just those in the specific Cognos IPEDS report, there is a ‘Requires Review’ report. This is located with the other data quality tools in Cognos (see screenshot to the left).

Data Quality Tools	
Requires Review:	0
*Review Parts B, D, E, G and H	
Gender Unknown:	0
Rank/Tenure Dates:	53

III. Identify the Likely Cause of “Requires Review” Errors

Use the Cognos detail reports to see what the system is importing, identify a likely cause of the error, and compare to the institutional – level data in OneUSG. See below for examples.

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

1. In the row labeled with a purple 1 in the table above: the tenure description and activity percentages are all blank.
 - Either there is no Tenure Data record in OneUSG or no Assigned Effort record in OneUSG for the employee.
 - The source for the activity percent fields is the Assigned Effort record, but **this data will not be extracted at all into HRDM if there is not a corresponding Tenure Data record for the employee.**
 - For an employee to be included, they must have **both a Tenure Data** record and an **Assigned Effort record** in OneUSG.
 - The **effective date, the rank change date and the tenure status date** on the Tenure Data record must **ALL** be less than or equal to the November 1 fall census date.
2. In the row labeled with a purple 2 in the table above: the assigned effort percentages are blank.
 - It is likely that the Assigned Effort page is missing or has an incorrect date.
3. In the rows labeled with a purple 3 and 4: the administrative activity percent is greater than 49%
 - Activity percentages need to be adjusted so that administrative activity is less than 50%.
4. Not shown: The activity percent fields are all zero, and/or the 4 fields don't equal to 100%
 - Activity percentages need to be corrected.

IV. General Guidance for Resolving the “Requires Review” Errors in OneUSG

1. If appropriate, change the activity percent distributions so they align with [Instructional Staff](#) or [Non-Instructional Staff Group 1](#).
 - If there is no assigned effort record, create one with an effective date that is less than or equal to November 1 of the IPEDS reporting year.
 - Check **to make sure there exists a corresponding Tenure Data record**. If not, then create one with the effective date, rank change date, and tenure status date all November 1 or earlier of the IPEDS reporting year.
2. ONLY IF APPROPRIATE, change the employee’s Job Code to something that does not translate to SOC 25-1xxx (look at the BCAT-SOC crosswalk). **OneUSG Guidance for Option 1 – Changing the Activity Percent distribution:**

OneUSG Guidance for Option 1 – Changing the Activity Percentage:

Use the following navigation to update the Activity percent fields, be sure to check the effective date:

Workforce development > Faculty Events > Track Events > Assigned Effort

The screenshot shows the 'Assigned Effort' form in OneUSG. At the top, the employee's information is displayed: Tenure/Home Dept 5101080, Reade Hall, Academic Rank, Empl ID, Annual Rate 8400.000, and Tenure Status. Below this, the company is identified as 510 Valdosta State University. The main form area is titled 'Assigned Effort' and includes a search bar with 'Find | View All' and navigation controls for 'First', '1 of 1', and 'Last'. The '*Effective Date' field is set to '11/12/2019', with a green arrow pointing to it and the text 'Nov. 1 or earlier of collection year'. The 'EFT' field is set to '1.000'. The form is divided into two sections: 'Salary %' and 'Activity %'. The 'Salary %' section includes fields for 'State Salary', 'Sponsored Salary', and 'Contract Salary'. The 'Activity %' section includes fields for 'Instruction Activity' (set to 100), 'Administrative Activity', 'Research Activity', 'Service Activity', and 'Clinical Activity'. At the bottom of the form, there are several buttons: 'Save', 'Return to Search', 'Notify', 'Update/Display', 'Include History', and 'Correct History'.

OneUSG Guidance for Option 2 – Changing the Job Code (should only be done if the employee is assigned an incorrect job code):

Use the following Navigation to locate the Employee Position number:

Workforce Administration>Job Information>Job Data

Enter the Empl ID and select search. The Position Number is located on the first panel: Work Location.

Work Location Find First 1 of 1 Last

*Effective Date: 08/01/2019 Go To Row

Effective Sequence: 0 *Action: Pay Rate Change

HR Status: Active Reason: Merit

Payroll Status: Active *Job Indicator: Primary Job

Company: 090 Georgia State University

Position Number: 10020513 Asst Professor

Position Entry Date: 08/01/2018

Regulatory Region: USA United States

Business Unit: 09000 Georgia State University

Department: 113200000 Psychology

Department Entry Date: 08/01/2018

Location: 090 Georgia State University

Establishment ID: 090 Georgia State University Date Created: 06/29/2019

Last Start Date: 08/01/2018

Expected Job End Date:

Job Data Employment Data Earnings Distribution Benefits Program Participation

Use the following Navigation to access the Position Data:

Organizational Development>Position Management>Maintain Positions/Budgets>Add/Update Position Info

Enter the Position Number into the search field and select Search.

Position Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Search Criteria

Position Number: begins with 10020513

Long Description: begins with

Position Status: =

Business Unit: begins with

Department: begins with

Job Code: begins with

Reports To Position Number: begins with

Include History Correct History Case Sensitive

The Jobcode is located on the Description panel.

Description | Specific Information | Budget and Incumbents

Find | View All First 1 of 1 Last

Position Information

Position Number 10020513
Headcount Status Filled Current Head Count 1 out of 1
*Effective Date 08/01/2018 *Status Active
Reason MGR Reports to Update Action Date 08/10/2018
*Position Status Approved Status Date 08/17/1998 Key Position

Job Information

*Business Unit 09000 Georgia State University
Job Code 202X03 Assistant Professor
*Reg/Temp Regular *Regular Shift Not Applicable *Full/Part Time Full-Time
Official Title Asst Professor Union Code
[Detailed Position Description](#)

Work Location

*Reg Region USA United States
Department 113200000 Psychology Company 090 Georgia State University
Location 090 Georgia State University
Reports To 10021396 Chair Dot-Line
Supervisor Lvl Security Clearance

Salary Plan Information

Salary Admin Plan 09N Grade 000 Step
Standard Hours 40.00 Work Period W Weekly
Mon 8.00 Tue 8.00 Wed 8.00 Thu 8.00 Fri 8.00 Sat Sun

Paygroup Information

*Pay Group 09F Academic Year Faculty Legacy Position Number 09000252
*Employee Type S Salaried Appointment Class
Budget Amount 60477.000

USA