



UNIVERSITY SYSTEM OF GEORGIA

2024 Human Resources Data Validations Webinar

October 30, 2024

UPDATED 11/5/2024

Leslie Hodges

Research and Policy Analysis

Logistics & Introduction



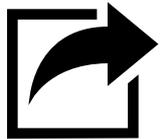
Please **mute** microphone when not speaking



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



Data Flow, Timeline & New User Access



IPEDS HR



Digest HR



Changes to survey for 2024



Guidance for data validations



Questions/Comments

What is this collection for?

IPEDS

The screenshot shows the IES NCES National Center for Education Statistics website. At the top, there is a navigation bar with the IES NCES logo, the text "National Center for Education Statistics", a "MENU" button, and a search box with a "Go" button. Below the navigation bar, there is a filter bar with three options: "Continuous variable", "Alpha/String variable", and "Categorical variable". Below the filter bar, there is a search box labeled "Search for variable(s)" with a "Search" button and a "Continue" button. Below the search box, there is a list of categories with expandable icons: "Frequently used/Derived variables", "Institutional Characteristics", "Admissions and Test Scores", "Student Charges", "Fall Enrollment", "12-Month Enrollment", "Completions", "Retention rates, Entering Class and Student to faculty ratio", "Graduation Rates", "Outcome Measures", "Student Financial Aid and Net Price", and "Finance". The "Human Resources" category is expanded, showing "Number and salaries of full-time non-medical instructional staff" and "2016-17 to current year". Below this, there are two steps: "Step 1: Select Year(s)" with radio buttons for "2021-22", "2020-21", "2019-20", "2018-19", "2017-18", and "2016-17"; and "Step 2: Select Qualifying Variable(s)" with a text input field containing "Academic rank".

What is this collection for?

Digest Reports

RESEARCH AND POLICY ANALYSIS
Operations Division

Search Research 

Home

Data Dashboards

USG by the Numbers

Enrollment Reports

College Readiness and Dual
Enrollment Reports

Credit Hour Reports

Student Transfer Reports

Degree Reports

Financial Aid & HOPE
Scholarship Reports

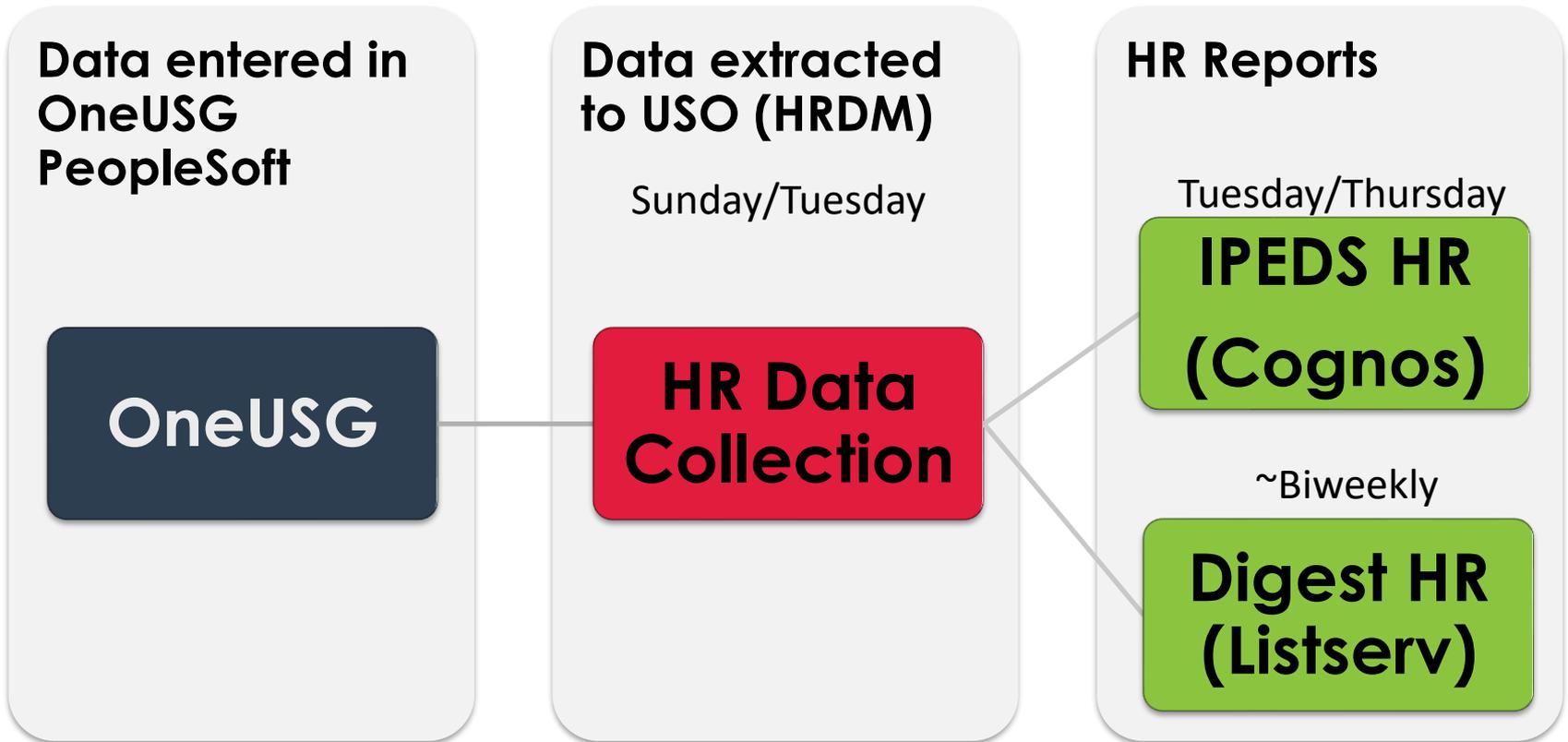
▶ Employee Reports

Employee Reports

FACULTY BY RANK	+
FACULTY SALARY AVERAGES	+
FACULTY DEMOGRAPHIC CHARACTERISTICS	+
FACULTY BY HIGHEST DEGREE	+
FACULTY BY TENURE STATUS	+
FULL-TIME FACULTY, PART-TIME INSTRUCTORS, AND OTHER INSTRUCTIONAL PERSONNEL	+
UNIVERSITY SYSTEM OF GEORGIA EMPLOYEES	+



Data Flow



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/PeopleSoft
- 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 provides information about the relationship between each HRDM element and the OneUSG source



Data Validations Key Dates

UPDATED 11/5/2024

Nov. 1, 2024

- Validation opens for **IPEDS HR** and **Digest HR** reports

Nov 1-
Jan 16

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

Nov. 25, 2024

- **Digest HR** reports distributed via listserv, and rerun and circulated on bi-weekly basis
- *IPEDS data will not be complete until all October payroll records are extracted. Please allow extra time due to data system issues!*



Data Validations Key Dates

Dec 10,
2024

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

March,
2025

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

April 2,
2025

- Keyholder close

April 16,
2025

- Coordinator lock

Access for New Users

New users may need:

Access to **NCES website**

- Request from institution's IPEDS-Keyholder

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

- Submit an ITS Help-Desk ticket to helpdesk@usg.edu
- Information on the security roles to request can be found [here](#)

Email to helpdesk

Subject: 2024 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

IES :: NCES National Center for
Education Statistics

≡ MENU

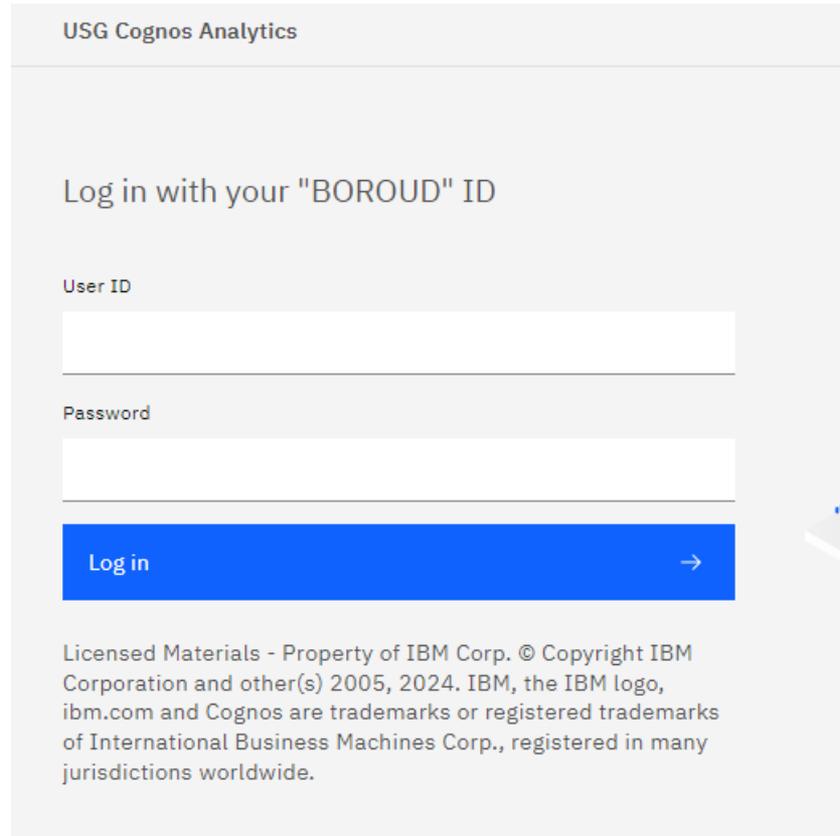
IPEDS Integrated Postsecondary
Education Data System

IPEDS Survey Components



IPEDS HR Reports: Cognos Website

UPDATED 11/5/2024



USG Cognos Analytics

Log in with your "BOROUD" ID

User ID

Password

Log in →

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<https://analytics.ds.usg.edu/>

Log on using your SSO credentials



IPEDS HR Reports: Cognos Data Collection Reports ***UPDATED 11/5/2024***

The screenshot displays the USG Data Warehouse interface. At the top, there is a navigation bar with 'USG Data Warehouse' and 'Data Collections' (with a dropdown arrow). Below this, a horizontal menu contains several tabs: 'Academic Data Submission', 'Academic Financial Aid', 'Facilities Inventory', 'Financial', and 'Human Resources'. The 'Human Resources' tab is circled in green. On the left side, there is a vertical sidebar with three folder icons; a green arrow points to the top icon. The main content area is titled 'HR Collection Error Reports' and contains a table with a 'Name' column and a dropdown arrow. The table lists four items: 'Employee Benefits Official Errors', 'Employee Payroll Official Errors' (circled in green), 'Employee Profile Official Errors' (circled in green), and 'HR Processing Errors'. To the right of this table, the text 'University System of Georgia HR Data Submission Status' is displayed. Below the error reports, there is a section for 'Submission Status' with a table containing one item: 'HR Data Submission Status'. At the bottom, there is a section for 'HR Data Validation Reports' with a table listing various extraction data reports, such as 'Employee Benefits Extraction Data - Employee Benefits Data', 'Employee Payroll Extraction Data - Payroll Data', and several 'Employee Profile Extraction Data' reports.

- Click on 'Data Collections' on the left
- Click on the 'Human Resources' tab on the top
- For more information on running the collection reports, see [here](#)



IPEDS HR Reports: Cognos

IPEDS HR Survey Reports *UPDATED 11/5/2024*

Click on 'IPEDS HR' on the left

- From the dropdown at the top, choose 'IPEDS HR Survey Reports'
- Definitions provided in [IPEDS Report Descriptions & Data Definitions guidance document](#)

USG Data Warehouse | IPEDS HR Survey Reports

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

IPEDS HR Survey Reports for: 2024-25

First, select an Institution. Next, click on a report link below to view results. For Help: [HRDM Data and IPEDS HR Guidance Documents](#)

Institution: (All)

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, 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)

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

Detail files
HR Detail
IPEDS HR Detail

Data Quality Tools
Requires Review: 1,088
<small>*Review Parts B, D, E, G and H</small>
Gender Unknown: 846
Rank/Tenure Dates: 56



IPEDS HR Reports: Cognos

Data Collection Reports *updated 11-05-2024

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

IPEDS HR Survey Reports for: 2024-25

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

For Help: [HRDM Data and IPEDS HR Guidance Documents](#)

Institution: (All)

Staff DG FT 15 or more
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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

Salaries
G1 - Salaries Worksheet
G2 - Salary Outlays, Instructional Staff
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
D - PT Staff, Occupation - 2 D - PT Staff All
D - PT Staff, Occupation - 3
D - PT Staff, Occupation - 4
D - Graduate Assistants
E - PT Staff, Occupation and Tenure - 1
E - PT Staff, Medical School Status - 2

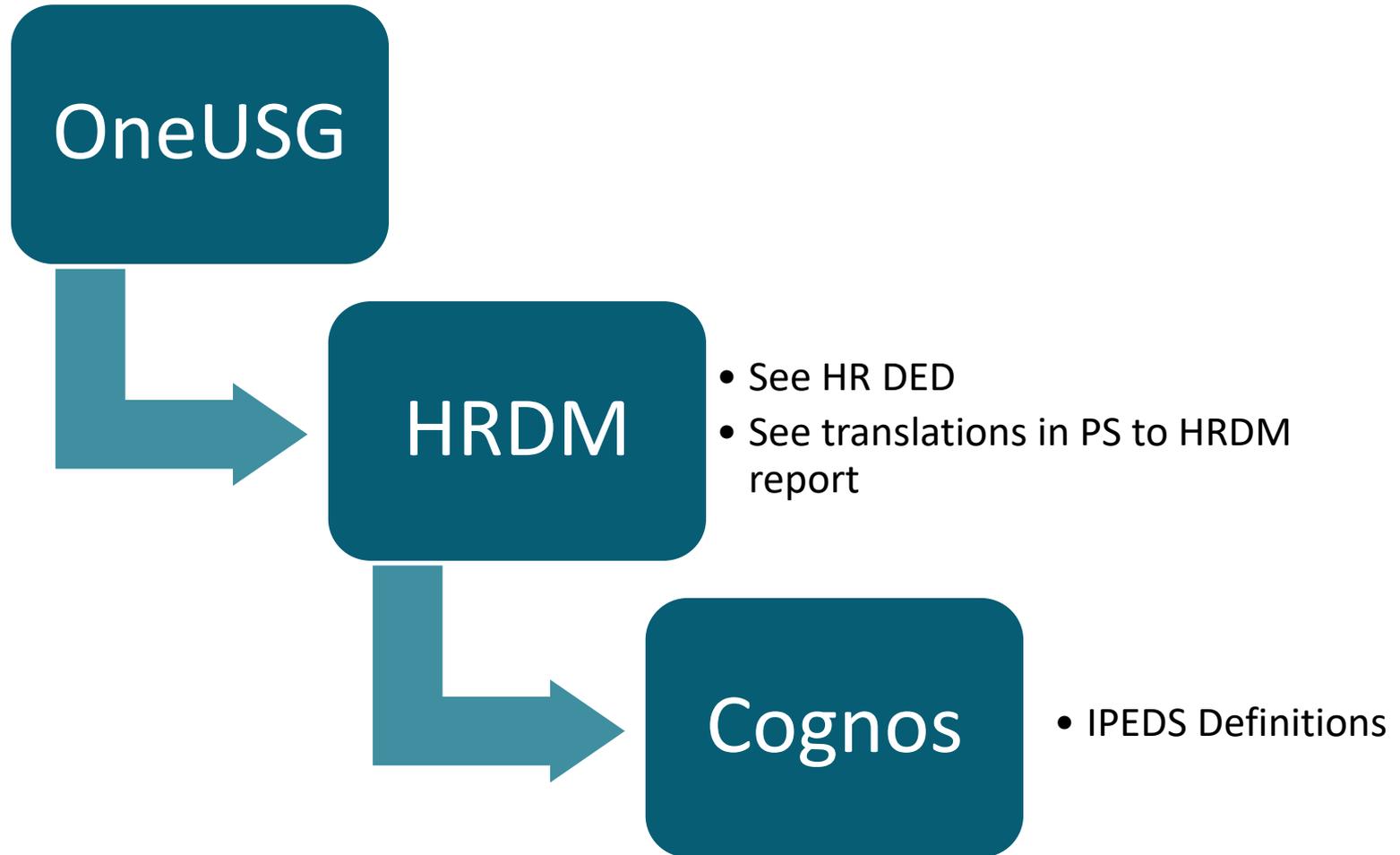
The IPEDS HR detail file is a data dump of all your IPEDS employees.

Detail files
HR Detail
IPEDS HR Detail

Data Quality Tools	
Requires Review: 	1,088
*Review Parts B, D, E, G and H	
Gender Unknown: 	846
Rank/Tenure Dates:	56



IPEDS HR Reports: Cognos



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 - 2022/2023 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

IPEDS 2022-23
Data Collection System

IPEDS HELP DESK
(877) 225-2568 | ipedshelp@rti.org
OMB NO. 1850-0582 v.30 : Approval Expires 8/31/2025

[Forgot Password](#)

FALL

Components Institutional Characteristics
Completions
12-month Enrollment

Keyholders 15 days left (Closes Oct 19)

Coordinators 29 days left (Closes Nov 02)

WINTER

Components Student Financial Aid
Graduation Rates
200% Graduation Rates
Admissions
Outcome Measures

Keyholders Opens Dec 07 (Closes Feb 08)

Coordinators Opens Dec 07 (Closes Feb 22)

SPRING

Components Fall Enrollment
Finance
Human Resources
Academic Libraries

Keyholders Opens Dec 07 (Closes Apr 05)

Coordinators Opens Dec 07 (Closes Apr 19)

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

Upload files generated from HR Cognos reports, then uploaded to NCES RPA plans to upload to NCES site on 12/10, and again 1/28, other uploads must be requested



UNIVERSITY SYSTEM OF GEORGIA

Digest HR Reports ***UPDATED 11/5/2024***

Digest Reports are now available in Cognos!

~~Digest HR Reports are emailed biweekly during the validation period~~

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

Search Research

Employee Reports

- Home
- Data Dashboards
- USG by the Numbers
- Enrollment Reports
- College Readiness and Dual Enrollment Reports
- Credit Hour Reports
- Student Transfer Reports
- Degree Reports
- Financial Aid & HOPE Scholarship Reports
- ▶ Employee Reports

FACULTY BY RANK	
Instructional faculty are a subset of the Corps of Instruction. See here for definitions.	
Full-time Corps of Instruction Faculty by Rank	Full-time Instructional Faculty by Rank
2022 ↗ 2018 ↗ 2014 ↗ 2005 ↗ 2001 ↗	2022 ↗ 2018 ↗ 2014 ↗ 2005 ↗ 2001 ↗
2021 ↗ 2017 ↗ 2008 ↗ 2004 ↗ 2000 ↗	2021 ↗ 2017 ↗ 2008 ↗ 2004 ↗
2020 ↗ 2016 ↗ 2007 ↗ 2003 ↗	2020 ↗ 2016 ↗ 2007 ↗ 2003 ↗
2019 ↗ 2015 ↗ 2006 ↗ 2002 ↗	2019 ↗ 2015 ↗ 2006 ↗ 2002 ↗
FACULTY SALARY AVERAGES +	
FACULTY DEMOGRAPHIC CHARACTERISTICS +	
FACULTY BY HIGHEST DEGREE +	



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 Data Preview, Prior to Nov. 1

UPDATED 11/5/2024

Before validation opens, detail files provide a preview of your data.

- Available data dumps:
 - HR Detail
 - HR IPEDS detail (subset, only what is relevant to IPEDS)

The screenshot displays the 'USG Data Warehouse' interface for 'IPEDS HR Survey Reports'. The main heading is 'IPEDS HR Survey Reports for: 2024-25'. Below this, there is a navigation bar with tabs for 'IPEDS HR Surveys for Current Year', 'HR Digest Reports for Current Year', and 'IPEDS HR Surveys for Previous Years'. The 'HR Digest Reports for Current Year' tab is active. The main content area is divided into several sections:

- Staff DG FT 15 or more**: A list of links for various report types, including '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', and 'A3 - FT Instructional Totals'.
- FT by primary function**: A list of links for 'B1 - FT Non-instructional, Occupation - 1', 'B1 - FT Non-instructional, Occupation - 2', 'B1 - FT Non-instructional, Occupation - 3', 'B1 - FT Non-instructional, Occupation - 4', 'B2 - FT Non-instructional, Occupation and Tenure - 1', and 'B2 - FT Non-instructional, Medical School Status - 2'.
- FT by primary function**: A list of links for 'C - FT Summary Non-medical school staff' and 'C - FT Summary Medical school staff'.
- Salaries**: A list of links for 'G1 - Salaries Worksheet', 'G2 - Salary Outlays - Instructional Staff', 'G3 - Calculated by IPEDS', and 'G4 - Salary Outlays, Non-Instructional Staff'.
- Staff DG PT 15 or more**: A list of links for 'D - PT Staff, Occupation - 1', 'D - PT Staff, Occupation - 2', 'D - PT Staff, Occupation - 3', 'D - PT Staff, Occupation - 4', 'D - Graduate Assistants', 'E - PT Staff, Occupation and Tenure - 1', and 'E - PT Staff, Medical School Status - 2'.
- PT Summary**: A list of links for 'F - PT summary Non-medical school staff' and 'F - PT summary Medical school staff'.
- Staff DG New Hires**: A list of links for 'H - New Hires Instructional, Tenure'.
- Detail files**: A list of links for 'HR Detail' (circled in green) and 'IPEDS HR Detail'.
- Data Quality Tools**: A section with a yellow background containing the following information:
 - Requires Review: 1,088
 - Gender Unknown: 846
 - Rank/Tenure Dates: 56



Digest HR Reports Available in COGNOS

UPDATED 11/5/2024

Digest reports are now available in Cognos.

These reports will NOT be emailed.

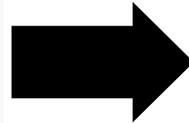
Report Name	Description
<i>Full-Time Corps of Instruction Reports</i>	
HRDMX0101	Corps of Instruction
<i>Full-Time Instructional Faculty Reports</i>	
HRDMX0102	Instructional Faculty by Rank
HRDMX0103if	Instructional Faculty by Highest Degree
HRDMX0105if	Instructional Faculty by Tenure Status
HRDMX0106if_race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



OneUSG HRDM Refresh Process

Data **lag** between PeopleSoft and Cognos

OneUSG update
Friday, 5pm



Cognos update
Tuesday, 8 am

Data **lag** between PeopleSoft and NCES website

**Dec. 10, 2024
& Jan. 28, 2025**

- Uploads for all institutions

After Dec 10, 2024

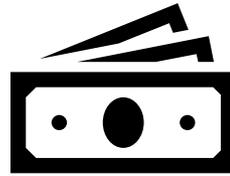
- Uploads by request

CHANGES



Change 1

Salary Calculations – Return to 2022



- IPEDS requests base pay WITHOUT supplemental pay. However, some administrative pay should be included as base pay but has been separated as part of the OneUSG multiple components of pay (MCOP) approach.
 - First, the base salary reported to IPEDS would include only the base salary of 75,000 (NAANL).
 - 2020, added MCAFA to NAANL
 - 2023, adding other components
 - 2024, taking those other components back away.
 - Just MCAFA + NAANL

Change 1

Salary Calculations

Compensation Details ? Find First 1 of 8 Last

Effective Date 07/01/2020 Go To Row

Effective Sequence 1 Action Pay Rate Change

HR Status Active Reason In Range Adjustment

Payroll Status Active Job Indicator Primary Job Current

Compensation Rate xx USD Frequency M Monthly

▶ **Comparative Information** ?

▶ **Pay Rates** ?

Default Pay Components

Pay Components ? Personalize | Find | First 1-3 of 3 Last

Amounts Controls Changes Conversion

*Rate Code	Seq	Comp Rate	Currency	Frequency	Points	Percent	Rate Code Group
1 MCAFA	0	10,000.00					
2 MCTAF	0	5,000.00					
3 NAANNL	0	75,000.00					

2023 change:

Base pay: 75,000 + 10,000 + 5,000 = 90,000

2024 change:

Base pay: 75,000 + 10,000 = 85,000



Change 2

New Hires/Rehires



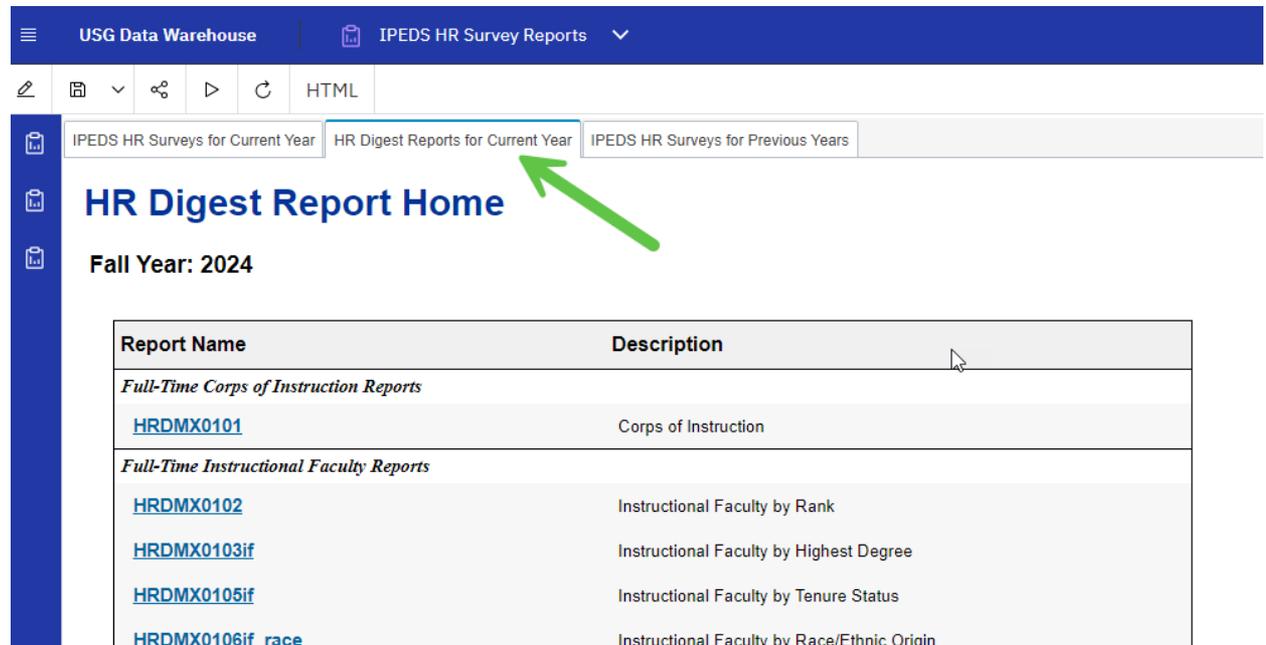
- Clarified definitions of new hires and rehires for previously ambiguous cases
 - Rehires
 - returning to a full-time job after a break in service of more than 30 days
 - New Hires
 - Starting a full-time job (for example, a student was previously employed part-time and started a full-time position)
- Coding updates were made to catch rehires that should be included in the new hire/rehire category

Change 3 Digest Reports in Cognos

UPDATED 11/5/2024

Digest reports are now available in Cognos.

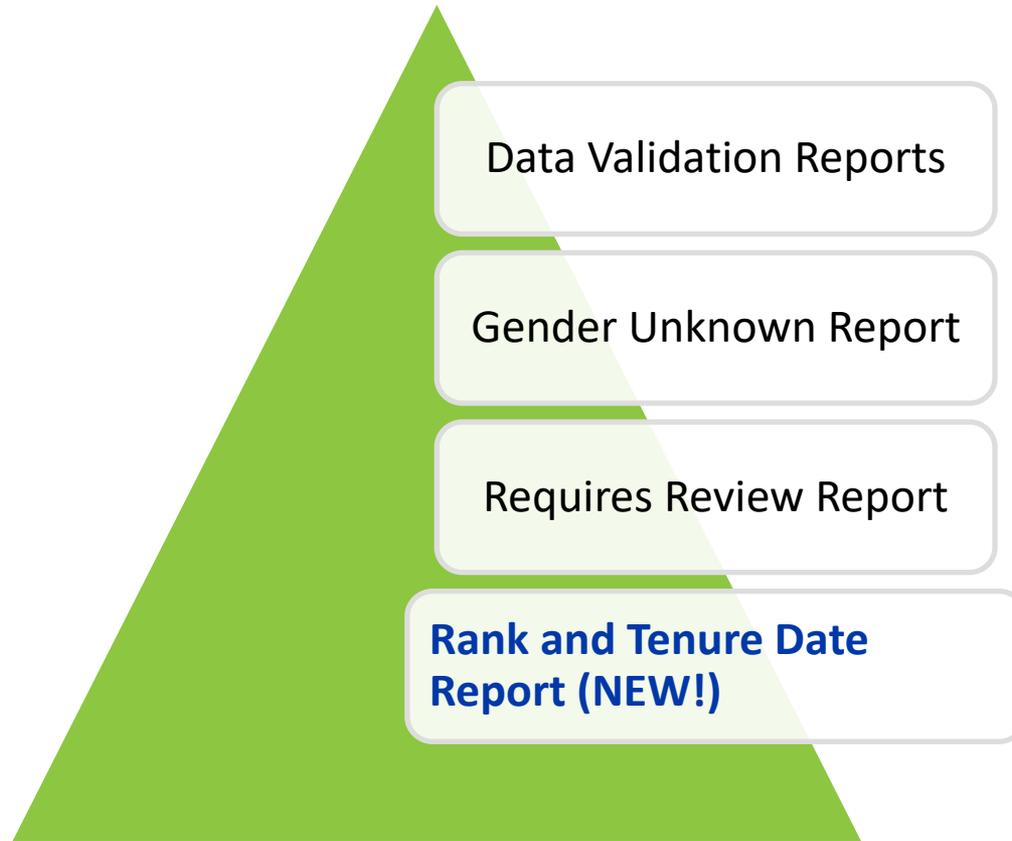
These reports will NOT be emailed.



The screenshot shows the Cognos report viewer interface. The top navigation bar includes 'USG Data Warehouse' and 'IPEDS HR Survey Reports'. Below the navigation bar, there are tabs for 'IPEDS HR Surveys for Current Year', 'HR Digest Reports for Current Year', and 'IPEDS HR Surveys for Previous Years'. The 'HR Digest Reports for Current Year' tab is selected, and a green arrow points to it. The main content area displays the 'HR Digest Report Home' for 'Fall Year: 2024'. Below this, there is a table with two columns: 'Report Name' and 'Description'.

Report Name	Description
<i>Full-Time Corps of Instruction Reports</i>	
HRDMX0101	Corps of Instruction
<i>Full-Time Instructional Faculty Reports</i>	
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

IPEDS HR Reports: Cognos Data Validation Resources



IPEDS HR Reports: Cognos Data Collection Reports

The screenshot displays the USG Data Warehouse Cognos interface. At the top, the navigation bar includes 'USG Data Warehouse' and 'Data Collections'. Below this, a horizontal menu contains several tabs: 'Academic Data Submission', 'Academic Financial Aid', 'Facilities Inventory', 'Financial', and 'Human Resources'. The 'Human Resources' tab is circled in green. On the left side, a vertical navigation pane shows icons for different data collection areas, with a green arrow pointing to the 'Human Resources' icon. The main content area is titled 'HR Collection Error Reports' and contains three sections: 'HR Collection Error Reports', 'Submission Status', and 'HR Data Validation Reports'. The 'HR Collection Error Reports' section lists four items: 'Employee Benefits Official Errors', 'Employee Payroll Official Errors', 'Employee Profile Official Errors' (circled in green), and 'HR Processing Errors'. The 'Submission Status' section lists one item: 'HR Data Submission Status'. The 'HR Data Validation Reports' section lists eight items related to data extraction and validation for various HR data points.

University System of Georgia HR Data Submission Status

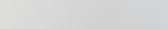
- Click on data collections on the left
- Click on the 'Human Resources' tab on the top
- Look at the Employee Profile Official Errors Report



IPEDS HR Reports: Cognos Data Collection Reports

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	 Ave Atlanta, 30303 Fulton County	



IPEDS HR Reports: Cognos Data Collection Reports

Current Addresses Personalize Find View All 			
Address Type	As Of Date	Status	Address
Home	08/25/2023	A	[Redacted] ave Atlanta, Ga 30310 Fulton

Current Addresses Personalize Find View All 			
Address Type	As Of Date	Status	Address
Home	07/23/2023	A	[Redacted] LN ALPHARETTA, ga 30004

Address History Find First 1 of 1 Last	
Effective Date	06/24/2024
Country	USA
Status	A
Address	[Redacted] [Redacted] Hong Kong



IPEDS HR Reports: Cognos Requires Review Errors

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

Add report ▼



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 Data Quality Tools

Salaries
G1 - Salaries Worksheet
G2 - Salary Outlays, Instructional Staff
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
D - PT Staff, Occupation - 2 D - PT Staff All
D - PT Staff, Occupation - 3
D - PT Staff, Occupation - 4
D - Graduate Assistants
E - PT Staff, Occupation and Tenure - 1
E - PT Staff, Medical School Status - 2

Detail files
HR Detail
IPEDS HR Detail

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

Clicking on these provides a detail report for relevant employees

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

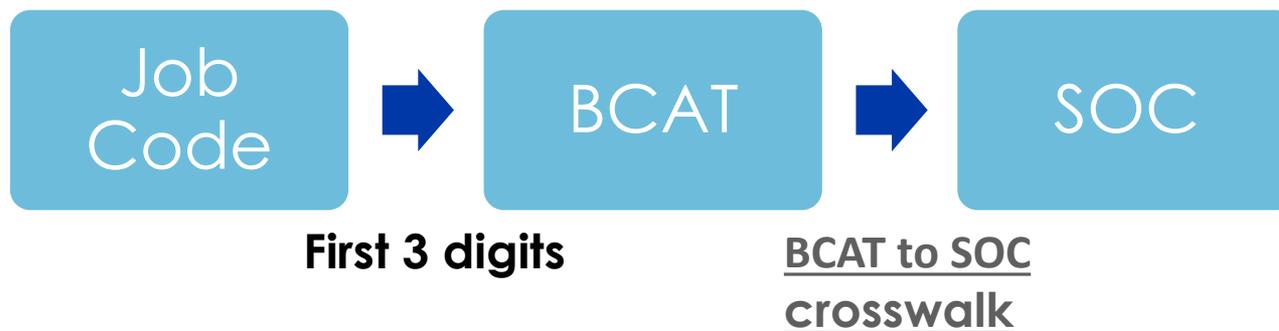


REVIEW THE '[REQUIRES REVIEW
USER GUIDE](#)' ONLINE

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.



IPEDS HR Reports: Cognos Requires Review Errors

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		Postsecondary Teachers				
2	Tenured	Postsecondary Teachers				
3	Other	Postsecondary Teachers	0	0	0	100
4	Other	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 more than 49%?

IPEDS HR Reports: Cognos Gender Unknown

- Provides a detail file of employees with unknown gender
- If left as unknown, will be reported to IPEDS as 'female'
- See documentation on this policy [here](#)

Rank and Tenure Date Issues



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. Both records have the same rank change date. In this case, the logic would RANDOMLY select 1 of these records.

The image shows two instances of a 'Faculty Data' form. The top form is for a record with an effective date of 08/01/2024 and a rank change date of 08/01/2024. The bottom form is for a record with an effective date of 09/06/2023 and a rank change date of 08/01/2024. Both records have a contract type of ANT (Academic NonTenure Track). The rank change date for both records is 08/01/2024, which is the same as the effective date of the top record.

Field	Record 1 (Top)	Record 2 (Bottom)
*Effective Date	08/01/2024	09/06/2023
*CIP Teaching Code	[Redacted]	[Redacted]
*Tenure Status	Not in a Tenure Type Position	Not in a Tenure Type Position
*Tenure Status Date	08/01/2024	09/06/2023
*Home Rank	005 Lecturer	004 Instructor
*Rank Change Date	08/01/2024	08/01/2024
Contract Type	ANT Academic NonTenure Track	ANT Academic NonTenure Track
Inst Rank	[Redacted]	[Redacted]
*Change Reason	Contract Change	New

To solve: correct the rank change date on the more recent record.

Tenure Status

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

- the 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 and rank change date are 2013. The previous record has tenure status date and rank change date in 2018, so 'Not in a Tenure Type Position' and Rank of 006 (no rank) would be in IPEDS.

The screenshot displays two 'Faculty Data' records. The top record is for a faculty member with an effective date of 08/01/2023, tenure status 'Not Tenured on Track', home rank 003 (Assistant Professor), and rank change date 08/01/2013. The bottom record is for a faculty member with an effective date of 11/15/2018, tenure status 'Not in a Tenure Type Position', home rank 006 (No Rank), and rank change date 11/15/2018. In both records, the tenure status date and rank change date are highlighted with blue boxes, and the effective date is highlighted with a black box.

Record	Effective Date	Tenure Status	Home Rank	Rank Change Date	Change Reason
1	08/01/2023	Not Tenured on Track	003 Assistant Professor	08/01/2013	New
2	11/15/2018	Not in a Tenure Type Position	006 No Rank	11/15/2018	Conversion

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

New Rank/Tenure Date Issue Report

- The report compares rank and tenure data between the Cognos reports (from HRDM) and OneUSG (PeopleSoft) and generates an issue message to highlight cases for review.
- OneUSG/PeopleSoft 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](#)

IPEDS HR Reports: Cognos

***New* 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

IPEDS HR Reports: Cognos

New Rank/Tenure Date Issue Report

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
-------	-------	--------	----------------	------------------	------------------	------------------	------------------	------------------	--------------------	--------------------	-------

Issue message: Multiple Tenure Codes with the same Tenure Status Date Not Allowed

PS TENURE DATE	PS TENURE STATUS	PS ACADEMIC DATE	PS ACADEMIC RANK	HRDM TENURE DATE	HRDM TENURE CODE	HRDM ACADEMIC DATE	HRDM ACADEMIC RANK
08/01/2019	NTK	01/01/2021	003	08/01/2019	OTH	01/01/2021	003



IPEDS HR Reports: Cognos

New Rank/Tenure Date Issue Report

Issue message: Multiple Tenure Codes with the same Tenure Status Date Not Allowed

Faculty Data

*Effective Date	01/01/2021	SetID	
*CIP Teaching Code			
*Tenure Status	Not Tenured on Track	*Home Rank	003 Assistant Professor
*Tenure Status Date	08/01/2019	*Rank Change Date	01/01/2021

Faculty Data

*Effective Date	08/01/2019	SetID	
*CIP Teaching Code			
*Tenure Status	Other	*Home Rank	004 Instructor
*Tenure Status Date	08/01/2019	*Rank Change Date	08/01/2019

IPEDS HR Reports: Cognos

New 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

Guidance



Guidance Website:

https://www.usg.edu/research/reporting_resources/hrdm_data

HRDM Data and IPEDS HR Guidance Documents

2024 HRDM PRESENTATION, IPEDS HR AND DIGEST HR -

Presentations

- Coming Soon!

IPEDS

- 2024 IPEDS HR Data Validation Schedule 
- 2024 Cognos User Guide 
- 2024 IPEDS HRDM Survey Report Definitions 
- 2024 How to Handle Requires Review 
- 2024 Rank and Tenure Date Issues Resource Guide 
- BCAT to SOC Crosswalk 

Digest

- 2024 Digest HR Data Validation Schedule 
- 2024 Digest HR Reports and Definitions 
- Digest Reports Link

2024 HRDM CHANGES +

ARCHIVED HRDM GUIDANCE DOCUMENTS +

this presentation will be here

previous documents archived here!



Guidance

Data Validations: Service Now Tickets

Submit ITS Help Desk Ticket
helpdesk@usg.edu

Email to helpdesk

**Subject: 2024 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 than 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	<table border="1"><thead><tr><th><i>Severity</i></th><th><i>Code</i></th><th><i>Description</i></th></tr></thead><tbody><tr><td colspan="3">Evaluation rules during extraction that will cause errors</td></tr></tbody></table>	<i>Severity</i>	<i>Code</i>	<i>Description</i>	Evaluation rules during extraction that will cause errors		
<i>Severity</i>	<i>Code</i>	<i>Description</i>					
Evaluation rules during extraction that will cause errors							

Valid Values

<i>Code</i>	<i>Description</i>
	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	<i>Provider</i>	Source of the data (Primarily PeopleSoft or Human Resources Data Mart (HRDM))	
	<i>Table</i>	In the source application, this is the table where the element value is stored	
	<i>Column</i>	In the source application table, this is the column where the values are stored	
	<i>Page</i>	If relevant, the PeopleSoft page where the information is entered	
	<i>Navigation</i>	If relevant, the navigation to the PeopleSoft page where the information is entered	
Effective Terms	<i>Start</i>	Date the element was first collected	
	<i>End</i>	Date the element stopped being collected, (None) if the element is currently collected.	
Target Files	<i>Target Type</i>	<i>Table Name</i>	<i>Column Name</i>
	This section describes where the data are stored in the HRDM		
Change History	<i>Date</i>	<i>Notes</i>	
	This section includes information about any changes made to the element over time		



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 vocational 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



Guidance

OneUSG Job Aids/Knowledge Articles

The screenshot displays the OneUSG Knowledge Search interface. At the top, there is a blue navigation bar with 'HOME' and 'KNOWLEDGE SEARCH'. Below this is a search bar with a red search icon. On the left side, there is a 'Refine results' sidebar with sections for 'Knowledge Bases' (including 'OneUSG Connect Employee'), 'Category' (with a 'Filter' input field), and 'Author'. The 'Faculty Events' category is selected. The main content area shows '34 Results' and 'Applied Filters: Faculty Events'. Three search results are visible, each with a document icon, a title, a description, and metadata including view count and date.

HOME > KNOWLEDGE SEARCH

Search

Refine results

Knowledge Bases

- OneUSG Connect Employee

Category Clear

Filter

- Access/Navigation
- Benefits
- Commitment Accounting
- Common Remitter
- ePerformance
- Faculty Events
- Funding Management
- General Resources
- Human Resources

Author

34 Results

Sort by | Views ▾ | Newest | Alphabetical

Applied Filters Faculty Events ✕ Clear All

Creating Tenure Data - New Hire (PRA Job Aid)
OneUSG Connect Employee | Faculty Events
This job aid describes the steps to create Tenure Data for a new faculty hire. Considerations Faculty member has been hired into Job Data. Prerequisite(s) Tenure data record would be established based on the offer of employmen...
USGKB0011494 v9.0 • Patricia Layton • 15 Views • 12d ago • ☆☆☆☆☆

Add Degree Information for a Faculty Member (PRA Job Aid)
OneUSG Connect Employee | Faculty Events
This job aid describes the steps necessary to add degree information for a faculty member. Log into OneUSG Connect. Navigation: NavBar Menu Workforce Development Profile Management Profiles Person Profiles On Person...
USGKB0011977 v6.0 • Claire Souter • 13 Views • 7mo ago • ☆☆☆☆☆

Tracking Faculty Post Tenure Review Dates (PRA Job Aid)
OneUSG Connect Employee | Faculty Events
The Create Tenure Data page includes functionality to track the timing of post-tenure review for tenured faculty. Per USO policy the page will calculate the Post Tenure Review date as 5 years from the time of the last review or since a...
USGKB0012307 v3.0 • Claire Souter • 9 Views • 2mo ago • ☆☆☆☆☆

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

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

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

Q&A, Contact Info

For access and data validation questions or issues
send an e-mail to HelpDesk.

The subject line “**2024 HRDM Data Validations**” will
route your questions faster!

Additional Questions:
Leslie.Hodges@usg.edu