



UNIVERSITY SYSTEM OF GEORGIA

2025 Human Resources Data Validations Webinar

October 15, 2025

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Research and Policy Analysis

Logistics & Introduction

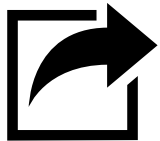


Poll questions will pop up throughout the presentation. Please answer. This will help me understand where more assistance or explanation is needed.



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

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

IES NCES National Center for Education Statistics MENU Search Go

Continuous variable Alpha/String variable Categorical variable

Search for variable(s) Search When you have finished selecting variables from the tree, click Continue Continue

- + 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
- + Finance
- **Human Resources**
 - Number and salaries of full-time non-medical instructional staff
 - 2016-17 to current year
 - Step 1: Select Year(s)
 - ☐ 2021-22 ☐ 2020-21 ☐ 2019-20 ☐ 2018-19 ☐ 2017-18 ☐ 2016-17
 - Step 2: Select Qualifying Variable(s)
 - Academic rank

What is this collection for?

Digest Reports

RESEARCH AND POLICY ANALYSIS Operations Division

 [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](#)

+

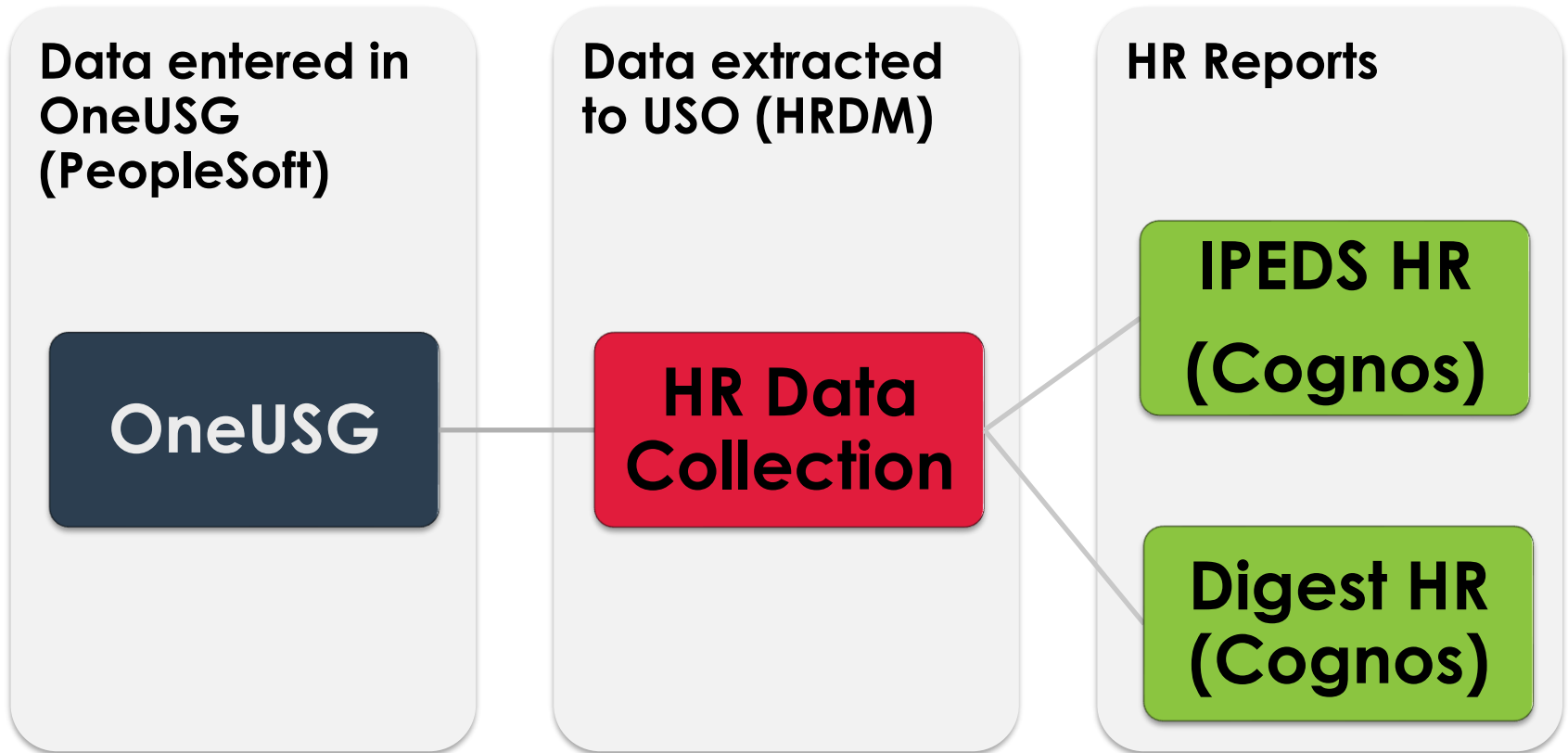
[UNIVERSITY SYSTEM OF GEORGIA EMPLOYEES](#)

+

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



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 (HRDED) provides information about the relationship between each HRDM element and the OneUSG source

Data Validations Key Dates

Nov. 1, 2025

- 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

Data Validations Key Dates

Dec 10,
2025

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

January,
2026

- 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

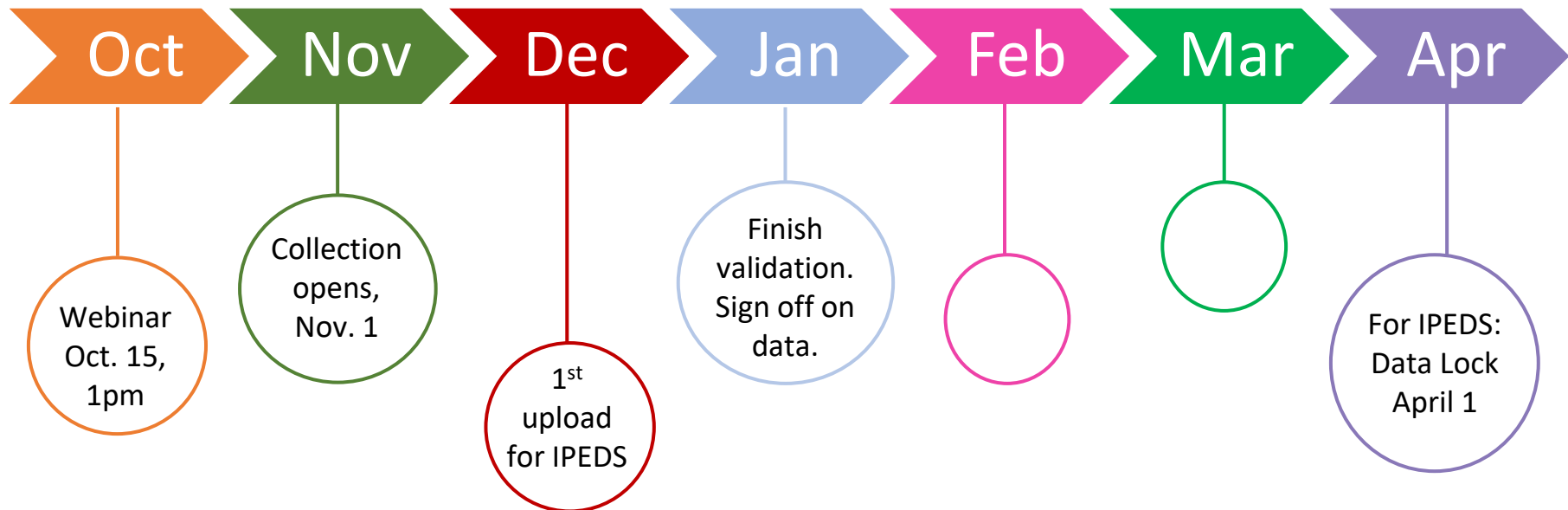
April 1,
2026

- Keyholder close

April 15,
2026

- 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 helpdesk

Subject: 2025 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)

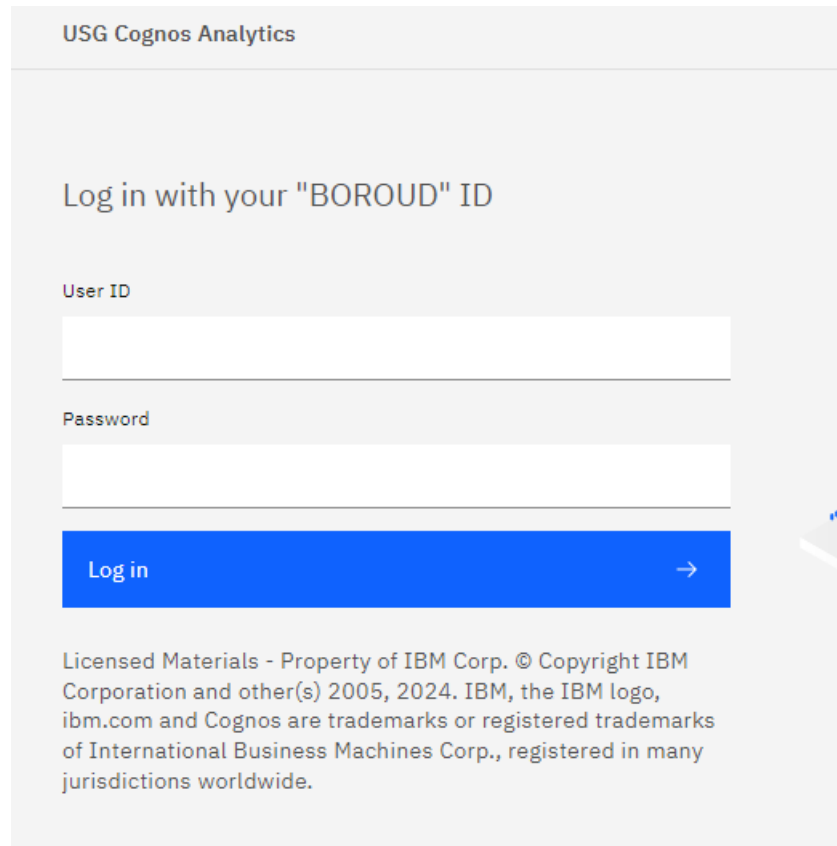
IPEDS HR Reports

IES :: NCES National Center for
Education Statistics 

IPEDS Integrated Postsecondary
Education Data System

IPEDS Survey Components

IPEDS HR Reports: Cognos Website



USG Cognos Analytics

Log in with your "BOROUD" ID

User ID

Password

Log in →

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

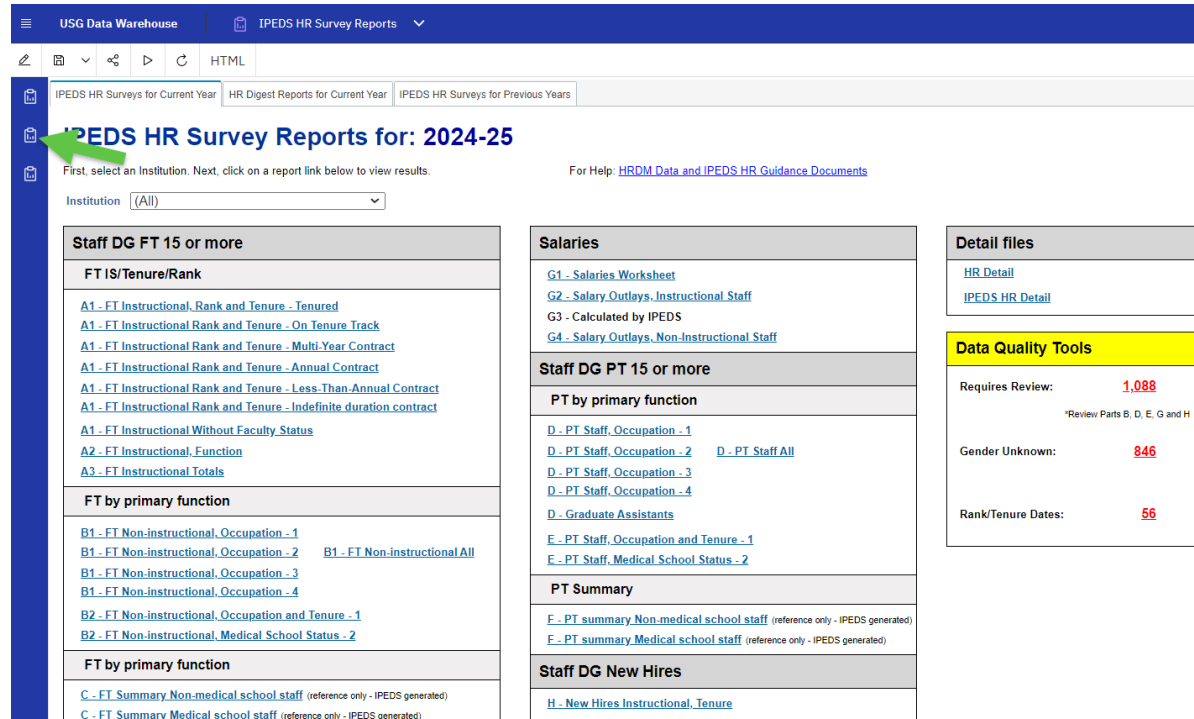
Log on using your SSO credentials

IPEDS HR Reports: Cognos

IPEDS HR Survey Reports

Click on 'IPEDS HR' on the left

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.

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)

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
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
*Review Parts B, D, E, G and H
Gender Unknown: 846
Rank/Tenure Dates: 56



IPEDS HR Reports: Cognos

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

IPEDS HR Survey Reports for:

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

Institution

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

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

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](#)

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 Quality Tools

Required Review: **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	<u>15</u>	<u>9</u>	<u>0</u>	<u>24</u>
Hispanic/Latino	<u>21</u>	<u>14</u>	<u>0</u>	<u>35</u>
American Indian or Alaska Native	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Asian	<u>62</u>	<u>31</u>	<u>0</u>	<u>93</u>
Black or African American	<u>19</u>	<u>47</u>	<u>0</u>	<u>66</u>
Native Hawaiian or Other Pacific Islander	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
White	<u>321</u>	<u>351</u>	<u>0</u>	<u>672</u>
Two or more races				
Race and ethnicity Unknown				
Total	<u>451</u>	<u>457</u>	<u>0</u>	<u>908</u>
Overall - Total	451	457	0	908

IPEDS HR Reports: Cognos Data Quality Tools

Data Quality Tools	
Requires Review:	<u>0</u> 
*Review Parts B, D, E, G and H	
Gender Unknown:	<u>0</u> 
Rank/Tenure Dates:	<u>11</u> 
Employee Profile Errors:	<u>3</u> 

Clicking on these provides a detail report for relevant employees

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 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.

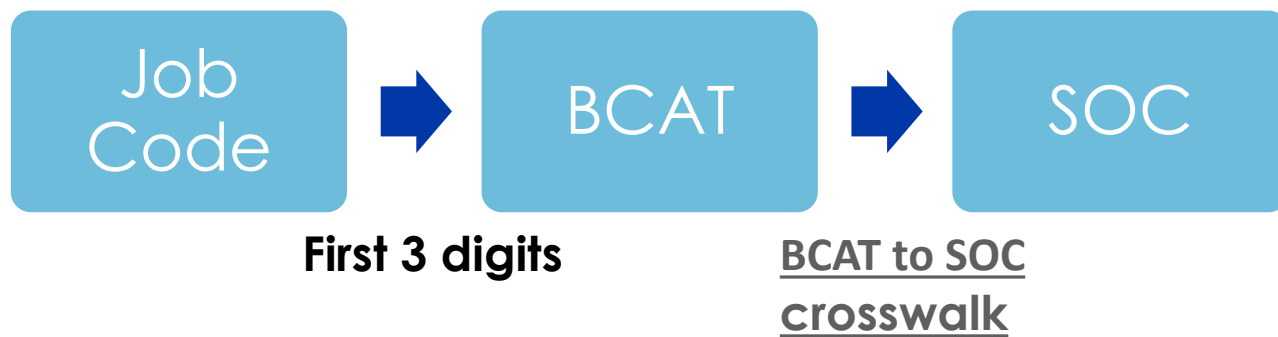


CHECK IPEDS HR REPORTS FOR
REQUIRES REVIEW REPORT

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.



IPEDS HR Reports: Cognos

Data Quality Tools – Requires Review

Data Quality Tools	
Requires Review:	<u>0</u>
*Review Parts B, D, E, G and H	
Gender Unknown:	<u>0</u>
Rank/Tenure Dates:	<u>11</u>
Employee Profile Errors:	<u>3</u>



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

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		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

Data Quality Tools	
Requires Review:	<u>0</u>
*Review Parts B, D, E, G and H	
Gender Unknown:	<u>0</u>
Rank/Tenure Dates:	<u>11</u>
Employee Profile Errors:	<u>3</u>

- 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

Data Quality Tools	
Requires Review:	<u>0</u>
*Review Parts B, D, E, G and H	
Gender Unknown:	<u>0</u>
Rank/Tenure Dates:	<u>11</u>
Employee Profile Errors:	<u>3</u>

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



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.

Faculty Data Find First 1 of 2 Last

*Effective Date 08/01/2024 [calendar icon]

SetID [text box]

*CIP Teaching Code [text box] [magnifying glass icon]

*Tenure Status Not in a Tenure Type Position [dropdown arrow]

*Home Rank 005 [magnifying glass icon] Lecturer

*Tenure Status Date 08/01/2024 [calendar icon]

*Rank Change Date 08/01/2024 [text box]

Contract Type ANT [magnifying glass icon] Academic NonTenure Track

Inst Rank [text box] [magnifying glass icon]

*Change Reason Contract Change [dropdown arrow]

Faculty Data Find First 2 of 2 Last

*Effective Date 09/06/2023 [calendar icon]

SetID [text box]

*CIP Teaching Code [text box] [magnifying glass icon]

*Tenure Status Not in a Tenure Type Position [dropdown arrow]

*Home Rank 004 [magnifying glass icon] Instructor

*Tenure Status Date 09/06/2023 [calendar icon]

*Rank Change Date 08/01/2024 [text box]

Contract Type ANT [magnifying glass icon] Academic NonTenure Track

Inst Rank [text box] [magnifying glass icon]

*Change Reason New [dropdown arrow]

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

- 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.

Faculty Data Find First 1 of 2 Last

*Effective Date 08/01/2023 SetID

*CIP Teaching Code Contract Type AOT Academic On Track

*Tenure Status Not Tenured on Track *Home Rank 003 Assistant Professor Inst Rank 55100 Asst Professor

*Tenure Status Date 08/01/2013 *Rank Change Date 08/01/2013 *Change Reason New

Faculty Data Find First 2 of 2 Last

*Effective Date 11/15/2018 SetID

*CIP Teaching Code Contract Type FNT Fiscal NonTenure Track

*Tenure Status Not in a Tenure Type Position *Home Rank 006 No Rank Inst Rank 44030 Asst Research Sci

*Tenure Status Date 11/15/2018 *Rank Change Date 11/15/2018 *Change Reason 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 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

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

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

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

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

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

Data Quality Tools – Employee Profile Errors

Data Quality Tools	
Requires Review:	<u>0</u>
*Review Parts B, D, E, G and H	
Gender Unknown:	<u>0</u>
Rank/Tenure Dates:	<u>11</u>
Employee Profile Errors:	<u>3</u>


- 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	Atlanta, 30303 Fulton County	



IPEDS HR Reports: Cognos Data Collection Reports

The screenshot displays the USG Data Warehouse interface. At the top, a blue navigation bar contains the text 'USG Data Warehouse' and a dropdown menu labeled 'Data Collections'. Below this, a horizontal tab bar includes 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 sidebar contains three folder icons; the top one is pointed to by a green arrow. The main content area is titled 'HR Collection Error Reports' and lists several reports with a green circle around 'Employee Profile Official Errors'. Below this is a 'Submission Status' section with a link to 'HR Data Submission Status'. At the bottom is an 'HR Data Validation Reports' section with a list of extraction data reports. The text 'University System of Georgia HR Data Submission Status' is displayed on the right side of the interface.

- 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 Data Collection Reports

1

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

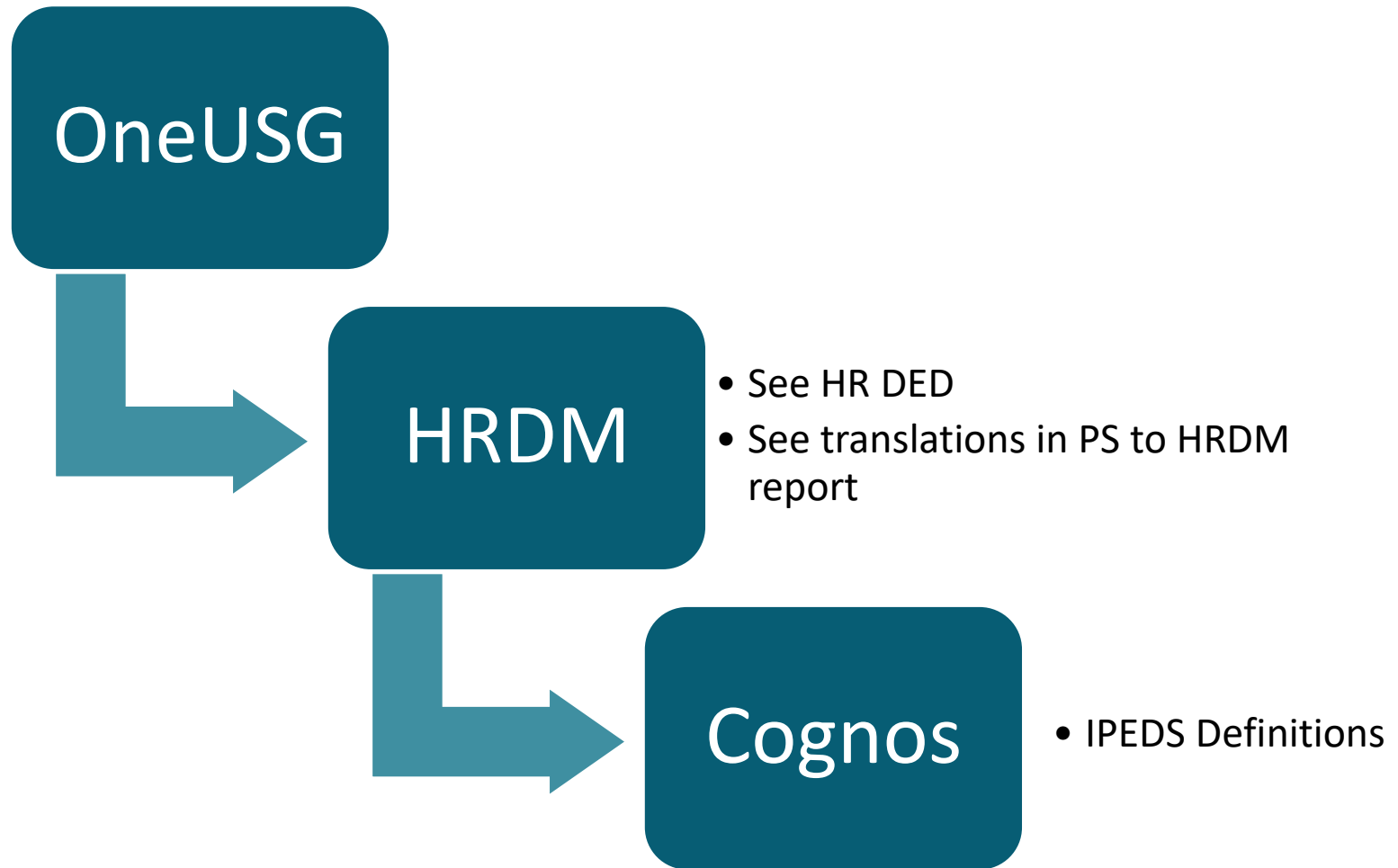
2

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

3

Address History		Find	First	1 of 1	Last
Effective Date	06/24/2024	Address			
Country	USA				
Status	A				
		Tsuen Wan, N.T., 00000			
		Hong Kong			

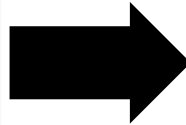
IPEDS HR Reports: Cognos



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, 2025
& Jan. 28, 2026**

- Uploads for all institutions

After Dec 10, 2025

- 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 - 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

<input type="text" value="User ID"/>	<input type="password" value="Password"/>	<input type="button" value="LOGIN"/>
Forgot Password		

FALL		WINTER		SPRING	
Components	Institutional Characteristics Completions 12-month Enrollment	Components	Student Financial Aid Graduation Rates 200% Graduation Rates Admissions Outcome Measures	Components	Fall Enrollment Finance Human Resources Academic Libraries
Keyholders	15 days left (Closes Oct 19)	Keyholders	Opens Dec 07 (Closes Feb 08)	Keyholders	Opens Dec 07 (Closes Apr 05)
Coordinators	29 days left (Closes Nov 02)	Coordinators	Opens Dec 07 (Closes Feb 22)	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

IPEDS HR Reports:

Finishing the IPEDS Collection

- **DO NOT**

- Edit numbers in IPEDS. 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



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

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 

2021  2017  2008  2004  2000 

2020  2016  2007  2003 

2019  2015  2006  2002 

2022  2018  2014  2005  2001 

2021  2017  2008  2004 

2020  2016  2007  2003 

2019  2015  2006  2002 

FACULTY SALARY AVERAGES

FACULTY DEMOGRAPHIC CHARACTERISTICS

FACULTY BY HIGHEST DEGREE

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



UNIVERSITY SYSTEM OF GEORGIA

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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
<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>	
HRDMX01011	Not yet ready

Guidance

Data Validations: Service Now Tickets

Email to helpdesk

Submit ITS Help Desk Ticket
support@usg.edu

**Subject: 2025 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	<i>Severity Code 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	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

The screenshot displays the OneUSG Knowledge Search interface. At the top, a blue navigation bar contains 'HOME' and 'KNOWLEDGE SEARCH'. Below this is a search bar with a red magnifying glass icon. To the left of the search results is a 'Refine results' sidebar. This sidebar includes a 'Knowledge Bases' section with a checkbox for 'OneUSG Connect Employee'. Below that is a 'Category' section with a 'Filter' input field and a list of categories: 'Access/Navigation', 'Benefits', 'Commitment Accounting', 'Common Remitter', 'ePerformance', 'Faculty Events' (which is selected with a blue checkmark), 'Funding Management', 'General Resources', and 'Human Resources'. At the bottom of the sidebar is an 'Author' section. The main content area shows '34 Results' and a 'Sort by' dropdown menu set to 'Views'. Below the sort menu is a bar for 'Applied Filters' showing 'Faculty Events' with a close icon and a 'Clear All' link. The search results list three articles, each with a document icon, a title, a source, a description, and metadata. The first article is 'Creating Tenure Data - New Hire (PRA Job Aid)' by Patricia Layton, dated 12d ago, with 15 views and a 5-star rating. The second article is 'Add Degree Information for a Faculty Member (PRA Job Aid)' by Claire Souter, dated 7mo ago, with 13 views and a 5-star rating. The third article is 'Tracking Faculty Post Tenure Review Dates (PRA Job Aid)' by Claire Souter, dated 2mo ago, with 9 views and a 5-star rating.

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**

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

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 support@usg.edu** with subject line “**2025 HRDM Data Validations**”

When it
comes to
data:
garbage in,
garbage out!

Additional Questions:
Leslie.Hodges@usg.edu