



UNIVERSITY SYSTEM OF GEORGIA

2025 Human Resources Data Validations Webinar

October 15, 2025
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Research and Policy Analysis

Logistics & Introduction



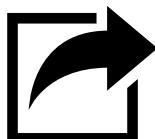
Poll questions will pop up throughout the presentation. Please answer. This will help me understand where more assistance or explanation is needed.



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

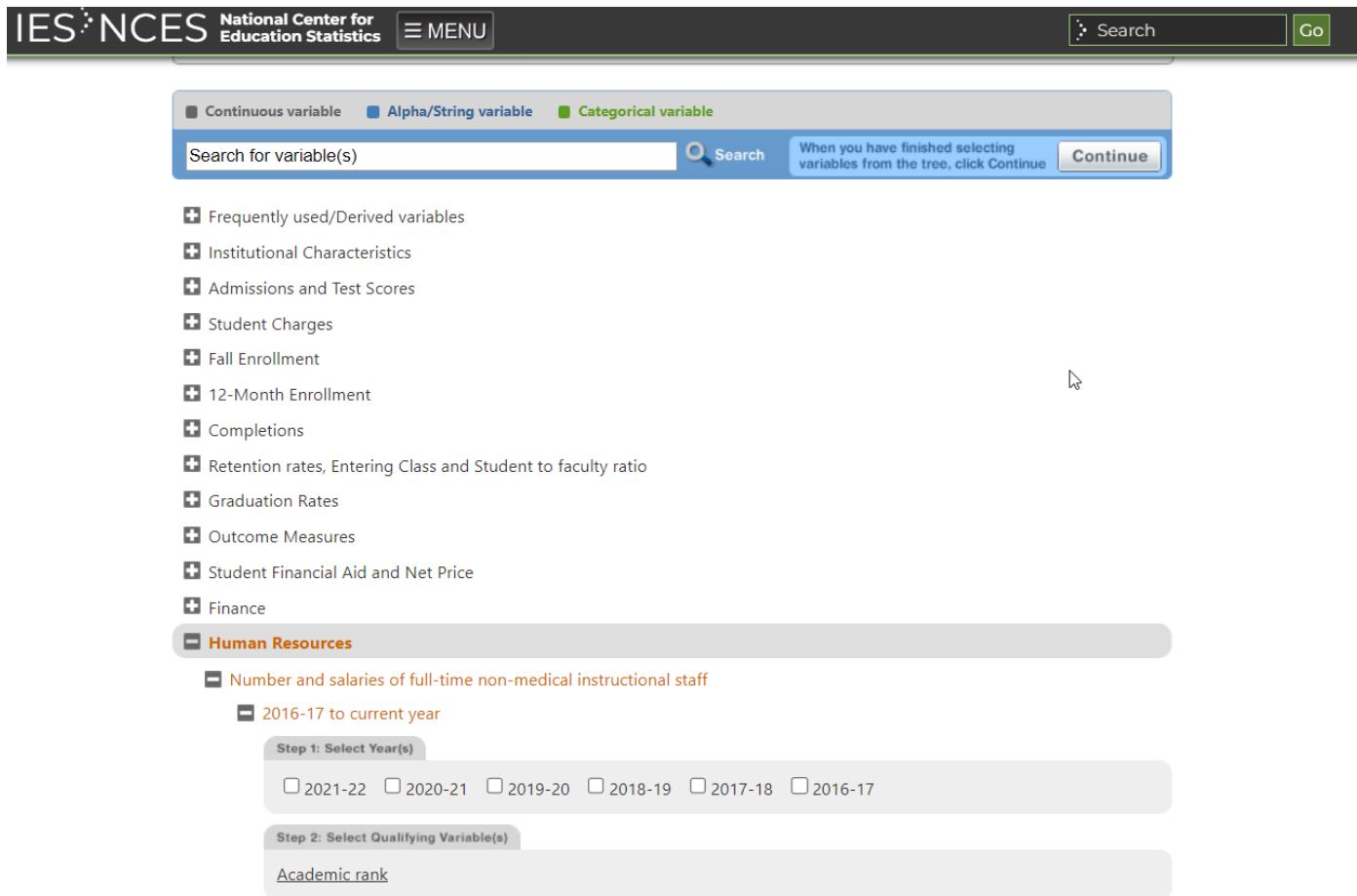
What is this collection for?

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



The screenshot shows the IPEDS variable selection interface on the NCES website. The top navigation bar includes the NCES logo, the text "National Center for Education Statistics", a "MENU" button, a search bar with a "Search" button and a "Go" button, and a "Help" icon.

The main interface features a sidebar with categories: "Continuous variable" (gray), "Alpha/String variable" (blue), and "Categorical variable" (green). Below this is a search bar with the placeholder "Search for variable(s)" and a "Search" button. A message at the top right says "When you have finished selecting variables from the tree, click Continue".

The main content area displays a list of variables under the "Categorical variable" category. The variables are listed with a plus sign and a description:

- + 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**

Under "Human Resources", there are two collapsed sections:

- Number and salaries of full-time non-medical instructional staff
- 2016-17 to current year

Below these sections are two step-by-step selection panels:

- Step 1: Select Year(s)**
A row of checkboxes for the years 2021-22, 2020-21, 2019-20, 2018-19, 2017-18, and 2016-17. The 2016-17 checkbox is checked.
- Step 2: Select Qualifying Variable(s)**
A text input field containing the text "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



UNIVERSITY SYSTEM OF GEORGIA

To get high quality data:

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

Data Flow

Data entered in
OneUSG
(PeopleSoft)

OneUSG

Data extracted
to USO (HRDM)

HR Data
Collection

HR Reports

IPEDS HR
(Cognos)

Digest HR
(Cognos)



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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



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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

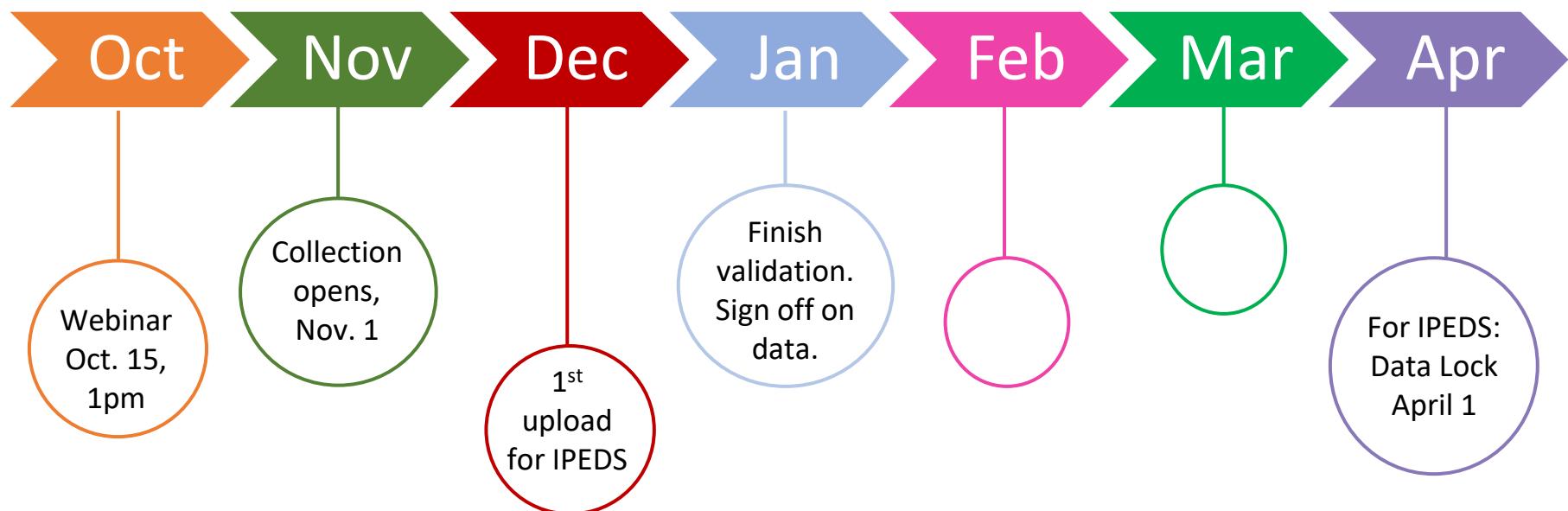
April 1,
2026

- 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

≡ MENU

IPEDS Integrated Postsecondary
Education Data System

IPEDS Survey Components



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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



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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

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](#)

PT by primary function

- [C - PT Summary Non-medical school staff](#) (reference only - IPEDS generated)
- [C - PT 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

- [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 (All) ▾

Staff DG FT 15 or more

FT IS/Tenure/Rank

- [A1 - FT Instructional, Rank and Tenure - Tenured](#)
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- [A1 - FT Instructional Rank and Tenure - Less-Than-Annual Contract](#)
- [A1 - FT Instructional Rank and Tenure - Indefinite duration contract](#)
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- [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)

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, 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, Occupation - 3](#)
- [H - New Hires All](#)

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.

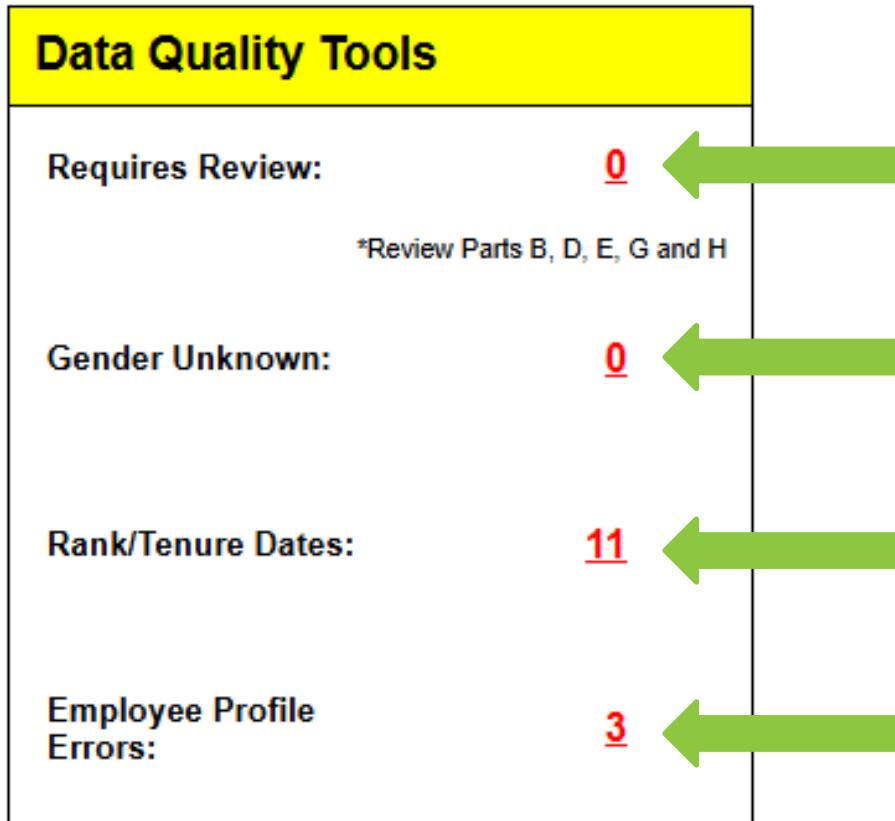
Part A3 - Full-time Instructional Staff - Totals

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>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	451	457	0	908
Overall - Total	451	457	0	908



IPEDS HR Reports: Cognos Data Quality Tools



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)

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	49
	Hispanic/Latino	18	2	2	29		7	202
	American Indian or Alaska Native	1						7
	Asian	1		3	47		2	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	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	5,901
Female	Nonresident alien	3			38		4	72
	Hispanic/Latino	45	1	9	15		10	308
	American Indian or Alaska Native			3	2		1	15
	Asian	19	1	2	91		4	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

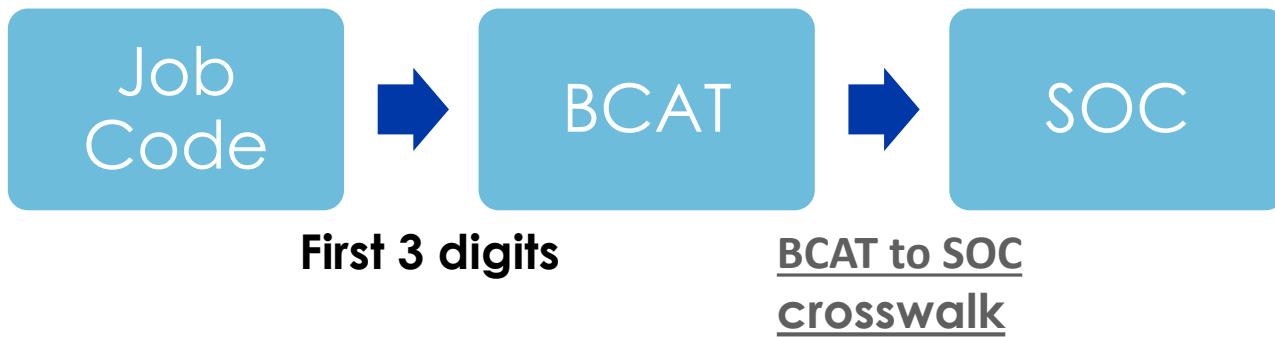


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IPEDS HR Reports: Cognos Requires Review Errors

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

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		25-1000	Postsecondary Teachers	0	0	0	
4		25-1000	Postsecondary Teachers	25	5	10	

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

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

- 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

*Effective Date <input type="text" value="08/01/2024"/>	SetID <input type="text" value=""/>	Contract Type <input type="text" value="ANT"/> Academic NonTenure Track
*CIP Teaching Code <input type="text"/>	*Tenure Status <input type="text" value="Not in a Tenure Type Position"/>	Inst Rank <input type="text"/>
*Tenure Status Date <input type="text" value="08/01/2024"/>	*Home Rank <input type="text" value="005"/> Lecturer	*Change Reason <input type="text" value="Contract Change"/>
	*Rank Change Date <input type="text" value="08/01/2024"/>	

Find First 1 of 2 Last

Faculty Data

*Effective Date <input type="text" value="09/06/2023"/>	SetID <input type="text" value=""/>	Contract Type <input type="text" value="ANT"/> Academic NonTenure Track
*CIP Teaching Code <input type="text"/>	*Tenure Status <input type="text" value="Not in a Tenure Type Position"/>	Inst Rank <input type="text"/>
*Tenure Status Date <input type="text" value="09/06/2023"/>	*Home Rank <input type="text" value="004"/> Instructor	*Change Reason <input type="text" value="New"/>
	*Rank Change Date <input type="text" value="08/01/2024"/>	

Find First 2 of 2 Last

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		
*Tenure Status Date	08/01/2013	*Rank Change Date	08/01/2013	Inst Rank	55100	Asst Professor
				*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		
*Tenure Status Date	11/15/2018	*Rank Change Date	11/15/2018	Inst Rank	44030	Asst Research Sci
				*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	<input type="text"/> 
*Tenure Status	Not Tenured on Track 
*Home Rank	003  Assistant Professor
*Tenure Status Date	08/01/2019 
*Rank Change Date	01/01/2021
SetID	<input type="text"/>
Faculty Data	
*Effective Date	08/01/2019 
*CIP Teaching Code	<input type="text"/> 
*Tenure Status	Other 
*Home Rank	004  Instructor
*Tenure Status Date	08/01/2019 
*Rank Change Date	08/01/2019
SetID	<input type="text"/>



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

- 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

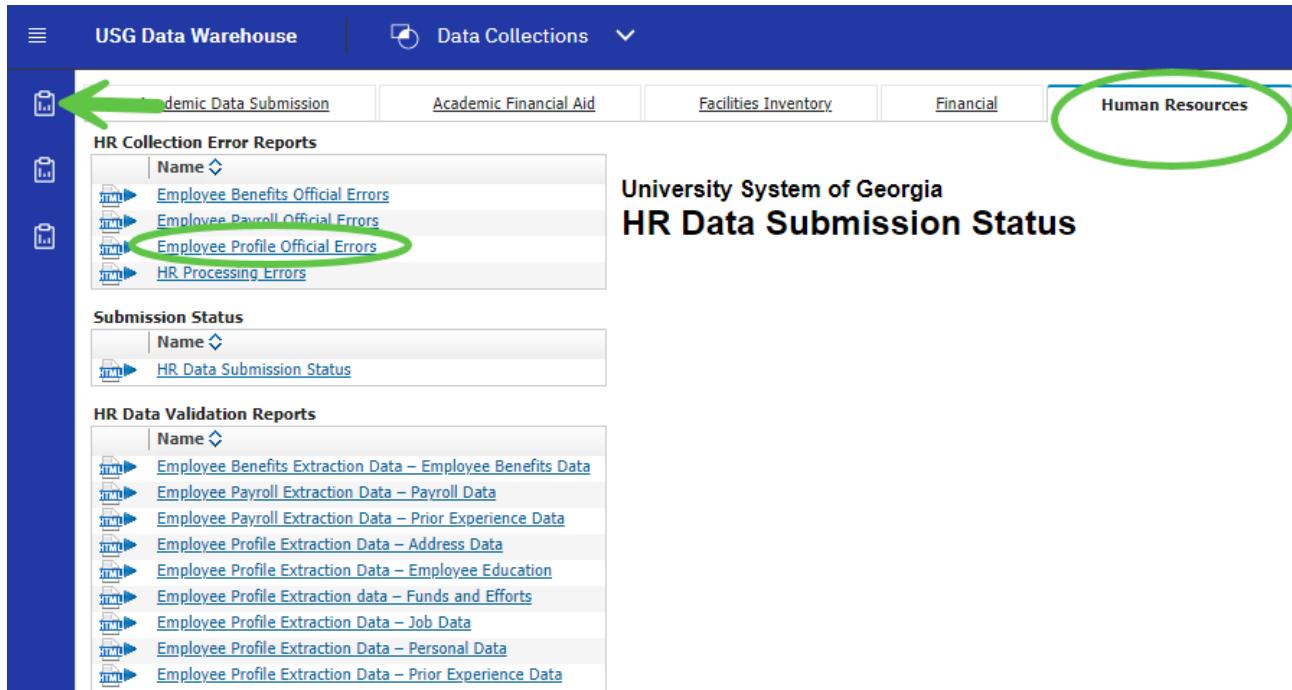
Current Addresses

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



USG Data Warehouse

Data Collections

Academic Data Submission

Academic Financial Aid

Facilities Inventory

Financial

Human Resources

HR Collection Error Reports

- Name ↴
 - Employee Benefits Official Errors
 - Employee Payroll Official Errors
 - Employee Profile Official Errors**
 - HR Processing Errors

Submission Status

- Name ↴
 - HR Data Submission Status

HR Data Validation Reports

- Name ↴
 - Employee Benefits Extraction Data – Employee Benefits Data
 - Employee Payroll Extraction Data – Payroll Data
 - Employee Payroll Extraction Data – Prior Experience Data
 - Employee Profile Extraction Data – Address Data
 - Employee Profile Extraction Data – Employee Education
 - Employee Profile Extraction data – Funds and Efforts
 - Employee Profile Extraction Data – Job Data
 - Employee Profile Extraction Data – Personal Data
 - Employee Profile Extraction Data – Prior Experience Data

University System of Georgia
HR Data Submission Status

- 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	Atlanta ave 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

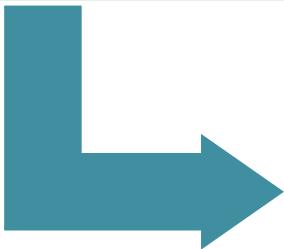
Address History

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



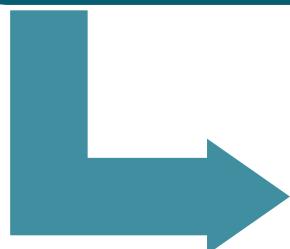
IPEDS HR Reports: Cognos

OneUSG



HRDM

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



Cognos

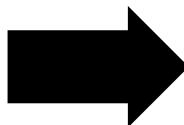
- IPEDS Definitions



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 an Tenure Track			A tenure track status that has no multi-year contract



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

User ID

Password

LOGIN

[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



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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



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Digest HR 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

2022 ↗ 2018 ↗ 2014 ↗ 2005 ↗ 2001 ↗
2021 ↗ 2017 ↗ 2008 ↗ 2004 ↗ 2000 ↗
2020 ↗ 2016 ↗ 2007 ↗ 2003 ↗
2019 ↗ 2015 ↗ 2006 ↗ 2002 ↗

Full-time Instructional Faculty by Rank

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



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



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Guidance

Data Validations: Service Now Tickets

Submit ITS Help Desk Ticket
support@usg.edu

Email to **helpdesk**

**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



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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><thead><tr><th>Severity</th><th>Code</th><th>Description</th></tr></thead><tbody><tr><td></td><td></td><td>Evaluation rules during extraction that will cause errors</td></tr></tbody></table>	Severity	Code	Description			Evaluation rules during extraction that will cause errors
Severity	Code	Description					
		Evaluation rules during extraction that will cause errors					

Valid Values

Code	Description
This section includes all HRDM valid values, both those currently in use and those that are no longer active. This is because historical data are still extracted and used for reporting. For information on which values are currently active refer to the “PeopleSoft to HRDM Valid Value Mapping” report in Cognos – in the PS Status column, ‘A’ indicates an active value and ‘I’ indicates an inactive value. This report is located here: Cognos > Data Collections > Human Resources > ‘PeopleSoft to HRDM Valid Value Mapping’	

Guidance

HRDED Intro Page

Data Source	<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 OneUSG Job Aids/Knowledge Articles

HOME > KNOWLEDGE SEARCH

Search 

Refine results

Knowledge Bases 

OneUSG Connect Employee

Category  

Filter

Access/Navigation

Benefits

Commitment Accounting

Common Remitter

ePerformance

Faculty Events

Funding Management

General Resources

Human Resources

Author 

34 Results   Newest 

Applied Filters Faculty Events  

 [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**



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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
)	Degree Level	03		Some High School
)	Degree Level	04		High School Graduate
)	Degree Level	05		Terminal Occupation Program
)	Degree Level	06		Terminal Occupation Program
)	Degree Level	07		Some College - Less than 1 Yr
)	Degree Level	10		Associate Degree
)	Degree Level	13		Bachelor Degree
)	Degree Level	14		Post Bachelors
)	Degree Level	15		First Professional
)	Degree Level	17		Masters Degree
)	Degree Level	18		Post Masters
)	Degree Level	21		Doctorate Degree
)	Degree Level	C		One Year Certificate
)	Degree Level	E		2 yr vocational Certificate
)	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