

IPEDS HR Reporting

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Overview

IPEDS 2018-2019 HR reports are now available in Business Objects. Documentation published by IPEDS at <https://surveys.nces.ed.gov/ipeds/VisInstructions.aspx?survey=1&id=30045> was used in report specifications.

The Business Objects report includes summary tables mirroring the IPEDS reporting format to assist with data entry. Additionally, all detail is provided for export into Excel. We included all calculated variables within the detail as well as the source data to provide as much transparency as possible. Generally, all summary tables are based on variables, even for simple calculations. The purpose of this design is to reduce risk and increase efficiency in updates to this report, where one attribute (e.g. Gender) is referenced several times.

Population

The population included in IPEDS HR Reporting is identified based on Employee Type and Status. An employee's primary position must be classified as Faculty, Graduate Assistant or Staff to be included, and must be an active employee or working retiree. The member for each employee is identified based on the supervisory organization of the employee's primary position.

Position Attributes

Information returned on this report is specific to the primary position of each employee in the A&M System. Attributes related to secondary positions, such as Faculty Rank or Monthly Salary are not included. This ensures each worker is only counted once toward IPEDS reporting, system-wide.

Effective Date

For the bulk of IPEDS HR Reporting (excluding new hires), attributes are returned as of October 31, 2018. The Enterprise Data Warehouse (EDW) maintains monthly data snapshots on the last day of each month. IPEDS Documentation specifies a November 1 as-of date. After thorough analysis between the October 31, 2018 snapshot and the data as of November 1, 2018, no significant change was found to warrant the risk and resource expense of exposing a November 1 snapshot for the purpose of IPEDS. The Business Objects IPEDS reports published by the Enterprise Data Warehouse are the recommended source of IPEDS HR Reporting data by the Texas A&M University System Office of Information Technology.

Worker attributes such as Race/Ethnicity and Gender are relatively static, however a worker's citizenship and tenure status are subject to change. Development work has been scheduled to ensure worker attributes are as of October 31 alongside the position snapshot. One exception to this is tenure status. To give members a chance to update faculty tenure status within Workday, we will use the November 30, 2018 snapshot to map tenure status for this report.

Gender and Race / Ethnicity

To manage ambiguity and accommodate workers who declined to specify or have not yet specified gender, we calculate gender as follows: if Gender = Male, then count the employee as Male; Else, count the employee as Female.

IPEDS requires “Nonresident alien” workers to be counted separately alongside gender. For this reason, we first identify any employee whose Citizenship Status = “Non-Immigrant” as “Nonresident alien”. Then, per federal reporting standards, we identify any employee (regardless of race) whose ethnicity is Hispanic/Latino as “Hispanic/Latino”. Then for all other employees, we categorize based on race, including those who declined to specify as “Race and ethnicity unknown”.

Academic Rank

Employees are grouped into Faculty Status and Academic Rank based on the Faculty Rank of the job profile in Workday associated with the employee’s primary position. Graduate Assistants, Students, and Staff are not counted as Faculty. Otherwise the Faculty Rank maps directly to the IPEDS Academic Rank categories.

Full vs. Part-Time

This is determined based on the employee’s primary position.

Primary Activity Code

This comes from the Primary Activity Code Job Classification on the Job Profile associated with the employee’s primary position, and is used to identify an employee as Primarily Instruction, Research, Public Service, or all of the above. If an employee is “I” (Instructional) or “A” (All of the above), they are classified “Instructional” within IPEDS reporting.

Medical School Employees

Employees whose primary position is associated with the Texas A&M Health Science Center are considered medical school employees. All other employees are considered non-medical school.

Omissions

The sub-categories (e.g. Exclusively Credit, Exclusively not-for-credit, etc.) for “Primarily Instruction” employees are omitted in the IPEDS HR Report provided via Business Objects. Detail regarding the contract length (e.g. Multi-year, Annual contract, Less-than-annual contract, etc.) was also omitted. We encourage members to utilize their academic record of source to fill-in this detail.

Occupational Categories

Occupational Category is identified for each employee based on their job profile attributes, e.g. SOC Code, Faculty Rank, Primary Activity Code, and Job Profile ID. We first identify the Graduate Assistants, then Instructional/Research/Public Service, and then everyone else. The distinction between teaching, research, and non-teaching graduate assistants is currently calculated using a list provided by the A&M System Pay Plan Administrator.

- Part-Time employees whose SOC Code is “25-1191” are categorized “Graduate Assistants – Teaching”.
- Then, Part-Time employees whose Title Code is 9004-9006, or 9010-9011 are categorized “Graduate Assistants – Research”
- Then, all other Part-Time employees with Faculty Rank 0 (Graduate Assistants) are categorized “Graduate Assistants – Other”

- Then, Employees whose Primary Activity Code is “I” or “A” are categorized “Primarily Instruction”
- Then, Employees whose Primary Activity Code is “R” are categorized “Research”
- Then, Employees whose Primary Activity Code is “P” are categorized “Public Service”
- Finally, for all employees not captured in an above category, SOC Code is used to categorize per IPEDS specifications.

Graduate Assistants

Going forward, our expectation is for Workday (as our record of source) to include a Job Classification on each Job Profile identifying the GANT (Graduate Assistant – Non-Teaching) / GAT (Graduate Assistant – Teaching) / GAR (Graduate Assistant – Research) categories. Because this development was not in-scope at the time of IPEDS reporting, we plan in future versions to reference the job classification rather than specify Title Codes.

Salaries

Per the IPEDS Salaries Worksheet documentation, only Full-Time, Non-Medical School, Instructional employees are included in salary reporting. The work months are determined based on the annual work period associated with the employee’s primary position in Workday. To account for partial-month terms (e.g. 11.5) the following logic was used: if Annual Work Period is greater than 11, then return 12; otherwise if the Annual Work Period is greater than 10, return 11; otherwise if the Annual Work Period is greater than 9, return 10; otherwise if the annual work period = 9, return 9, otherwise return “< 9”.

New Hires

Among the changes in IPEDS Reporting released with the 2018-2019 documentation is a clarification regarding which employees are considered “New Hires”. A New Hire is any employee hired into an A&M System Member between November 1 of the prior year and October 31 of the current year, regardless of whether that employee is still on the payroll for the member. This represents a larger population than previous methods involving hire dates on current employee records. We recognize there may be significant increase in the new hire totals reporting this year compared to previous years, warranting justification within the IPEDS system, and we encourage members to reference this new clarification in the justification, alongside any organizational changes that may inflate totals.

Our strategy to accommodate this clarification is to use snapshots taken at the end of each month during the reporting period. Our calculations identify the snapshot from the month of the employee’s hire (provided the hire date falls within the 11/1 – 10/31 period) and categorizes the employee accordingly. The result is one row per “New Hire” during the year, regardless of whether that employee remains on the payroll for that member. If an employee was hired in January, terminated in March, and returned in July, there will be two rows returned, representing two instances of a “New Hire”.

November 2017 Snapshot

The inclusion of New Hire data from November 2017 required a merge of data preceding Workday Go Live with data following Workday Go Live. This is a challenge specific to the 2018-2019 IPEDS reporting year. To do this successfully, we broke the new hire tables into pre-Workday and post-Workday versions. Additionally, because some worker attributes were not captured in our (pre-Workday) Position universe, we linked those records of employees hired in November 2017 to the end-of-month December 2017 snapshot of worker data from Workday (HCM Worker universe). We confirmed in doing so that within the IPEDS reporting population (excluding student workers) there were no new hires in November 2017 whose attributes are not present in the December 2017 Workday snapshot.

Data Sources

The primary data source for this report is Workday. Because the New Hire data includes November 2017, a provision has been made to include data from BPP for those months. To reference position attributes back to Workday, please use the Position ID. To reference job profile (title code) attributes back to Workday, please use the Job Profile ID.