



# RESPONDING TO IPEDS HR SURVEY USING BANNER'S IPEDS HR MODULE

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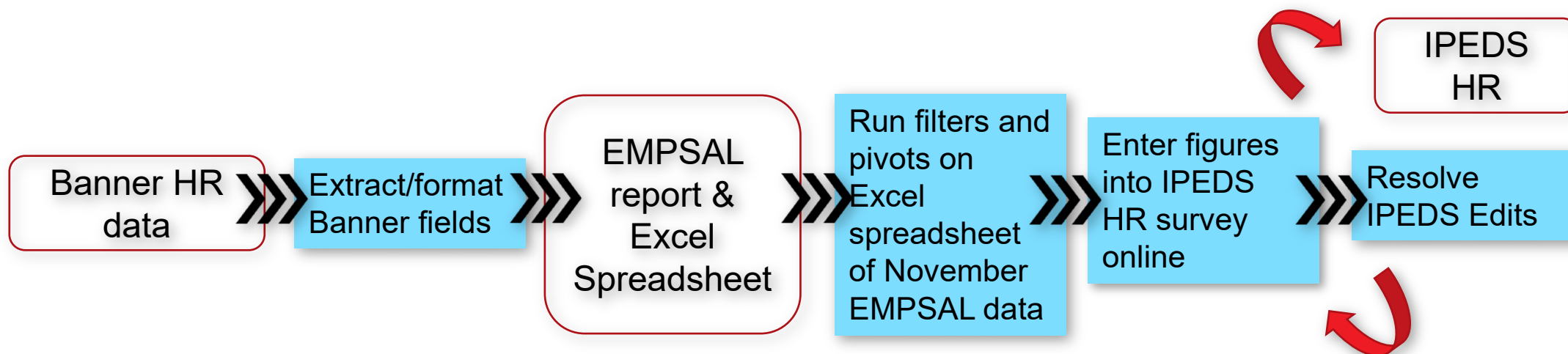
# Responsibilities for Reporting



- NSU Controller reports EMPSAL data
- NSU Institutional Research reports IPEDS HR data
- EMPSAL and IPEDS HR report similar data
- Using one to help generate the other seems to make sense
- Or does it?



# Is There A Better Way?



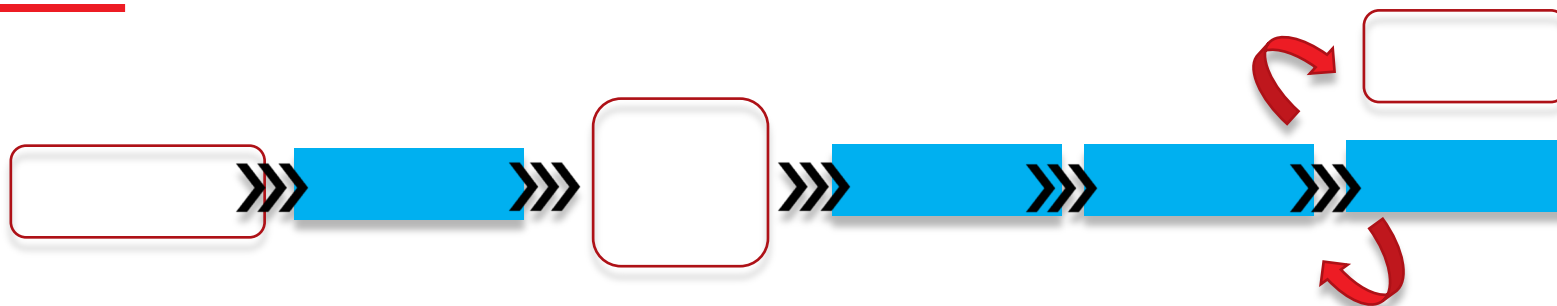


# Decoding and Recoding

EMPSAL	EMPSAL Source	IPEDS HR	IPEDS Source
FYEAR	input	Report Yr	Built into Survey
FPERIOD	input	N/A	
INSTCODE	input	IPEDS Unit ID	UnitID
SSN	PPAIDEN	N/A	
EIN	PPAIDEN	ID	PPAIDEN
LNAME	PPAIDEN	Employee Name	PPAIDEN
FNAME	PPAIDEN	Employee Name	PPAIDEN
MNAME	PPAIDEN	Employee Name	PPAIDEN
SUFFIX	PPAIDEN	Employee Name	PPAIDEN
BDATE	PPAIDEN	N/A	
GENDER	PPAIDEN	Men/Women	PPAIDEN
RACE	PPAIDEN	Race/Ethnicity	PPAIDEN
EFFORT	PEAEMPL FT/PT	Full-time/Part-time	NBAPOSN ECIP code
TENURE	PEAFAC T Tenure	Tenure	PEAFAC T Tenure
TBSAL	NBAJOBS	Salary	NBAJOBS
EMPLVL	NBAPOSN Position Group Code	Rank	PEAFAC T Rank
PFUNCTION	Derived from Salary Funding Program Codes	Instructional / Non-instructional Instr: PEAEMPL IPEDS Primary Function	
SOC	NBAPOSN Occ Title Code	ESOC	NBAPOSN IPEDS ESOC
		Contract Length	PEAFAC T Appt & Tenure



# Is There A Better Way?



Issue 1: EMPSAL Board report contains fields common to the IPEDS HR report, but IPEDS edits and validations were not accounted for.

Issue 3: Several fields used for EMPSAL were different from those used for IPEDS.

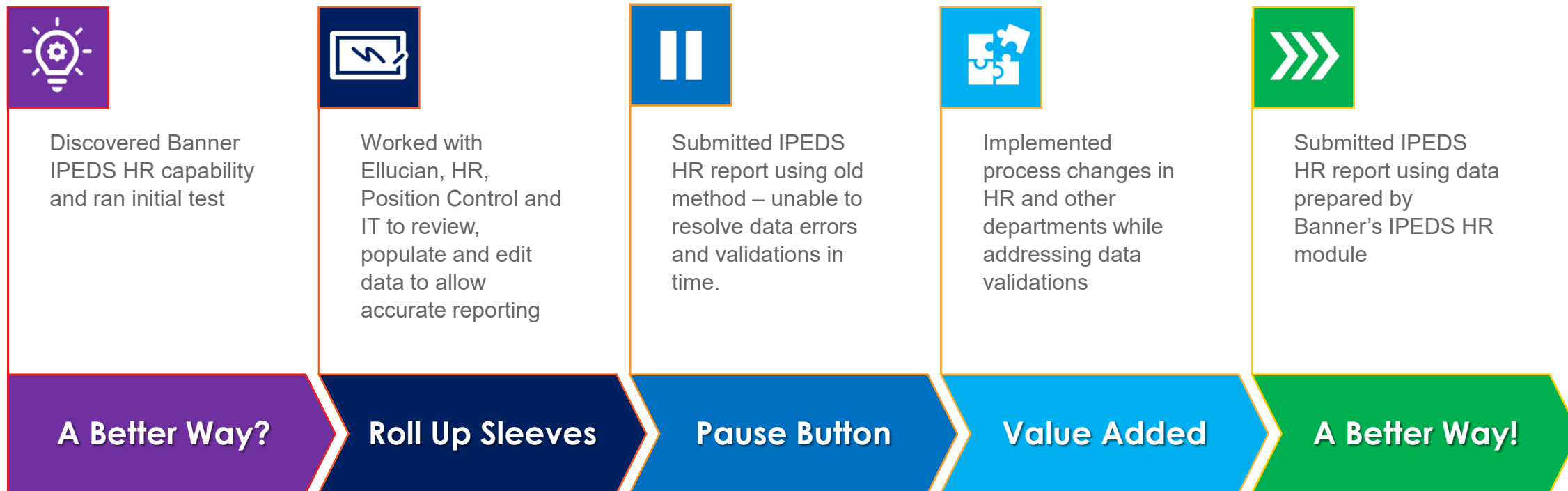
Issue 2: EMPSAL report does not report length of contract so this data must be extracted and matched to EMPSAL for IPEDS HR.

Issue 4: EMPSAL PFUNCTION does not have the level of detail needed for IPEDS Primary Function

## TAKE OUT THE MIDDLEMAN

- 1<sup>st</sup> generation data (Banner)
- Banner PERIPDS function replicates IPEDS validations, simplifying the data entry step
- Promotes data integrity by ensuring modifications and corrections make it back to original data source

# Automating IPEDS HR



## Time-Consuming Match/Merge

Many records in spreadsheets and paper files.

## Cross-Functional Project

Over a 1½ year time span, over 16 people from 8 departments collaborated, argued, compromised, and benefited from this initiative and its many positive “side effects”.

## Not Just a Better Way to Do a Report, A Better Way to Operate

- Engaged Banner training/consulting for HR functionality
- Improved processes and tightened role definitions
- Fostered teamwork



# First You Open the Can of Worms



## Proposed New Method



- Review and Complete all items in Setup Checklist in Banner Human Resources and Position Control: IPEDS Survey Handbook
- Work in a Test Banner environment – to a point
- Update Installation to ensure AutoApprove is turned on for Tenure Decisions
- IPEDS Reporting Indicator must be clicked on (NBAJOBS) for employees
- All Employees must have Gender assigned (PPAIDEN)
- Citizenship, New Ethnicity and RaceCodes are used to calculate “Race & Ethnicity”
- Alien Registration Number required for non-citizens to calculate “Race & Ethnicity” as Non-Resident Alien (GOAINTL)
- All instructional staff must have IPEDS Primary Function set (PEAEMPL – US Reg tab)
- All instructional staff without tenure must have Contract Length field completed (PEAFAC)



# Roll Up Your Sleeves and Dig In



## Sponsorship from IT

**Team Members** from Position Control, HR, Controller's office, Provost

- Make sure all field usage (and non-usage) understood
- Ensure table values clearly understood and described
- Make sure all procedures/work flow understood
- Update procedures where conflicts/anomalies found in field usage





## Dig Deeper...



### Training, Scripts, Guidance

- Populate IPEDS indicator on all appropriate PEAEMPL records
- Adjust NBAPOSN recs: Emp Cat=7 no ESOC code, no IPEDS indicator
- Set all PEAFACT records Decision field to Approved
- Set all records with Tenure “N” to IPEDS Contract Type “Less than annual”
- Create PEAFACT record for **Adjuncts** with:
  - Appt begin date/Effective date
  - Tenure = “N”
  - IPEDS Contract Type = “Less than annual”
  - Rankcode = “9”
  - Institutional Rank = “11”
- Set all PEAEMPL records for **GA's** to:
  - IPEDS Primary Function = “GA-Teaching”
  - IPEDS indicator on



## **IPEDS HR 2018**

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**Not enough time to get all data prepared**

**Had to hit PAUSE and go to Plan B**

**Submitted 2018 IPEDS HR using EMPSAL source**

**Developed detailed Follow-Up Report and continued to work the data issues**



## Together Again...



### **HR, Position Control, Controller's Office, IT, IR**

- Wrapped up punchlist of record cleanups
- Wrapped up procedure updates
- Resolved issue on why ESOC changes were not being picked up ("Change Effective Date")
- **Agreed on mutual field use for SOC reporting**

# Academic Rank and Tenure Status

## Number of Full-time Instructional Staff With Faculty Status Tenured

As of November 1, 2018

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only
- Include both Primarily Instruction and Instruction Combined with Research and/or Public Service

### Men

Race/ethnicity	Academic Rank				
	Professors	Associate professors	Assistant professors	Instructors	Lecturers
<u>Nonresident alien</u>	<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<u>Hispanic/Latino</u>	<input type="text" value="0"/>	<input type="text" value="3"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<u>American Indian or Alaska Native</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<u>Asian</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<u>Black or African American</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<u>Native Hawaiian or Other Pacific Islander</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<u>White</u>	<input type="text" value="26"/>	<input type="text" value="27"/>	<input type="text" value="5"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<u>Two or more races</u>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<u>Race and ethnicity unknown</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<b>Total men</b>	29	32	5	0	0

[https://connect.nsula.edu/prod/gokoutp.P\\_ShowReq?pipe\\_name=ORA\\$PIPE\\$002D4E090001&sess\\_id=176325228&user\\_name=MITCH](https://connect.nsula.edu/prod/gokoutp.P_ShowReq?pipe_name=ORA$PIPE$002D4E090001&sess_id=176325228&user_name=MITCH)

Race/ethnicity	Academic Rank					No acad rank
	Professors	Associate professors	Assistant professors	Instructor	Lecturers	
ien	2	2	0	0	0	
o	0	3	0	0	0	
/Alaska Native	0	0	0	0	0	
n American	0	0	0	0	0	
/Pacific Islander	0	0	0	0	0	
es	26	27	5	0	0	
y unknown	1	0	0	0	0	
	0	0	0	0	0	
	29	32	5	0	0	



## A Better Way



## 2019 IPEDS HR Report Submitted Early

## One error required override by HelpDesk

Research Staff	0	0
Public Service Staff	0	0
Library and Student and Academic Affairs and Other Education Services Occupations	64	2,475,399
25-4000 + 25-2000 + 25-3000 + 25-9000		
Management Occupations	103	7,067,127
11-0000		
Business and Financial Operations Occupations	102	4,634,425
13-0000		
Computer, Engineering, and Science Occupations	12	545,190
15-0000 + 17-0000 + 19-0000		
Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations	42	2,118,279
21-0000 + 23-0000 + 27-0000		
Healthcare Practitioners and Technical Occupations	4	154,086
29-0000		
Service Occupations	28	946,045
31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000		
Sales and Related Occupations	0	0
41-0000		
Office and Administrative Support Occupations	97	2,935,184
43-0000		
Natural Resources, Construction, and Maintenance Occupations	32	1,097,187
45-0000 + 47-0000 + 49-0000		
Production, Transportation, and Material Moving Occupations	0	0
51-0000 + 53-0000		

IPEDS



# **Continuous Improvement**



- **Better define data entry procedures and responsibilities**
- **Change Effective date field important**
- **IPEDS Reporting forces you to recognize and account for interconnectedness of Banner fields**
- **IT involvement is crucial to making the cutover**
- **Beneficial to have refresher Banner Training session involving cross-functional team**
- **Having option to output PERIPDS to flat file would be a plus**
- **Keep pressing on toward the Push-Button Goal**

