Date: August 14, 2012

To: CSU Presidents

From: Gail E. Brooks
Vice Chancellor
Human Resources

Subject: IPEDS\(^1\) 2012 Human Resources Survey

Overview

**Audience:** Human Resources Officers, Directors of Equal Opportunity, Directors of Institutional Research, and others with responsibility for campus IPEDS HR reporting

**Action Item:** Identification of parties responsible for testing new IPEDS reporting process and individuals with overall campus responsibility for IPEDS reporting

**Affected Employee Group(s)/Unit(s):** All employees

**Summary**

Significant changes have occurred to IPEDS HR reporting requirements in 2012. In order to comply with new federal regulations, campuses will report employees based on new occupational groupings aligned with the 2010 Standard Occupational Classification system published by the Bureau of Labor Statistics. Campuses will be responsible for testing the modifications to CMS Baseline beginning August 30, 2012 and for finalizing all data to be reported prior to October 31, 2012.

The annual Integrated Postsecondary Education Data System ("IPEDS") Human Resources Survey will open December 5, 2012. The Human Resources Survey reports data on salaries and demographics for all CSU faculty, staff, and administrators. The CSU is required to submit a response for each campus.

Beginning with the 2012/13 reporting cycle, the IPEDS HR Survey will require that employees be reported in groups based on the 2010 Standard Occupational Classification system published by the National Bureau of Labor Standards. The impact of this change will be that employees will no longer be classified according to the familiar occupational groups used by IPEDS in prior years, but will instead be classified primarily by discipline rather than skill level. Two major groups – faculty and those employees classified as executive, administrative, and managerial – remain essentially the same. However, employees previously classified as "other professional" or "technical and

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1 IPEDS is the Integrated Postsecondary Education Data System, the core postsecondary education data collection program for the National Center for Education Statistics (NCES). A variety of data are collected from all primary providers of postsecondary education in the country and these data are made available on the NCES Web site to students, researchers and others.
“paraprofessional” will now be classified according to discipline and job duties. Additional information on the changes can be found at


Since 2010-11, the source data for the IPEDS HR survey has been the campus CMS HR database (Oracle/PeopleSoft). The data reported in the IPEDS HR survey will be based on “snapshot” data of employees on each campus as of close of business on October 31, 2012. Each campus is responsible for creating an extract from the campus database that will be automatically transmitted to the Chancellor’s Office. The Chancellor’s Office will use these extracts to prepare and submit individual campus responses.

The significant changes to reporting requirements for 2012/13 have necessitated major changes to the programming required in Oracle/PeopleSoft; we are therefore requesting that each campus test the new process according to a schedule that will be communicated separately. At this time, we are requesting that each campus identify an individual who will be responsible for testing the 2012/13 process in Oracle/PeopleSoft. Please provide the name and contact information for that person to Maria Teider (562-951-4265; mteider@calstate.edu) on or before August 20, 2012.

A technical letter will follow that will communicate the changes in requirements, schedule, and process details including data fields used for IPEDS HR reporting, to the Directors of Equal Employment Opportunity, Human Resources Officers, and Directors of Institutional Research. My office will assume that the Director of Equal Employment Opportunity or its equivalent at your campus has primary responsibility for reviewing IPEDS HR data unless you advise us differently.

The IPEDS HR survey and instructions are available for review at the following web site maintained by NCES. Note that campuses do not need to complete the survey located on this web site.

https://surveys.nces.ed.gov/ipeds/visresults.aspx

Questions regarding modifications to CMS Baseline may be addressed to Tammy Hines (via email to tammy.hines@calstate.edu). Other questions regarding the IPEDS HR reporting effort should be addressed to Qin Zhu Zhang, Senior Research & Systems Analyst, at gzhang@calstate.edu.

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