To: CSU Presidents

From: Jessica Darin
Acting Director, Human Resources Operations
Human Resources

Steve Relyea
Executive Vice Chancellor and Chief Financial Officer
Business and Finance

Subject: IPEDS\(^1\) 2014/15 Human Resources Survey

Overview

Audience: Human Resources Directors, 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 IPEDS HR reporting process and individuals with overall campus responsibility for IPEDS HR reporting. Please provide the names and contact information for these persons to Cheri Kitajima at ckitajima@calstate.edu, or (562) 951-4502 on or before September 3, 2014.

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

Summary

The IPEDS Human Resources Survey is conducted annually by the National Center for Education Statistics (NCES). The CSU is required to submit a response for each campus with information on the number of employees by broad occupational category, salaries, and demographics. The Chancellor’s Office will prepare each campus’s response using information from the campus CMS HR database. Campuses will be responsible for testing the modifications to CMS Baseline necessary to extract the data beginning September 8, 2014, and for finalizing all data to be reported prior to October 31, 2014.

The 2014/15 Integrated Postsecondary Education Data System (IPEDS) Human Resources Survey will open

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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.
December 10, 2014. 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 changed its reporting methodology to 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 is that employees are now classified primarily by the broad field in which the employee works rather than education and skill level. Additional information on the reporting requirements is available on the IPEDS web site at http://nces.ed.gov/ipeds/resource/soc.asp.

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, 2014. 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.

As in previous years, we are requesting that each campus test the 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 2014/15 process in Oracle/PeopleSoft. In addition, we are requesting that each campus identify the individual at your campus with primary responsibility for reviewing and validating IPEDS HR data. It is important that each campus review and validate its data prior to October 31, 2014, as we will assume that information such as race, gender, and ethnicity is correct and complete as of that date. Please provide the names and contact information for these persons to Cheri Kitajima at: ckitajima@calstate.edu, or (562) 951-4502 on or before September 3, 2014.

There were no changes in requirements for the 2014/15 reporting year; however, a technical letter will follow that will communicate the minor system updates, the 2014/15 schedule, as well as process details, including data fields used for IPEDS HR reporting, to the Directors of Equal Employment Opportunity, Directors of Human Resources, and Directors of Institutional Research.

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, Senior Manager, CMS Systemwide HR, via email at tammy.hines@calstate.edu. Other questions regarding the IPEDS HR reporting effort should be addressed to Qinzhu Zhang, Senior Research & Systems Analyst, at qzhang@calstate.edu.

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