ISSUE: CONTRACT LENGTH

Categorization of paygroup_code M03.

BACKGROUND:

In Part G of IPEDS, instructional staff are categorized by contract length (<9 months, 9, 10, 11, 12). Contract length is derived from the variable paygroup_code, where paygroup_code of M01 (translated from xxY in OneUSG) is assigned to 12 month contract, paygroup_code of M03 (translated from xxF in OneUSG) has been assigned to 10 month contract, and any other paygroup_code value is a < 9 month contract.

Institutions have asked that instructional staff with paygroup_code of M03 be reported under 9-month contracts in IPEDS rather than 10-month. This change was reviewed by the USG HR Data Governance Committee and supported by system office HR leadership. For those not in 12-month contracts, USG faculty contracts are for a 9-month work commitment to align with the institutional academic calendar even though they are paid over a 10-month period in equal installments. This also allows for a more accurate representation of salary when IPEDS calculates 'Equated 9 month' Salary Outlays. [1]

SOLUTION:

Instructional staff with paygroup_code of M03 will be reported under 9-month contracts in IPEDS. See screenshot below for the relevant data fields.

Navigation and screenshots:
The pay group is set on the position in Position Management: NavBar > Navigator > Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info

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[1] USG provides annual salary by contract length to IPEDS. Then IPEDS calculates an 'Equated 9 month' Salary Outlay using the following formula: (12 month outlays*.75) + (11 month outlays*.818) + (10 month outlays *0.9) + (9 month outlays)

Scroll down to the Paygroup Information section (xxY = Fiscal; xxF = Academic)

IMPLICATION FOR IPEDS HR REPORTS:

There will no longer be any instructional staff in the 10-month contract length category in Part G.

Please note: Your institution may believe that 10-months is a better representation of contract length than 9-months. If you would like to designate instructional staff as 10-months to IPEDS, please do the following:

- Get confirmation in writing from your institution's Human Resources office.
- Email Helpdesk@usg.edu with the subject line of "2020 HRDM Data Validations." In your email state your desire to report contracts as 10-months and please provide the confirmation from Human Resources.
- Following that communication, RPA will work with you to create a new upload file showing contracts as 10-months. **Note that the Cognos IPEDS HR reports will NOT be changed to show 10-month contracts**. Only the IPEDS upload file will be changed to show 10-month contracts.[2]

IMPLICATION FOR DIGEST HR REPORTS:

This change will not impact the HR Digest reports.

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[2] RPA will attempt to update the Cognos IPEDS HR reports with your institution's 10-month contract in the future.