



Human Resources Data Element Dictionary Business Processes

**ITS Administrative Services
Research & Policy Analysis
Shared Services
Version 2.0**

January 2024

Contents

Data Element Dictionary Business Processes	1
Introduction	1
Security Access.....	1
Requests for Assistance.....	2
Human Resources Data Governance Committee.....	3
Human Resource Data Governance Committee (HR DGC) Purpose and Roles:.....	3
Data Element Addition or Data Element Modification	4
Appendix A: Document History	5

Data Element Dictionary Business Processes

Introduction

Research and Policy Analysis and Information Technology Services (along with Shared Services and Human Resources) collaborate on managing human resources data at the system level in the Human Resources Data Mart. Data are collected from OneUSG Connect. This document describes steps taken to access data, resolve questions, or to make additions or modifications to data elements.

Security Access

Process Description: How to request access to Cognos for HR DED and related reports

The Human Resources Data Element Dictionary (HR DED) is available online [here](#) as a static view. The HR DED can also be run as a report in different formats in [Cognos](#), along with the PeopleSoft to HRDM Valid Value Mapping Report. If you do not have security access for Cognos (and should have access), follow the steps listed below:

1. Request assistance via a helpdesk ticket (helpdesk@usg.edu). In your e-mail, include the following:
 - a. Subject: Cognos Access
 - b. Name
 - c. Job title
 - d. Supervisor name
 - e. E-mail address
 - f. Phone number

Requests for Assistance

Process Description: How to get assistance with the HR DED or HRDM

There are multiple avenues for assistance.

1. First, check the available resources to see if your question is addressed. These resources include:
 - a. The Introduction page of the HR DED –
 - i. Located [here](#) (on pg 2 of the document)
 - ii. Provides a description of the contents of each field of the HR DED
 - b. The Knowledge Articles referenced in the Business Practices section of the relevant data element in the HR DED
 - i. Knowledge articles can be accessed [here](#)
 - ii. These articles will provide more detailed information for practitioners such as choosing appropriate values
 - c. The PeopleSoft to HRDM Valid Value Mapping Report
 - i. Located [here](#) or in Cognos
 - ii. This report will provide information on the active status of valid values (where active values are those currently in use and inactive values are used for historical data only) as well as translated values (where values stored in the HRDM do not match the values as entered in PeopleSoft)
 - d. For data collection or reporting questions, see the resources located on the [RPA website](#)
2. If your question is not answered through the resources listed above, submit your request through a helpdesk ticket (helpdesk@usg.edu)
 - a. ITS Administrative Services Staff reviews helpdesk ticket and provides feedback or reassigns to RPA for further review
 - b. RPA Staff reviews and answers helpdesk ticket
 - c. If RPA is unsure of the answer, RPA will submit the question to the HRDM POC Listserv (HRDMPOC-L@listserv.uga.edu) for feedback
 - d. If the question or concern remains unresolved, RPA will escalate to the HR Data Governance Committee for resolution
 - e. DED user is notified by RPA of resolution or status of ongoing discussion

Human Resources Data Governance Committee

Description of the Human Resources Data Governance Committee

Human Resource Data Governance Committee (HR DGC) Purpose and Roles:

The Human Resources Data Governance Committee will recommend policies, procedures, and best practices related to human resources data for the University System of Georgia (USG) and make decisions related to data collection, storage, and use. The USG's HR data policies, procedures and best practices will provide a consistent approach to the administration and collection of human resources data for the USG and individual institutions with respect for differing institutional missions and scope. The HRDGC will provide institutions with direction, training, and communication related to human resources data. This one committee will fulfill the responsibilities of a functional and technical data governance committee. The functional roles pertain to what is collected and data policy. The technical aspect oversees and provides guidance on technical aspects of collection and policy decisions.

1. HRDGC Composition:
 - a. Chair: USG Research and Policy Analysis
 - b. 2 USG Human Resources Representatives
 - c. 5 Campus HR representatives: 2 from Research, 1 from each other sector
 - d. 1 campus MFE representative
 - e. 1 USG Academic Affairs/MFE representative
 - f. 2 USG Shared Services representatives
 - g. 2 USG ITS representatives
 - h. 1 USG RPA
 - i. 1 USG Fiscal Affairs

2. Areas of HR DGC oversight include (but are not limited to):
 - a. The HR DGC oversees governance of data housed in all USG's Human Capital Management systems, which encompasses the following:
 - i. Ensure standards and best practices are in place—including up to date data element dictionary and its management—and are communicated well to institutions
 - ii. Ensure data quality provisions are in place—including collection edits, post-collection analysis, etc.
 - iii. Establish policies governing data—including access, collection changes, fulfilling data requests, reporting—and carry out these responsibilities as delegated to the HRDGC
 - iv. Classify data (public, sensitive, confidential) and ensure appropriate security application
 - v. Establish protocols for communicating and intersecting with other USG governance groups
 - b. The HR DGC oversees compliance with data regulations/collections/reporting as required for federal, state, and the University System of Georgia guidelines. This includes (but is not limited to) the collection and maintenance of up-to-date IPEDS-required information, SOCs, and USG Job Classification and Categories (B-Cats)

Data Element Addition or Data Element Modification

Process Description: Updating the DED when a data element is modified or a new data element is added

Prior to updating the HR DED, a new data element or a modification to an existing data element must be requested using this [request form](#). The request must then be approved by the Human Resources Data Governance Committee.

After those steps have been completed:

1. RPA reviews the request and submits the proposed new data element information to the Human Resources Data Governance (HR DGC) for review. All of the following information will be provided for the new data element:
 - a. Category
 - b. Description
 - c. Data Type
 - d. Length
 - e. Format
 - f. Collection Period
 - g. Business Practices
 - h. Validation Rules
 - i. Valid Values
 - j. Effective Terms
 - k. Target Fields
 - l. Change History
 - m. Data Source fields
2. Upon approval from HR DGC, Research and Policy Analysis submits request to ITS Administrative Services with the information that will be added into the DED
3. ITS Administrative Services creates a work task ticket, tracks development work, and notifies RPA when the deployment has taken place and a new version of the DED is available.
 - a. **NOTE:** If the requested change prompts an extraction change, this change must fall into a pre-scheduled release date (scheduled once per quarter)
4. RPA reviews the updated DED and approves or requests further changes as needed.
5. Once updates are completed, RPA and ITS Administrative services communicate the updates:
 - a. RPA distributes the new version of the DED to appropriate parties (including the institutional research community through the IRP listserv and the HRDM points of contact through the HRDM-POC listserv) with a notification of the available changes in Cognos.
 - b. RPA publishes the updated HR DED on the RPA website [here](#)

Appendix A: Document History

Release and Date	Page/Process	Page	Update Description
Original document, v1, Sept 2015	N/A	N/A	Original document
V2, January 2024	N/A	N/A	Overhauled as part of the HR DED update project