

Human Resources (HR) Reporting Human Resources Data Tutorial Script 2024-25 Data Collection

On behalf of the Institute for Education Sciences', IES, National Center for Education Statistics, NCES, and the Association for Institutional Research, AIR, welcome to this tutorial on the IPEDS Human Resources survey component, also called the HR Survey.

This tutorial discusses the IPEDS HR Survey reporting period and staff data submission requirements for IPEDS reporting purposes. You will learn about:

- The reporting period for the IPEDS HR Survey and why it is important; and
- Staff to include and exclude on the HR Survey for IPEDS reporting purposes.

Reporting Period

The HR survey component is designed to provide a snapshot of the institution's human resources and payroll data at one point in the fall. All institutions should report persons on their payroll as of November 1st of each reporting year to allow for accurate, consistent, and comparable data across time.

Who to Include

The following persons should be reported on the IPEDS HR Survey:

- Persons on the payroll of the institution as of November 1, 2024;
- For institutions with 15 or more full-time staff required to report **new hires**, report the number of persons hired between November 1, 2023 and October 31, 2024 for full-time permanent employment either for the first time (new to the institution) or after a break in service for persons on the Institution's payroll as of November 1, 2024;
- Staff who provide instruction or services to incarcerated students;
- Staff on sabbatical leave and staff on leave who remain on the institution's payroll;
- Staff hired to temporarily replace staff on sabbatical leave, or to replace staff on leave with or without pay;
- "Visiting" instructional, research, and public service staff who are paid by the institution;
- Adjunct instructional staff (see IPEDS Glossary definition). Include full-time and part-time adjuncts, if applicable;
- Staff in workforce development training programs and Adult Basic Education (ABE) programs;
- Staff at off-campus centers associated with the campus covered by this report;
- Corporate administrators for single-campus institutions and/or multi-campus organizations (administrative units); and

- Graduate assistants, who are considered part-time employees and should be reported on the graduate assistant screen located in the part-time section of the survey, if applicable.

Who to Exclude

Do not report the following persons on the IPEDS HR Survey:

- Staff who work at a branch campus located in a foreign country;
- Staff on leave without pay;
- Staff in the military or religious orders not paid by your institution;
- Staff whose services are contracted by or donated to the institution (i.e., volunteerism);
- Casual staff (hired on an ad-hoc, part-time temporary, or occasional basis to meet short-term needs);
- Undergraduate students;
- Students in the College Work-Study Program. Work with the institution's Human Resources and Payroll offices to determine how to report staff who are also students at the institution;
- Graduate students who are receiving waivers and stipends that are not in exchange for services rendered (e.g., fellowships or training grant support); and
- Staff who work in hospitals associated with medical schools, but are not employed by the medical school, if applicable.

This concludes our tutorial on the IPEDS HR reporting period and staff data submission requirements for IPEDS reporting purposes. You should know:

- The reporting period for the IPEDS HR Survey and why it is important; and
- Staff data to include and exclude for IPEDS reporting purposes.

If you have questions about reporting data to IPEDS or the IPEDS Data Collection System, contact the IPEDS Data Collection Help Desk at (877) 225-2568 or send an email to Help Desk staff at ipedshelp@rti.org. For assistance using IPEDS data tools, contact the IPEDS Data Use Help Desk at (866) 558-0658 or ipedstools@rti.org. The knowledgeable Help Desk staff is eager to help with data reporting and data use. Response times may be longer near the end of the collection cycle.