

# Human Resources (HR) Reporting Human Resources Data Tutorial Script 2023-24 Data Collection Cycle

This tutorial discusses the period of reporting and who to include and not include when reporting Human Resources (HR) data.

The HR survey component is designed to provide a snapshot of your human resources and payroll data at one point in the fall.

To allow for comparable analysis, all institutions should report persons on their payroll as of November 1<sup>st</sup>.

The following staff may be considered special populations at your institution and should be included in the HR survey. This includes:

- Persons on the payroll of the institution as of November 1, 2023. For New hires, report the number of persons who were hired between November 1, 2022 and October 31, 2023 for full-time permanent employment either for the first time (new to the institution) or after a break in service for persons that are on the payroll of the institution as of November 1, 2023.
- Staff who are on sabbatical leave and staff who are on leave but remain on the payroll.
- Staff who are hired to temporarily replace staff who are on sabbatical leave or on leave with or without pay. "Visiting" instructional, research, and public service staff who are paid by your institution.
- Adjunct instructional staff (see the Glossary definition). Report adjuncts as either full-time or part-time instructional staff.
- 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. (Do not include staff who work at branch campuses located in a foreign country.)
- Corporate administrators for single-campus institutions or for multi-campus organizations (administrative units).
- Graduate assistants are considered part-time employees and should be reported on the graduate assistant screen located in the part-time section of the survey.

The following persons should not be included in this survey:

- Staff on leave without pay.
- Staff in the military or religious orders who are not paid by your institution.
- Staff whose services are contracted by or donated to the institution (e.g. volunteerism).
- Casual staff (hired on an ad-hoc or occasional basis to meet short-term needs).
- Undergraduate students.
- Students in the College Work-Study Program.
- Graduate students who are receiving waivers and stipends that are not in exchange for services

rendered (e.g., fellowships or training grant support).

- Staff who work in hospitals associated with medical schools, but are not employed by the medical school.

For more information on the material presented in this tutorial, please contact the IPEDS Help Desk.