

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

On behalf of the Institute of 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.

The purpose of this tutorial is to provide an overview on reporting salaries on the IPEDS HR Survey. After completing this tutorial, you will be able to:

- Identify institutions required to report salary data to IPEDS;
- Describe the staff categories for whom salary data are reported on the IPEDS HR Survey; and
- Discuss the type of salary data collected.

Historically, IPEDS collected average annual salaries for staff. However, because there is variation in what an annual salary entails, IPEDS now calculates 9-month salary equivalents by academic rank and gender.

## Part G, Salaries

Part G, Salaries on the IPEDS HR Survey is completed by all degree-granting institutions. This HR Survey part collects the:

- Number of full-time, non-medical school, instructional staff by academic rank based on the number of months covered by their annual salary: less than 9 months, 9 months, 10 months, 11 months, and 12 months;
- Total annual salary outlays for 9 months - 12 months staff by academic rank disaggregated by gender; and
- Total annual salary outlays for full-time, non-medical school, non-instructional staff by occupational category.

Degree-granting institutions do not complete Part G, Salaries for instructional staff if **all instructional staff** are:

- Military personnel;

- Volunteers—donate their services;
- Members of a religious order; or
- Pre-clinical or clinical medicine instructors.

Part G, Salaries is divided into four subparts—G1, G2, G3, and G4.

### **Part G1, Salaries Worksheet**

Part G1 is the Salaries Worksheet for full-time, non-medical school instructional staff. Institutions report the number of instructional staff based on the number of months worked disaggregated by academic rank and gender on this worksheet.

The number of months reported should correspond with the number of months staff work during the reporting period, which may differ from the number of months they are paid. If a full-time employee reported in Part A of the HR Survey was paid an annual salary that covers fewer than 9 months, include the employee in the salary worksheet counts. As has been the case historically, staff paid an annual salary covering less than 9 months are not included in IPEDS HR Survey salary calculations.

### **Part G2, Salary Outlays for Instructional Staff**

Part G2 collects salary outlays for instructional staff disaggregated by academic rank and gender. Institutions report total annual salary outlays for the full-time, non-medical school instructional staff reported in the 12 months, 11 months, 10 months, and 9 months columns of the Salaries Worksheet in Part G1.

Salary outlays include base salaries only—no supplements, overloads, or bonuses. Additional stipends for administrative, managerial, or other responsibilities should also be excluded.

### **Part G3, Annual Average Salaries**

Institutions do not report data in Part G3. Average annual salaries calculated by NCES are displayed in this part.

### **Part G4, Salary Outlays for Non-instructional Staff**

Total annual salaries for full-time, non-medical school, non-instructional staff by occupational category are reported in Part G4. Institutions report annualized salaries in this part even if staff did not work the full year. For staff on sabbatical leave and staff who are on leave but remain on the payroll of the institution, report such persons at their regular annual salaries even though the staff may be receiving a reduced amount while on leave.

Important reminder: Institutions should report annual base salaries in Part G for new hires, if applicable, even if staff were not employed for an entire year as of November 1 of the reporting year.

This concludes our discussion of Part G, Salaries on the IPEDS HR Survey. You should be able to:

- Identify institutions required to report salary data on the IPEDS HR Survey;
- List the staff categories for whom salary data are reported; and

- Discuss the type of salary data collected on the IPEDS HR Survey.

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](mailto:ipedshelp@rti.org). For assistance using IPEDS data tools, contact the IPEDS Data Use Help Desk at (866) 558-0658 or [ipedstools@rti.org](mailto: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.