

Human Resources (HR) Reporting Salaries Tutorial Script 2022-23 Data Collection Cycle

This tutorial discusses the reporting of salary data for the IPEDS Human Resources component.

Data on salary outlays are collected for all full-time, non-medical school instructional and all full-time, non-medical school non-instructional staff. Historically, IPEDS collected average annual salaries on staff. However, because there is variation in what an annual salary entails, IPEDS now calculates equated 9-month salaries by academic rank and gender.

For full-time, non-medical school instructional staff, the Salaries Worksheet screen helps institutions calculate the number of staff and the total number of months that they work. On the Salaries Worksheet screen, report the number of full-time, non-medical school, instructional staff at the institution by academic rank based on the number of months covered by the annual salary paid to the employees. This includes instructional staff with faculty status and without faculty status.

Additionally, here are some important reminders. The number of months reported should correspond with the number of months in the year during which the staff work, which may differ from the number of months during which they are paid. If a full-time employee who was reported in Part A of the Human Resources survey is paid an annual salary that covers fewer than 9 months, include that 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 salary calculations.

For each gender and academic rank category, the collection system will calculate:

- The total number of staff reported (i.e., the sum of the values entered in the less than 9 months, 9 months, 10 months, 11 months, and 12 months categories);
- The total number of staff reported to be used for salary outlays (i.e., the sum of the values entered in the 9 months, 10 months, 11 months, and 12 months categories); and
- The total number of months covered (i.e., the sum of the staff reported in each column multiplied by the number of months worked).

The total staff reporting and number of months worked values will be carried forward to the Salary Outlays screen where you will report the total annual salary outlays, for each gender and academic rank category. These data should include the combined totals for the staff previously reported on the Salaries Worksheet screen in the 9 months, 10 months, 11 months, and 12 months categories. Do not include salary outlays for employees whose annual salary covers fewer than 9 months. Note, that the weighted average monthly salary language has been replaced with equated 9-months.

Salary outlays should include base salaries only—no supplements, overloads, or bonuses; and additional stipends for administrative, managerial, or other responsibilities should not be included in the salary outlays for instructional staff.

For full-time, non-medical school, non-instructional staff, report data on the total annual salary outlays for staff at the institution by occupational category.

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 salaries even though the staff may be receiving a reduced annuity while on leave.

For new hires—even if staff were not employed for an entire year as of the snapshot date, their entire base annual salary should be reported, as applicable.

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