

IPEDS Combined Reporting (PG416A)

Contents

IPEDS Combined Reporting (PG416A)	1
IPEDS Staff Detail Report (CR6348A)	2
Employees Not Selected for IPEDS Combined Reporting	3
IPEDS Full Time Instructor (A1 & A2) Section	3
Employees Selected for the IPEDS Full Time Instructor Section	4
Understanding the IPEDS Full Time Instructor Section	4
Source of Data for the IPEDS Full Time Instructor Section	5
IPEDS Fall Staff Section	6
Data Included in IPEDS Fall Staff Section	6
Employees Selected for the IPEDS Fall Staff Section	6
Understanding the IPEDS Fall Staff Section	7
Source of Data for the IPEDS Fall Staff Section	7
IPEDS Full Time Non-Instructional Staff Section	8
Data Included in IPEDS Full Time Non-Instructional Staff Section	8
Employees Selected for the IPEDS Full Time Non-Instructional Staff Section	8
Understanding the IPEDS Full Time Non-Instructional Staff Section	9
IPEDS Salaries Section	9
Salary Reporting	10
Source of Data for the IPEDS Salaries Section	10
IPEDS Part Time Staff Section	12
Employees Selected for the IPEDS Part Time Staff Section	12
Understanding the IPEDS Part Time Staff Section	13
IPEDS Newly Hired Staff Section	13
Understanding the IPEDS Newly Hired Staff Section	14

The Human Resources component of the Integrated Postsecondary Education Data System (IPEDS) is required by the National Center for Education Statistics (NCES) of the U.S. Department of Education in its spring collection. It consists of these parts:

- Part A - Full-time instructional staff
- Part B - Full-time non-instructional staff
- Part D - Part-time staff

- Part E - Part-time staff
- Part G - Salary Outlays
- Part H - Number of newly hired full-time permanent staff

Reporting by gender and race/ethnicity is required biennially in odd-numbered years and is optional in even-numbered years. The IPEDS Combined Reporting job group (PG416A) includes it every time it is run.

PG416A produces reports you can review. It also creates a file you can download to your PC and then upload to the IPEDS web site. To download the file to your PC, type ZX4099 in the Screen field on the function line and follow the download prompts.

IPEDS Combined Reporting (PG416A) produces the following reports:

- IPEDS Staff Survey Exception Report (CR6347A)
- IPEDS Staff Detail Report (CR6348A)
- IPEDS Full Time Instructors A1 & A2 Report (CR6348B)
- IPEDS Fall Staff B1 & D1 Report (CR6348C)
- IPEDS Full Time Non-Instructional Staff B2 & B3 Report (CR6348D)
- IPEDS Salary G1 & G2 Report (CR6348E)
- IPEDS Part Time Staff D3 & D4 Report (CR6348F)
- IPEDS New Hire H1 & H2 Report (CR6348G)

IPEDS Staff Detail Report (CR6348A)

This is a detail report of the employees included in the IPEDS Combined Reporting.

Salary reporting for full-time employees is required at 100% salary level; therefore, salaries will be increased to 100% for employees who are on professional sabbatical leave. Moonlight and part-time appointments will be excluded from full-time faculty salaries.

For full-time employees, salary is calculated by one of the following methods:

- For employees whose pay frequency is **Q** (quarterly), an annual salary will be calculated by multiplying the job pay rate on the Job Account Screen (PS0003) by three (3).
- For full-time contracted faculty with less than 100% full-time on the Job Status Screen (PS0002), salary will be inflated to a 100% nine-month salary and calculated as:
Full-time Rate/Contract Amount / Job Term x 9
- For full-time salaried employees (100% full-time) working less than twelve (12) months, salary will be inflated to the twelve-month equivalent and calculated as:
Full-time Rate/Contract Amount x 12
- For hourly employees, the salary will be inflated to the 12-month equivalent and calculated as:
(Job Pay Rate x Standard Annual Hours) x (Job Pay Rate x Job Percent Full-time / 100)
- For classified employees paid hourly, the salary will be inflated to the 12-month equivalent and calculated as:
(Job Pay Rate x Standard Annual Hours/12) x (Job Term x Job Percent Full-time)
- For contracted employees on sabbatical leave, an annual salary will be calculated as:
Full-time Rate/Contract Amount / Job Term x 9

Employees **Not Selected** for IPEDS Combined Reporting

Employees are selected for the IPEDS Combined Reporting based on the “as-of-date” entered when you schedule job group PG416A. Employee records **will be bypassed** for reporting if any of the conditions described below exist.

Employee Status Screen (PS0001)

Employee or job records will **not** be selected if the following conditions exist on the Employee Status Screen (PS0001):

- Employment Date is after the “as-of-date” of the report.
- Employee Status is **S** (separated) **and** the employee Separation Date is prior to the “as-of-date” of the report.
- Employee Type is **H** (hourly), **S** (student), **R** (supplemental retiree) or **V** (Volunteer).
- Employee Type is **C** (classified) and Employee Type on the Job Class Table (PS0004) is **P** (part-time faculty) or **F** (full-time faculty).
- Full/Part Indicator is **F** (full) and Job Classification has a Job Category of **P** (part-time) on the Job Class Table (PS0004).
- Minimum Indicator is not **Y** (yes).

Job Status Screen (PS0002)

Employee or job records will **not** be selected if the following conditions exist on the Job Status Screen (PS0002):

- Job Status is **L** (leave of absence without pay) or **I** (inactive) and the Job Status Date is prior to the “as-of-date” of the report.
- Job Status is not **A** (active) or **P** (leave of absence with full or partial pay).
- Job Begin Date is after the “as-of-date” of the report.
- Job End Date is prior to the “as-of-date” of the report.
- Job Class is blank or not found on Job Class Table (PS9004).
- Job Class on the Job Class Table (PS9004) has a job category of **M** (moonlight) or **S** (stipend).
- Job Class on the Job Class Table (PS9004) has an invalid IPEDS Occupational Category.
- Employee has more than twenty (20) jobs to be selected.
- Job Minimum Indicator is not **Y** (yes).

Personal Information Screen (PS0004)

Employee or job records will **not** be selected if the following conditions exist on the Personal Information Screen (PS0004):

- Sex is blank.
- Government Report Exclusion Indicator is **Y** (yes).

IPEDS Full Time Instructor (A1 & A2) Section

The IPEDS Full Time Instructor section is a head count of full-time college instructors. Section A1 is a headcount by their Tenure Status and Academic Rank, and by Gender and

Race/Ethnicity. Section A2 is a headcount by Instructional Function: Exclusively Credit, Exclusively Non-Credit and Combination of Credit and Non-Credit.

The IPEDS Full Time Instructor section has one report in job group PG416A:

- IPEDS Full Time Instructor A1 & A2 Report (CR6348B)

The first selected job is considered the primary job and is the one reported.

Employees Selected for the IPEDS Full Time Instructor Section

Employees are selected for the IPEDS Full Time Instructor Section based on the “as-of-date” entered when you schedule job group PG416A and on the IPEDS occupational category to which the employee has been assigned. IPEDS occupational category with a value of ‘02’ indicates an instructor. IPEDS occupational categories are maintained on the Job ClassTable (PS9004).

The following are valid IPEDS Occupational Category values:

01	Management Occupations
02	Instruction
03	Business & Financial Occupations
04	Computer, Engineering & Science Occupations
05	Community Service, Legal, Arts and Media Occupations
06	Librarians
07	Library Technicians
08	Other Teaching and Instructional Support Staff
09	Healthcare Practitioners and Technical Occupations
10	Service Occupations
11	Sales and Related Occupations
12	Office and Administrative Support Occupations
13	Natural Resources, Construction and Maintenance Occupations
14	Production, Transportation, and Material Moving Occupation

The IPEDS occupational categories are entered on the Job Class Table (PS9004) for each job classification. When job group PG416A is run, the process checks the Job Class Table for each employee’s job classification to determine the employee’s occupational category.

Only instructors who are not part time are selected for this section. They must not have ‘C’ (Casual Temporary) for the Permanent/Temporary Indicator on screen PS0001.

Instructors are reported within tenure categories. Tenure codes are identified on the [Employee Status Screen \(PS0001\)](#) Understanding the IPEDS Full Time Instructor Section

Employees are listed by job class in the IPEDS Staff Detail Report (CR6348A). Their IPEDS occupational categories, instructional function, tenure, academic rank, permanent/temporary status, and employment date are also listed. Only full-time employees are listed on the IPEDS Full time Instructor report (CR6348B).

The process uses the job classification from the Job Status Screen (PS0002) and checks the Job Class Table (PS9004), where IPEDS occupational category and academic rank are maintained.

Full-time instructors are further sorted by tenure status. This information comes from the tenure indicator on the Employee Status Screen (PS0001) and from contract type. We report zeros for IPEDS tenure status 3 (Multi-year contract) and 6 (Without Faculty Status.)

Full-time faculty are also counted according to instructional function. The process uses any entry for Employee Miscellaneous Field Number 73 on the Employee Miscellaneous Data Screen (PS0035) to determine instructional function. A value of "C" indicates exclusively credit, "N" indicates exclusively not for credit and a "B" indicates a combination of credit and not for credit. If no entry exists, exclusively credit is assumed.

The employment date, permanent/temporary indicator and tenure status come from the Employee Status Screen (PS0001).

Source of Data for the IPEDS Full Time Instructor Section

The information used in the IPEDS Full Time Instructor Section is derived from the following data elements:

Report Data	Source of Data
College	The Job Campus code, if present, from the Job Status Screen (PS0002). - or - If Job Campus is not present, the Home Campus code from the Employee Status Screen (PS9001). - or - If neither are present, the District code (from the Institution Parameter Table, PS9001, parameter 1002) plus zero.
Full Part Indicator	Employee Status Screen (PS0001)
Job Classification	Job Status Screen (PS0002)
IPEDS Occupation Category	Job Class Screen (PS9004)
Instructional Function	Employee Miscellaneous Field Number 73 (PS0035). Default = C
Employee Name	Personal Information Screen (PS0004)
Employee ID	Personal Information Screen (PS0004)
CON-TYP	P = Part-Time (From the full/part indicator on PS0001) D = 12 Month Contract C = 11 Month Contract

	B = 10 Month Contract A = 9 Month Contract F = Less Than a 9 Month Contract Values D through F are calculated using job begin and end data.
Tenure Indicator	Employee Status Screen (PS0001)
Academic Rank	Job Class Table (PS9004) - or - The code 6 (other faculty) if Employee Type is F (full-time faculty) on the Employee Status Screen (PS0001) and Academic Rank is blank on the Job Class Table (P9004).
Permanent/Temporary Indicator	Employee Status Screen (PS0001)
Employment Date	Employee Status Screen (PS0001)

IPEDS Fall Staff Section

The IPEDS Fall Staff Section contains data by occupation and by Gender and Race/Ethnicity, for full-time as well as part-time employees, based on the “as-of-date” scheduled.

The IPEDS Fall Staff Section has one report in job group PG416A:

- IPEDS Fall Staff B1 & D1 Report (CR6348C)

Data Included in IPEDS Fall Staff Section

The Fall Staff Section contains data used to report occupational activity, and gender and race/ethnicity for **all** staff except hourly, students, retirees and volunteers employed by a college on the "as-of-date" scheduled.

Employees Selected for the IPEDS Fall Staff Section

Employees are selected for the Fall Staff Section based on the “as-of-date” entered when you schedule job group PG416A and on the IPEDS occupational categories to which the employees have been assigned.

The following are valid IPEDS Occupational Category values:

01	Management Occupations
02	Instruction
03	Business & Financial Occupations
04	Computer, Engineering & Science Occupations
05	Community Service, Legal, Arts and Media Occupations
06	Librarians
07	Library Technicians

08	Other Teaching and Instructional Support Staff
09	Healthcare Practitioners and Technical Occupations
10	Service Occupations
11	Sales and Related Occupations
12	Office and Administrative Support Occupations
13	Natural Resources, Construction and Maintenance Occupations
14	Production, Transportation, and Material Moving Occupation

The IPEDS Occupational Categories are entered on the Job Class Table (PS9004) for each job classification. When job group PG416A is run, the process checks the Job Class Table for each employee's job classification to determine the employee's IPEDS Occupational Category.

The process reports sex and ethnicity within the IPEDS Occupational Categories. Ethnic codes and sex are obtained from the employee's Personal Information Screen (PS0004).

Ethnic codes are crosswalked from the Census/Race and Census/Hispanic fields which are entered on the employee's Personal Information Screen (PS0004). Census/race codes are found on the Race Table (ZX0401). Census/Hispanic codes are found on the Hispanic Table (ZX0402).

A crosswalk is included in this reporting for Asian, Pacific Islanders and multiple races. Census/Races codes of 600 through 652 will be reported as Asian. Census/Races codes of 653 through 681 will be reported as Pacific Islanders. If an employee has more than one Census/Race field populated that crosswalk to more than one Race/Ethnic code, they will be reported as multiracial.

The process also accesses the Payroll Information Screen (PS0014) to obtain the optional codes for VISA Type. This value will determine if an employee should be counted as a Non-Resident Alien.

Understanding the IPEDS Fall Staff Section

Full-time Staff are sorted and counted according to occupational category (B1). The process uses the job classification from the Job Status Screen (PS0002) and checks the Job Class Table (PS9004), where occupational category is maintained.

Part-time employees are sorted and counted in the same way (D1).

Note that instructor counts appear on both the B1 & D1 sections, but are not included in the B1 section of the import file.

Source of Data for the IPEDS Fall Staff Section

The information used in the Fall Staff Section is derived from the following data elements:

Report Data	Source of Data
College	The job Campus code, if present, from the Job Status Screen (PS0002). - or - If Job Campus is not present, the Home Campus code from the Employee Status Screen (PS9001). - or - If neither are present, the District code (from the Institution Parameter Table, PS9001, parameter 1002) plus zero.
Home Department	The job Department code, if present, from the Job Status Screen (PS0002). - or - The Home Department from the Employee Status Screen (PS0001).
Job Classification	Job Status Screen (PS0002)
Visa Type	FN (foreign national) from the Student Hourly Screen (PS0012) or Payroll Information Screen (PS0014).
Employment Date	Employee Status Screen (PS0001)
Employee ID	Personal Information Screen (PS0004)
Employee Name	Personal Information Screen (PS0004)
Race/Ethnic	Personal Information Screen (PS0004)
Sex	Personal Information Screen (PS0004)

IPEDS Full Time Non-Instructional Staff Section

The IPEDS Full Time Non-Instructional Staff Section contains data by tenure, Medical school status and occupational category for full-time employees, based on “as-of-date” scheduled.

The IPEDS Full Time Non-Instructional Staff has one report in job group PG416A:

- IPEDS Full Time Staff B2 & B3 Report (CR6348D)

Data Included in IPEDS Full Time Non-Instructional Staff Section

The Full Time Non-Instructional Staff Section contains data used to report occupational activity, gender and race/ethnicity for staff in selected occupational categories except hourly, students, volunteers and retirees employed by a college on the "as-of-date" scheduled.

Employees Selected for the IPEDS Full Time Non-Instructional Staff Section

Employees are selected for the Full Time Non-Instructional section based on the “as-of-date” entered when you schedule job group PG416A and on the IPEDS occupational categories to which the employees have been assigned.

The following are valid IPEDS Occupational Category values for this section:

01	Management Occupations
03	Business & Financial Occupations
04	Computer, Engineering & Science Occupations
05	Community Service, Legal, Arts and Media Occupations
06	Librarians
07	Library Technicians
08	Other Teaching and Instructional Support Staff
09	Healthcare Practitioners and Technical Occupations
10	Service Occupations
11	Sales and Related Occupations
12	Office and Administrative Support Occupations
13	Natural Resources, Construction and Maintenance Occupations
14	Production, Transportation, and Material Moving Occupation

Understanding the IPEDS Full Time Non-Instructional Staff Section

Full-time Staff are sorted and counted according to tenure, Medical School Status and occupational categories 01 and 03 through 09 (B2). The process uses the job classification from the Job Status Screen (PS0002) and checks the Job Class Table (PS9004), where occupational category is maintained.

Full-time employees are also sorted and counted according to Medical School Status and occupational categories 10 through 14 (B3).

IPEDS Salaries Section

The IPEDS Salaries Section contains data related to salaries, academic rank, gender and contract length for full-time instructional faculty employed by a college as of the effective date scheduled (G1). It also contains data related to salaries for other Full-Time staff in certain occupational categories (G2).

The IPEDS Salaries Section has one report in job group PG416A:

- IPEDS Salary G1 & G2 Report (CR6348E)

The Salaries Section G1 includes data for the following faculty employees:

- Full-time instructional faculty who are active on the as-of date scheduled.
- Full-time instructional faculty on sabbatical leave at their regular salary (even if they are receiving a reduced salary).
- Full-time replacements for instructional faculty on leave without pay.
- Full-time faculty department chairmen.

Annual salaries at 100% full-time will be reported.

The Salaries Section G1 does **not** include part-time faculty replacements for faculty on sabbatical leave, faculty on leave without pay, and any faculty who does not have at least one instructional appointment (such as counselors and librarians).

Faculty with 9, 10, 11 or 12-month contracts will be reported according to Sex and Academic Rank along with the total salary outlay (G1).

Number of staff in the occupational categories below will be reported, along with the total salary outlay for each (G2).

01	Management Occupations
03	Business & Financial Occupations
04	Computer, Engineering & Science Occupations
05	Community Service, Legal, Arts and Media Occupations
06	Librarians
07	Library Technicians
08	Other Teaching and Instructional Support Staff
09	Healthcare Practitioners and Technical Occupations
10	Service Occupations
11	Sales and Related Occupations
12	Office and Administrative Support Occupations
13	Natural Resources, Construction and Maintenance Occupations
14	Production, Transportation, and Material Moving Occupation

Librarians and Library Technicians are reported together in this section.

Salary Reporting

Annual salaries are reported for the primary appointment only. Stipends for administrative work, coaching, and moonlight work are excluded. Salary for faculty on sabbatical leave is inflated to 100% equivalent.

Source of Data for the IPEDS Salaries Section

The information used to create the IPEDS Salaries Section is derived from the college's database using an "as-of-date." Employees are selected for the Salaries Section if the following criteria are met:

Employee Status Screen (PS0001)

Data Element	Extract Criteria
Employee Type	F (faculty) E (Exempt) and C (Classified)
Full/Part Indicator	F (full-time)

Employee Status	A (active) S (separated) with separation date after the “as-of-date” of the report
Employment Date	Not after the “as-of-date” of the report

Job Status Screen (PS0002)

Data Element	Extract Criteria
Job Minimum Data Indicator	Y (yes)
Job Status	A (active) I (inactive) after the “as-of-date” L (leave of absence without pay) after the “as-of-date” P (leave of absence with full or partial pay) and LOA Reason of 01 (professional leave)

Job Account Screen (PS0003)

Data Element	Extract Criteria
Job Begin Date	Not after the “as-of-date”
Job End Date	Not prior to the “as-of-date”

Personal Information Screen (PS0004)

Data Element	Extract Criteria
Government Report Exclusion Indicator	N (no) or blank

Job Class Table (PS9004)

Data Element	Extract Criteria
Employee Type	C (classified), E (exempt) F (full time faculty) P (part time faculty) L (paraprofessional)
Job Category	T (teaching, for Instructors only)
Job Category	Excludes: S (stipend) M (moonlight) P (part time, if the full part indicator on PS0001 is F = full time)
IPEDS Occupation Category	01 through 14

Other

Data Element	Extract Criteria
Contract Type	P = Part-Time (From the full/part indicator on PS0001) D = 12 Month Contract C = 11 Month Contract B = 10 Month Contract A = 9 Month Contract

	F = Less Than a 9 Month Contract Values D through F are calculated using job begin and end data.
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IPEDS Part Time Staff Section

The Part Time Staff Section contains data used to report tenure, medical school status and occupational categories part-time staff (except hourly, students, retirees and volunteers) employed by a college on the "as-of-date" scheduled.

The IPEDS Fall Staff Section has one report in job group PG416A:

- IPEDS Part Time D3 & D4 Report (CR6348F)

Employees Selected for the IPEDS Part Time Staff Section

Employees are selected for the Part Time Staff Section based on the "as-of-date" entered when you schedule job group PG416A and on the IPEDS occupational categories to which the employees have been assigned.

The following are valid IPEDS occupational categories:

01	Management Occupations
02	Instruction
03	Business & Financial Occupations
04	Computer, Engineering & Science Occupations
05	Community Service, Legal, Arts and Media Occupations
06	Librarians
07	Library Technicians
08	Other Teaching and Instructional Support Staff
09	Healthcare Practitioners and Technical Occupations
10	Service Occupations
11	Sales and Related Occupations
12	Office and Administrative Support Occupations
13	Natural Resources, Construction and Maintenance Occupations
14	Production, Transportation, and Material Moving Occupation

Service, Sales, Administrative, Maintenance and Production are reported by medical school status only. The others are reported by medical school status within tenure status.

The IPEDS occupational categories are entered on the Job Class Table (PS9004) for each job classification. When job group PG416A is run, the process checks the Job Class Table for each employee's job classification to determine the employee's occupational category.

Understanding the IPEDS Part Time Staff Section

Part-time employees are listed by job class in the IPEDS Staff Detail Report (CR6348A). IPEDS occupational categories are displayed on the report under column headings.

Part-time faculty is further sorted by tenure status. This information comes from the tenure indicator on the Employee Status Screen (PS0001) and from contract type.

Part-time faculty is also counted according to instructional function. The process uses any entry for Employee Miscellaneous Field Number 73 in the employee miscellaneous data screen to determine instructional function. A value of "C" indicates exclusively credit, "N" indicates exclusively not for credit and a "B" indicates a combination of credit and not for credit. If no entry exists, exclusively credit is assumed.

Part-time employees are separated by IPEDS occupational category, but no salaries are reported. Newly hired employees are those who have been hired between July and October of the year for which the report is being requested.

Contract Types

The contract types are determined by the job begin & end dates on the Job Status Screen (PS0002) as follows:

Element	Contract Type values
Contract Type	P = Part-Time (From the full/part indicator on PS0001) D = 12 Month Contract C = 11 Month Contract B = 10 Month Contract A = 9 Month Contract F = Less Than a 9 Month Contract Values D through F are calculated using job begin and end data..

IPEDS Newly Hired Staff Section

The Newly Hired Staff Section contains data used to report tenure, gender, race/ethnicity and occupational categories for newly-hired full-time staff (except hourly, students, volunteers and retirees) employed by a college on the "as-of-date" scheduled.

Newly hired employees are those who have been hired between July and October of the year for which the report is being requested.

The IPEDS Newly Hired Staff Section has one report in job group PG416A:

- IPEDS New Hire H1 & H2 Report (CR6348F)

Understanding the IPEDS Newly Hired Staff Section

Newly Hired employees are listed by job class in the IPEDS Staff Detail Report (CR6348A). IPEDS occupational categories, gender, race/ethnicity and employment date are displayed on the report under column headings.

The following are valid IPEDS occupational categories:

01	Management Occupations
02	Instruction
03	Business & Financial Occupations
04	Computer, Engineering & Science Occupations
05	Community Service, Legal, Arts and Media Occupations
06	Librarians
07	Library Technicians
08	Other Teaching and Instructional Support Staff
09	Healthcare Practitioners and Technical Occupations
10	Service Occupations
11	Sales and Related Occupations
12	Office and Administrative Support Occupations
13	Natural Resources, Construction and Maintenance Occupations
14	Production, Transportation, and Material Moving Occupation

Librarians, Library Technicians and Other Teaching Staff are reported together as 'Library & Other Teaching' in this section (H2).

Newly hired faculty is sorted by tenure status (H1). This information comes from the tenure indicator on the Employee Status Screen (PS0001) and from contract type.

Instructor counts are also listed on report H1, but are not included in that section in the import file.

The process reports sex and ethnicity within the IPEDS Occupational Categories and within Tenure Status for instructors. Ethnic codes and sex are obtained from the employee's Personal Information Screen (PS0004).

Ethnic codes are crosswalked from the Census/Race and Census/Hispanic fields which are entered on the employee's Personal Information Screen (PS0004). Census/race codes are found on the Race Table (ZX0401). Census/Hispanic codes are found on the Hispanic Table (ZX0402).

A crosswalk is included in this reporting for Asian, Pacific Islanders and multiple races. Census/Races codes of 600 through 652 will be reported as Asian. Census/Races codes of 653

through 681 will be reported as Pacific Islanders. If an employee has more than one Census/Race field populated that crosswalk to more than one Race/Ethnic code, they will be reported as multiracial.

The process also accesses the Payroll Information Screen (PS0014) to obtain the optional codes for VISA Type. This value will determine if an employee should be counted as a Non-Resident Alien.