IPEDS Reporting for Colleague HR

Reissued Manual as of March 27, 2014

This new edition of the *IPEDS Reporting for Colleague HR* manual replaces the previous edition dated March 6, 2013. It incorporates the changes delivered with SU012437-1805 that support more streamlined entry of the data that is required for HR IPEDS reporting.

The Primary Changes Made

Part/Chapter	Pages	Changes Made
"What's New in HR IPEDS"	8	Revised chapter to highlight most recent changes.
"Understanding Colleague HR IPEDS Reporting"	9	Revised the "Required Data" section to reflect that the forms listed are used subsequent to the hiring process. Added information for first-time users of Colleague HR for IPEDS reporting. (This information was moved from the previous version of the "What's New in HR IPEDS" chapter.)

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Colleague

IPEDS Reporting for Colleague HR

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To be informed of pending updates for this document, see article 000001742.

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About This Manual

Who should read this manual

This manual explains how to use Colleague to generate the reports that are used to complete the HR survey for the Integrated Postsecondary Education Data System (IPEDS), which is required by the National Center for Education Statistics (NCES).

Anyone who is responsible for completing the HR IPEDS survey should read this manual. Other people who should read this manual include anyone who is responsible for setting up data in Colleague HR.

What this manual covers

This manual provides the following information:

- An overview of the HR IPEDS reporting process.
- The requirements for data that must be set up in Colleague to ensure accurate reporting. Some of this data is part of the initial Colleague setup; therefore, while it is mentioned in this manual, it is more thoroughly covered in *Getting Started with Colleague Core* or *Using Human Resources*.
- The procedures for completing the major steps in the HR IPEDS reporting process.

Where to find more information

This manual provides task-oriented procedures for setting up and completing the IPEDS reporting process. Table 1 lists sources of additional information that might be helpful.

Table 1: Additional sources of information for IPEDS reporting

Topic	Reference
Definition of terms that are used in the IPEDS surveys	NCES website, IPEDS glossary.
Detailed information about each form and field that is used for IPEDS reporting	Online help. To learn about using online help, see *Guide to User Interfaces*.

Table 1: Additional sources of information for IPEDS reporting *(continued)*

Topic	Reference
Instructions for performing basic functions (such as accessing forms, entering data, and accessing online help) using each of the available Colleague interfaces	See *Guide to User Interfaces* for the version of UI that your institution uses.
In-person instruction in generating IPEDS reports	Training classes offered
Procedures for using the modules that affect the IPEDS reports	*Using Demographics* *Using Human Resources*
Setting up codes and parameters	*Getting Started with Colleague Core* *Using Human Resources*
Detailed information about each Colleague subroutine, file, field, form, procedure, validation code, list specification, and batch process	Tech Doc Online
Known problems and issues	Ellucian Support Center

What’s New in HR IPEDS

In this chapter

This chapter contains information about the most recent changes to Colleague HR in support of IPEDS reporting for the Human Resources component.

Forms

The Colleague HR hiring forms were changed to support more streamlined entry of the data that is required for HR IPEDS reporting. Additional information about these forms is available in the *Using Human Resources* manual and in the online help for each form. Review your existing user security and modify it as needed to allow or restrict access to these forms.

- Add Faculty Employee (FACL)
- Add Non-Faculty Employee (NFAC)
- Additional Appointment (ADAP)
- Change Primary Position Info (CPPI)
- Rapid Rehire (RPRH)

Understanding Colleague HR IPEDS Reporting

In this chapter

This chapter provides an overview of how to use Colleague HR to prepare and submit your data for the IPEDS Human Resources survey. Table 1 lists the topics that are covered.

Table 1: Topics in this chapter

Topic	Page
Before you begin	9
HR IPEDS reporting overview	14

Before you begin

Before you begin, you should understand the current requirements of the NCES for the IPEDS HR survey and complete the necessary Colleague code setup and data entry.

Understand current IPEDS reporting requirements

The following are some of the resources that are available to help you understand the current requirements of the NCES for the IPEDS HR survey:

- Association for Institutional Research (AIR) website — see the IPEDS Training page.
- National Center for Education Statistics website — see the IPEDS page.
- *IPEDS New Keyholder Handbook* - see the IPEDS page on the NCES website.
- Bureau of Labor Statistics website — see the Standard Occupational Classification (SOC) system page.
- College and University Professional Association for Human Resources (CUPA) website — see the IPEDS Reporting/SOC Codes page.

Complete necessary code setup and data entry

As outlined below, a number of validation code tables, code files, and data elements must be properly set up before you can complete your IPEDS reporting.

Validation code tables

The validation code tables listed below validate fields that are used in HR IPEDS reporting.

Note: Validation code tables listed with (SP) next to them must be set up with special processing for IPEDS reporting to accurately count your employees.

Core	Human Resources
ALIEN.STATUSES **(SP)**	CLASSIFICATIONS
EEO.RPT.RANKS **(SP)**	HR.STATUSES **(SP)**
PERSON.ETHNICS **(SP)**	IPEDS.CONTR.LENGTHS[a]
PERSON.RACES **(SP)**	IPEDS.CONTRACT.TYPES[a]
	IPEDS.FUNCTIONS[a]
	IPEDS.OCCUP.CATEGS[a]
	TENURE.TYPES **(SP)**
	TIME.UNITS **(SP)**

[a.] *This code table is maintained by Ellucian. You cannot make any changes to it.*

For additional information about Core code tables, see *Getting Started with Colleague Core* and the Purpose field on the Validation Codes (VAL) form.

For additional information about Human Resources code tables, see *Using Human Resources* and the Purpose field on the VAL form.

Code files

The following code files validate fields that are used in HR IPEDS reporting. The code file name is on the left of each column and the form that is used to maintain it is on the right.

Core	Human Resources
DEPTS — Departments (DEPT)	SOC.CODES — SOC Code Definition (SOCD)
LOCATIONS — Locations (LOCN)	

For additional information about Core code files, see *Getting Started with Colleague Core* and the online help for the corresponding form.

For additional information about Human Resources code files, see *Using Human Resources* and the online help for the corresponding form.

Required data

Subsequent to hiring an employee, the data that is used to generate the HR IPEDS work file can be maintained on the forms listed in Table 2. These forms are listed in alphabetical order. The specific fields on each form that are relevant to IPEDS reporting are listed in the Fields column in the order in which they appear on the form.

In some cases, a particular data element is required only for certain groups of employees, for example, full-time, instructional employees. See "Components of the HR IPEDS work file" on page 18 and the online help for each field for additional information.

Table 2: Where HR IPEDS data is maintained

Form	Fields
Foreign Person Information (FINF)	Alien Status
Name and Address Entry (NAE)	Person ID Name LFM Gender Ethnics Races
Person's Status (PSTA)	Primary Position[a] Tenure Type IPEDS Function Graduate Assistant
Person's Statuses Summary (STAS)	Status Start Date End Date
Person's Wage/Salary (PWAG)	Year Work Time Contr Length [Units] IPEDS Contr Type Base Pay Amount

Table 2: Where HR IPEDS data is maintained *(continued)*

Form	Fields
Position Definition (POSD)	Location Department Classification Academic Rank SOC Code
SOC Code Definition (SOCD)	IPEDS Occup Category

[a.] *The PSTA form displays the employee's primary position. See "Changing an Employee's Primary Position" in the* Using Human Resources *manual for additional information.*

First-time use

If this is your institution's first time using Colleague HR for IPEDS reporting, complete the following steps.

1. Verify that all active positions are associated with an SOC code.

1.1. Decide on a strategy for updating your positions with SOC codes and IPEDS functions. See "Strategies for updating positions with SOC codes and IPEDS functions" on page 13 for additional information.

1.1. Update your positions with SOC codes and IPEDS functions based on your selected strategy using the Position Definition (POSD) form or the Populate Positions Occup Classes (PPOC) form as explained in "Strategies for updating positions with SOC codes and IPEDS functions" on page 13.

Note: PPOC uses rules to select and update records. The first rule that is true for a record determines the updates that are made to that record. Therefore, to streamline processing and improve system performance, enter the rule that applies to the most records first, followed by rules that apply to fewer records, ending with the rule that applies to the fewest records.

2. Verify that the IPEDS Function field and the Graduate Assistant field are accurate for each affected employee and update your data as necessary.
   - For one employee at a time, use the Person's Status (PSTA) form.
   - For multiple employees at once, use the Populate Person's Status with IPEDS Function and Grad Assist (PPFG) form.

   Note: PPFG uses rules to select and update records. The first rule that is true for a record determines the updates that are made to that record. Therefore, to streamline processing and improve system performance, enter the rule that applies to the most records first, followed by rules that apply to fewer records, ending with the rule that applies to the fewest records.

3. Verify that the Contr Months and Units fields are accurate for each affected employee and update your data as necessary.
   - For one employee at a time, use the Person's Wage/Salary (PWAG) form.
   - For multiple employees at once, use the Populate Person's Wage with Contract Length/Units (PPCL) form.
4. Verify that the IPEDS Contr Type field is accurate for each affected employee and update your data as necessary.
   - For one employee at a time, use the Person's Wage/Salary (PWAG) form.
   - For multiple employees at once, use the Populate Person's Wage with IPEDS Contract Type (PPCT) form.

   Note: PPCT uses rules to select and update records. The first rule that is true for a record determines the updates that are made to that record. Therefore, to streamline processing and improve system performance, enter the rule that applies to the most records first, followed by rules that apply to fewer records, ending with the rule that applies to the fewest records.

5. Verify that you are no longer using the HR version of the EEO.RPT.RANKS code table (see article 000001665).
6. Read all of the remaining chapters in this manual and complete the steps outlined in each.

Strategies for updating positions with SOC codes and IPEDS functions

There are three ways to assign SOC codes and IPEDS functions to your positions:

- One at a time, using the Position Definition (POSD) form.
- As a group or groups, using the Populate Positions Occup Classes (PPOC) form.
- Individually and in groups, using a combination of the above.

The PPOC form uses rules to update your positions; therefore, if you decide to use this approach, begin by looking at your positions and determining how you can most efficiently

select the positions — that is, records in the POSITION file — to which you want to assign a particular SOC code and, if necessary, IPEDS function.

Note: The IPEDS function is required only for postsecondary teaching positions; that is, those with an SOC code that corresponds to the IPEDS "Postsecondary Teachers" occupational category.

You can run the PPOC process as many times as you need to, either overwriting existing data or not. Also keep in mind that you can simplify your rules by selecting subgroups of your POSITION records with a saved list or additional selection criteria. Then you can reuse your rules against various subgroups, changing only the assigned SOC code and IPEDS function.

HR IPEDS reporting overview

Table 3 shows the steps for HR IPEDS reporting at a high level.

Table 3: Steps at a glance for HR IPEDS reporting

Step	Task	Form	Reference
1.	Review and update, as necessary, the data that Colleague uses for IPEDS reporting.	Various Colleague data entry forms	See "Required data" on page 11
2.	Define your reporting parameters.	HR IPEDS Reporting Parameters (HRIP)	See "Building the HR IPEDS Work File" on page 16
3.	Build the work file that you will use to derive the totals for reporting to IPEDS.	Build HR IPEDS Work File (BIWF)	See "Building the HR IPEDS Work File" on page 16
4.	Review and revise your data as necessary.	Colleague forms listed in "Table 6" on page 20 HR IPEDS Report Extract (HRIE) Maintain HR IPEDS Work Record (MHIW)	See "Reviewing and Revising Your HR IPEDS Data" on page 40
5.	Generate your IPEDS export file.	HR IPEDS Export (HIEX)	See "Generating the HR IPEDS Export File" on page 47

Table 3: Steps at a glance for HR IPEDS reporting *(continued)*

Step	Task	Form	Reference
6.	Upload your export file to IPEDS and complete the steps there for reviewing, editing, and locking your submission.		See "Uploading the Export File to IPEDS" on page 74

Institutions with two or more IPEDS unit IDs

The unit ID, or IPEDS ID, is a unique identification number assigned to postsecondary institutions surveyed through IPEDS. Unit IDs are assigned to physical branches of an institution, and a single school will have one unit ID for each branch.

If your institution uses one installation of Colleague to manage two or more separate branches, each with its own IPEDS unit ID, you must run the HIEX process once for each unit ID that you are reporting.

Building the HR IPEDS Work File

In this chapter

This chapter provides information about the work file that is used to derive the totals that are reported to IPEDS and the steps for generating that file. Table 4 lists the topics that are covered.

Table 4: Topics in this chapter

Topic	Page
Understanding the work file generation process	16
Components of the HR IPEDS work file	18
Procedure for defining the parameters	30
Procedure for generating the work file	31
Troubleshooting work file problems	32

Understanding the work file generation process

Colleague uses a work file (HR.IPEDS.WORK) to collect all of the data that is required for completing the IPEDS survey. The HR.IPEDS.WORK file contains one record for each reporting year and each employee who is to be included in the totals that are reported.

Forms used

Table 5 lists the forms that are used to generate the HR.IPEDS.WORK file.

Table 5: Forms used to generate the HR IPEDS work file

Form	Purpose
HR IPEDS Reporting Parameters (HRIP)	Define the parameters that control the data that is selected and written to the work file
Build HR IPEDS Work File (BIWF)	Generate the work file

Figure 1: HR IPEDS Reporting Parameters (HRIP) form

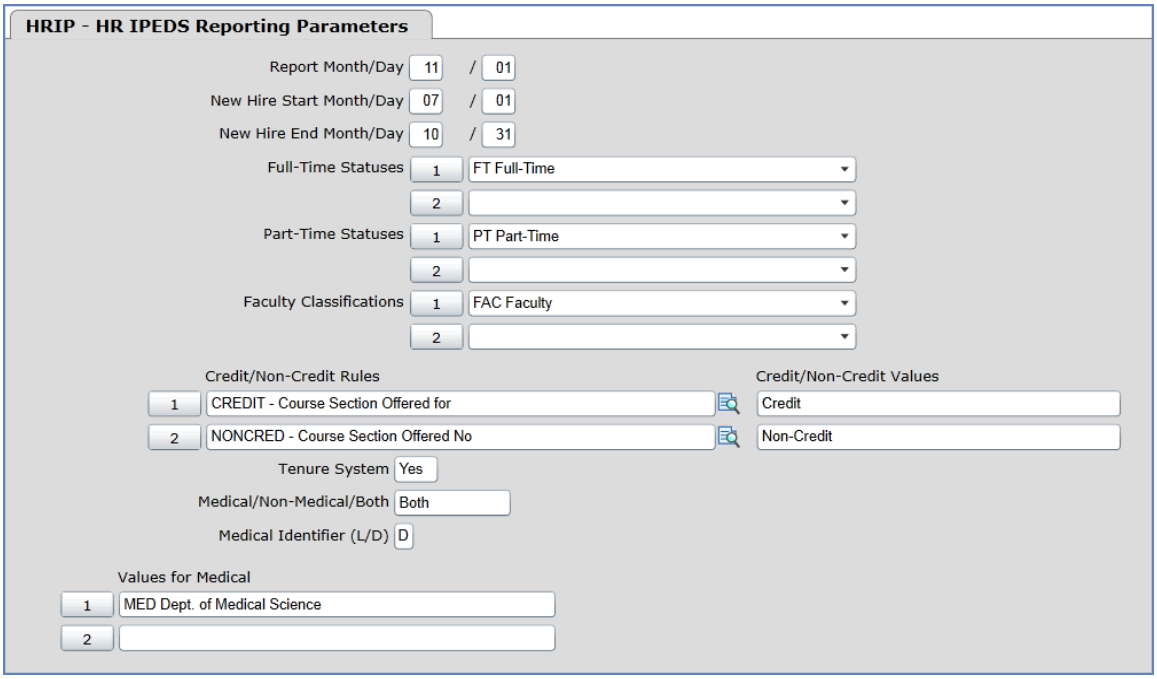
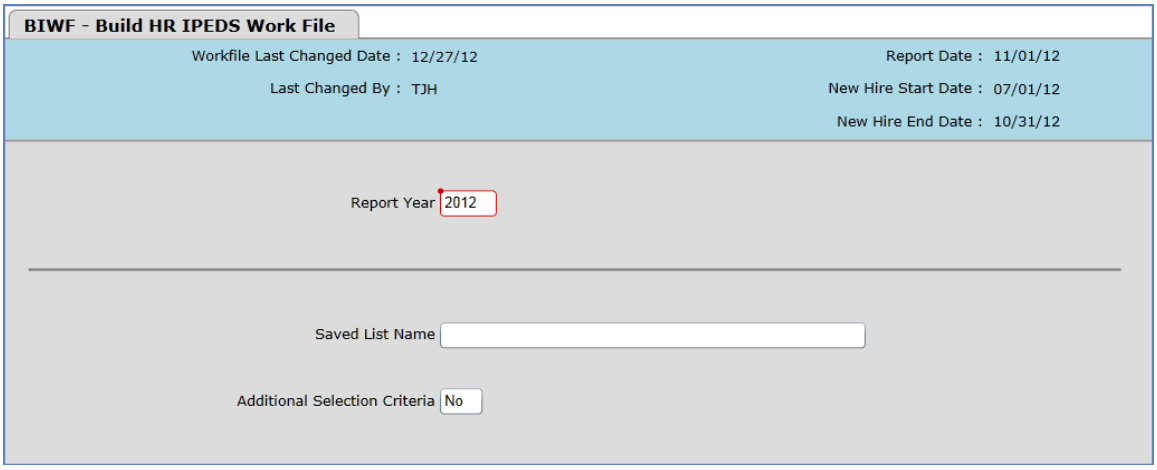


Figure 2: Build HR IPEDS Work File (BIWF) form



Selecting records for the work file

The BIWF process selects employees for the work file if all of the following are true:

- Based on the person's status records, the employee is employed by your institution on the snapshot date.[1]
- The status of the employee's current primary position is listed in either the Full-Time Statuses field or the Part-Time Statuses field on the HRIP form.

The first time that your institution uses this form for a given reporting year, Colleague creates work file records only for the employees who meet the above criteria in addition to any that you specify in the optional Saved List Name and Additional Selection Criteria fields.

Note: Both the saved list and the additional selection criteria are based on the PERSTAT file.

Subsequently, each time you run the BIWF process, Colleague deletes all records for the specified reporting year from the work file *unless* you use a saved list or additional selection criteria. After the selected records are deleted, Colleague generates new work file records based on the parameters specified on the HRIP form, the report year specified on the BIWF form, and your current data.

Note: You might consider using a saved list or additional selection criteria if you have already generated the work file but found that you had to correct a handful of records in Colleague. After correcting those records, you can either generate the entire work file again or create a saved list of the employees whose work file records you want to regenerate. Then you can rerun the BIWF process using that saved list, regenerating only the records that you corrected and leaving the previously generated records untouched.

When the BIWF process is done, you receive a brief report that confirms that the process was completed and another report that lists any problems that were encountered in the process. See "Troubleshooting work file problems" on page 32 for additional information about these problems and what you can do to correct them.

Components of the HR IPEDS work file

Table 6 provides an overview of the HR.IPEDS.WORK file, including the following:

- The name and location of each data element in the work file.

1.The month and day of the snapshot date are entered on the HRIP form. The year of the snapshot date is entered on the BIWF form. Together, they are displayed as a complete date in the Report Date field on the BIWF form.

- The source of the data in each of these data elements.
- The form and field where the original data can be maintained or viewed.
- The code file or validation code table, if any, that is used to validate the original data.

Note: The data elements are listed in alphabetical order by their default field label.

Additional information for some of the data elements in the work file is provided under "Processing notes" on page 24. These data elements are shown with links to the corresponding notes.

For additional information about Colleague Core codes, see *Getting Started with Colleague Core*. For additional information about Colleague HR codes, see *Using Human Resources*.

Table 6: Components of the HR IPEDS work file

Work file			Source		
Field label	**Loc**	**Data element**	**File/data element**	**Form/field**	**Validation**
Academic rank	16	HRIW.ACADEMIC.RANK	POSITION → POS.EEO.RANK	POSD → Academic Rank	EEO.RPT.RANKS (Core validation code)
Add date	25	HR.IPEDS.WORK.ADDDATE	—	—	
Add Operator	26	HR.IPEDS.WORK.ADDOPR	—	—	
Base salary	5	HRIW.SALARY	PERPOSWG → PPWG.BASE.AMT PERPOSWG → PPWG.CYCLE.WORK.TIME.AMT	PWAG → Base Pay Amount PWAG → Year Work Time	
Change date	28	HR.IPEDS.WORK.CHGDATE	—	—	
Change Operator	29	HR.IPEDS.WORK.CHGOPR	—	—	
Contract months	6	HRIW.CONTRACT.MONTHS	PERPOSWG → PPWG.CONTRACT.LENGTH, PPWG.CONTRACT.UNITS	PWAG → Contr Length [Units]	TIME.UNITS (HR validation code)
Credit category	21	HRIW.CREDIT.CATEG	—	—	
Effective Employment Date[a]	9	HRIW.EMPLOYMENT.DATE	HRPER → HRP.EFFECT.EMPLOY.DATE	DATE → Effective Date of Employment	

Table 6: Components of the HR IPEDS work file *(continued)*

Work file			Source		
Field label	**Loc**	**Data element**	**File/data element**	**Form/field**	**Validation**
Employee Name	1	HRIW.EMP.NAME.LFM	PERSON → LAST.NAME, FIRST.NAME, MIDDLE.NAME	NAE → Name LFM	
Employee Person ID	22	HRIW.EMP.PERSON.ID	PERSON → ID	NAE → Person ID	
Employee status	4	HRIW.EMPLOYEE.STATUS	PERSTAT → PERSTAT.STATUS	STAS → Status	HR.STATUSES (HR validation code)
Ethnic origin	3	HRIW.ETHNICITY	FOREIGN.PERSON → FPER.ALIEN.STATUS PERSON → PER.ETHNICS, PER.RACES	FINF → Alien Status NAE → Ethnics, Races	ALIEN.STATUSES (Core validation code) PERSON.ETHNICS (Core validation code) PERSON.RACES (Core validation code)
Faculty employee	17	HRIW.FACULTY.STATUS.FLAG	POSITION → POS.CLASS	POSD → Classification	CLASSIFICATIONS (HR validation code)
Gender	2	HRIW.GENDER	PERSON → GENDER	NAE → Gender	
Graduate Assistant Flag	18	HRIW.GRAD.ASSIST	PERSTAT → PERSTAT.GRAD.ASSIST	PSTA → Graduate Assistant	
Index	24	HRIW.UNIQUE.KEY	HRIW.EMP.PERSON.ID* HRIW.RPT.YEAR	—	
IPEDS contract type	7	HRIW.IPEDS.CONTRACT.TYPE	PERPOSWG → PPWG.IPEDS.CONTRACT.TYPE	PWAG → IPEDS Contract Type	IPEDS.CONTRACT.TYPES (HR validation code)

Table 6: Components of the HR IPEDS work file *(continued)*

Work file			Source		
Field label	**Loc**	**Data element**	**File/data element**	**Form/field**	**Validation**
IPEDS Function	14	HRIW.IPEDS.FUNCTION	PERSTAT → PERSTAT.IPEDS.FUNCTION	PSTA → IPEDS Function	IPEDS.FUNCTIONS (HR validation code)
IPEDS Occupational Category	15	HRIW.IPEDS.OCCUP.CATEG	SOC.CODES → SOC.IPEDS.OCCUP.CATEG	SOCD → IPEDS Occup Category	IPEDS.OCCUP.CATEGS (HR validation code)
Medical indicator	20	HRIW.MEDICAL.IND	POSITION → POS.DEPT or POSD.LOC	POSD → Department or Location	DEPTS (Core code file) or LOCATIONS (Core code file)
New hire	19	HRIW.NEW.HIRE.FLAG	—	—	—
Primary Position	10	HRIW.PRIMARY.POSITION	PERSTAT → PERSTAT.PRIMARY.POS.ID	PSTA → Primary Position	
Record ID	0	HR.IPEDS.WORK.ID	—	—	
Report Year	23	HRIW.RPT.YEAR	HR.IPEDS.WORK → HRIPEDS.RPT.YEAR	BIWF → Report Year	
SOC Code	13	HRIW.SOC.CODE	POSITION → POS.SOC.CODE	POSD → SOC Code	SOC.CODES (HR code file)
Status End Date	12	HRIW.STATUS.END.DATE	PERSTAT → PERSTAT.END.DATE	STAS → End Date	
Status Start Date	11	HRIW.STATUS.START.DATE	PERSTAT → PERSTAT.START.DATE	STAS → Start Date	
Tenure type	8	HRIW.TENURE.TYPE	PERSTAT → PERSTAT.TENURE.TYPE	PSTA → Tenure Type	TENURE.TYPES (HR validation code)

Table 6: Components of the HR IPEDS work file *(continued)*

Work file			Source		Validation
Field label	Loc	Data element	File/data element	Form/field	
Time Added	27	HR.IPEDS.WORK.ADDTIME	—	—	
Time Changed	30	HR.IPEDS.WORK.CHGTIME	—	—	

[a.] *Although the employee's effective date of employment is a component of the HR.IPEDS.WORK file, it is not used at this time.*

Processing notes

A number of the data elements in the HR.IPEDS.WORK file are derived or calculated. How this is done is described below in more detail.

Note: These work file data elements are presented in alphabetical order by their default field label.

Academic rank

Full-time instructional staff are categorized according to their position's academic rank, based on the first Special Processing field for each code in the EEO.RPT.RANKS code table as shown in Table 7.

Table 7: Academic rank special processing codes

Special processing code	IPEDS academic rank
1	Professors
2	Associate professors
3	Assistant professors
4	Instructors
5	Lecturers
6	No academic rank

Note: According to the instructions provided on the IPEDS website, "Institutions without standard academic ranks should report all Postsecondary Staff in the 'No Academic Rank' category."

Add date

When you generate the work file using the BIWF process or add a record to the work file using the Maintain HR IPEDS Work Record (MHIW) form, Colleague automatically updates the following fields:

- **Add Date.** Colleague sets the value in this field to the current date.
- **Time Added.** Colleague sets the value in this field to the current time.
- **Add Operator.** Colleague sets the value in this field to the login ID of the person who is using the BIWF or MHIW form.

Base salary

If the employee is paid a salary, then this is the amount from the Salary/Wage field on the Person's Wage/Salary (PWAG) form.

If the employee is paid on an hourly basis, then this is the amount from the Hourly Rate (Salary/Wage) field on the PWAG form multiplied by the employee's Year Work Time, which is also on the PWAG form.

Note: Although Colleague collects wage data for *all* employees when you run the BIWF process, only salaries for full-time employees are reported to IPEDS. Therefore, an error is reported only when we cannot determine the wages for a full-time employee. See "Troubleshooting work file problems" on page 32 for additional information about error messages.

Change date

When you use the MHIW form to modify a record in the work file, Colleague automatically updates the following fields:

- **Change Date.** Colleague sets the value in this field to the current date.
- **Time Changed.** Colleague sets the value in this field to the current time.
- **Change Operator.** Colleague sets the value in this field to the login ID of the person who modified the record.

Contract months

For full-time, non-medical, postsecondary teachers with an IPEDS function of "Instruction Only" or "Instruction Combined," Colleague copies the number of contract months entered for the employee on the PWAG form in the Contr Length field as long as the value is either "9," "10," "11," or "12" and the Units are months.

Credit category

Based on the rules that were entered in the Credit/Non-Credit Rules field on the HRIP form, Colleague calculates the credit category for all employees who fall within the IPEDS occupational category of "Postsecondary Teachers" with the IPEDS "Instruction Only" function.

Each of the course sections that are being taught by an employee on the snapshot date are evaluated against each rule:

- If all of the employee's course sections are for credit, Colleague sets the employee's Credit Category field to "C" (exclusively credit).
- If all of the employee's course sections are non-credit, Colleague sets the employee's Credit Category field to "N" (exclusively not-for-credit).

- If some of the employee's course sections are for credit and some are non-credit, Colleague sets the employee's Credit Category field to "B" (combination credit/not-for-credit).

Employee status

The employee's status is entered when the employee is appointed to a new position, the employee's primary position information is changed, or the employee's status is changed (for example, to correct an error). It is used in IPEDS reporting to determine whether the employee is included in the work file.

The work file includes only employees whose status on the snapshot date is listed in the Full-Time Statuses field or the Part-Time Statuses field on the HRIP form.

Ethnic origin

See the IPEDS Race/Ethnicity Information Center on the NCES website for information about the requirements for reporting persons by racial/ethnic category. In compliance with these requirements, Colleague counts each employee only once as outlined in Table 8.

Table 8: How employees are counted in terms of race/ethnicity

If the employee has...	Where counted				
	Nonresident alien	Hispanic /Latino	Race category[a]	Two or more races	Race and ethnicity unknown
An alien status code that has "NRA" in its first Special Processing field, regardless of the employee's ethnicity or race	✓				
An ethnic code that has "NRA" in its first Special Processing field, regardless of the employee's alien status or race	✓				
A race code that has "NRA" in its first Special Processing field, regardless of the employee's alien status or ethnicity	✓				

Table 8: How employees are counted in terms of race/ethnicity *(continued)*

If the employee has...	Where counted				
	Nonresident alien	Hispanic /Latino	Race category[a]	Two or more races	Race and ethnicity unknown
No alien status code or an alien status code with something *other than* "NRA" its first Special Processing field					
And an ethnic code that has "H" in its first Special Processing field, regardless of the employee's race		✓			
And either no ethnic code or an ethnic code with something *other than* "H" in its first Special Processing field *and* one race code[a]			✓		
And either no ethnic code or an ethnic code with something other than "H" in its first Special Processing field *and* two or more race codes				✓	
And either no ethnic code or an ethnic code with something *other than* "H" in its first Special Processing field *and* no race code or a race code that has a blank in its first Special Processing field					✓

[a.] *As indicated by the value in the race code's first Special Processing field.*

Faculty employee

Colleague sets the value in this field to "Y" if the Classification field for the employee's primary position on the snapshot date contains one of the codes that are listed in the Faculty Classifications field on the HRIP form; otherwise, the value in this field is blank.

Index

The Index field is an alternative unique ID for each record in the work file. It consists of the person ID concatenated with the report year, for example, 1140602*2012.

IPEDS contract type

For faculty employees, Colleague copies the value that was entered in the employee's IPEDS Contr Type field on the PWAG form to this field if either of the following is true:

- Your institution has no tenure system (you have entered "No" in the Tenure System field or left it blank on the HRIP form).
- Your institution has a tenure system (you have entered "Yes" in the Tenure System field on the HRIP form), and the faculty member's Tenure Type field on the PSTA form is blank or contains a value indicating that the faculty member is not on a tenure track.

Warning! *Ultimately, the IPEDS contract type is used in conjunction with the tenure type to group faculty members who are not on a tenure track for reporting by tenure status.*

Although having a blank Tenure Type field on the PSTA form is not *an error when you build the work file, faculty members with a blank Tenure Type field in the work file will not be counted when you generate the export file.*

Therefore, be sure that all faculty members for whom you have entered an IPEDS contract type on the PWAG form also have a value in the Tenure Type field on the PSTA form that corresponds to "Not on Tenure Track." See *"Faculty employee" on page 27* *for more on determining faculty status,* *"Tenure type" on page 29* *for more on determining tenure status, and* *"Generating the HR IPEDS Export File" on page 47**) for more on how to generate the export file.*

Medical indicator

Colleague sets the Medical Indicator field to "Y" if your institution has a medical school and the employee's primary position on the snapshot date is associated either with one of the departments or one of the locations specified on the HRIP form.

New hire

Colleague determines whether an employee is a new hire based on the following dates:

- **Reporting Year.** This is the year that was entered in the Report Year field on the BIWF form.
- **Snapshot Date.** This is the month and day that was entered in the Report Month/Day fields on the HRIP form for the specified reporting year.

- **Start Date - New Hire Look-Back Period.** This is the month and day that was entered in the New Hire Start Month/Day fields on the HRIP form for the specified reporting year.
- **End Date - New Hire Look-Back Period.** This is the month and day that was entered in the New Hire End Month/Day fields on the HRIP form for the specified reporting year.

Colleague sets the New Hire field to “Y” for full-time staff if either of the following is true:

- The employee’s employment date is on or between the start and end dates of the new hire look-back period *and* the end date of the employee’s current status on the snapshot date is blank or later than the snapshot date.
- The employee’s employment date is prior to the new hire look-back period but the employee had at least a one-day break in service with the institution before being rehired during the new hire look-back period. In other words, all of the following are true:
  - The start date of the employee’s current status record on the snapshot date is on or between the start and end dates of the new hire look-back period.
  - The end date of the employee’s current status on the snapshot date is blank or later than the snapshot date.
  - The end date of the employee’s previous status record precedes the start date of the employee’s current status record by more than one day.

Tenure type

If you entered “Yes” in the Tenure System field on the HRIP form, Colleague determines the employee’s tenure type for IPEDS reporting based the value in the employee’s Tenure Type field on the PSTA form and its corresponding special processing code as shown in Table 9.

Table 9: Tenure type special processing codes

If the special processing code in the TENURE.TYPES validation code table is this	Then the IPEDS tenure type is this
T	T — Tenured
N	N — Non-tenured, but on tenure track
O	O — Non-tenured, and not on tenure track

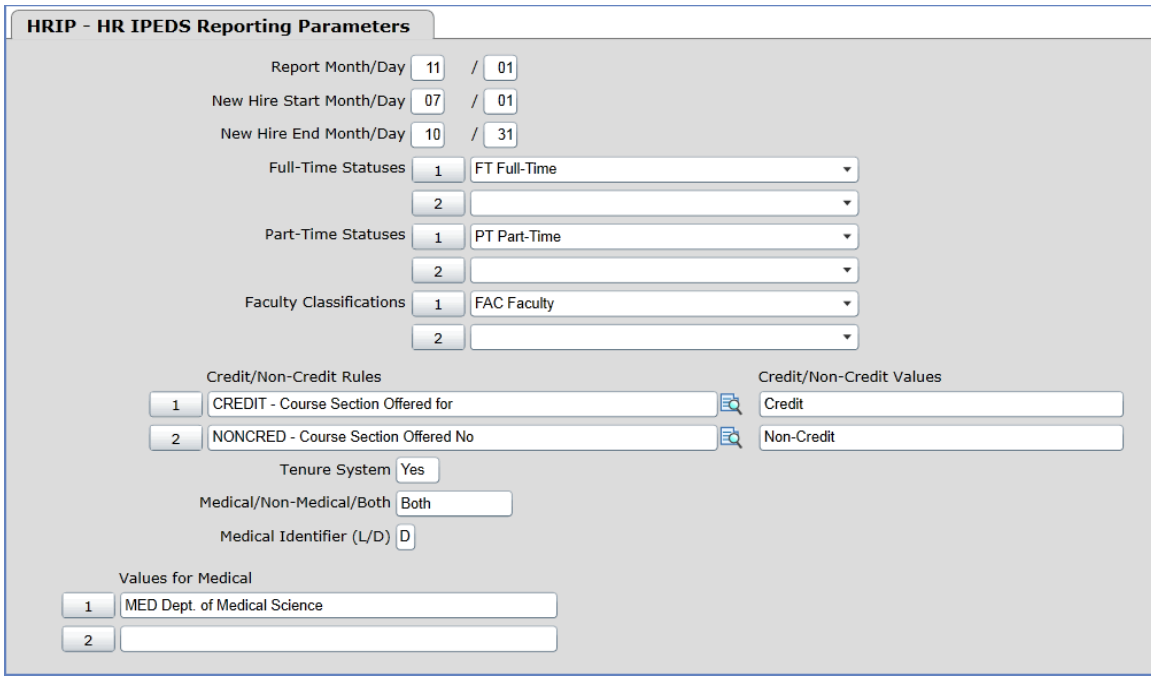
Institutions with two or more IPEDS unit IDs

If your institution uses one installation of Colleague to manage two or more separate branches, each with its own IPEDS unit ID, then you should consider whether the data in the HR.IPEDS.WORK file is sufficient to identify the employees that should be included in the counts for a particular unit ID. If not, then you can create a computed column in the HR.IPEDS.WORK file to access the necessary data in other files, such as the POSITION file.

Procedure for defining the parameters

Complete the following steps to define the parameters for HR IPEDS reporting.

1. Access the HR IPEDS Reporting Parameters (HRIP) form.



Note: Once your parameters are complete and correct for a given reporting year, there is no need to revisit this form each time you generate the work file.

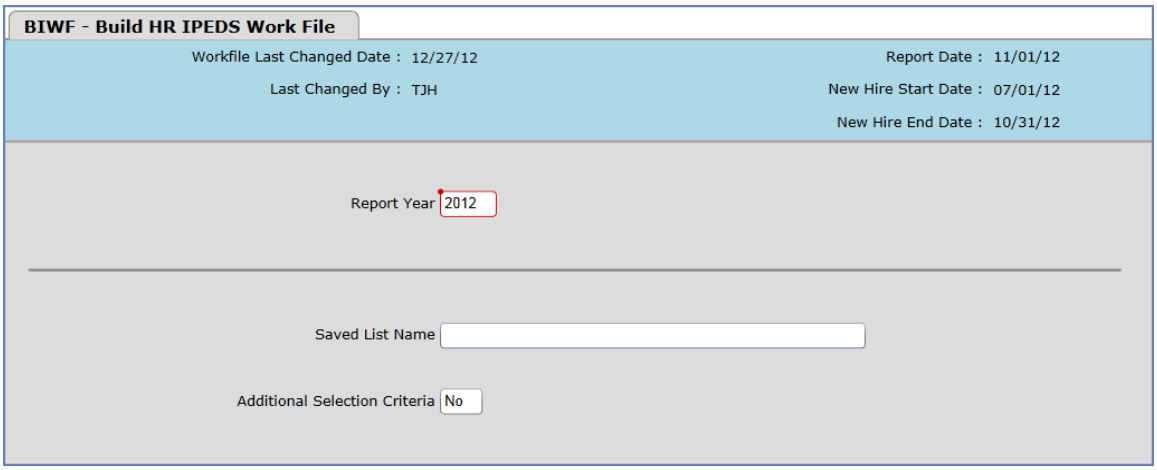
2. Review the entries on the form and make any necessary changes. See online help for additional information about this form and its fields.

3. Save any changes on the form.

Procedure for generating the work file

Complete the following steps to generate the HR.IPEDS.WORK file.

1. Access the Build HR IPEDS Work File (BIWF) form.



2. Enter a saved list name and additional selection criteria, if necessary, to include records that need to be added or updated in the work file. See online help for additional information about this form and its fields.
3. Save the form.
4. On the Change Peripheral Defaults form, enter your output preferences for the report.
5. On the Process Handler form, set the process to run immediately.
6. Review the error report and resolve any errors as described in "Troubleshooting work file problems" on page 32.
7. Repeat this procedure as needed until the work file contains the correct information. See "Reviewing and Revising Your HR IPEDS Data" on page 40 for additional information.

Troubleshooting work file problems

Table 10 lists the errors and warnings that you might encounter when you generate the HR.IPEDS.WORK file, along with the cause of each and notes about correcting the situation.

Note: Errors that can be corrected using the Maintain HR IPEDS Work Record (MHIW) form are noted in the last column with a check mark.

Errors that cannot be corrected using the MHIW form must be corrected in Colleague, after which the work file must be regenerated.

Ellucian recommends that whenever possible you correct the source data in Colleague and not only the derived data in the work file. However, remember that when you correct only the source data in Colleague, you must regenerate the work file using the BIWF form. See "Reviewing and Revising Your HR IPEDS Data" on page 40 for additional information.

Table 10: Work file generation errors and warnings

Message	Cause	Resolution	MHIW
Academic Rank *XX* must exist in the EEO.RPT.RANKS validation table with an action code between 1 and 6.	The academic rank assigned to the employee's primary position on the snapshot date is not in the EEO.RPT.RANKS validation code table. — or — The academic rank assigned to the employee's primary position on the snapshot date does not have a valid special processing code.	Enter a valid academic rank for the employee's primary position on the Position Definition (POSD) form. — or — Update the code in the EEO.RPT.RANKS validation code table, entering a valid value in the first Special Processing field on the Validation Codes (VAL) form. — or — Enter a valid value in the Academic Rank field on the MHIW form.	✓
Annual wage amount must not be equal to zero.	A full-time employee has a base pay amount that is zero (a "zero wage record"). — or — A full-time employee does not have sufficient information to calculate an annual amount based on an hourly base pay amount.	Enter an amount in the Salary/Wage field on the Person's Wage/Salary (PWAG) form. If the employee is paid on an hourly basis, ensure that the correct number of hours has been entered in the Yearly Work Time field on the PWAG form. — or — Enter an amount in the Base Salary field on the MHIW form.	✓

Table 10: Work file generation errors and warnings *(continued)*

Message	Cause	Resolution	MHIW
Could not determine a value for *FIELD NAME.*	A required field is blank or could not be derived from Colleague.	Enter a valid value in the specified field in Colleague. See Table 6, Components of the HR IPEDS work file for additional information. — or — Enter a valid value in the specified field on the MHIW form, if possible.	✓
Faculty member is not currently teaching any courses.	The employee has been identified as a faculty member, but does not appear to be teaching any courses; that is, Colleague could not determine a value for the credit/non-credit category.	Confirm the status of the employee as a faculty member, and make any changes necessary. — or — Enter `C`, `N`, or `B` in the Credit Cat field on the MHIW form.	✓

Table 10: Work file generation errors and warnings *(continued)*

Message	Cause	Resolution	MHIW
IPEDS Function is required if the IPEDS Occupational Category for the SOC Code is “Postsecondary Teacher.”	The employee’s primary position on the snapshot date falls within the “Postsecondary Teachers” occupational category but the IPEDS Function field in the employee’s current status record on the snapshot date is blank.	Enter the appropriate value in the IPEDS Function field on the Person’s Status (PSTA) form. — or — Ensure that the default IPEDS function for the employee’s primary position is defined appropriately on the POSD form, and then use the Populate Person’s Status with IPEDS Function and Grad Assist (PPFG) form, with Overwrite = “No” and a saved list containing the affected employee, to update the employee’s IPEDS function. — or — Ensure that the correct IPEDS occupational category is specified for the SOC code on the SOC Code Definition (SOCD) form. — or — Enter a value in the IPEDS Function field on the MHIW form.	✓

Table 10: Work file generation errors and warnings *(continued)*

Message	Cause	Resolution	MHIW
IPEDS Function should not be specified if the SOC Code is not a “Postsecondary Teacher.”	The employee’s primary position on the snapshot date falls within an occupational category *other than* “Postsecondary Teachers” but the IPEDS Function field in the employee’s current status record is not blank.	Delete the value in the IPEDS Function field on the PSTA form. — or — Ensure that the correct IPEDS occupational category is specified for the SOC code on the SOC Code Definition (SOCD) form. — or — Delete the value in the IPEDS Function field on the MHIW form.	✓
nn-nnnn is missing IPEDS Occupational Category, which could not be determined for employees with this SOC Code.	The SOC code for the employee’s primary position on the snapshot date is defined without an IPEDS occupational category.	Enter the appropriate IPEDS occupational category for the SOC code on the SOC Code Definition (SOCD) form. — or — Enter a valid value in the IPEDS Occup Categ field on the MHIW form.	✓
PERSTAT *NNNN* cannot be processed without an Employee ID.	This error represents corrupt data. The PERSTAT record has no value in the PERSTAT.HRP.ID field.	Contact your system administrator to have this corruption corrected.	
Position ID is missing SOC Code. Unable to determine IPEDS Occup. Category for employees in this position.	The employee’s primary position on the snapshot date does not have an SOC code.	Enter the appropriate SOC code on the POSD form.	

Table 10: Work file generation errors and warnings *(continued)*

Message	Cause	Resolution	MHIW
Tenure Type *XX* must exist in the TENURE.TYPES validation table with an action code.	The employee's tenure type on the snapshot date is not in the TENURE.TYPES validation code table. — or — The employee's tenure type on the snapshot date does not have a valid special processing code.	Enter a valid tenure type for the employee on the PSTA form. — or — Update the code in the TENURE.TYPES validation code table, entering a valid value in the first Special Processing field on the VAL form. — or — Enter a valid value in the Tenure Type field on the MHIW form.	✓
The HRIP form does not contain enough information to build the IPEDS work files. Go to the HRIP form and enter all required information.	The user tried to generate the work file, but some of the parameters on the HRIP form are missing.	Complete all of the fields on the HRIP form.	
Yearly Work Time must be specified with an hourly unit so that an annual pay amount may be calculated.	For hourly wage earners, there is no yearly work time specified; this can happen even if there is a pay period or holiday work time specified.	Enter a yearly work time on the PWAG form and regenerate the employee's work file record using the BIWF form. — or — Enter an amount in the Base Salary field on the MHIW form.	✓

Table 10: Work file generation errors and warnings *(continued)*

Message	Cause	Resolution	MHIW
Yearly Work Time must be specified with an hourly unit so that an annual pay amount may be calculated.	The employee is hourly, but the Yearly Work Units field on the PWAG is not hourly; that is, the specified TIME.UNITS code contains a special processing value. — or — The value in the Yearly Work Units field on the PWAG form does not exist in the TIME.UNITS validation table.	Enter a different value in the “Yearly Work Units” field on the PWAG form. — or — Update the code in the TIME.UNITS validation code table so that it does not have anything in the first Special Processing field on the VAL form. — or — Enter an amount in the Base Salary field on the MHIW form.	✓

Reviewing and Revising Your HR IPEDS Data

In this chapter

This chapter provides information about reviewing and revising the data in the HR.IPEDS.WORK file. Table 11 lists the topics that are covered.

Table 11: Topics in this chapter

Topic	Page
Understanding the review and revision process	40
Procedure for extracting work file records	43
Procedure for revising HR IPEDS work file data	44

Understanding the review and revision process

After generating the work file, you can review and revise your data as described in this section.

Forms used

Table 12 lists the forms that are used to review and revise the data in the HR.IPEDS.WORK file.

Table 12: Forms used to review and revise HR IPEDS work file data

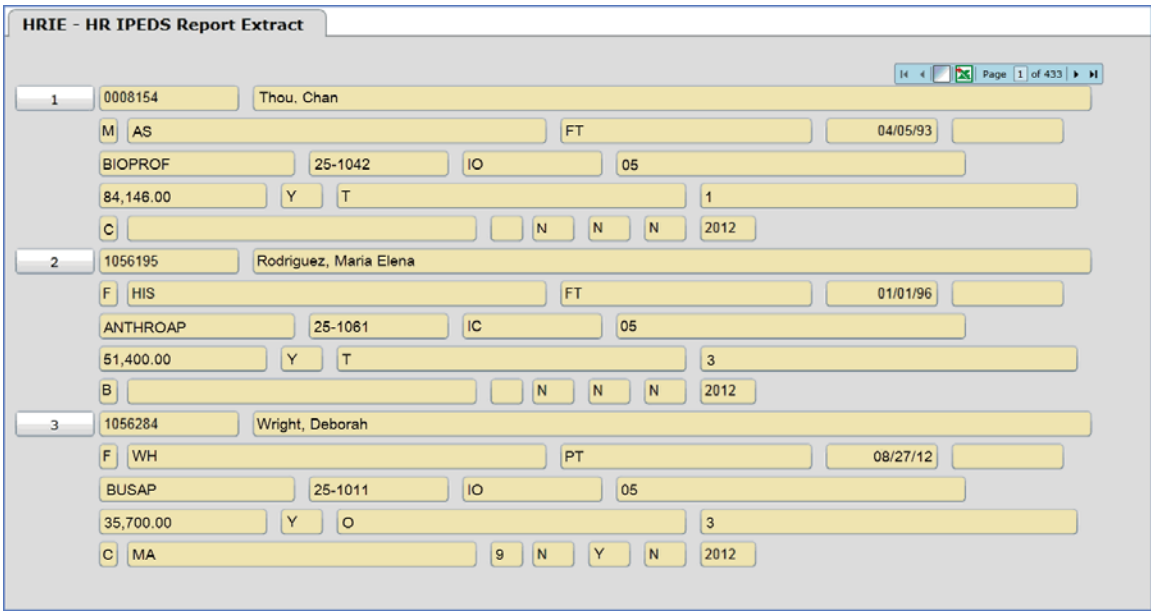
Form	Purpose
HR IPEDS Report Extract (HRIE)	Extract the data from the HR.IPEDS.WORK file into a Microsoft Excel file.
Maintain HR IPEDS Work Record (MHIW)	Review and revise certain data elements in the HR.IPEDS.WORK file.
Savedlist Creation (SLCR)	Create a shared list of work file records.

Table 12: Forms used to review and revise HR IPEDS work file data *(continued)*

Form	Purpose
Various Colleague forms	See "Table 6" on page 20 for a list of the data elements that are in the HR.IPEDS.WORK file and the forms used to maintain the corresponding source data elements in Colleague.

You can use the HR IPEDS Report Extract (HRIE) form to extract records from the HR IPEDS work file (HR.IPEDS.WORK) into an Excel file.

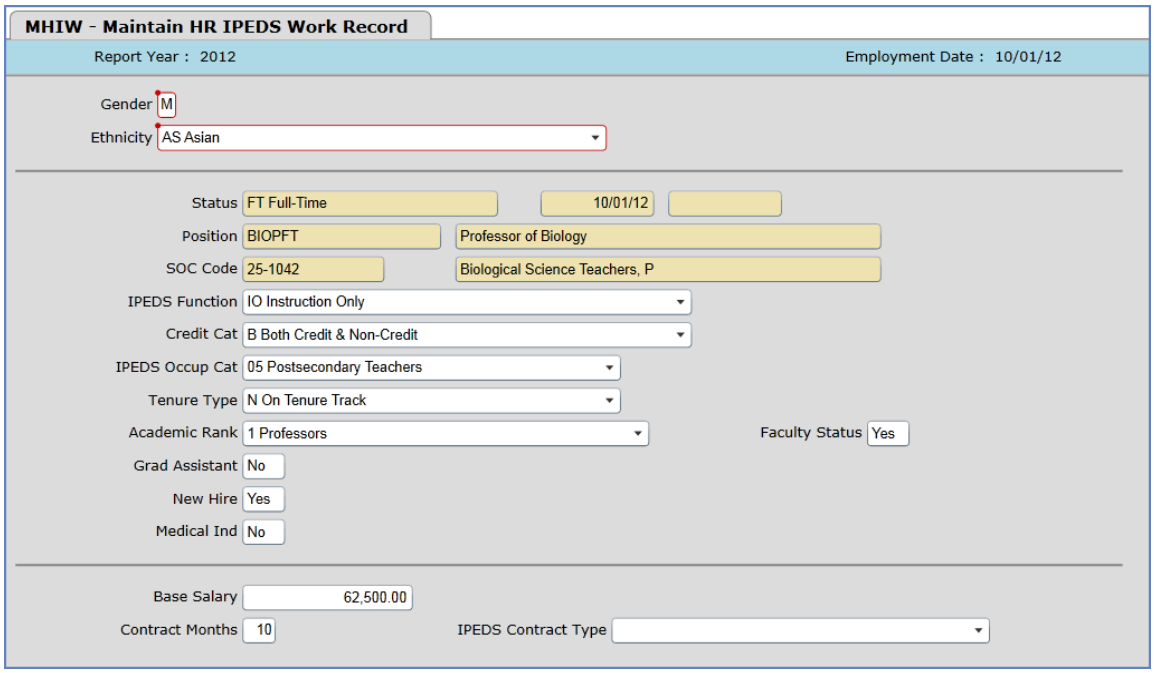
Figure 3: HR IPEDS Report Extract (HRIE) form



After your work file data is extracted, you can sort, filter, and otherwise analyze your data in Excel to ensure that the correct employees are included in the work file and to preview the counts that will be reported to IPEDS. If you find that any changes to your data are

necessary, use the Maintain HR IPEDS Work Record (MHIW) form to revise the work file data, or use the appropriate Colleague form to revise your source data.

Figure 4: Maintain HR IPEDS Work Record (MHIW) form



Although you can use the Maintain HR IPEDS Work Record (MHIW) form to directly maintain the data in the work file, Ellucian recommends that whenever possible you correct the source data in Colleague rather than correcting only the derived data in the work file.

The MHIW form, however, is helpful when you have special situations that cannot be corrected in the source data or when you need to make a quick change to your work file data so that you can complete the reporting process. For example, if your institution has an employee whose *primary* position is split into two positions in Colleague, you would adjust the amount in the Base Salary field to reflect the total for both. (IPEDS reports are based on the employee's primary position only. Additional stipends for administrative, managerial, or other responsibilities should *not* be included in the salary calculation.)

Note: When you correct the source data in Colleague, remember to regenerate the work file using the BIWF form. See "Building the HR IPEDS Work File" on page 16 for additional information.

Whether you correct the source data or the work file data, remember to also reextract the Excel file to ensure that you are working with the most current data.

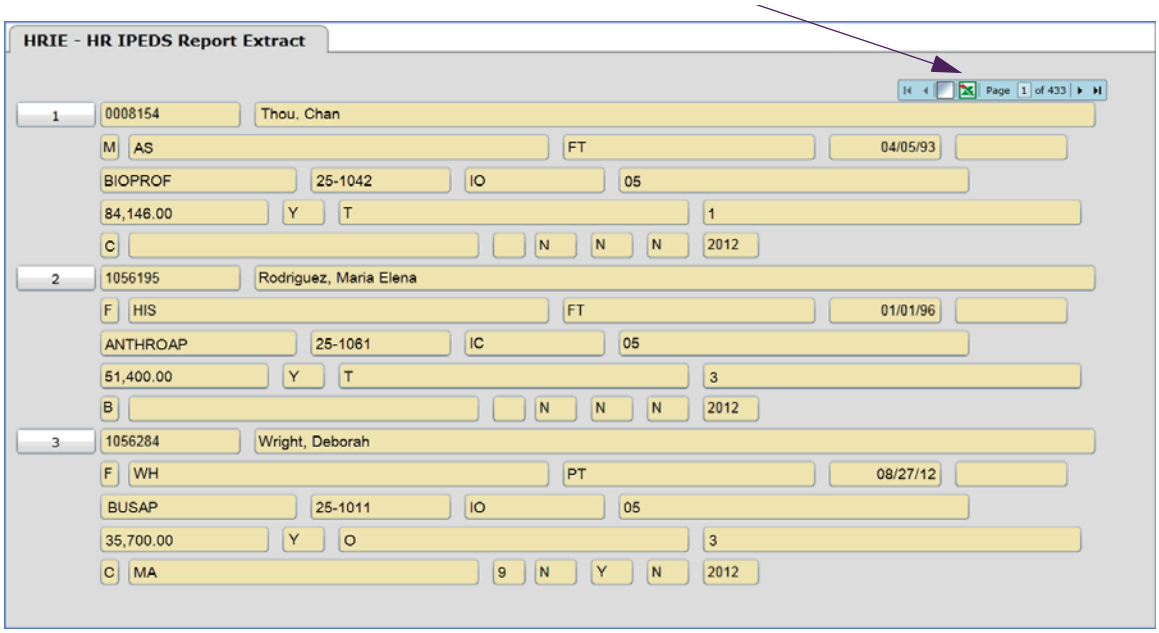
Procedure for extracting work file records

Complete the following steps to extract records from the HR.IPEDS.WORK file into an Excel file.

1. Access the HR IPEDS Report Extract (HRIE) form.
2. At the prompt, enter the report year for which to select HR IPEDS data.

   Note: After you enter the report year, it might take some time for the form to display your data, depending on the number of records that are selected for the specified report year.

3. After your data is displayed, ensure that your cursor is positioned in a field on the form and then click the **Export to Excel** button.



4. When the extract is complete, open or save the Excel file as desired.
5. In Excel, you can sort, filter, and otherwise analyze your data to ensure that the correct employees are included in the work file and to preview the counts that will be reported to IPEDS.

Procedure for revising HR IPEDS work file data

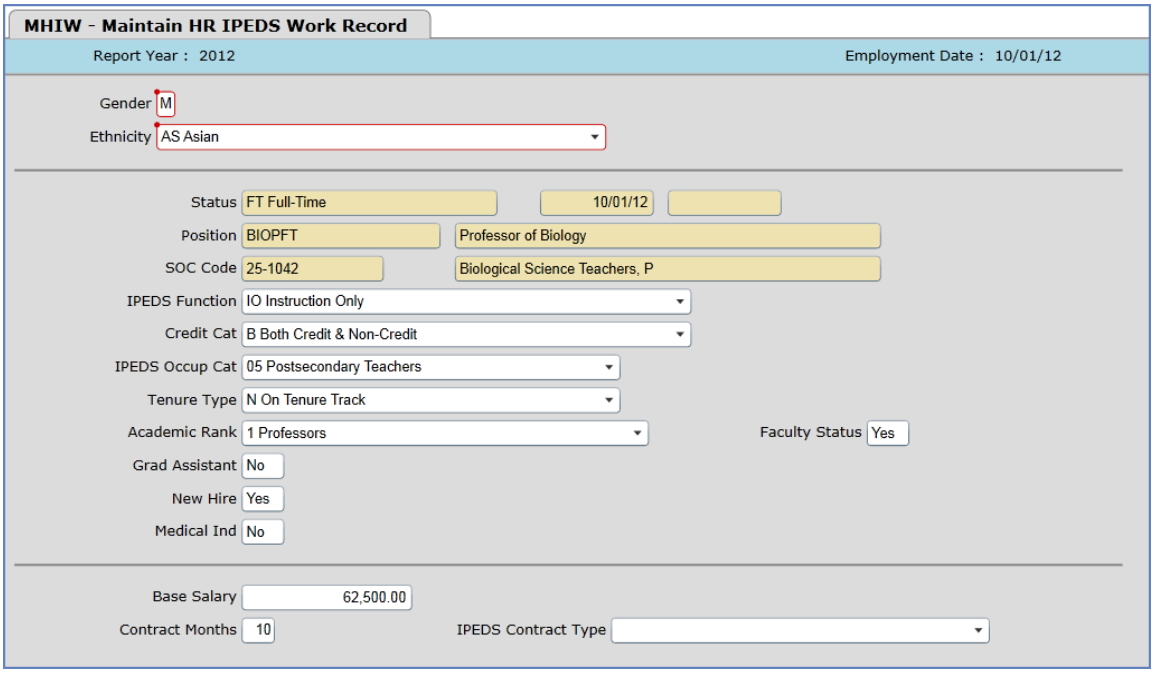
In addition to reviewing your data in Excel, you can review and revise work file records by completing the steps listed below.

Note: Ellucian recommends that whenever possible you correct the source data in Colleague rather than correcting only the derived data in the work file.

Working with individual records on the MHIW form

1. Access the Maintain HR IPEDS Work Record (MHIW) form.
2. At the prompt, select the employee that you want to review.
3. At the prompt, enter the report year that you want to review for this employee.

   If the employee does not already have a record in the work file for the specified year and you want to add the employee to the work file, then click **Y** when prompted to add a new record.



Note: When you add a record to the work file using the MHIW form, Colleague populates only a few of the fields in that record with data, and you must enter the rest manually. If you want to add new records without touching existing records in the work file *and* you want Colleague to provide all of the data in those new records, then use a saved list on the BIWF form to add the new records.

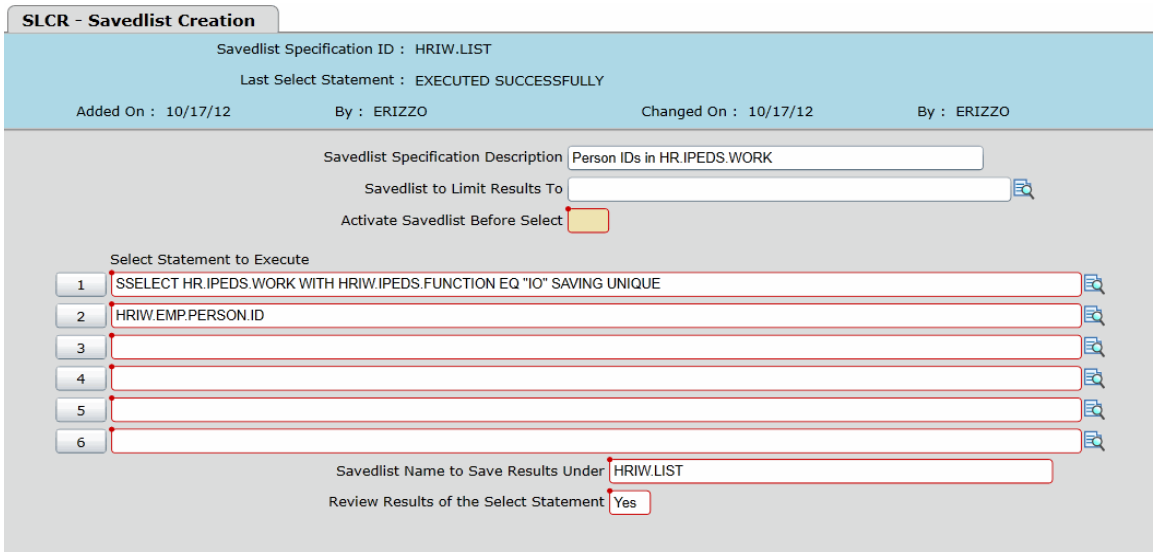
4. Revise the employee's work file data if necessary.

   You can delete a record from the work file using the record delete function. Note, however, that unless you either change the record in Colleague in such a way that the Build HR IPEDS Work File (BIWF) would not select it or you use a saved list or additional selection criteria on the BIWF form, the record will be re-added to the work file the next time it is run.

Working with a group of records on the MHIW form

If you want to work with a particular subset of the records in the HR.IPEDS.WORK file, complete the following steps.

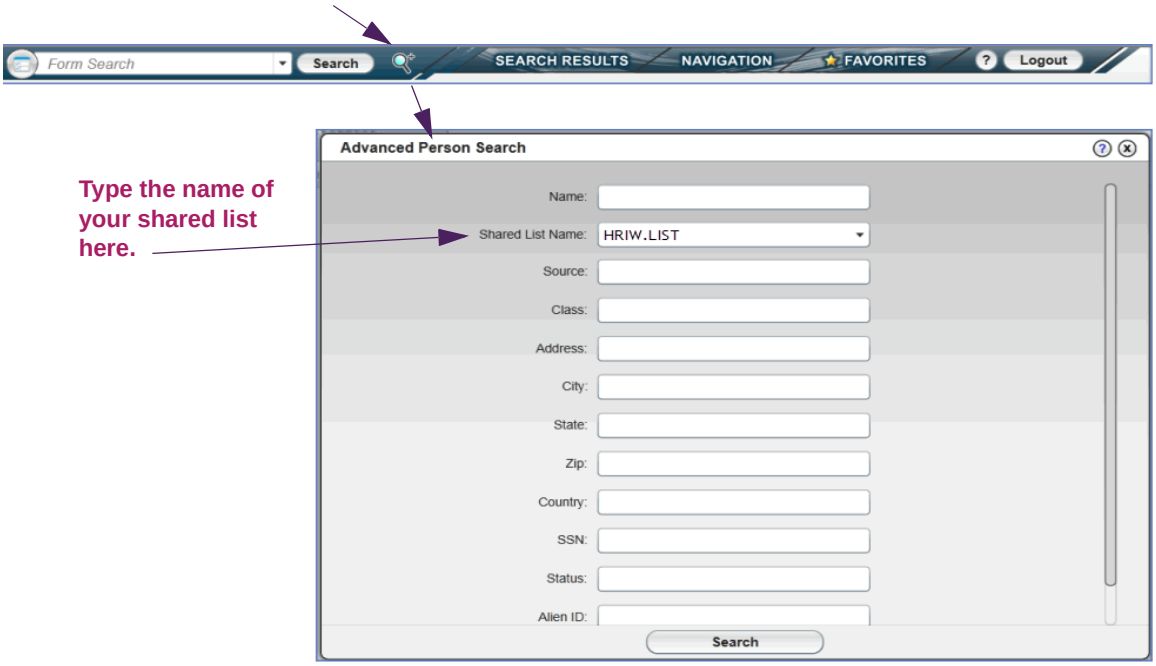
1. Create a shared list of person IDs using the Savedlist Creation (SLCR) form as shown in this example:



   In particular, note the example in the Select Statement to Execute field:

   ```
   SSELECT HR.IPEDS.WORK WITH HRIW.IPEDS.FUNCTION EQ "IO"
   SAVING UNIQUE HRIW.EMP.PERSON.ID
   ```

2. Activate your shared list as shown in this example.



2.1. Click on the **Advanced Search** (magnifying glass with plus sign) button to the right of the **Search** button.

2.2. Enter the name of the saved list that you created on the SLCR form in the **Shared List Name** field.

2.3. Click **Search** at the bottom of the **Advanced Person Search** dialog box. The resolution list is displayed.

3. On the resolution list, select all of the records with which you want to work, and then click **Open**. This populates the context card with the selected records.

4. Access the Maintain HR IPEDS Work Record (MHIW) form.

5. Enter the report year when prompted. The record shown on your context card is displayed.

6. Make revisions, if necessary, and then cancel or save your work with this record, as appropriate.

7. Repeat Step 5 and Step 6 to process all of the records that you selected in Step 3.

Generating the HR IPEDS Export File

In this chapter

This chapter provides information about generating the file that you can upload on the IPEDS website to complete your HR IPEDS survey. Table 13 lists the topics that are covered.

Table 13: Topics in this chapter

Topic	Page
Understanding the HR IPEDS export file	47
Before you begin	63
Procedure for generating the HR IPEDS export file	63
Interpreting the HR IPEDS export summary report	65
Troubleshooting export file problems	69

Understanding the HR IPEDS export file

Colleague enables you to generate a text file that you can upload to the IPEDS website to complete the HR IPEDS survey. This file uses the key value pair format as specified in the IPEDS import specifications, which are available under the “Survey Materials” section of the IPEDS website.

Each part of the export file has its own layout. Below is a brief description of each of these parts. The part titles are those provided in the HR IPEDS import specifications as of December 11, 2012.

See “Components of the HR IPEDS work file” on page 18 for additional information about the Colleague fields referenced in this section.

Part A1

Part title	
Full-time instructional staff by tenure status, academic rank and race/ethnicity/gender	
Sample record	
`UNITID=100663,SURVSECT=HR1,PART=A1,TENURE=1,RANK=1,RACEETHNICITYGENDER=1,COUNT=nnnnn`	
Key	**Value**
UNITID	This is the value entered in the Unit ID field on the HR IPEDS Export (HIEX) form. It is the same for all records in the HR survey export file.
SURVSECT	This value is the same for all records in the HR survey export file.
PART	This value is the same for all records in this part.
TENURE	This is one of six possible values defined by IPEDS. Colleague determines which employees to count for each of these values based on the employee's faculty status, tenure type, and IPEDS contract type.
RANK	This is one of seven possible values defined by IPEDS. Colleague determines which employees to count for each of these values based on the academic rank of the employee's primary position.
RACEETHNICITYGENDER	This is one of 19 possible values defined by IPEDS. When race and ethnicity are reported, values 1 through 18 are used. When race and ethnicity are not reported, value 21 is used. Colleague determines which employees to count for each of these values based on the employee's gender and race/ethnicity.
COUNT	This is the number of employees with the specified combination of tenure, rank, and race/ethnicity/gender.

Part A2

Part title	
Full-time instructional staff by tenure, medical school, and function	
Sample record	
`UNITID=100663,SURVSECT=HR1,PART=A2,TENURE=1,ISMEDICAL=0,INSTFUNCTION=1,COUNT=nnnnn`	
Key	**Value**
UNITID	This is the value entered in the Unit ID field on the HR IPEDS Export (HIEX) form. It is the same for all records in the HR survey export file.
SURVSECT	This value is the same for all records in the HR survey export file.
PART	This value is the same for all records in this part.
TENURE	This is one of six possible values defined by IPEDS. Colleague determines which employees to count for each of these values based on the employee's faculty status, tenure type, and IPEDS contract type.
ISMEDICAL	This is "0" for non-medical staff and "1" for medical staff. Colleague determines which employees to count for each of these values based on the employee's medical indicator.
INSTFUNCTION	This is one of four possible values defined by IPEDS in their Instructional Staff Function table (values 1 through 3 and 5). Colleague determines which employees to count for each of these values based on the employee's IPEDS function and credit category.
COUNT	This is the number of employees with the specified combination of tenure, medical indicator, and instructional function.

Part B1

Part title	
Fall staff by occupational category (Full-time)	
Sample record	
`UNITID=100663,SURVSECT=HR1,PART=B1,OCCCATEGORY1=1,RACEETHNICITYGENDER=1,COUNT=nnnnn`	
Key	**Value**
UNITID	This is the value entered in the Unit ID field on the HR IPEDS Export (HIEX) form. It is the same for all records in the HR survey export file.
SURVSECT	This value is the same for all records in the HR survey export file.
PART	This value is the same for all records in this part.
OCCCATEGORY1	This is one of 18 possible values defined by IPEDS in their Occupational Category (1) table. Colleague determines which employees to count for each of these values based on the employee's IPEDS function and the occupational category defined for the SOC code that is associated with the employee's primary position.
RACEETHNICITYGENDER	This is one of 19 possible values defined by IPEDS. When race and ethnicity are reported, values 1 through 18 are used. When race and ethnicity are not reported, value 21 is used. Colleague determines which employees to count for each of these values based on the employee's gender and race/ethnicity.
COUNT	This is the number of employees with the specified combination of occupational category and race/ethnicity/gender.

Part B2

Part title	
Full-time non-instructional staff by tenure, medical school, and occupational category	
Sample record	
`UNITID=100663,SURVSECT=HR1,PART=B2,TENURE=1,ISMEDICAL=0,OCCCATEGORY1=2,COUNT=nnnnn`	
Key	**Value**
UNITID	This is the value entered in the Unit ID field on the HR IPEDS Export (HIEX) form. It is the same for all records in the HR survey export file.
SURVSECT	This value is the same for all records in the HR survey export file.
PART	This value is the same for all records in this part.
TENURE	This is one of six possible values defined by IPEDS. Colleague determines which employees to count for each of these values based on the employee's faculty status, tenure type, and IPEDS contract type.
ISMEDICAL	This is "0" for non-medical staff and "1" for medical staff. Colleague determines which employees to count for each of these values based on the employee's medical indicator.
OCCCATEGORY1	This is one of 11 possible values defined by IPEDS in their Occupational Category (1) table (values 2 through 12). Colleague determines which employees to count for each of these values based on the employee's IPEDS function and the occupational category defined for the SOC code that is associated with the employee's primary position.
COUNT	This is the number of employees with the specified combination of tenure, medical indicator, and occupational category.

Part B3

Part title	
Full-time non-instructional staff by medical school, and occupational category	
Sample record	
`UNITID=100663,SURVSECT=HR1,PART=B3,ISMEDICAL=0,OCCCATEGORY1=2,COUNT=nnnnn`	
Key	**Value**
UNITID	This is the value entered in the Unit ID field on the HR IPEDS Export (HIEX) form. It is the same for all records in the HR survey export file.
SURVSECT	This value is the same for all records in the HR survey export file.
PART	This value is the same for all records in this part.
ISMEDICAL	This is "0" for non-medical staff and "1" for medical staff. Colleague determines which employees to count for each of these values based on the employee's medical indicator.
OCCCATEGORY1	This is one of five possible values defined by IPEDS in their Occupational Category (1) table (values 13 through 17). Colleague determines which employees to count for each of these values based on the occupational category defined for the SOC code that is associated with the employee's primary position.
COUNT	This is the number of employees with the specified combination of medical indicator and occupational category.

Part D1

Part title	
Fall staff by occupational category (Part-time)	
Sample record	
`UNITID=100663,SURVSECT=HR1,PART=D1,OCCCATEGORY1=1,RACEETHNICITYGENDER=2,COUNT=nnnnn`	
Key	**Value**
UNITID	This is the value entered in the Unit ID field on the HR IPEDS Export (HIEX) form. It is the same for all records in the HR survey export file.
SURVSECT	This value is the same for all records in the HR survey export file.
PART	This value is the same for all records in this part.
OCCCATEGORY1	This is one of 18 possible values defined by IPEDS in their Occupational Category (1) table. Colleague determines which employees to count for each of these values based on the employee's IPEDS function and the occupational category defined for the SOC code that is associated with the employee's primary position.
RACEETHNICITYGENDER	This is one of 19 possible values defined by IPEDS. When race and ethnicity are reported, values 1 through 18 are used. When race and ethnicity are not reported, value 21 is used. Colleague determines which employees to count for each of these values based on the employee's gender and race/ethnicity.
COUNT	This is the number of employees with the specified combination of occupational category and race/ethnicity/gender.

Part D2

Part title	
Graduate assistants by occupational category and race/ethnicity/gender	
Sample record	
`UNITID=100663,SURVSECT=HR1,PART=D2,OCCCATEGORY4=1,RACEETHNICITYGENDER=1,COUNT=nnnnn`	
Key	**Value**
UNITID	This is the value entered in the Unit ID field on the HR IPEDS Export (HIEX) form. It is the same for all records in the HR survey export file.
SURVSECT	This value is the same for all records in the HR survey export file.
PART	This value is the same for all records in this part.
OCCCATEGORY4	This is one of eight possible values defined by IPEDS in their Occupational Category (4) table. Colleague determines which employees to count for each of these values based on the employee's IPEDS function and the occupational category defined for the SOC code that is associated with the employee's primary position.
RACEETHNICITYGENDER	This is one of 19 possible values defined by IPEDS. When race and ethnicity are reported, values 1 through 18 are used. When race and ethnicity are not reported, value 21 is used. Colleague determines which employees to count for each of these values based on the employee's gender and race/ethnicity.
COUNT	This is the number of employees with the specified combination of occupational category and race/ethnicity/gender.

Part D3

Part title	
Part-time staff by tenure, medical school, and occupational category	
Sample record	
`UNITID=100663,SURVSECT=HR1,PART=D3,TENURE=1,ISMEDICAL=0,OCCCATEGORY3=2,COUNT=nnnnn`	
Key	**Value**
UNITID	This is the value entered in the Unit ID field on the HR IPEDS Export (HIEX) form. It is the same for all records in the HR survey export file.
SURVSECT	This value is the same for all records in the HR survey export file.
PART	This value is the same for all records in this part.
TENURE	This is one of six possible values defined by IPEDS. Colleague determines which employees to count for each of these values based on the employee's faculty status, tenure type, and IPEDS contract type.
ISMEDICAL	This is "0" for non-medical staff and "1" for medical staff. Colleague determines which employees to count for each of these values based on the employee's medical indicator.
OCCCATEGORY3	This is one of 15 possible values defined by IPEDS in their Occupational Category (3) table (values 1 through 15). Colleague determines which employees to count for each of these values based on the employee's IPEDS function, the employee's credit category, and the occupational category defined for the SOC code that is associated with the employee's primary position.
COUNT	This is the number of employees with the specified combination of medical indicator and occupational category.

Part D4

Part title	
Part-time non-instructional staff by medical school, and occupational category	
Sample record	
`UNITID=100663,SURVSECT=HR1,PART=D4,ISMEDICAL=0,OCCCATEGORY3=16,COUNT=nnnnn`	
Key	**Value**
UNITID	This is the value entered in the Unit ID field on the HR IPEDS Export (HIEX) form. It is the same for all records in the HR survey export file.
SURVSECT	This value is the same for all records in the HR survey export file.
PART	This value is the same for all records in this part.
ISMEDICAL	This is "0" for non-medical staff and "1" for medical staff. Colleague determines which employees to count for each of these values based on the employee's medical indicator.
OCCCATEGORY3	This is one of 13 possible values defined by IPEDS in their Occupational Category (3) table (values 16 through 20 and 22 through 29). Colleague determines which employees to count for each of these values based on the employee's IPEDS function, the employee's graduate assistant flag, and the occupational category defined for the SOC code that is associated with the employee's primary position.
COUNT	This is the number of employees with the specified combination of medical indicator and occupational category.

Part G1

Part title	
Salaries of instructional staff	
Sample record	
`UNITID=100663,SURVSECT=HR1,PART=G1,RANK=1,GENDER=1,9MCOUNT=nnnn,10MCOUNT=nnnnn,11MCOUNT=nnnn,12MCOUNT=nnnnn,SOUTLAYS=nnnnnnnnnnnn`	
Key	**Value**
UNITID	This is the value entered in the Unit ID field on the HR IPEDS Export (HIEX) form. It is the same for all records in the HR survey export file.
SURVSECT	This value is the same for all records in the HR survey export file.
PART	This value is the same for all records in this part.
RANK	This is one of seven possible values defined by IPEDS. Colleague determines which employees to count for each of these values based on the academic rank of the employee's primary position.
GENDER	This is "1" for male and "2" for female. Colleague determines which employees to count for each of these values based on the employee's medical indicator.
9MCOUNT	This is the number of employees with 9-month contracts and with the specified combination of rank and gender. Colleague determines the number of months based on the employee's contract months.

Part title *(continued)*	
Salaries of instructional staff	
Sample record *(continued)*	
`UNITID=100663,SURVSECT=HR1,PART=G1,RANK=1,GENDER=1,9MCOUNT=nnnn,10MCOUNT=nnnnn,11MCOUNT=nnnn,12MCOUNT=nnnnn,SOUTLAYS=nnnnnnnnnnnn`	
Key	**Value**
10MCOUNT	This is the number of employees with 10-month contracts and with the specified combination of rank and gender. Colleague determines the number of months based on the employee's contract months.
11MCOUNT	This is the number of employees with 11-month contracts and with the specified combination of rank and gender. Colleague determines the number of months based on the employee's contract months.
12MCOUNT	This is the number of employees with 12-month contracts and with the specified combination of rank and gender. Colleague determines the number of months based on the employee's contract months.
SOUTLAYS	This is the total of all salaries for the individuals included in this part. Colleague determines the employee's salary based on the employee's base salary.

Part G2

Part title	
Salaries of non-instructional staff	
Sample record	
`UNITID=100663,SURVSECT=HR1,PART=G2,OCCCATEGORY2=1,SOUTLAYS=nnnnnnnnnnnn`	
Key	**Value**
UNITID	This is the value entered in the Unit ID field on the HR IPEDS Export (HIEX) form. It is the same for all records in the HR survey export file.
SURVSECT	This value is the same for all records in the HR survey export file.
PART	This value is the same for all records in this part.
OCCCATEGORY2	This is one of 13 possible values defined by IPEDS in their Occupational Category (2) table. Colleague determines which employees to count for each of these values based on the employee's IPEDS function and the occupational category defined for the SOC code that is associated with the employee's primary position.
SOUTLAYS	This is the total of all salaries for the individuals included in this part. Colleague determines the employee's salary based on the employee's base salary.

Part H1

Part title	
Full-time new hire instructional staff by tenure status and race/ethnicity/gender	
Sample record	
`UNITID=100663,SURVSECT=HR1,PART=H1,TENURE=1,RACEETHNICITYGENDER=1,COUNT=nnnnn`	
Key	**Value**
UNITID	This is the value entered in the Unit ID field on the HR IPEDS Export (HIEX) form. It is the same for all records in the HR survey export file.
SURVSECT	This value is the same for all records in the HR survey export file.
PART	This value is the same for all records in this part.
TENURE	This is one of six possible values defined by IPEDS. Colleague determines which employees to count for each of these values based on the employee's faculty status, tenure type, and IPEDS contract type.
RACEETHNICITYGENDER	This is one of 19 possible values defined by IPEDS. When race and ethnicity are reported, values 1 through 18 are used. When race and ethnicity are not reported, value 21 is used. Colleague determines which employees to count for each of these values based on the employee's gender and race/ethnicity.
COUNT	This is the number of employees with the specified combination of tenure and race/ethnicity/gender.

Part H2

Part title	
New hires by occupational category, race/ethnicity/gender	
Sample record	
`UNITID=100663,SURVSECT=HR1,PART=H2,OCCCATEGORY5=1,RACEETHNICITYGENDER=1,COUNT=nnnnn`	
Key	**Value**
UNITID	This is the value entered in the Unit ID field on the HR IPEDS Export (HIEX) form. It is the same for all records in the HR survey export file.
SURVSECT	This value is the same for all records in the HR survey export file.
PART	This value is the same for all records in this part.
OCCCATEGORY5	This is one of 13 possible values defined by IPEDS in their Occupational Category (5) table (values 2 through 14). Colleague determines which employees to count for each of these values based on the employee's IPEDS function and the occupational category defined for the SOC code that is associated with the employee's primary position.
RACEETHNICITYGENDER	This is one of 19 possible values defined by IPEDS. When race and ethnicity are reported, values 1 through 18 are used. When race and ethnicity are not reported, value 21 is used. Colleague determines which employees to count for each of these values based on the employee's gender and race/ethnicity.
COUNT	This is the number of employees with the specified combination of occupational category and race/ethnicity/gender.

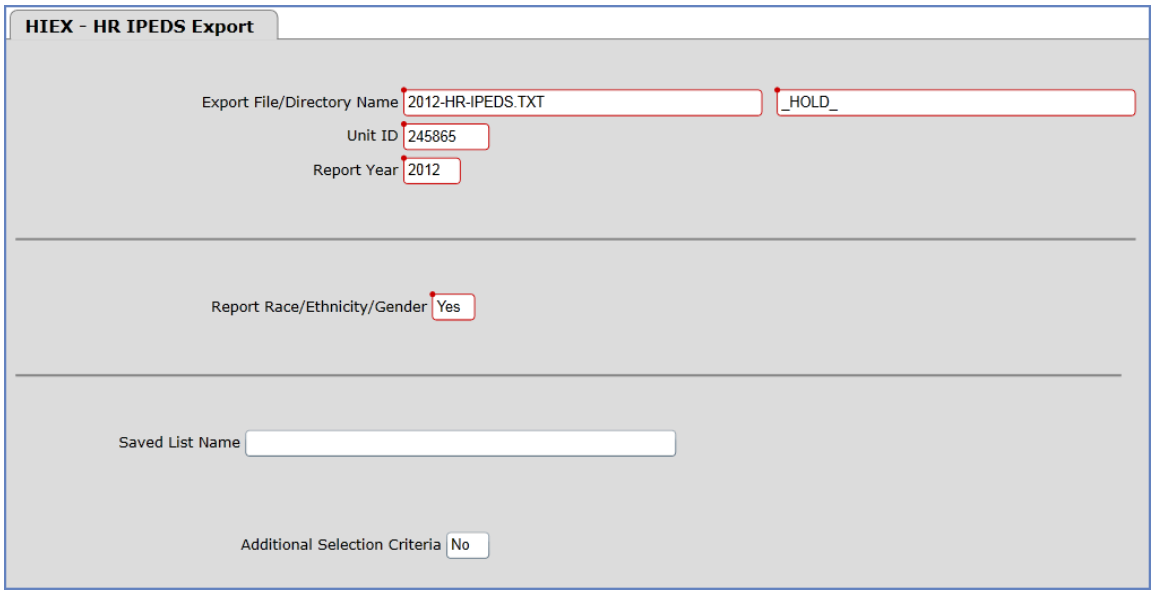
Forms used

Table 14 lists the form that is used to generate the HR IPEDS export file.

Table 14: Form used to generate the HR IPEDS export file

Form	Purpose
HR IPEDS Export (HIEX)	Generate the file for upload to IPEDS

Figure 5: HR IPEDS Export (HIEX) form



Institutions with two or more IPEDS unit IDs

If your institution uses one installation of Colleague to manage two or more separate branches, each with its own IPEDS unit ID, you must run the HIEX process once for each unit ID that you are reporting. In that case, each time you run this process, you must use a saved list or additional selection criteria to identify which records in the HR IPEDS work file (HR.IPEDS.WORK) are to be included.

Note: If you are reporting for two or more unit IDs, be sure to give each export file a unique name or to save it in a distinct directory.

Before you begin

Before generating your HR IPEDS export file, complete the steps outlined in Table 15.

Table 15: Preliminary steps for generating the HR IPEDS export file

Step	Action	Discussion
1.	If you must submit reports for two or more IPEDS unit IDs, do one of the following: • Create saved lists to identify the sets of HR.IPEDS.WORK records that you want to include for each unit ID. • Determine the criteria to use on the Additional Selection Criteria form to select the HR.IPEDS.WORK records that you want to include for each unit ID.	If the data in the HR.IPEDS.WORK file is insufficient to identify the employees that should be included in the counts for a particular unit ID, you can create a computed column in the HR.IPEDS.WORK file to access the necessary data in other files, such as the POSITION file. See "Building the HR IPEDS Work File" on page 16 for detailed information about the HR.IPEDS.WORK file.
2.	Check with your system administrator to ensure that you have access to a Colleague directory where you can save your export files.	

Procedure for generating the HR IPEDS export file

Complete the following steps to generate the HR IPEDS export file.

1. Access the HR IPEDS Export (HIEX) form.
2. Complete the following fields:
   - **Export File.** If you are reporting for two or more unit IDs, be sure to give the export file a unique name or to save it in a distinct directory.
   - **Directory Name.** If you are reporting for two or more unit IDs, be sure to give the export file a unique name or to save it in a distinct directory.
   - **Unit ID**
   - **Report Year**
   - **Report Race/Ethnicity/Gender**
3. *If you are reporting for two or more unit IDs,* complete the following fields:
   - Saved List Name
   - Additional Selection Criteria
4. Save the form.

5. If you entered “Yes” in the Additional Selection Criteria field, complete the Additional Selection Criteria form and save your work.
6. On the Change Peripheral Defaults form, which is displayed twice, enter your output preferences first for the HR IPEDS Export Summary report and then for the batch errors report.
7. On the Process Handler form, set the process to run immediately.
8. Review the HR IPEDS Export Summary report and the error report and resolve any errors. See Interpreting the HR IPEDS export summary report for additional information about the HR IPEDS Export Summary report and Troubleshooting export file problems for additional information about the error report.

Interpreting the HR IPEDS export summary report

The HR IPEDS Export Summary report provides confirmation that the export file was created and tells you how many of the records in the HR.IPEDS.WORK file were counted in each part of the export file. Figure 6 shows an example of the HR IPEDS Export Summary report.

Figure 6: HR IPEDS Export Summary - sample report

```
Jan 11 2013                          HR IPEDS Export Summary                                          Page  1
11:21AM


Part A1 Full-time instructional staff by tenure status, academic rank and race/ethnicity/gender:          252
Part A2 Full-time instructional staff by tenure, medical school, and function:                            252
Part B1 Fall staff by occupational category (Full-time):                                                  840
Part B2 Full-time non-instructional staff by tenure, medical school, and occupational category:           299
Part B3 Full-time non-instructional staff by medical school, and occupational category:                   289
Part D1 Fall staff by occupational category (Part-time):                                                  135
Part D2 Graduate assistants by occupational category and race/ethnicity/gender:                             0
Part D3 Part-time staff by tenure, medical school, and occupational category:                             106
Part D4 Part-time non-instructional staff by medical school, and occupational category:                    29
Part G1 Salaries of instructional staff:                                                        $19,825,317
Part G2 Salaries of non-instructional staff:                                                    $27,792,823
Part H1 Full-time new hire instructional staff by tenure status and race/ethnicity/gender:                 13
Part H2 New hires by occupational category, race/ethnicity/gender:                                         24

2012-HR-IPEDS.TXT file created in directory _HOLD_
```

If you want to know exactly who was counted in each part of the export file or if you want to verify the totals for each part, you can filter the data in the Excel file, which you created when you ran the HR IPEDS Report Extract (HRIE) process, based on the criteria presented in Table 16.

Warning! *Before comparing the HR IPEDS Export Summary report with your Excel file, ensure that your Excel file reflects the current data in the HR.IPEDS.WORK file. If necessary, rerun the HRIE process to create an updated Excel file.*

See *"Reviewing and Revising Your HR IPEDS Data" on page 40* *for more information about extracting data from the HR.IPEDS.WORK file into Excel.*

Table 16: HR IPEDS Export Summary report parts/criteria for inclusion

Upload file part	Part title[a]	Excel filters (criteria for inclusion in this part)
A1	Full-time instructional staff by tenure status, academic rank and race/ ethnicity/gender	Empl Status = FT IPEDS Function = IO or IC IPEDS Occup Category = 05
A2	Full-time instructional staff by tenure, medical school, and function	Empl Status = FT IPEDS Function = IO or IC IPEDS Occup Category = 05
B1	Fall staff by occupational category (full-time)	Empl Status = FT IPEDS Occup Category ≠ 06
B2	Full-time non-instructional staff by tenure, medical school, and occupational category	Empl Status = FT IPEDS Occup Category = 01 through 11 (inclusive), but ≠ 05 and ≠ 06 *— or —* Empl Status = FT IPEDS Function = IP or IR IPEDS Occup Category = 05
B3	Full-time non-instructional staff by medical school, and occupational category	Empl Status = FT IPEDS Occup Category = 12 through 16 (inclusive)
D1	Fall staff by occupational category (part-time)	Empl Status = PT IPEDS Occup Category ≠ 06

Table 16: HR IPEDS Export Summary report parts/criteria for inclusion *(continued)*

Upload file part	Part title[a]	Excel filters (criteria for inclusion in this part)
D2	Graduate assistants by occupational category and race/ethnicity/gender	Graduate Assistant = Y IPEDS Occup Category = 01 through 11 (inclusive)
D3	Part-time staff by tenure, medical school, and occupational category	Empl Status = PT IPEDS Occup Category = 01 through 11 (inclusive), excluding 06 Graduate Assistant ≠ Y
D4	Part-time Non-instructional staff by medical school, and occupational category	Empl Status = PT IPEDS Occup Category = 12 through 17 (inclusive) Graduate Assistant ≠ Y *— or —* Empl Status = PT IPEDS Occup Category = 01 through 11 (inclusive) Graduate Assistant = Y[b]
G1	Salaries of Instructional staff	Empl Status = FT IPEDS Function = IO or IC IPEDS Occup Category = 05 Contract Months = 9, 10, 11, or 12 Medical Indicator ≠ Y[c]
G2	Salaries of non-instructional staff	Empl Status = FT IPEDS Occup Category ≠ 05 and ≠ 06 Medical Indicator ≠ Y *— or —* Empl Status = FT IPEDS Function = IP or IR IPEDS Occup Category = 05 Medical Indicator ≠ Y

Table 16: HR IPEDS Export Summary report parts/criteria for inclusion *(continued)*

Upload file part	Part title[a]	Excel filters (criteria for inclusion in this part)
H1	Full-time new hire instructional staff by tenure status and race/ethnicity/ gender	Empl Status = FT IPEDS Function = IO or IC IPEDS Occup Category = 05 New Hire = Y
H2	New hires by occupational category, Race/Ethnicity/Gender	Empl Status = FT IPEDS Occup Category ≠ 05 and ≠ 06 New Hire = Y *— or —* Empl Status = FT IPEDS Function = IP or IR IPEDS Occup Category = 05 New Hire = Y

[a.] *The part titles used in this table are those provided in the HR IPEDS import specifications as of December 11, 2012.*

[b.] *Even though the heading in the import file specification says "non-instructional staff," the occupational categories that are specified for this part encompass graduate teaching assistants and graduate assistants in other occupational categories.*

[c.] *Although the import file specification does not refer to non-medical employees for this part, the survey pages to which this part corresponds and the survey instructions say that part G is for full-time, non-medical, instructional staff.*

Troubleshooting export file problems

Table 17 lists the errors that you might encounter when you generate the export file, along with the cause of each and notes about correcting the situation.

Note: Ellucian recommends that whenever possible you correct the source data in Colleague and not only the derived data in the work file. However, remember that when you correct only the source data in Colleague, you must regenerate the work file using the Build HR IPEDS Work File (BIWF) form. See "Building the HR IPEDS Work File" on page 16 and "Reviewing and Revising Your HR IPEDS Data" on page 40 for additional information.

Table 17: Export file generation errors

Message	Cause	Resolution
Employee #: Credit category could not be determined for part *X*.	The Credit Category field in the HR.IPEDS.WORK file is blank, and it is required to properly count this employee. This could be because • No credit category was assigned to the employee when the work file was generated. • The credit category was deleted from the employee's record in the work file. • A record was manually added to the work file and the employee's credit category was omitted.	Enter the correct credit category in the Credit Cat field on the Maintain HR IPEDS Work Record (MHIW) form. If necessary, you can review the Credit/Non-Credit Rules that were entered on the HR IPEDS Reporting Parameters (HRIP) form, revise them, and rerun the BIWF process.

Table 17: Export file generation errors *(continued)*

Message	Cause	Resolution
Employee #: Gender could not be determined for part *X*.	The Gender field in the HR.IPEDS.WORK file is blank. This could be because • An error was encountered when the work file was generated and it was not resolved at that time. • The gender was deleted from the employee's record in the work file. • A record was manually added to the work file and the employee's gender was omitted.	Enter the appropriate code in the Gender field on the Maintain HR IPEDS Work Record (MHIW) form. If the employee's permanent record in Colleague does not have a gender code, this error would have been reported when the work file was generated. See "Troubleshooting work file problems" on page 32 for additional information.
Employee #: IPEDS contract type could not be determined for part *X*.	The IPEDS Contract Type field in the HR.IPEDS.WORK file is blank, and it is required to properly count this employee. This could be because • No IPEDS contract type was assigned to the employee when the work file was generated. • The contract type was deleted from the employee's record in the work file. • A record was manually added to the work file and the employee's contract type was omitted.	Enter the IPEDS contract type on the PWAG form and rerun the BIWF process. — or — Enter the employee's contract type in the IPEDS Contract Type field on the MHIW form.

Table 17: Export file generation errors *(continued)*

Message	Cause	Resolution
Employee #: Occupational category could not be determined for part *X*.	The IPEDS Occupational Category field in the HR.IPEDS.WORK file is blank. This could be because • An error was encountered when the work file was generated and it was not resolved at that time. • The IPEDS occupational category was deleted from the employee's record in the work file. • A record was manually added to the work file and the employee's occupational category was omitted. — or — The IPEDS Occupational Category field in the HR.IPEDS.WORK file contains a value, but the IPEDS Function field or Credit Category field in the work file are blank. (In some cases, these are also needed to determine the occupational category.)	Enter the correct IPEDS occupational category in the IPEDS Occup Cat field on the Maintain HR IPEDS Work Record (MHIW) form. Use the Person's Positions Summary (POSS) form to determine the employee's primary position. Use the Position Definition (POSD) form to verify that the employee's primary position has an SOC code, then view the SOC code on the SOC Code Definition (SOCD) form to determine its IPEDS occupational category. If the position does not have an SOC code, this error would have been reported when the work file was generated. See "Troubleshooting work file problems" on page 32 for additional information. — or — See "Troubleshooting work file problems" on page 32 for additional information about missing a IPEDS function. See the credit category error, above, for additional information about a missing credit category.

Table 17: Export file generation errors *(continued)*

Message	Cause	Resolution
Employee #: Race/ethnicity and/or gender could not be determined for part *X*.	The Ethnicity or Gender fields in the HR.IPEDS.WORK file are blank. This could be because • An error was encountered when the work file was generated and it was not resolved at that time. • The ethnicity or gender was deleted from the employee's record in the work file. • A record was manually added to the work file and the employee's ethnicity or gender was omitted.	Enter the appropriate code in the Gender field and the Ethnicity field on the Maintain HR IPEDS Work Record (MHIW) form. If the employee's permanent record in Colleague does not contain race/ethnicity or gender information, this error would have been reported when the work file was generated. See "Troubleshooting work file problems" on page 32 for additional information.
Employee #: Rank could not be determined for part *X*.	The Academic Rank field in the HR.IPEDS.WORK file is blank, and it is required to properly count this employee. This could be because • An error was encountered when the work file was generated and it was not resolved at that time. • The academic rank was deleted from the employee's record in the work file. • A record was manually added to the work file and the employee's academic rank was omitted.	Enter the employee's rank in the Academic Rank field on the Maintain HR IPEDS Work Record (MHIW) form. Use the Position Definition (POSD) form to verify that the employee's primary position has an academic rank. (You can use the Person's Positions Summary [POSS] form to determine the employee's primary position.) If the employee's primary position does not have an academic rank, this error would have been reported when the work file was generated. See "Troubleshooting work file problems" on page 32 for additional information.

Table 17: Export file generation errors *(continued)*

Message	Cause	Resolution
Employee #: Tenure could not be determined for part *X*.	The Tenure Type field in the HR.IPEDS.WORK file is blank, and it is required to properly count this employee. This could be because • An error was encountered when the work file was generated and it was not resolved at that time. • The tenure type was deleted from the employee's record in the work file. • A record was manually added to the work file and the employee's tenure type was omitted.	Enter the employee's tenure type in the Tenure Type field on the Maintain HR IPEDS Work Record (MHIW) form. If the employee's status record does not have a tenure type, this error would have been reported when the work file was generated. See "Troubleshooting work file problems" on page 32 for additional information.

Uploading the Export File to IPEDS

In this chapter

This chapter provides a brief overview of the process for uploading your export file to IPEDS. Table 18 lists the topics that are covered.

Table 18: Topics in this chapter

Topic	Page
Before you begin	74
Procedure for uploading the HR IPEDS export file	74
Troubleshooting file upload problems	75

Before you begin

Before you begin, verify that you can use your computer's file manager to access the export file that you will submit to IPEDS. This confirms that the file will be accessible to you when you start the upload procedure.

If the Colleague directory where you saved your export file is mapped to a drive that is accessible using your computer's file manager, then you are ready to begin. If not, you can download the file to your computer using the Colleague File Export (FLDL) form.

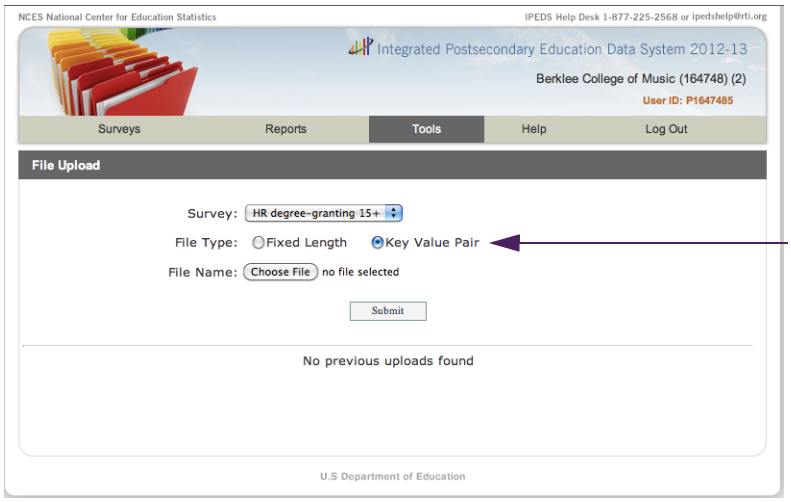
If you are uncertain about how to proceed, check with your system administrator.

Procedure for uploading the HR IPEDS export file

Complete the following steps to upload your HR IPEDS export file to IPEDS.

1. Log into the IPEDS website and choose **Tools > File Import/Upload.**
2. Read the help provided for the "File Upload" page for detailed information.

3. Complete the steps to upload your file, being sure to select "Key Value Pair" for the **File Type.**



4. Choose your export file and click **Submit.**

   After you upload your export file, you review your data page by page, just as if you were entering it manually.

5. Complete the steps to review, edit, and lock your submission.

   Note: Up until you lock your submission, you can upload your export file as many times as needed.

   According to the IPEDS website,[1] "Each import initializes records to null, by UnitID, deleting any data that were entered." Therefore, if you find that there are *significant* problems with the data you've uploaded, you can correct your data in Colleague, rebuild your work file, manually adjust your work file if necessary, regenerate your export file, and complete the upload process again.

Troubleshooting file upload problems

The best source of information for troubleshooting issues that occur after you upload your file to IPEDS is the IPEDS website. In addition, you may find "Troubleshooting work file problems" on page 32 and "Troubleshooting export file problems" on page 69 helpful.

1. *https://surveys.nces.ed.gov/IPEDS/Information.aspx, January 24, 2013.*