

## Calculating the HIGHEST EDUCATIONAL LEVEL CODE column in the HR Detail Report for Fall 2019

**\*Edited February 1, 2021 to update Job Aid link**

The HRDM Digest Report, HRDMX0103: INSTRUCTIONAL FACULTY BY HIGHEST DEGREE uses the HRDM data field Highest Education Level Code to determine the column contents.

In 2019, the OneUSG data source for this HRDM field was removed from the Personal Data information:

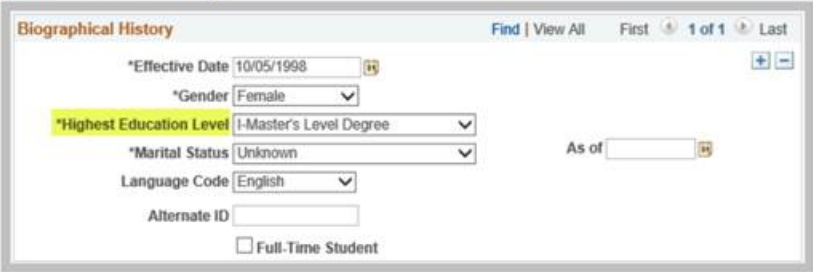
P. 34 of July 2019 release document:

[pdf](#)

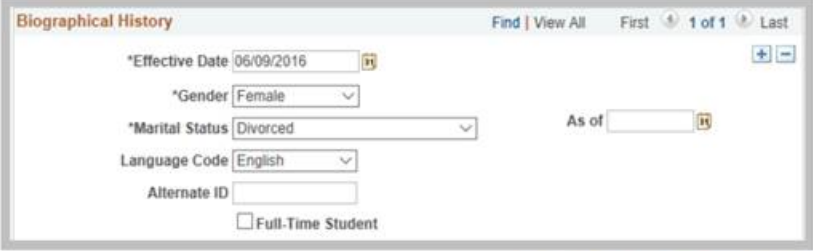
# Page Change

- Personal Data
  - Highest Education Level field has been removed under Biographical History

**Before**



**After**



In the Know with OneUSG Connect 34

Since the Highest Education Level information is no longer maintained in OneUSG, USG needed to change the source of data used for the Digest Report categorizing Instructional Faculty by Highest Educational Degree.

The Digest Report's new source for this data comes from calculating the highest educational level from all of an employee's degrees listed in the employee education information in HRDM. The OneUSG source of this information is from the degrees entered into Person Profiles. The Job Aid information for entering degrees for an employee is at:

[https://usg.service-now.com/usgsp?id=kb\\_article\\_view&sysparm\\_article=USGKB0011977&sys\\_kb\\_id=633c0980db0a6010ee065cb8dc9619bb&spa=1](https://usg.service-now.com/usgsp?id=kb_article_view&sysparm_article=USGKB0011977&sys_kb_id=633c0980db0a6010ee065cb8dc9619bb&spa=1)

**How the HIGHEST EDUCATION LEVEL CODE is calculated in the HR Cognos report:**

After the change was made to no longer maintain the Highest Education Level field in OneUSG, a decision was made to pull the highest degree information from the HRDM Employee Education data and map that degree level to the existing HRDM codes for Highest Education Level. If there is no Employee Education information for an employee, the most recently recorded Highest Education Level data will be used.

**Procedure:**

1. Pull the Degree Level Code from the highest degree listed in an employee’s degree information. Map this Degree Level Code to a Highest Education Level Code. \*
2. If there is no Degree information (in OneUSG and therefore in HRDM) for an employee, the former (currently not maintained) Highest Education Level is used.

\* Mapping guide:

HRDM Mapping from Degree Level table to Highest Education Level table				
Table1. Highest Education Level		Table2. Degree Level		Mapping to Highest Education Level
HIGHEST_EDU_LEVEL_CODE	DESCR	DEGREE_LEVEL	DEGREE_LEVEL_DESC	HIGHEST_EDU_LEVEL_CODE
A	Not Indicated	N	Non Degree Seeking Undergrad	D
B	Less Than HS Graduate	01	No Formal Education	B
C	HS Graduate or Equivalent	02	Elementary School Completed	B
D	Some College	03	Some High School	B
E	Technical School	04	High School Graduate	C
F	2-Year College Degree	T	Trade School	E
G	Bachelor’s Level Degree	05	Terminal Occupation Program	E
H	Some Graduate School	06	Terminal Occupation Program	E
I	Master’s Level Degree	U	University	D
J	Doctorate (Academic)	07	Some College - Less than 1 Yr	D
K	Doctorate (Professional)	Z	Certificate of less than a yr	D
L	Post-Doctorate	08	One Year College	D
M	Educational Specialist	C	One Year Certificate	D
		09	Two Years College	D
		V	Career Associate	F
		10	Associate Degree	F
		E	2 yr Vocational Certificate	D
		11	Three Years College	D
		A	University - Advanced	D
		12	Four Years College	D
		13	Bachelor Degree	G
		14	Post Bachelors	H
		F	Advanced Certificate	H
		17	Masters Degree	I
		18	Post Masters	I
		19	Sixth Year Degree	M
		S	Education Specialist	M
		20	Post Sxth Year	M
		21	Doctorate Degree	J
		15	First Professional	K
		16	Post-First Professional	K
		22	Post Doctorate	L
		null	not indicated	A