

2019 IPEDS HR Data Validation Schedule

November 1, 2019: IPEDS Census date

November 1, 2019: 2019 HR Cognos reports available for review

November 1, 2019 - January 14, 2020 (Validation Period): Review HR Cognos reports for accuracy and make necessary changes in the HCM source system. Email helpdesk@usg.edu for assistance if there are discrepancies between the HCM source system and what appears in the Cognos reports.

December 11, 2019 – HR IPEDS survey data uploaded on NCES site. Subsequent uploads are done per the request of the institution.

January 29, 2020: Validation closes; **reporting is finalized.**

Cognos Data Validation Process:

Please note that changes made in HCM are NOT reflected “live” in Cognos, and take roughly one business day to process. For example, if you enter data into HCM by 5pm on Monday, you can review these changes in Cognos starting at 8am on Wednesday.

All changes MUST have an effective date of less than or equal to November 1, 2019 in order for an employee to appear in the 2019 Cognos reports. If you are making changes to HCM records during the validation period, please keep in mind to enter an effective date that is consistent with these parameters.