

## **HR Digest Reports and Definitions**

The HR Digest reports provide information about the faculty employed in the University System of Georgia. The data reflect employees on payroll as of November 1 of the collection year.

USG Cohort Definitions for HR Digest Reports	Pages 2-3
Variable Definitions for HR Digest Reports	Pages 4-7
Categories included by HR Digest Report Title	Pages 8-9







<b>Salary</b>		
Salary	IF Paygroup Code = 'M01' (12 month contract) THEN annual salary * .818 ELSE annual salary	HRDMX0107
<b>Race/Ethnicity</b>		
American Indian or Alaskan Native	Ethnic Origin is not Hispanic and race is American Indian or Alaskan Native	HRDMX0106if_race HRDMX0109_race
Asian	Ethnic Origin is not Hispanic and race is Asian	HRDMX0106if_race HRDMX0109_race
Black	Ethnic Origin is not Hispanic and race is Black	HRDMX0106if_raceH RDMX0109_race
Hispanic	Ethnic Origin is Hispanic	HRDMX0106if_race HRDMX0109_race
Multi-Racial	Ethnic Origin is not Hispanic and more than one race is listed	HRDMX0106if_race HRDMX0109_race
Native Hawaiian or Pacific Islander	Ethnic Origin is not Hispanic and race is Native Hawaiian or Pacific Islander	HRDMX0106if_race HRDMX0109_race
Unknown (Race)	No race given	HRDMX0106if_race HRDMX0109_race
White	Ethnic Origin is not Hispanic and race is White	HRDMX0106if_race HRDMX0109_race
<b>Gender</b>		
Female	Gender is Female	HRDMX0106if_gender HRDMX0109_gender
Male	Gender is Male	HRDMX0106if_gender HRDMX0109_gender
Unknown	Gender is Unknown	HRDMX0106if_gender HRDMX0109_gender
<b>Highest Degree<sup>1</sup></b>		
Doctorate	Highest Education Level* = 'J' or 'L' (Academic Doctorate or Post Doctorate))	HRDMX0103

<sup>1</sup> 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 Employee Education data and map that degree level to the existing codes for Highest Education Level. If there is no Employee Education information for an employee, the most recently recorded OneUSG Highest Education Level data will be used.

Professional	Highest Education Level = 'K' (Professional Doctorate)	HRDMX0103
Masters	Highest Education Level = 'I' or 'M' (Master's or Educational Specialist)	HRDMX0103
Baccalaureate	Highest Education Level = 'G' (Bachelor's)	HRDMX0103
Other (Degree)	Highest Education does <u>not</u> = ('G', 'I', 'M', 'K', 'J', 'L')	HRDMX0103
<b>Tenure Status</b>		
Tenured	Tenure Status Code = 'TEN' (Tenured)	HRDMX0105
Non-Tenure/On Track	Tenure Status Code = 'NTK' (On Tenure Track)	HRDMX0105
Not in a Tenure Type Position	Tenure Status Code = 'NA' (Not in a Tenure Type Position) or 'NOT' (Non Tenure, Not on Track)	HRDMX0105
<b>Full-time</b>		
Full-time		

Technical/Paraprofessional    BCAT begins with '6'

## **Categories included by**



### *Full-time Employee Reports*

#### **Full-time Employees by Occupational**

##### **Class**

##### **HRDMX0108**

Instructional Faculty  
Instructional Temporary Faculty  
Instructional Other  
Executive/Administrative  
Administrative/Management  
Professional Non-Faculty  
Secretarial/Clerical  
Technical/Paraprofessional  
Skilled Crafts  
Service/Maintenance  
Other

#### **Full-time Employees by Gender**

##### **HRDMX0109\_gender**

Male  
Female  
Unknown

#### **Full-time Employees by Race/Ethnic Origin**

##### **HRMDX0109\_race**

American Indian or Alaskan Native Asian  
Black  
Hispanic  
Multi-Racial  
Native Hawaiian or Pacific Islander  
White  
Unknown (Race)

### *Other Reports*

#### **Number and Percent of Courses Taught by Instructor Type**

##### **HRDMX1011**

Instructional Faculty  
Temporary Faculty  
GTA  
Part Time (no GTA)  
Others