Human Resources
Data Element Dictionary
Business Processes

January 2024

Research and Policy Analysis and Information Technology Services (along with Shared Services and Human Resources) collaborate on managing human resources data at the system level in the Human Resources Data Mart. Data are collected from OneUSG Connect. This document describes steps taken to access data, resolve questions, or to make additions or modifications to data elements.

Process Description: How to request access to Cognos for HR DED and related reports

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The Human Resources Data Element Dictionary (HR DED) is available online here as a static view. The HR DED can also be run as a report in different formats in

The Human Resources Data Governance Committee will recommend policies, procedures, and best practices related to human resources data for the University System of Georgia (USG) and make decisions related to data collection, storage, and use. The USG's HR data policies, procedures and best practices will provide a consistent approach to the administration and collection of human resources data for the USG and individual institutions with respect for differing institutional missions and scope. The HRDGC will provide institutions with direction, training, and communication related to human resources data. This one committee will fulfill the responsibilities of a functional and technical data governance committee. The functional roles pertain to what is collected and data policy. The technical aspect oversees and provides guidance on technical aspects of collection and policy decisions.

1. HRDGC Composition:
   a. Chair: USG Research and Policy Analysis
   b. 2 USG Human Resources Representatives
   c. 5 Campus HR representatives: 2 from Research, 1 from each other sector
   d. 1 campus MFE representative
   e. 1 USG Academic AffaiEMC /L d[5 C)0.007Tw 5.9(s)-2e4Tc (epr)-5.9(es)-2 (en)10.5 56(at)-66(i)2.6(v)-2 r2 US[18Z n (c)-2TJT[ud18Z ng up t70 Td()s)--2 da(es)]TJves

Process Description: Updating the DED when a data element is modified or a new data element is added

[request form](#)

1. RPA reviews the request and submits the proposed new data element information to the Human Resources Data Governance (HR DGC) for review. All of the following information will be provided for the new data element:
   a. Category
   b. Description
   c. Data Type
   d. Length
   e. Format
   f. Collection Period
   g. Business Practices
   h. Validation Rules
   i. Valid Values
   j. Effective Terms
   k. Target Fields
   l. Change History
   m. Data Source fields

2. Upon approval from HR DGC, Research and Policy Analysis submits request to ITS Administrative Services with the information that will be added into the DED

3. ITS Administrative Services creates a work task ticket, tracks development work, and notifies RPA when the deployment has taken place and a new version of the DED is available.
   a. If the requested change prompts an extraction change, this change must fall into a pre-scheduled release date (scheduled once per quarter)

4. RPA reviews the updated DED and approves or requests further changes as needed.

5. Once updates are completed, RPA and ITS Administrative services communicate the updates:
   a. RPA distributes the new version of the DED to appropriate parties (including the institutional research community through the IRP listserv and the HRDM points of contact through the HRDM-POC listserv) with a notification of the available changes in Cognos.
   b. RPA publishes the updated HR DED on the RPA website [here](#)

Original document, v1, Sept 2015	N/A	N/A	Original document
V2, January 2024	N/A	N/A	Overhauled as part of the HR DED update project