



Human Resources 2020-21

Institution: University of Missouri-System Office (178439)

User ID: 29C0011

## Overview

### Human Resources Overview

Welcome to the IPEDS Human Resources (HR) survey component. The HR component collects important information about your institution's staff.

### Data Reporting Reminders

- Report data to accurately reflect the time period corresponding with the IPEDS survey component, even if such reporting is seemingly inconsistent with prior-year reporting. For example, if a summer term began later than usual due to Coronavirus Pandemic postponements, continue to report using the timeframes as defined in the IPEDS instructions. NCES expects that some data reported during the 2020-21 data collection year will vary from established prior trends due to the impacts of Coronavirus Pandemic. If an error edit is triggered even when submitting accurate data, please indicate in the corresponding context box or verbally to the Help Desk that the seemingly inconsistent data are accurate and reflect the effects of Coronavirus Pandemic.
- Report each employee only once. If an employee could be coded in more than one occupation, code the employee in the occupation that requires the highest level of skill OR if there is no measurable difference in skill requirements, code the employee in the occupation in which they spend the most time.
- Report staff members difficult to categorize in the "Human Resources Survey Evaluation" box at the end of the survey.
- Enter data on each displayed screen. If a screen is not applicable, enter at least one zero in a field on the screen and save before continuing.
- When reporting salary data (applicable to degree-granting institutions only) include all full-time, non-medical school, instructional staff - both with and without faculty status.

See the instructions for the Key Reporting Concepts section -- basic reporting concepts that will assist you in completing the Human Resources survey component.

### Changes to reporting for 2020-21

There are no changes for this survey component.

### Resources:

- To download the survey materials for this component: [Survey Materials](#)
- All staff must now be reported using the new IPEDS occupational categories, which align with the 2018 Standard Occupational Classification (SOC) codes. Additional information and resources can be found in the [IPEDS HR/SOC Information Center](#), including general information about the SOC, the IPEDS/SOC crosswalk, a SOC Browse Tool, Frequently Asked Questions, and Web Tutorials.

## Human Resources Screening Questions

Does your institution have any part-time staff?

*If you answer Yes to this question, you will be provided the screens to report part-time staff.*

- No  
 Yes

Does your institution have graduate assistants?

*If you answer Yes to this question, you will be provided the screens to report graduate assistants.*

- No  
 Yes

Does your institution have 15 or more full-time staff?

- No  
 Yes

Does your institution have a tenure system?

*If you answer Yes to this question, you will be provided the screens to report some data by tenure status.*

- No

Part A1 - Full-time Instructional Staff by Academic Rank and Tenure Status - Tenured










Part A1 - Full-time Instructional Staff by Academic Rank and Tenure Status - Indefinite duration contract















Part B1 - Full-time Non-instructional Staff by Occupational Category










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Part G4 - Salary Outlays for Non-instructional Staff

Salary Outlays for Full-time Non-instructional Staff

Annual Salary Outlays, 2020-21

Occupational category	Number of full-time staff (carried forward from the Part B - FT, non-instructional staff screens)	Total annual salary outlays
<u>Research staff</u>	0	0
<u>Public Service staff</u>	0	0
<u>Library and Student and Academic Affairs and Other Education Services Occupations</u> 25-4000 + 25-2000 + 25-3000 + 25-9000	28	1,640,623
<u>Management Occupations</u> 11-0000	84	11,124,656
<u>Business and Financial Operations Occupations</u> 13-0000	113	6,479,238
<u>Computer, Engineering, and Science Occupations</u> 15-0000 + 17-0000 + 19-0000	177	11,928,305
<u>Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations</u> 21-0000 + 23-0000 + 27-0000	56	4,227,395
<u>Healthcare Practitioners and Technical Occupations</u> 29-0000	0	0
<u>Service Occupations</u> 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	1	32,739
<u>Sales and Related Occupations</u> 41-0000	5	346,881
<u>Office and Administrative Support Occupations</u> 43-0000	34	1,526,084
<u>Natural Resources, Construction, and Maintenance Occupations</u> 45-0000 + 47-0000 + 49-0000	0	0
<u>Production, Transportation, and Material Moving Occupations</u> 51-0000 + 53-0000	3	96,325





Part D - Part-time Staff by Occupational Category

Number of Part-time Staff

A












Part F - Part-time Summary

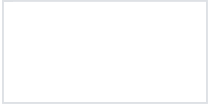





Part H - New Hires, Full-time Staff by Occupational Category


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Part H - New Hires, Full-time Staff by Occupational Category



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Human Resources Survey Evaluation

Were any staff members difficult to categorize? If so, please explain in the box below.

### Prepared by

Prepared by

#### Reporting Reminders:

- The name of the preparer is being collected so that we can follow up with the appropriate person in the event that there are questions concerning the data.
- The Keyholder will be copied on all email correspondence to other preparers.
- The time it took to prepare this component is being collected so that we can continue to improve our estimate of the reporting burden associated with IPEDS.
- Please include in your estimate the time it took for you to review instructions, query and search data sources, complete and review the component, and submit the data through the Data Collection System.
- Thank you for your assistance.

This survey component was prepared by:					
<input checked="" type="radio"/>	Keyholder	<input type="radio"/>	SFA Contact	<input type="radio"/>	HR Contact
<input type="radio"/>	Finance Contact	<input type="radio"/>	Academic Library Contact	<input type="radio"/>	Other
Name:	<input type="text" value="Randy Sade"/>				
Email:	<input type="text" value="SadeR@umsystem.edu"/>				

How many staff from your institution only were involved in the data collection and reporting process of this survey component?	
<input type="text" value="3.00"/>	Number of Staff (including yourself)






NOTE: Full-time-equivalent (FTE) staff is calculated by summing the total number of

Edit Report

Human Resources

Source	Description	Severity	Resolved	Options
<a href="#">Screen: B1 - FT Non-instructional, Occupation - 3</a>				
Upload File	This number(56) is outside the expected range of between 21 and 43 based on the prior year value. Please correct your data or explain. (Error #1387)	Explanation	Yes	
Reason	Increase is due to 17 online learning specialist/coordinators moving from the UM-Columbia to UM System Office.			
<a href="#">Screen: D - Graduate Assistants</a>				
Upload File	This number(0) is outside the expected range of between 1 and 30 based on the prior year value. Please correct your data or explain. (Error #1387)	Explanation	Yes	
Reason	There are no Graduate Research Assistants.			
<a href="#">Screen: H - New Hires Instructional, Tenure</a>				
Perform Edits	This number is expected to be greater than zero. Please correct your data or explain. (Error #1392)	Explanation	Yes	
Reason	System Administrative Office has no instructional staff.			