



Southern African Association for Institutional Research

Foundations of HEMIS 2015

Staff reporting: Key concepts and issues

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- Applicable SAPSE documentation
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- Neels Bezuidenhout



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Purpose

The purpose of this session is to explain the foundations and principles of the South African Higher Education Management Information System (HEMIS) as it relates to staff reporting



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Key concepts

- What is a staff member?
- Preparation of Staff information
- Personnel categories
- Programme Classification System (PCS)
- Role of PCS in planning and management
- PCS and HR Reporting
- Full-time equivalent staff



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Staff member

A staff member is a person who is:

- Compensated by the institution by pay or other means for services rendered

or

- While not being paid or compensated by the institution, performs services which normally relate to the institution's normal activities and those activities that would normally have been performed by staff receiving compensation from the institution



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Staff member (Continued)

Staff members include:

- Persons who have been on the payroll in the collection year and who
 - Are permanent employees
 - Are temporary employees (including students who had temporary employment)
 - Were on sick leave, long leave, sabbatical leave, maternity leave, study leave or military leave



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Staff member (Continued)

Staff members also include persons who while not being on the payroll have provided services which relate to the conduct of normal activities:

- Persons compensated by the institution through a means other than pay OR
- Persons who have donated such services OR
- Persons who are paid in full by an external organisation OR
- Persons whose major time appointment is with an external organisation with which the institution has a partnership agreement



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Structured reporting

Two Valpac files



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Personnel Categories

01 Instruction / Research Professionals	Lecturing Staff
02 Executive/Administrative/Managerial Professionals	Executive Management/Deans
03 Specialist/Support Professionals	ICT / Librarians / Auditors
04 Technical Employees	Laboratory assistants
05 Non-professional Administrative Employees	Faculty Officers / Exam admin
06 Crafts/Trades Employees	Electrician/Plumber
07 Service Employees	Cleaners / Landscaping

07 REQUIREMENTS:
Primary function is unskilled activities

Programme Classification System (PCS)

- A logical framework that are used to classify the **resources and activities** of an institution
- A programme is defined as an aggregation of activities serving a common set of objectives

Programme Classification System (PCS)

- 11 Programmes that can further be disaggregated into sub-programmes (not required for HEMIS)
- Three primary programmes
 - Instruction
 - Research
 - Public Servicedirectly related to the primary objectives of a university



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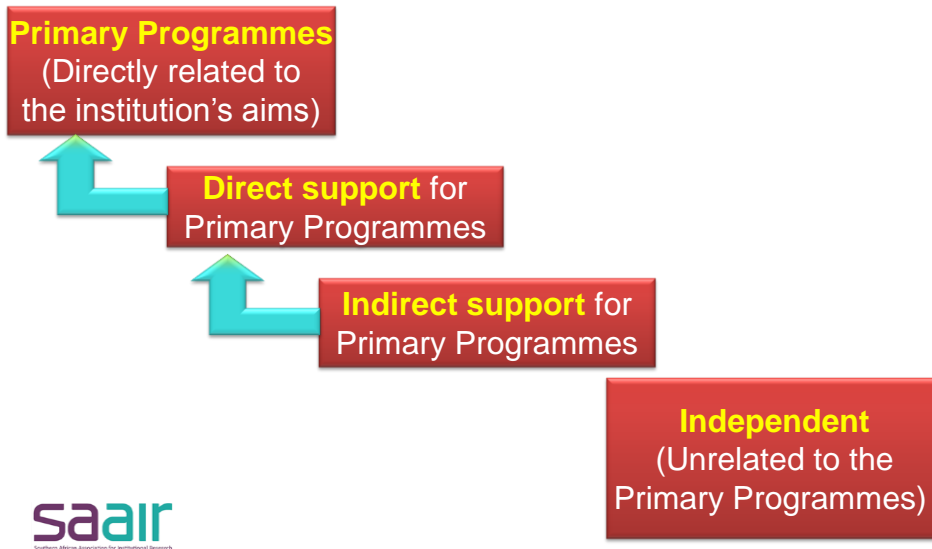
Role of Programme Classification System in planning & management

- Focus on programmes
- Hierarchical structure
- Serve as common language and framework for comparison between institutions



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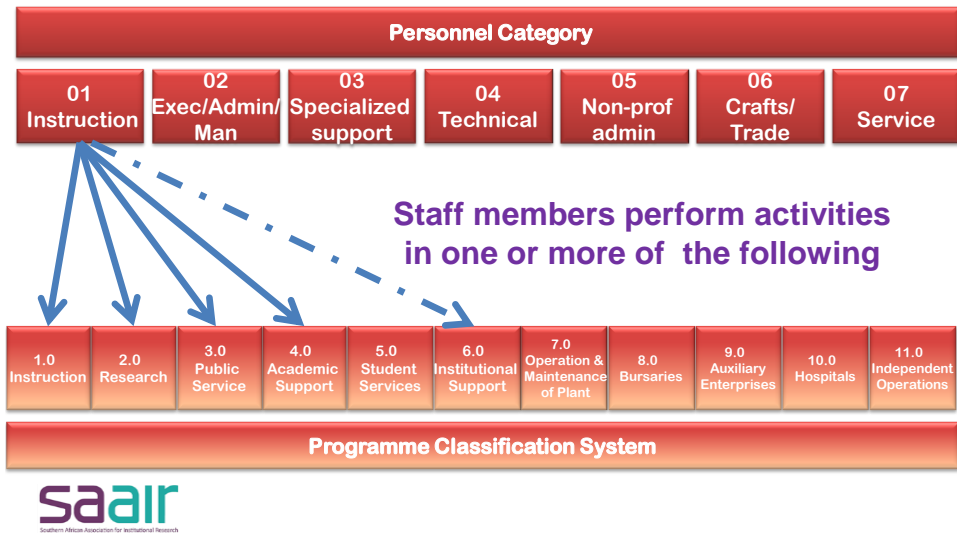
Programme relationship to Institution's primary aims



Programme Classification System



How does it fit ?

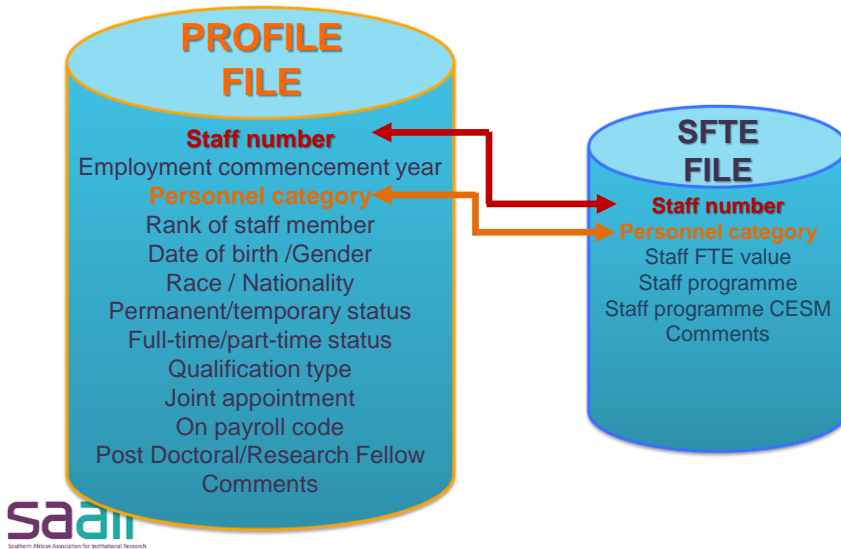


Programme Classification System: Sub-programs

Instruction/Research

- **Instructional offerings**
 - Classification of Education Subject Matter (CESM)
 - Course levels
- **Research offerings**
 - Classification of Education Subject Matter (CESM)

The staff relationship



Full-time Equivalent staff

- Full time employees in service for whole year is counted as one FTE per year
- If in service for fraction of the year that fraction will be the FTE value
- Part time employees - fraction of the workload of a full time employee

Calculation of FTE staff

- Problematic and not done consistently over the system
- Based on time as portion of a full-time employee or
- Based on remuneration



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How do we deal with problematic cases

- Don't look at individual
- Look at the position and what they are doing
- Principle: What do you need ideally
- Joint appointments: Ward rounds and patient care not instruction/research, only when teaching in classroom situation and performing academic research



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PCS and HR reporting

- Timesheets or other time allocation mechanism
- Annual contact hours undertaken by instruction/ research professionals
- Further divided into CESM's and Course levels
- Useful to break up into individual courses for internal purposes



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Problematic cases?

PERSONNEL CATEGORY?

- Honours student assisting with teaching, e.g. tutors. Personnel category?
- Joint appointments, time spend on ward rounds and patient care - Instruction/research?



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Problematic cases?

PERMANENT/TEMPORARY AND FULL-TIME/PART-TIME?

- Joint appointments. Permanent / Part-time?
- Permanent staff members of an Article 18(a) College. Permanent or Part-time?
- Postdocs and Research Fellows



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Data integrity

Old familiar GIGO

- Pro-active cleaning up of data as tested by Valpac validations and to ensure Institutional rules are adhered to in the appointment process.
- Software available to assist with this process
- Automated checks distributed and checkups done
- Some Institutions have a data integrity officer



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VALPAC

- **What is Valpac?**

- Software provided by DHET to ensure a standardised platform for consolidation of all HEMIS information
- To validate data
- To generate standardised reports
- To ensure a uniform standard of reporting

- **Valpac validations**

- Validates all data across the six files
- Generate validation / error reports
- Data quality insurance / Data Integrity

- **Valpac Staff Reports**



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The beginning

**... of a better understanding of
HEMIS staff reporting**

Thank you

Questions



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