Southern African Association for Institutional Research

Foundations of HEMIS 2016

Staff reporting:
Key concepts and issues

Presented by:
Lynne Angus, Rhodes University

CC BY NC

Acknowledgements

- Valpac documentation
- Applicable SAPSE documentation
- Presentations by the author on related aspects
- Herman Visser
- Neels Bezuidenhout
- Natalie Ripley
- Lynne Angus

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**

SOUTHERN AFRICAN ASSOCIATION FOR INSTITUTIONAL RESEARCH

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

SOUTHERN AFRICAN ASSOCIATION FOR INSTITUTIONAL RESEARCH

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

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

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:

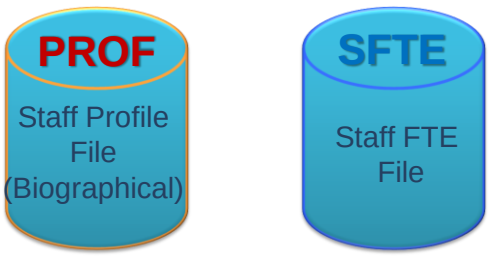
- Persons compensated by the institution

  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

saair SOUTHERN AFRICAN ASSOCIATION FOR INSTITUTIONAL RESEARCH

Structured reporting

Two Valpac files



saair

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 is 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 Service

  directly related to the primary objectives of a university

Role of Programme Classification System in planning & management

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

SOUTHERN AFRICAN ASSOCIATION FOR INSTITUTIONAL RESEARCH

Programme relationship to Institution's primary aims

Primary Programmes (Directly related to the institution's aims)

Direct support for Primary Programmes

Indirect support for Primary Programmes

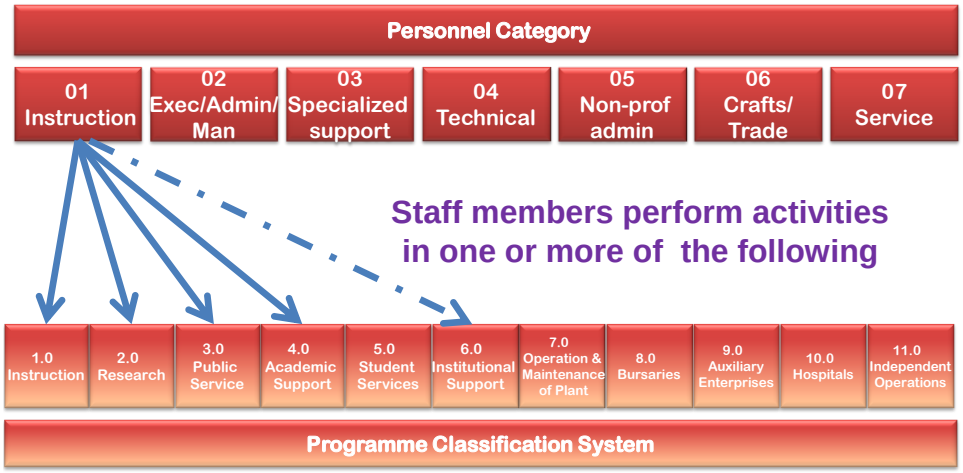
Independent (Unrelated to the Primary Programmes)

saair
Southern African Association for Institutional Research

Programme Classification System

saair
Southern African Association for Institutional Research

How does it fit ?



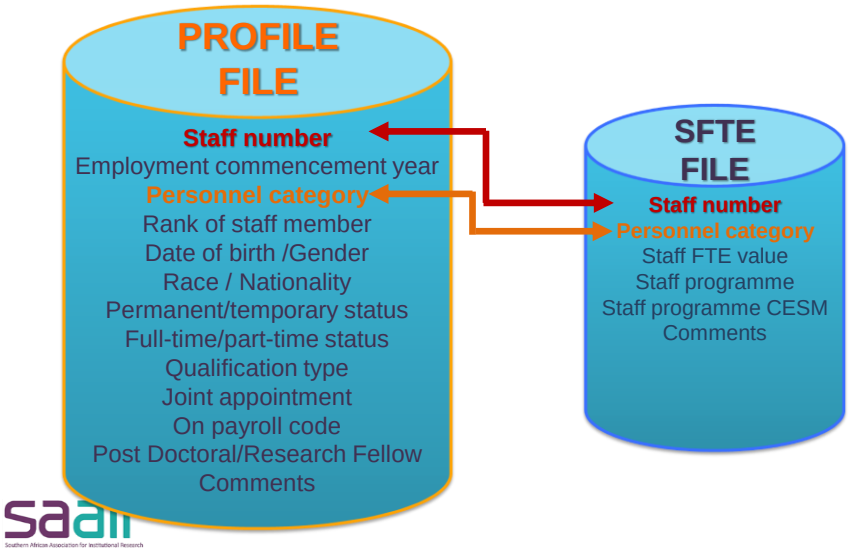
saair
Southern African Association for Institutional Research

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

SOUTHERN AFRICAN ASSOCIATION FOR INSTITUTIONAL RESEARCH

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

SOUTHERN AFRICAN ASSOCIATION FOR INSTITUTIONAL RESEARCH

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

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?

SOUTHERN AFRICAN ASSOCIATION FOR INSTITUTIONAL RESEARCH

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

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

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 two files
  - Generate validation / error reports
  - Data quality insurance / Data Integrity
- **Valpac Staff Reports**

VALPAC REPORTING

REPORT 3.3 - HEADCOUNT OF PERSONNEL WITH PERMANENT APPOINTMENTS ACCORDING TO PERSONNEL CATEGORY, RACE AND GENDER

Sub: 1 Year: 2015 User: ValpacAdmin
Database: 2015STAFH13S1
Produced: 28/06/2016 11:45:53

PERSONNEL CATEGORY	RACE						GENDER		
	WHITE	COLOURED	INDIAN	AFRICAN	ALL OTHER	TOTAL	MALE	FEMALE	UNKNOWN
1.0 Professional Staff - Sub-Total	**319**	**35**	**24**	**92**	**0**	**470**	**247**	**223**	**0**
1.1 Instruction/Research Professional	253	23	17	55	0	348	200	148	0
1.2 Executive/Administrative/Managerial Professionals	14	0	3	4	0	21	8	13	0
1.3 Specialist/Support Professionals	52	12	4	33	0	101	39	62	0
2.0 Non-Professional Staff - Sub-Total	**149**	**132**	**10**	**601**	**0**	**892**	**375**	**517**	**0**
2.1 Technical Employees	22	9	4	25	0	60	44	16	0
2.2 Non-Professional Administrative Employees	117	73	4	118	0	312	85	227	0
2.3 Crafts/Trades Employees	7	15	2	27	0	51	28	23	0
2.4 Service\Employees	3	35	0	431	0	469	218	251	0
3.0 Unknown	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
9.9 TOTAL	**468**	**167**	**34**	**693**	**0**	**1,362**	**622**	**740**	**0**

VALPAC REPORTING

REPORT 3.4 - HEADCOUNT OF INSTRUCTION/RESEARCH PROFESSIONALS WITH PERMANENT APPOINTMENTS ACCORDING TO HIGHEST MOST RELEVANT QUALIFICATION AND RANK

Sub: 1 Year: 2015 User: ValpacAdmin
Database: 2015STAFH1351
Produced: 28/06/2016 12:03:18

HIGHEST MOST RELEVANT QUALIFICATION	PROFESSOR	ASSOCIATE PROFESSOR	VICE RECTOR	DIRECTOR	ASSOCIATE DIRECTOR	SENIOR LECTURER	LECTURER	JUNIOR LECTURER	BELOW JUNIOR LECTURER	UNDESIGNATED/OTHER	TOTAL
University Qualification											
1.1 Undergraduate Diploma or Certificate (1 or 2 years)	0	0	0	0	0	0	0	0	0	0	0
1.2 Undergraduate Diploma or Certificate (3 years)	0	0	0	0	0	0	0	0	0	0	0
1.3 General Academic First Bachelors Degree	0	1	0	0	0	3	0	0	0	0	4
1.4 Professional First Bachelor's Degree (3 years)	0	0	0	0	0	0	0	0	0	0	0
1.5 Professional First Bachelors Degree	0	0	0	0	0	1	0	0	0	0	1
1.6 Post-Graduate Diploma or Certificate	0	0	0	0	0	1	1	2	0	0	4
1.7 Post-Graduate Bachelors Degree	0	0	0	0	0	0	1	0	0	0	1
1.8 Honours Degree	0	0	0	0	0	4	11	1	1	0	17
1.9 Masters Degree	3	14	0	0	0	35	53	0	2	0	107
1.10 Doctoral Degree	53	56	0	0	0	55	26	0	0	9	199
Technikon Qualification											
2.1 National Certificate	0	0	0	0	0	0	0	0	0	0	0
2.2 National Higher Certificate	0	0	0	0	0	0	0	0	0	0	0
2.3 National Diploma	0	0	0	0	0	0	0	0	0	0	0
2.4 Post-Diploma Diploma	0	0	0	0	0	0	0	0	0	0	0
2.5 National Higher Diploma	0	0	0	0	0	0	0	0	0	0	0
2.6 Baccalaureus Technologiae Degree	0	0	0	0	0	0	0	0	0	0	0
2.7 Masters Diploma in Technology	0	0	0	0	0	0	0	0	0	0	0
2.8 Magister Technologiae Degree	0	0	0	0	0	0	0	0	0	0	0
2.9 Laureatus in Technology	0	0	0	0	0	0	0	0	0	0	0
2.10 Doctor Technologiae Degree	0	0	0	0	0	0	0	0	0	0	0
Other Qualification											
3.1 Pre-Tertiary Qualification	0	0	0	0	0	0	0	0	0	0	0
3.2 None of the above	0	0	0	0	0	4	9	1	1	0	15
3.3 Unknown	0	0	0	0	0	0	0	0	0	0	0
4.0 TOTAL	**56**	**71**	**0**	**0**	**0**	**103**	**101**	**4**	**4**	**9**	**348**

The beginning

… of a better understanding of HEMIS staff reporting

Thank you

Questions