



Southern African Association for Institutional Research

Foundations of HEMIS 2019

Staff reporting: Key concepts and issues

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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

- Data: What & Why
- Who 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 (FTE) staff



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Data: WHAT?

HEMIS – Individual Record

- Data required for all “employees”
- Complete, reasonable data required
- Data is audited

Statutory data required is as follows:

- ACTIVITIES (e.g. Admin, teaching, research, etc.)
- TEACHING details
- AREAS OF RESEARCH



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Data: WHY?

1. Statutory Reporting – HEMIS

- Subsidy
- National Performance Indicators
- Enrolment Planning

2. Internal Reporting

- Budgeting/Planning, Workload Stats
- Student/Staff Ratios
- Rankings



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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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STAFF PROFILE FILE

Element number	Element name	Field name	Width	Start column	End column	Data type
037	Staff number	STAFNUM	15	1	15	Text
038	Employment commencement year	ECOMYEAR	4	16	19	Numeric
039	Personnel category	PERSCAT	2	20	21	Text
040	Rank of staff member	STAFRANK	2	22	23	Text
011	Date of birth	DOB	8	24	31	Text
012	Gender	GENDER	1	32	32	Text
013	Race	RACE	1	33	33	Text
014	Nationality	NATIONAL	3	34	36	Text
041	Permanent/temporary status	PERMTEMP	2	37	38	Text
042	Full-time/part-time status	FULLPART	2	39	40	Text
046	Qualification type	STAFQUAL	2	41	42	Text
047	Joint appointment	JOINTAPP	1	43	43	Text
048	On payroll code	ONPAYRL	1	44	44	Text
094	Research Fellow	PDRESFLW	2	45	46	Text
	Comments	COMMENTS	30	47	76	Text



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STAFF FTE FILE

Element number	Element name	Field name	Width	Start column	End column	Data type
037	Staff number	STAFNUM	15	1	15	Text
039	Personnel category	PERSCAT	2	16	17	Text
043	Staff FTE value	STAFFTE	8	18	25	Numeric
044	Staff programme	STAFFPROG	3	26	28	Text
045	Staff programme CESM	CESMSTAF	6	29	34	Text
	Comments	COMMENTS	30	35	64	Text



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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 is used to classify the **resources and activities** of (staff) in 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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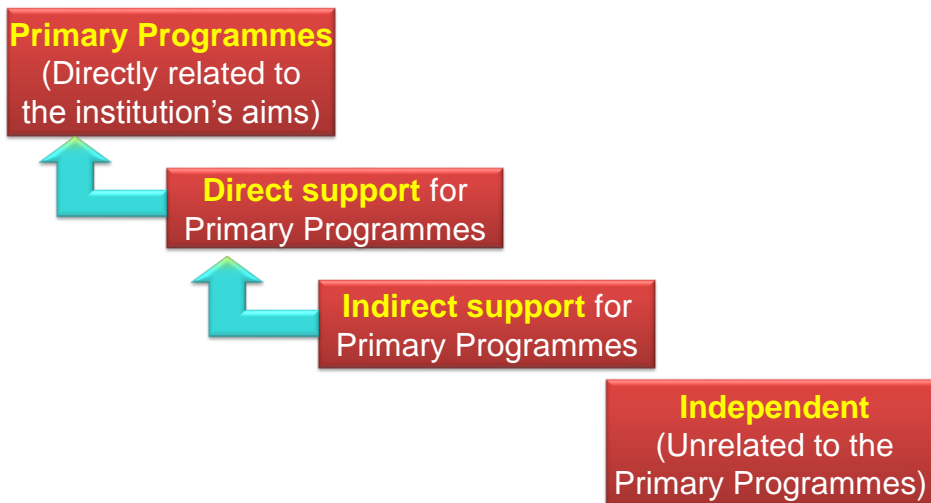
Role of Programme Classification System in Planning & Management

- 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

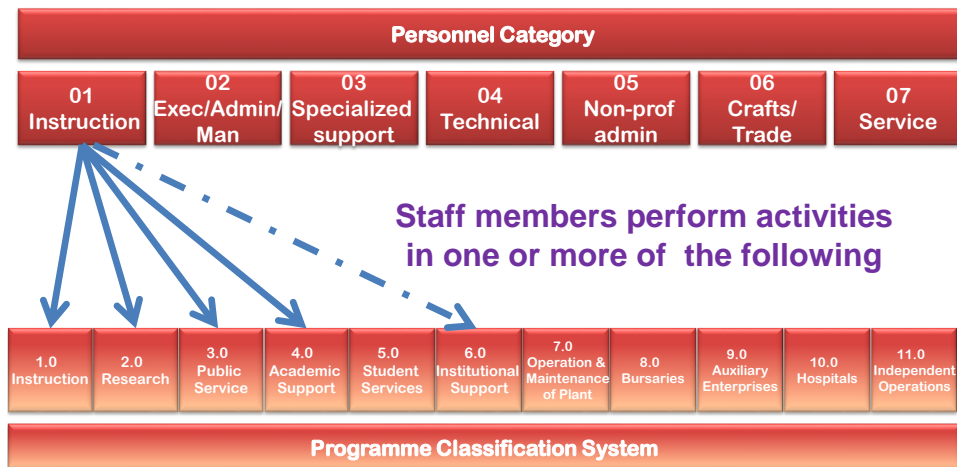


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Programme Classification System



PCS and Personnel Category



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Programme Classification System: Sub-programs

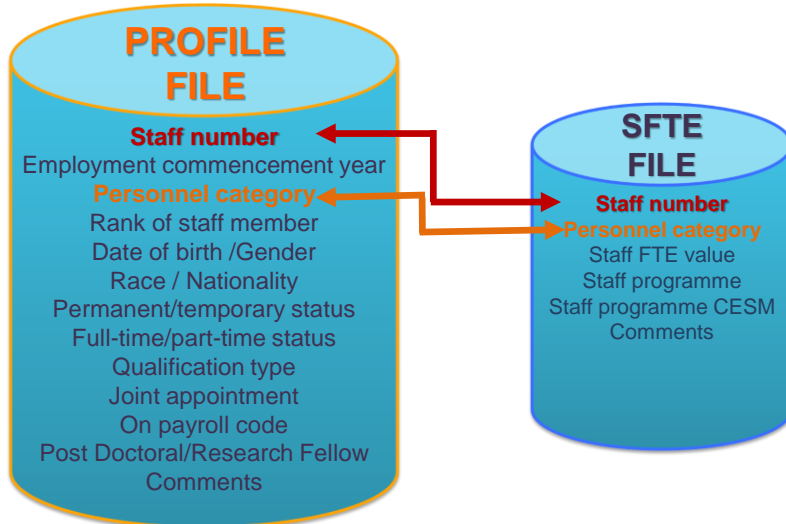
Instruction/Research

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



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The staff relationship



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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



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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 & 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 Quality

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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External Audit Requirements

(as per March 2019 audit directives)

Data element	Checks to be made
039 Personnel category	The institution has used the staff categories correctly, particularly the category "instruction and research professionals" as this determines the norm for the research outputs.
012 Gender	SQLVALPAC data correspond with the institution's human resource records.
013 Race	SQLVALPAC data correspond with the institution's human resource records.
041 Permanent/temporary status	SQLVALPAC data correspond with the institution's human resource records.
048 On payroll code	SQLVALPAC data correspond with the institution's payroll of staff members.
046 Staff qual	SQLVALPAC data correspond with the institution's human resource records for permanent instruction and research professionals

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: 2015STAFH1351
 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



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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	0	0	0	0	0	1
1.4 Professional First Bachelors 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	1	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	56	0	0	0	199
Technicon 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 Pass/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 Lauroatus 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 Post-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



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When?

- Data required by end Feb for the previous year.
- Data collection should be finalised by end of 2nd semester for the reporting year.
- Data audited by end July.



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The beginning

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

Thank you

Questions



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