Title	**CUPA Data White Paper**
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Process Owner	HRIS Module
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Processes	PZRCADM
	PZRCMID
	PZRCFAC
	NA
	NA

Description:
These processes were defined based on CUPA guidelines for uploading information to the CUPA site.

Reference Information:
Tables used in this process include:
NTVDOTT. This table was pulled from CUPA-HR. As CUPA-HR may make changes each year, campuses need to validate their information and notify BOR if additional values need to be loaded. The values include F, M or A at the end of the document to reference Admin, Mid-level and Faculty codes.

Forms used in this process include:
NBAPOSN. For pulling data into this report, the position must have a value tied to the position from NTVDOTT. This can be found on the Regulatory Tab: Occupational Title Code.

See example below of NBAPOSN position RE9984 (Executive Director) which is tied to CUPA Code 1001A (CEO of a System).
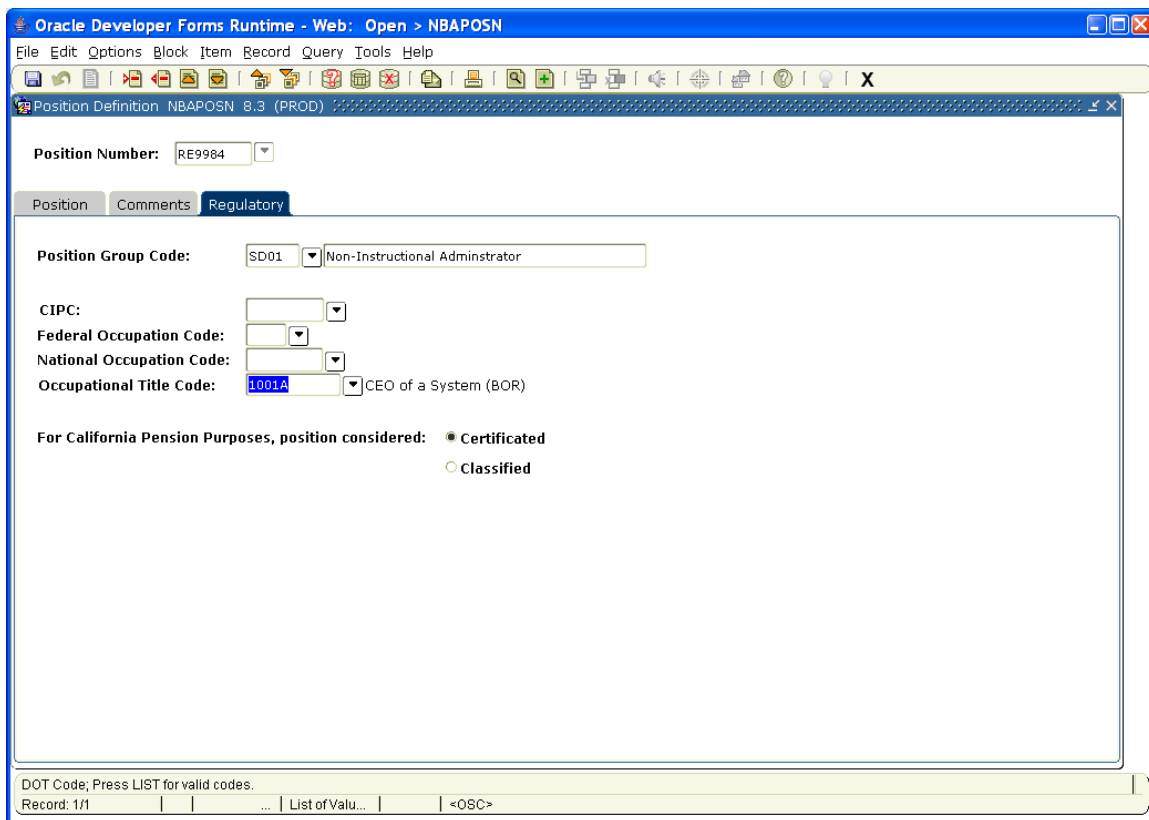
PEAFACT. For pulling information on faculty (rank), PEAFACT data (PERRANK) is identified on the individual or past incumbent.

NBAJOBS. For pulling salary information on P and S jobs for the effective date the program is pulled. So, if CUPA is requiring August 15 date, then campuses must pull then by the August 15. Past employee data is pulled into the report if the position is currently inactive.   Annual Salary, FTE is pulled from NBAJOBS based on the summation of P and S jobs.

PEAEMPL. For pulling correct institution. This also pulls in the length of service based on the PEBEMPL_CURRENT_HIRE_Date. (service Mid-Level and Admin).

PPAIDEN. For pulling Gender of the employee (SPBPERS). (gender Mid-Level and Admin).

Related Documents:
From CUPA HR:

Administrative Compensation Survey (AdComp) (Founded in 1967)

The **Administrative Compensation Survey** (AdComp) collects salary and demographic data for selected administrative positions in colleges and universities. In general, positions at or above the director level are reported in this survey. Data are collected on more than 274 positions from colleges and universities nationwide. *DOD opens the first week of February. Reports published in February to mid-March.*

Mid-Level Administrative & Professional Salary Survey (Mid-Level) (Founded in 1998)

The *Mid-Level Administrative and Professional Salary Survey* (Mid-Level) collects salary and demographic data for selected mid-level positions in colleges and universities. In general, positions below the director level are reported in this survey. Data are collected on more than 204 positions from colleges and universities nationwide. *DOD opens the first week of February. Reports published in February to mid-March.*

National Faculty Salary Survey for Four-Year Institutions (NFSS) (Founded in 1982)

The *National Faculty Salary Survey for Four-Year Institutions* (NFSS) collects salary data for full-time faculty at private and public institutions nationwide by discipline and rank. Institutions can report salaries by rank in any of 338 four-digit CIP codes defined by the U.S. Department of Education or if uploading data, can also report salaries in any of 1,500+ six-digit CIP codes. *DOD opens the first week of February. Reports published in February to mid-March.*

The link to the description of what CUPA requires: http://www.cupahr.org/surveys/worksheets.asp.

Links:
CUPA-HR: https://surveysonline.cupahr.org/

Process Name:

PZRCADM – Admin Level Program
PZRCMID – Mid-Level Program
PZRCFAC – Faculty Program

General Steps for Each Program:

Step	Action
1	Go to Surveys Online at https://surveysonline.cupahr.org.
2	Log in to the system as you normally would.
3	Go to the Surveys/Survey Menu and select the Administrative Compensation Survey for the year on which you will be reporting.
4	Check "My institution will complete this survey." This step will reveal an Upload Data area right below the Survey Status Area.
5	User the Browse button to find your file to be uploaded.
6	Select your file and click the Upload button.
7	Wait while your data is verified and imported into your AdComp Survey online.
8	Once your file is uploaded you will receive a web page report verifying that the file was imported without problems, or you will be notified that there are one or more errors in the file.
9	Once you have uploaded your data and completed the Institutional Basics, Pay Practices, and Feedback sections, remember to check the box "My institution has completed the survey."

NOTE: If you have to re-upload the data file, it will write over the old data. Be sure if you changed anything you document this so you can go over it again.

Parameters for each report are the same or similar:

Further explanation of the process or procedure:

- Open positions will reflect the salary of the prior incumbent.
- When you get the .lis, you will need to save with .csv file extension. This is the only way to update. (For example: PZRCADM.CSV).
- Data is pulled as of the effective date that you input into the parameters.
- There is no way to pull from Banner or Your Future of the hire is External or Internal. Since CUPA allows for "Don't Know", this has been set as the default. If you would like to go in and change this data you may.