

Chat Q&A From the Webinar “CUPA-HR 2024-25 Survey Participation — Big Changes Ahead!”

Webinar Date: September 17, 2024

General Participation Questions

- Who do I go to for help?
 - o For help getting access to Surveys Online (e.g., becoming a data provider, logging in) contact memberservice@cupahr.org
 - o If you have a question about entering data or how to report data that the Survey Participation and Information Template file doesn't answer, contact research@cupahr.org
- If we've never participated in the past, can we this year?
 - o We welcome you to participate this year. This is the perfect year to start.
- Where do I add data providers?
 - o CHROs, CUPA-HR membership contacts, and anyone who can assign access to DataOnDemand subscriptions can manage data providers by logging into their CUPA-HR account (<https://my.cupahr.org/>) and selecting “Manage Survey Data Providers.”
- Our CHRO and membership contact are no longer with our institution. Who can I reach out to in order to update data providers?
 - o Contact memberservice@cupahr.org
- Is there a specific survey regarding FLSA exemption status?
 - o We do not have a specific survey regarding FLSA exemption status. Our Professionals Survey collects data on whether or not each employee is exempt or non-exempt. Subscriptions to Professionals DataOnDemand provide data on the percentage of people who hold each position who are exempt vs. non-exempt.

General Reporting Questions

- We plan on having a lot of changes to exempt status to make the January 1 threshold. Should our data reflect this?
 - o Report salaries and exemption status on November 1, 2024, even if you plan changes to that employee's salary or exemption status in the near future.
- Where can I see a list of position descriptions or faculty CIP codes?
 - o See each Survey Participation and Information Template's POSITION DESCRIPTIONS tab for position descriptions.

- Do we report interim employees?
 - o No interim employees should be reported on our surveys.
- Do we report all part-time incumbents?
 - o With the exception of adjunct faculty, do not report any incumbents on any survey who work less than 0.50 FTE
- Where do we enter Institutional Basics data?
 - o Institutional Basics will appear as a separate survey in your Survey Menu, but this survey must be marked as complete before you can mark any other surveys as complete. Anyone with data provider access to any of our surveys will be able to provide data for this survey. Data is uploaded using a separate template (see the Institutional Basics Survey Participation and Information Template):
<https://www.cupahr.org/surveys/survey-participation/templates/>

Faculty Survey (Includes Questions on Adjuncts)

- Is providing data on individual adjuncts required in the faculty survey?
 - o You are not required to report any particular employee on your Faculty Survey. However, if you choose to report an adjunct faculty member, you will be required to provide certain data about them.
- Are credit hours taught for adjuncts for just the semester that applies to 11/1/2024?
 - o Report credit hours for courses taught only in the semester/quarter containing 11/1/2024.
- What if we have 12-month faculty? How do we report?
 - o All salaries in the Faculty Survey are reported as 1.0 FTE 9-10 month contracts. If you have 12-month faculty, convert your 11-12 month appointment to a full-time 9-10 month appointment by multiplying the salary by 0.82.

Total Compensation

- What is the date range of total compensation data?
 - o Report bonuses and institution contributions to retirement accounts that occurred between 11/1/2023 and 10/31/2024.
- How much does Total Comp DataOnDemand cost?
 - o Pricing for CUPA-HR member institutions who complete the Total Comp survey is \$955. Pricing for non-members who complete the Total Comp survey is \$1,710. If you do not complete the Total Comp survey, results are not available for purchase. Total Comp DOD is only available for

purchase by institutions that complete this section of the survey. See more details in the Administrators Survey Participation and Information Template.

Benefits, Employee Experience, and Structure (BEES) Survey

- Is data in the BEES Survey required?
 - o Certain questions in every section of the BEES Survey are required. See the BEES Survey Participation and Information Template to download the question list, which contains a detailed list of which questions are required.
- Are previous data providers for the benefits survey automatically BEES survey data providers?
 - o Though we encourage you to check your current data provider settings, be advised that anyone who was a Benefits Survey data provider has been automatically made a BEES Survey data provider.