

**IPEDS Web-Based Data Collection, Winter 2004-2005**  
**Edit Specifications for Fall Staff**  
**(Short version - Nondegree-granting institutions that have**  
**15 or more full-time employees)**

**- Fall Staff (short version) Screening Question**

Responses to screening questions determine whether or not particular components of the winter collection need to be completed. The Fall Staff (short version) screening question follows:

- **Does your institution have any part-time employees?**    \_\_\_ Yes / \_\_\_ No

If you answer Yes to the above question, you will be provided the screens to report part-time faculty and staff.

**- Part A (Full-Time Employees)**

The **total number of full-time men, total number of full-time women, and grand total of full-time men and women** are automatically generated based on the number of full-time employees reported by primary occupational activity and race/ethnicity for each applicable section.

**- Part B (Part-Time Employees)**

The **total number of part-time men, total number of part-time women, and grand total of part-time men and women** are automatically generated based on the number of part-time employees reported by primary occupational activity and race/ethnicity for each applicable section.

**- Part C (Summary of Full-Time and Part-Time Employees)**

The **total number of men by race/ethnicity** is automatically generated based on the total number of full-time men reported in Part A and total number of part-time men reported in Part B. Likewise, the **total number of women by race/ethnicity** is automatically generated based on the total number of full-time women reported in Part A and total number of part-time women reported in Part B.

**- Current Year Versus Prior Year Comparisons**

The following table lists edits performed based on the total number of employees reported this year (Winter 2004-2005 - current year (CY)) compared to the total number of corresponding employees reported for the previous year (Winter 2003-2004 - prior year (PY)). (NOTE: CY/PY edits are not performed if there is no PY data.)

<b>Current Year (CY) / Prior Year (PY) Edits</b>	
Total number of employees	

If <b>CY</b> value is	And <b>PY</b> value is	Expected CY range is	Action required
<25	<25	N/A (No CY/PY edits are performed)	None
>=25	>0 and <25	Between .75 and 1.3 of PY value	Explanation required
any value	>=25 and <=150	Between .75 and 1.3 of PY value	Explanation required
any value	>150	Between .85 and 1.2 of PY value	Explanation required

**- Winter Cross-Survey Edit Specifications**

Data in Fall Staff that are compared to data in other Winter survey components are listed in the [Winter Cross-Survey Edit Specifications](#).