



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

February 23, 2000

IMPORTANT INFORMATION

Memorandum

To: HRD Directors/Coordinators

From: Barbara Boyce
Lynda Wilkins

Subject: 1998 HRD Data Files

Attached are four printouts of state-level reports based on the 1998 HRD data files you transmitted to the System Office during June 15-25, 1999. The chart below describes each of the reports.

| Report Number | Report Title at State-Level | Report Description | Report Title at Local College (As listed on the HRD System Master Menu) |
|---------------|--|--|---|
| RW80302 | HRD Date Checks | Lists the begin date, end date, and follow-up due dates of cycles used to calculate the Earnback Numerator | HRD Reports by Class - Cycle Information Report |
| RW80307 | HRD Annual Aggregate Increase in Income by Student | Calculates a student's increase in income | HRD Reports by Student - Earnback Numerator by Student |
| RW80311 | HRD Aggregate Decrease in Public Assistance by Student | Calculates a student's decrease in public assistance | HRD Reports by Student - Earnback Numerator by Student |
| RW80312 | HRD Earnback by Student | Totals the Aggregate Increase in Income and the Aggregate Decrease in Public Assistance, which equals the Earnback Numerator | HRD Reports by Student - Earnback Numerator by Student |

To check the accuracy and completeness of your 1998 data files, please follow these six steps.

Step 1:

From the Master Menu, select HRD System Parameters Maintenance; change the Performance Year to 1998; and save your changes.

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Step 2:

From the Master Menu, select HRD Reports by Students, then print the **Earnback Numerator by Student** report.

Step 3:

Compare the attached state-level reports with your Earnback Numerator by Student report. *In making comparisons, please note that the state-level reports capture data you keyed into the system as of June 25, 1999. Therefore, corrections and/or additions you made since that time are not reflected in the attached state-level reports. Those corrections and/or additions will not show up until you retransmit an updated file for 1998 (see Step 6).*

Step 4:

If necessary, make corrections and/or additions to your 1998 data. Save your changes before exiting the system.

Step 5:

From the Master Menu, select HRD System Parameters Maintenance and set your Performance Year back to 1999. At this point, you may continue entering current data for the 1999 PY.

Step 6:

Retransmit your 1998 data files to the System Office during the week of **March 27-31, 2000**. Be certain to set the Performance Year back to 1998 before transmitting your files (*a reminder will be sent prior to March 20*).

After all files have been received and accepted at the System Office, we will close out the 1998 file. Your next data transmission for the 1999 PY is June 1, 2000.

Thank you for your continued support and cooperation. If you have questions or need assistance, please contact Lynda Wilkins, ext. 406.

BB/LFW/BF

Attachments

C: Presidents

Senior Continuing Education Administrators

System Administrators

Dr. Scott Ralls

Mickey Bishop

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