

North Dakota University System  
Campus Solutions  
Gainful Employment Reporting

## Set Up

The first step is to do set up at NSLDS and to complete a set up page for each gainful employment program.

In order for an institution to be able to report GE information via batch, an online user from that institution must enter the SAIG TG mailbox number which the institution intends to use to transmit files to NSLDS. This is done by utilizing the GE Reporting Add page.

To access this page click on the **Enroll Tab**, and the **GE Reporting List** option will be available in the Navigation Bar. Then click on **GE Reporting List** and the GE Reporting List page will be displayed.

The first time this screen is utilized by any user set up for this institution there will be no locations visible on the screen, and the user will click Add Mailbox to set up the initial location. The mailbox you need to register is **TG52501**.

The screenshot shows the NSLDS interface. At the top left is the Federal Student Aid logo with the text "START HERE GO FURTHER FEDERAL STUDENT AID". To the right is the "National Student Loan Data System (NSLDS)" title. Below this is a navigation bar with tabs: Menu, Aid, Enroll, Org, Report, and Tran. The "Report" tab is highlighted. Below the navigation bar is a teal banner with links: Enrollment Summary | Enrollment Add | Enrollment Update | Enrollment Reporting Schedule | Exit Counseling Submittal | GE List | GE Reporting List | GE Submittal. Below the banner, it says "Logged on as: POLLYANNA SMYTH from NORTH SOUTH UNIVERSITY". A box displays the institution details: Name: NORTH SOUTH UNIVERSITY, Code: 06789900, Type: School. The main heading is "Gainful Employment Reporting List". Below this is an "Add Mailbox" button and an information icon with the text "No records were found." At the bottom, there is a teal footer with a home icon and the text "PRIVACY ACT OF 1974 (AS AMENDED)". The very bottom of the page has links for FOIA, Privacy, Security, Notices, WhiteHouse.gov, USA.gov, and ED.gov.

North Dakota University System  
Campus Solutions  
Gainful Employment Reporting

NDU Applications > NDU Financial Aid > Setup > Gainful Employment Setup.

**Tab 1: The Institution Reporting Name** should be the **official name** of the institution as included on the institution's **Department of Education ECAR**.

For each Gainful Employment program enter the **Academic Program** and **Academic Plan/Sub Plan**; verify that the CIP Code being pulled from the **Plan/Sub-Plan** set up is correctly. If it is incorrect, the CIP may need to be set up on the **Sub Plan**.

Indicate the appropriate **Program Credential Level** on this page.

The **Reporting Name** has been left blank so you can enter the same name as you have on your **Gainful Employment Disclosures** webpage.

Programs Accounts Output Path

**Gainful Employment Programs**

Institution NDSOS N.Dakota State College Science Reporting Name: NORTH DAKOTA STATE CLG OF SCIENCE

Gainful Employment Programs Find | View All First 7 of 10 Last

Academic Program UGHIN Health Information

Program Plans Find | View All First 1 of 1 Last

Academic Plan: CERT-HIN CERT-Health Information

Program Sub-Plans Find | View All First 2 of 2 Last

Sub-Plan MED TRNSC CERT Medical Transcriptionist Program Credential Level Undergraduate Certificate  Medical/Dental Internship

Reporting Name: Health Information - Medical Transcriptionist CIP Code: 51.0707

North Dakota University System  
Campus Solutions  
Gainful Employment Reporting

If you do not need a sub plan for a degree program, choose “All” for the **Sub-Plan**. This will cause the process to select all students in that plan.

Programs Accounts Output Path

### Gainful Employment Programs

Institution: NDSCS N.Dakota State College Science Reporting Name: NORTH DAKOTA STATE CLG OF SCIENCE

Gainful Employment Programs Find | View All First 2 of 9 Last

Academic Program: UGBFT Bio-Fuels Technology

Program Plans Find | View All First 1 of 1 Last

Academic Plan: CERT-BFT CERT-Bio-Fuels Technology

Program Sub-Plans Find | View All First 1 of 1 Last

Sub-Plan: ALL All in Plan Program Credential Level: Undergraduate Certificate  Medical/Dental Internship

Reporting Name: Bio-Fuels Technology CIP Code: 15.0503

North Dakota University System  
Campus Solutions  
Gainful Employment Reporting

**Tab 2:** In coordination with your Student Financials folks, on the second tab enter the account types that need to be included in the Institutional Financing Amount.

Here are some Account Types to particularly look at:

- WSC01: HOU, MIS, SPP
- VCSU1: MIS, HOU, PPL, TPC
- UNDO1: PPL, MIS, PK, SH
- NDSU1: 3<sup>RD</sup>, HOU, MIS, SPP
- NDSCS: HOU, MIS, PPL, PPA
- MISUB: HOU, MIS, PPL
- MISU1: HOU, MIS, PPL
- MASU1: TPC, PPL, HOU, MIS
- LRSC1: HOU, TPC, MIS
- DSU01: MIS, TPC, HOU
- BSC01: TPC, MIS, HOU

Programs
Accounts
Output Path

### Gainful Employment Student Accounts

**Institution** NDSCS N.Dakota State College Science

Account Types		Find	First	1-4 of 4	Last
Account Type					+ -
HOU	Housing				+ -
MIS	Miscellaneous				+ -
PPA	Payment Plan Account				+ -
PPL	Payment Plan				+ -

SF Account Types can be reviewed at **Set Up SACR > Product Related > Student Financials > Item Types > SF Account Types**

**Here is the requirement:**

Institutions are required to report the total amount owed by a student from institutional financing plans for attendance in a GE program. Unlike Title IV loan debt or private loan debt where institutions report the total amount the student received for attendance in the GE Program, the amount reported for institutional financing plans is the amount owed by the student as of the day the student completed or withdrew from the GE program. This difference in treatment also applies to the calculation of loan debt for GE Program disclosure purposes.

Any loan, extension of credit, payment plan, or other financing mechanism that was provided by the institution or a related party for attendance in the GE Program, and that otherwise is not reported as a private education loan, that results in a debt a student must repay to the institution or the related party, after withdrawing from or completing the GE Program is considered part of an institutional financing plan. Also, any charge that is attributable to the student's attendance in the GE Program that a student owes to the institution after withdrawing from or completing the GE Program should also be included in the amounts reported and disclosed under an institutional financing plan. This may include unpaid library fees, parking tickets, or other outstanding obligation due to the institution after a student withdraws from or completes a GE program.

Finally, over awards and other Title IV student aid owed to the institution by the student, including as a result of a Return of Title IV (R2T4) calculation, are not amounts owed under an institutional financing plan and should not be reported or disclosed. Nor should amounts owed by students to the institution under the Federal Perkins Loan Program be reported or disclosed.

(<http://ifap.ed.gov/GainfulEmploymentInfo/2011GEFAQ.html#Reporting>, G-Q14)

North Dakota University System  
Campus Solutions  
Gainful Employment Reporting

**Tab 3:** Enter the location on the PeopleSoft server where the output should be placed. We'll back it up there and move it to Sophie and the SAIG gateway with the other files we process daily.

Programs Accounts **Output Path**

**Gainful Employment Output Path**

Institution NDSCS N.Dakota State College Science

File Path

Your File Path will be something like the following example from NDSCS. Use your school code (for example, BSC01, LRSC1, MISUB) in place of NDSCS.

**C:\pssoft\FinAid\Federal\Export\NDSCS\**

The message class being submitted is GESCDEIN; in about two day, NSLDS should respond with a GERCDEOP (Gainful Employment Response – Comma Delimited) file, which will go to your reports folder on the secure FTP server (Sophie). If there are errors indicated, the school has 10 days to correct them.

If the GERCDEOP file only contains a Header record (begins with 000) and a Trailer record (begins with 999), then you have successfully uploaded all the records in the file to NSLDS. If there are any individual student records between the Header and Trailer, you'll want to visit with Campus Solutions. We have a list of error codes and can help you determine whether the problem is a result of data or whether coding needs to be revised.

North Dakota University System  
Campus Solutions  
Gainful Employment Reporting

## Processing

Next, run the process at least once.

NDU Applications > NDU Financial Aid > Process > NDU Gainful Employment File	
<p>You must check-mark at least one of the run control check boxes.</p> <p>When you select “<b>Create New Records</b>” the process creates the data. Selecting this box alone can be used for a dry run.</p> <p>When you select “<b>Create Send File</b>” it creates the file to be sent to the SAIG gateway. You can run the process with only this box checked if you have previously done a run with the “<b>Create New Records</b>” box checked.</p> <p>If you run the process with both boxes checked, it will create the data and the build the file in one step.</p>	<div><p><b>GE Process</b></p><p>Run Control ID: NDU_Gainful_Employment_dj      <a href="#">Report Manager</a>   <a href="#">Process Monitor</a>   <b>Run</b></p><div><p>Institution <input type="text" value="NDSCS"/> </p><p>Aid Year <input type="text" value="2011"/> </p><p><input checked="" type="checkbox"/> <b>Create New Records</b></p><p><input type="checkbox"/> <b>Create Send File</b></p></div></div>

North Dakota University System  
Campus Solutions  
Gainful Employment Reporting

## Evaluating Results

Finally, review you results. If you did not initially create a Send File, re-run the previous step to do that.

**Reporting Tools > Query > Query Viewer**

After you run the Process with the **“Create New Records”** box checked, you can see the data by running query **NDU\_FA\_0185, Gainful Employment Report Data.**

The data in the query is not in the same order or format as the file that will go to the NSLDS, but is intended to be a way for you to preview and record the students in the file that will be sent when the process is run with **“Create Send File”** checked.

NDU\_FA\_0185 - Gainful Employment Report Data

---

Academic Institution:

View Results

Last Name	First Name	Middle Name	ID	SSN	Birthdate	GE Program	Program	Program Description	CIP Code	Program Credential Level	Medical/Dental Internship	FFEL or Direct Loan	Program Attendance Begin	Year Attendance Begin Date	Program Attendance Status	Program Attendance End	Private Loans Amount	Institutional Finance Amount	Aid Year	OPEID	Institution Name
-----------	------------	-------------	----	-----	-----------	------------	---------	---------------------	----------	--------------------------	---------------------------	---------------------	--------------------------	----------------------------	---------------------------	------------------------	----------------------	------------------------------	----------	-------	------------------

**Only the results of the latest run are saved to the database; it is strongly recommended that you run this query to an Excel file and save it in a secure location for audit.**

Chapter 3 of the NSLDS Gainful Employment User Guide (<http://www.ifap.ed.gov/nsldsmaterials/NSLDSGainfulEmploymentUserGuide092211.html>) gives information on how to see and/or correct data on-line once it has been submitted.

If the following information provided on your submittal is found to be incorrect, the entire record will have to be deactivated online and re-added:

- Award Year
- SSN
- CIP Code
- Credential Level

Otherwise, you will be able to use the **Gainful Employment Update** page to correct the record, if corrections are needed..