Data Specification – Victorian Public Service

2022

This resource describes the data required by the VPSC in the annual Workforce Data Collection.

Contact us at [workforce.data@vpsc.vic.gov.au](mailto:workforce.data@vpsc.vic.gov.au) if you need further assistance.

1. Your data file

The data described below needs to be placed into a .csv (comma separated variable) file.

An Excel template file and other guidance materials can be found at:

<https://vpsc.vic.gov.au/resources/data-collection-victorian-public-service/>

In your data file, please ensure that:

* the column headers are kept in your file for upload
* the column headers exactly match the header in the Excel template file provided. For example, there should be no additional spaces, characters etc. The headers are case sensitive.

1. Data requirements

### Which employees to include in your data file

Please provide data for:

1. All Active Employees of your organisation who were employed and paid for the last full pay period of June 2022
2. All employees on Leave Without Pay from your organisation for the whole of the last full pay period of June 2022, including those on Workcover and not receiving make up pay
3. All Separated Employees that ceased employment with your organisation during the 12 months from the first pay period of July 2021 until the end of the last full pay period of June 2022.

Active Employees has the same meaning as in [Financial Reporting Direction](https://www.dtf.vic.gov.au/Publications/Government-Financial-Management-publications/Financial-Reporting-Policy/Financial-reporting-directions-and-guidance) 29C and includes employees on Workcover leave receiving make up pay.

The number of Active Employees included in your data file must equal the number of active employees reported in the Department’s Annual Report for 2021-22.

### Which employees not to include in your data file

Please do not provide data for:

* casual employees who were not employed and paid for work in the final full pay period of June 2022
* people who are added to the payroll in the last full pay period in June 2022 solely for the purpose of paying outstanding entitlements
* volunteers, employment agency staff, contractors, consultants, or board members.

1. Data description

Each row in your data file should contain the following information for each employee.

Separation dates and reasons should be included for staff who left during the year.

All information to be correct as at:

* the last full pay period of June
* or at the time of separation for separated staff (where possible)

The following section provides the specific requirements for each data point.

|  |  |  |
| --- | --- | --- |
| Column header | Definition | Format |
| VPS classification | Employee’s VPS classification (e.g., VPSG1, CPW, COG1). Include adaptive and non-adaptive classifications. | A valid code.  [See list of classification codes](https://vpsc.vic.gov.au/html-resources/classification-codes/) |
| ANZSCO | Australian and New Zealand Standard Classification of Occupations (ANZSCO) 2021 Australian Version.  [ANZSCO guidance for Victorian Public Service](https://vpsc.vic.gov.au/wp-content/uploads/2016/05/ANZSCO-advice-Victorian-Public-Service.xlsx) (xlsx, 26kb)  Or use the [ABS website ANZSCO search](https://www.abs.gov.au/statistics/classifications/anzsco-australian-and-new-zealand-standard-classification-occupations/latest-release) | A valid 6-digit ANZSCO code |
| Job title | The job title stored on your system | Free text  Do not use commas |
| Functional area | The code stored on your system for the Division/Branch or functional designation of the employee. | Free text  Do not use commas |
| Work-function | The work-function of the work-unit in which the employee worked:   * Operational service delivery (OSD) * Service delivery management (SDM) * Public administration (PAD) * Public accountability (PAC) * Corporate support services (CSS)   Not required for staff on leave without pay.  [Guidance on defining work-units and allocating work-function](https://vpsc.vic.gov.au/html-resources/guidance-note-work-function-field-vps-data-specification/). | Either:  OSD  SDM  PAD  PAC  CSS |
| Annual base salary or executive TRP | The full-time annual salary specified in the relevant Award/Agreement for a non-executive employee’s classification and not their actual earnings.  For non-executive employees, exclude employer contribution to superannuation. Include any packaged or salary sacrificed component.  **For executive employees**, report the total remuneration package (TRP), including superannuation and other benefits, that they are contracted for.  Figures must be gross, for a complete pay year, and calculated at 1 FTE.  If a person is hired to a position where the FTE salary is $50,000 per annum, regardless of the actual time worked (whether part-time/full-time or over 6- or 12-month period), the base salary is $50,000.  **This field is only required for ongoing and fixed-term staff only.** | A number greater than 0  No dollar signs or commas  E.g., Report $50,000 as 50000 |
| Date of birth | Employee’s date of birth.  E.g., 09 February 1975 =09/02/1975 | DD/MM/YYYY format.  Use forward slash / as separator |
| Gender | The nominated gender of the employee. Man (M) or Woman (W), Self-described (S) or Prefer not to say (P). | Either:  M  W  S  P |
| Employment type | The nature of employee’s employment contract:   * Ongoing (O) * Fixed term (T) * Casual (C) * Secondee (D)   If an employee separates during the year, report the employment type used immediately before separation.  Executive Officers are Ongoing employees for the purposes of reporting.  A Secondee is an employee who has temporarily transferred from another public service employer and who is expected to return to their home department/office at the end of their assignment.  This field does not record full or part time status.  **Do not include volunteers, employment agency staff, contractors, consultants, statutory appointees or board members in your file.** | Either:  O  T  C  D |
| Full Time Equivalent (FTE) | The proportion of a full-time week normally contracted to work, excluding overtime.  A full working week equals 1 FTE. (E.g., 38 hours in a 38-hour week or 40 hours in a 40-hour week).  A part time working week is less than 1 FTE. (E.g., 4 days in a working week (30.2 hours in a 38-hour week) is an FTE of 0.8)  The FTE for casuals should be based on the number of hours worked in the last pay cycle of the reporting period.  A full-time staff member with a purchased leave arrangement is 1 FTE.  Do not include those with 0 FTE | A number with two decimal places.  A number greater than 0 and less than or equal to 1  E.g., If a casual worked 7.6 hours in a 76 hour pay cycle (38-hour week) their FTE is 0.1 |
| Postcode – work | Postcode of the primary or “base” work location.  Report the postcode of where employees work, not where the organisation is centrally located.  If an employee works in a range of locations, report the postcode where the employee spends most of their time.  For field staff, use the postcode of the relevant depot. | A valid Australian postcode  E.g., For Point Cook report 3030 |
| Postcode – home | Postcode of home address. | A valid postcode |
| Unused annual leave balance | The number of hours of annual leave accrued by the employee at the end of the reporting period.  Includes leave carried over from earlier years of service.  This is the ‘unused’ annual leave balance, not leave taken. | A number greater than or equal to 0  Must be in hours  Must not be blank.  Wherever data is not collected populate cell with a 0 |
| Annual leave taken at half pay | Report the total hours taken at half pay e.g., 5 days leave taken over 10 days at half pay is to be reported as 76 hours.  The reporting period for this data field must be for the 12 months prior to June collection.  Report 0 if no annual leave at half pay taken. | A number greater than or equal to 0  Must be in hours  Must not be blank.  Wherever data is not collected populate cell with a 0 |
| Purchased leave | A reduction in the number of working weeks in the year agreed between the employer and the employee, providing the employee with additional annual leave.  Report 52 if there is no purchased leave agreement. Where a purchased leave agreement is in place, report the reduced number of working weeks.  E.g., Report 50 if 2 additional weeks of leave have been purchased. | A number  Maximum = 52 (no purchased leave) |
| Sick and carers leave taken in the last 12 months | Must include both:   1. absence, resulting from an employee being too ill to work, and where the illness or injury is due to a cause which does not entitle the employee to workers’ compensation. If the employee is absent on sick leave, pending a Workcover claim, it should be included as sick leave taken 2. any leave taken to care for or respond to emergency situations involving an immediate family or household member (Carer/family leave taken).   Report 0 if no sick or carers leave taken.  This is sick, and carers leave taken, not unused sick leave.  The reporting period for this data field must be for the 12 months prior to the June collection. | A number greater than or equal to 0  Must be in hours  Must not be blank.  Wherever data is not collected populate cell with a 0 |
| Carers/family leave taken in the last 12 months | Absence, resulting from an employee having to take time off to care for or respond to emergency situations involving an immediate family or household member.   * Carers/family leave hours must be included in the ‘total sick and carers leave taken’ figure (Item 17 above). * Report 0 if no sick or carers leave taken. * This is carers leave taken, not unused carers leave. * The reporting period for this data field must be for the 12 months prior to the June collection. | A number greater than or equal to 0  Must be in hours  Must not be blank.  Wherever data is not collected populate cell with a 0 |
| Paid Special Leave taken (COVID-19) in the last 12 months | Special paid leave granted for COVID-19 related purposes in accordance with the Government’s employment guidance for employers and employees issued in the guidance notes,  [Coronavirus (COVID-19) guidance note – Victorian Public Service / Victorian Public Sector](https://www.vic.gov.au/victorian-public-sector-workforce-industrial-relations-framework-managing-coronavirus-pandemic) | A number greater than or equal to 0  Must be in hours  Must not be blank  Wherever data is not collected populate cell with a 0 |
| Leave Without Pay | Please indicate the employee’s status in relation to leave without pay. Select one of the following:   * 1 = Parental leave (associated with Maternity or Family Leave without pay) * 2 = Sick leave / temporary ill-health retirement without pay * 3 = Workcover leave (excluding employees receiving make-up pay) * 4 = Secondment (where the host organisation is paying the employee) * 5 = Other purposes (other reasons for leave without pay, such as unpaid recreational leave) * 6 = Unspecified (where you don’t know why they are on leave without pay) * **9 = Active employee i.e., not on leave without pay** | Either:  1  2  3  4  5  6  9 |
| Date commenced in organisation | Employee’s commencement date with current organisation.  In cases of re-employment following resignation/termination, provide the commencement date for the most recent period of continuous employment.  E.g., 09 February 1975 = 09/02/1975 | DD/MM/YYYY format  Use forward slash / as separator  Must not be a date after the last full pay period of June |
| Date commenced in the VPS | Employee’s commencement date within the Victorian Public Service.  E.g., 09 February 1975 = 09/02/1975 | DD/MM/YYYY format  Use forward slash / as separator  Must not be a date after the last full pay period of June |
| New starter status | Indicate whether the employee commenced with the organisation in the last 12 months and if they did whether they were recruited from another public service body.   * 0 = Did not commence with the organisation in the 12 months prior to the June collection * 1 = Commenced in the organisation after transferring from another public service body * 2 = Transferred into the organisation as a result of a machinery of government change * 3 = Commenced in the organisation from outside the public service * 9 = Commenced in the organisation but prior employment unknown. | Either:  0  1  2  3  9 |
| Separation date | Date an employee ceased paid employment during the reporting period.  Include date if separated on or during the last day of the last full pay period of June.  Not required for casuals.  Must be reported for all separated staff. Leave blank for current employees.  The reporting period for this data field must be for the 12 months prior to the June collection.  E.g., 09 February 1975 = 09/02/1975 | DD/MM/YYYY format.  Must not be a date after the last full pay period of June.  Use forward slash / as separator |
| Separation reason | Indicate the reason an employee has ceased employment with the agency.  Not required for casuals.  Must be reported for all separated staff. Leave blank for current employees.  The reporting period for this data field must be for the 12 months prior to the June collection. | A valid code.  See [list of separation reasons.](https://vpsc.vic.gov.au/html-resources/separation-reason-codes/) |
| Aboriginal and/or Torres Strait Islander | Indicate whether the staff member identifies as an Aboriginal or Torres Strait Islander:   * Neither Aboriginal nor Torres Strait Islander (A) * Aboriginal and/or Torres Strait Islander (B) * No response (N) | Either:  A  B  N |
| Disability | Indicate whether an employee has shared disability information:   * No disability (A) * With disability (B) * Prefer not to say (C) * No response/Not collected (N) | Either:  A  B  C  N |
| Employee record number | Employee ID or payroll number as stored on your system.  This number will assist resolve issues if records contain errors. | As stored on your system. |
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