Data specification - Health sector

2023

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

Contact us at workforce.data@vpsc.vic.gov.au if you need further assistance.

## Your data file

The data described in this document 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-health-sector/>

In your data file, please ensure that:

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

## 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 final full pay period in June 2023
2. All Separated Employees that ceased employment with your organisation during the 12 months from the first pay period of July 2022 until the end of the last full pay period in June 2023 (not required for casual employees).

The meaning of ‘Active Employees’ is consistent with the [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.

Advice on reporting Visiting Medical Officers is available [here](https://vpsc.vic.gov.au/wp-content/uploads/2016/05/WACA-Health-Sector-Guidance-Notes-VMOS-2013.pdf).

### 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 during the final full pay period in June 2023
* people added to the payroll in the last full pay period in June 2023 solely for the purpose of paying outstanding entitlements
* employees on leave without pay for the whole of the final full pay period in June 2023
* employees absent on WorkCover and not receiving make up pay in the final pay period in June 2023
* volunteers, employment agency staff, contractors, consultants or board members.

## 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 this year
* or at the time of separation for separated staff (where possible)
* or when last employed for casuals (those employed and paid for the last full pay period in June this year).

The following table provides the specific requirements for each data field.

All fields are mandatory.

|  |  |  |
| --- | --- | --- |
| Column Header | Definition | Format |
| Campus code | The campus code of the employee’s primary or ‘base’ work location. Where an employee works out of a site which has no allocated campus code, the parent campus code should be used. | A valid 3 digit alphanumeric or numeric code. |
| PCR Code | The Payroll Classification Register (PCR) code under which the employee’s remuneration was last paid.Where an employee’s remuneration is paid from more than one PCR, the PCR associated with the greater proportion of the FTE should be used.Where an employee’s FTE is equally split across multiple PCRs, the first PCR available in the system should be used.[Click here for a list of PCR and ANZSCO codes](https://vpsc.vic.gov.au/wp-content/uploads/2016/06/PCR-ANZSCO-translation.xlsx) | A valid alphanumeric code. Customised codes should be matched back to standard PCR codes. |
| Remuneration Cost centre | The **specific** Common Chart of Accounts (CCOA) ‘transmissible’ cost centre from which the employee is paid e.g. A1234.Where an employee’s remuneration is paid from more than one cost centre, the cost centre associated with the greater proportion of the FTE should be used.Where an employee’s FTE is equally split across multiple cost centres, the first cost centre available in the system should be used.Here is a list of transmissible [cost centre codes.](https://vpsc.vic.gov.au/resources/data-collection-health-sector/) Please only use valid, transmissible cost centre codes.The codes are also available from [www.healthcollect.vic.gov.au](http://www.healthcollect.vic.gov.au) (login required, refer to your local finance team). | 5-character alphanumeric string. This must be a ‘transmissible cost centre code’ and not a rollup group code. For example, do not use A3000.Do not use the title of the Remuneration Cost Centre. |
| ANZSCO | Australian and New Zealand Standard Classification of Occupations (ANZSCO) 2022 Australian Version.[Click here for a list of PCR and ANZSCO codes](https://vpsc.vic.gov.au/wp-content/uploads/2016/06/PCR-ANZSCO-translation.xlsx)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 |
| Annual base salary or executive TRP | The full-time annual salary / remuneration (before tax) 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 |
| Wage paid for last fortnight in last full pay period | The gross wage component of employee remuneration paid during the last fortnight in the collection period (i.e., including tax).Gross wage for this collection period (i.e., including tax) should be used irrespective of whether this represents a typical wage for the employee throughout the year.Only include casual staff employed in the last pay period in June this year.**Casual staff only** | A number greater than 0Include decimal placesNo dollar signs or commasE.g., Report $25.99 as 25.99 |
| Hours worked in the last fortnight in last full pay period | The total number of hours worked by and paid to the employee (excluding overtime) at the last fortnight in the collection period.Hours worked for this collection period should be used irrespective of whether this represents the typical hours for the employee throughout the year.**Casual staff only** | A number greater than 0 |
| Date of birth | Employee’s date of birth. E.g., 09 February 1975 = 09/02/1975 | DD/MM/YYYY formatUse forward slash / as separator |
| Gender | The nominated gender of the employee.Man (M), Woman (W), Self-described (S) or Prefer not to say (P). | Either:MWSP |
| Employment types | Nature of employee’s employment contract:* Ongoing (O)
* Fixed term (T)
* Casual (C)

If an employee separates during the year, report the employment type used immediately before separation. This field does not record full or part time status.Ongoing employees are entitled to either paid sick leave, or paid holiday leave, or both and are not employed on a fixed term contract or casual basis.Fixed term employees are contracted to work for a specific period of time. Casual employees are not ‘ongoing’ or ‘fixed term’ employees. They do not have a written agreement on the minimum number of days that they will work. They are usually paid a higher rate of pay to compensate for lack of permanency and leave entitlements.Casuals may be full-time or part-time, according to the hours they have agreed to work.**Do not include volunteers, employment agency staff, contractors, consultants or board members in your file.** | Either:OTC |
| 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 Must be greater than 0 and less than or equal to 1E.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 actually 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 postcodeE.g., For Point Cook report 3030 |
| Postcode – home | Postcode of home address. | A valid postcode  |
| Total unused annual leave balance in hours | 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 Must be in hours Must not be blank Wherever data is not collected populate cell with a 0 |
| Total hours of sick and carers leave taken in the last 12 months | Must include both:* 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
* 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 2023 collection. | A number greater than or equal to 0Must be in hoursMust not be blank Wherever data is not collected populate cell with a 0  |
| Total hours of 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 16 above). Report 0 if no carers/family 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 2023 collection. | A number greater than or equal to 0Must be in hoursMust not be blank Wherever data is not collected populate cell with a 0 |
| Total hours of 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 0Must be in hoursMust not be blankWherever data is not collected populate cell with a 0 |
| Date commenced current 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 formatUse forward slash / as separatorMust not be a date after the last full pay period of June 2023 |
| Commencement type | The nominated pathway (Recruitment Source) to commencement with the employing organisation cited by the employee. | A valid code.[See list of commencement type codes](https://vpsc.vic.gov.au/html-resources/commencement-type-codes/) |
| 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 this year.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 2023 collection.** | DD/MM/YYYY formatUse forward slash / as separatorMust not be a date after the last full pay period of June 2023E.g., 09 February 1975 = 09/02/1975 |
| 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 2023 collection.** | A valid code.See [list of separation reason codes](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)
* Prefer not to say (C)
* No response (N)
 | Either:ABCN |
| 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:ABCN |
| Executive classification | Please indicate the classification of your Chief Executive Officer and all Executives with significant management responsibility and a Total Remuneration Package (TRP) of $207,116 or higher:* Senior Executive Service-1 (SES-1)
* Senior Executive Service-2 (SES-2)
* Senior Executive Service-3 (SES-3)

If an executive role has not been classified yet (further to the Victorian Independent Remuneration Tribunal guidelines), please apply the classification based on their TRP as follows:* SES-1 = $144,666 to 207,115 **– CEOs only**
* SES-1 = $207,116 to $267,445
* SES-2 = $267,446 to $384,540
* SES-3 = $384,541 or higher

**Leave this field blank for non-executive employees or those who are*** Technical specialists who do not have a management function
* Persons whose employment is regulated by an award or enterprise agreement
* Non-CEO executives with a full-time TRP below $207,116

If you are unsure, please contact us | Either:SES-1SES-2SES-3 |
| Employee record number | Employee ID or payroll number as stored on your system.This number will assist identification if records contain errors. | As stored on your system. |
| End of table |  |  |