MOHRI FILE SPECIFICATION 2021 (v13)

	Field No.	Field Max Size	Period	Description	Business Rule / Validation	Comments	Reason for collection
Data Reference	1	10	SS	**Agency Code**	Must be a valid code	Code which uniquely identifies each agency.	data comparison between agencies
	2	4	SS	**Calendar Year**	Four character year	Calendar year in which dataset is captured. Format is CCYY	data comparison between years
	3	1	SS	**Quarter of Calendar Year**	Must be in the range 1-4. Cutoff dates for each quarter	1 = 1 January - 31 March, 2 = 1 April - 30 June, 3 = 1 July - 30 September, 4 = 1 October - 31 December. Refer to cutoff dates for dates by which each quarter's data should be submitted.	data comparison between quarters
Biographical Details	4	10	SS	**Employee Number**	Must be unique within each agency. Cannot be blank.	Unique identifier of each employee.	uniquely identify employees in event of errors occurring in data & also required to ensure no duplicate records
	5	8	SS	**Date of Birth**	Standard MOHRI date format. Cannot be greater than snapshot date minus 14 years.	Should only be blank where employers cannot, by law, ask for an employees date of birth, e.g. some overseas countries. DDMMYYYY	sector age structure analysis together with age profile changes/projections
	6	1	SS	**Gender**	Must be a valid code	Self identified gender. M (Man), F (Woman) and X (Non-binary) are the only valid codes. Cannot be blank.	comparative gender profiles
	7	1	SS	**ATSI Code**	A valid code or blank	Aboriginal and/or Torres Strait Islander (ATSI) people. A = non ATSI, B = Aboriginal and/or Torres Strait Islander people, C = Response declined, blank = Question unanswered, Z = No census form returned	EEO indicator
	8	1	SS	**ASSI Code**	A valid code or blank	Australian South Sea Islander people (ASSI). N = non ASSI, S = ASSI, C = Response declined, blank = Question unanswered, Z = No census form returned	EEO indicator
	9	1	SS	**CALD Code 1**	A valid code or blank	Culturally and Linguistically Diverse. 1 = Born in Australia, 2 = Born overseas in a mainly English speaking country, 3 = Born overseas in a mainly non-English speaking country, C = Response declined, blank = Question unanswered, Z = No census form returned	EEO indicator
	10	1	SS	**CALD Code 2**	A valid code or blank	Culturally and Linguistically Diverse. 4 = Speak a language at home other than English including ATSI/ASSI languages, 5 = English spoken at home, C = Response declined, blank = Question unanswered, Z = No census form returned	EEO indicator
	11	3	SS	**Disability Code**	A valid code or blank	Person with a disability. 600 = Disability, 700 = No Disability, 999 = Response declined, blank = Question unanswered, Z = No census form returned	EEO indicator
Human Resource Details	12	8	SS	**Date appointed to Agency**	Standard MOHRI date format or blank. Cannot be future date.	Date of appointment to the current agency. DDMMYYYY	sector workplace planning & indicator for continuity of employment
	13	8	SS	**Date appointed to Queensland Public Sector**	Standard MOHRI date format. Cannot be future date. Cannot be blank.	The date that the employee was appointed to the Queensland Public Sector.	determine tenure of employment
	14	1	SS	**Employment Category**	'P' or 'C' or 'T' or 'N'	Permanent(P), Casual(C), Fixed Term Temporary(T), Contract(N). (If separated during quarter use immediately prior employment category). **Excludes** - volunteers, pension from agency, Employment Agency staff, contractors, Consultants, Board members	analysis of workforce flexibility, workforce planning & comparative profiles
	15	1	SS	**Employment Status**	Must be a valid code	Active (employee was active/at work & paid for any portion of the snapshot fortnight) (A), on paid leave for the whole snapshot fortnight (P), absent on unpaid leave for the whole snapshot fortnight (U), Separated (S), ELSLER only (E). The status is 'as at' the reporting date.	workforce analysis & comparative profiles
	16	8	CQ	**Separation Date**	Standard MOHRI date format of most recent separation in current quarter or blank.	Must not be blank if separation reason is entered or employment status = 'S' (Separated).	separation rates & length of service periods for workforce planning
	17	1	CQ	**Separation Reason**	Must be valid code and be the reason for the most recent separation in the current quarter. (See previous field)	A = Appointment to another QLD Public Sector agency, B = Resignation, C = Ill Health retirement, D = Retrenchment, E = End of Contract, F = Dismissal, G = Death, H = Early Retirement / Redundancy, J = Pension (paid by agency), K = Age retirement, L = Ceased, M = Machinery of Government change.	workforce analysis and planning.
	18	1	CQ	**Separation Reason Extra**	Must be a valid code or blank	Dept of Education use only. This field captures the separation and re-hiring of an employee under differing employment categories eg. Perm to Temp or Temp to Perm	separation rates for workforce planning

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	19	3	SS	**Appointed Full Time Equivalent (FTE) ratio x 100**	>= 0 and <=100. FTE's greater than 1 should be reduced to 1	The ratio of an individual's actual placement appointed work hours to the award full-time standard hours for the work being done x 100. An FTE of 1.00 should be recorded as 100 while an FTE of 0.5 should be recorded as 050.	analysis of workforce flexibility, workforce planning & comparative profiles
	20	3	SS	**Paid Full Time Equivalent (FTE) ratio x 100**	>= 0 and <=100. FTE's greater than 1 should be reduced to 1	The ratio of an individual's actual paid hours in snapshot fortnight x 100. An FTE of 1.00 should be recorded as 100 while an FTE of 0.5 should be recorded as 050. FTE's of greater than 1 should be reduced to 1. Overtime, back-pay and any pay corrections are to be excluded.	costing & workforce planning
Occupation Details	21	10	SS	**Classification Code within Award**	Must be a valid code where applicable. Cannot be blank.	Identifies employees actual placement classification code.	costing and classification/increment profile
	22	2	SS	**Increment Year within Classification (if applicable)**	Must be a valid code. Cannot be blank.	Identifies the increment year within the classification code for the employee. If on the qualification increment then Q must be used, otherwise it must be a 2 character code with leading zeros. ie 01, 02.	costing and classification/increment profile
	23	7	SS	**Australian & New Zealand Standard Classification of Occupations (ANZSCO)**	Must be valid code and 6 characters long	The Australian Bureau of Statistics, Australian & New Zealand Standard Classification of Occupations (six digit code).	analysis of occupational profile, recruitment planning and analysis, gender equity & comparative profiles
	24	15	SS	SOG1	Optional field	Special occupation group1. Must be null or a vaild code (which the agency supplies)	this field is used to define the key frontline roles within the agency
	25	15	SS	SOG2	Optional field	Special occupation group2. Must be null or a vaild code (which the agency supplies)	this field is used to define the key frontline roles within the agency
	26	20	SS	**Cost Centre Code**	Optional field	Cost Centre Code for the employee. Field is not validated.	financial analysis and possible links to the Financial System
	27	12	SS	**Position number**	Optional field	Position number for the employee. Field is not validated	
	28	5	SS	**Corporate Services Code**	Must be a valid code. Cannot be blank.	Corporate Service code for the employee.	government initiative
Industrial Instruments Details	29	5	SS	**Legislation under which the employee is currently employed**	Must be a valid code	A reference to the current employing Act. If a code is not available, please contact PSC for necessary allocation.	legislative profile
	30	10	SS	**Award Code - Base Award**	Must be a valid code	A code which uniquely identifies a registered Industrial Award or Industrial Agreement. A code exists for 'award free'.	sector award profile
	31	10	SS	**EBA Agreement Code**	Must be a valid code	A code which uniquely identifies a registered Enterprise Bargaining Agreement.	sector certified agreement profile
	32	4	SS	**Award Standard Full-Time Hours per week x 100**	>= 0 and <= 4500	The number of hours a full-time employee (ie FTE 1.0) would work in accordance with the appropriate award or agreement multiplied by 100. Eg if an award prescribes 36 hours 15 minutes for a full-time position, the required entry is 3625 (36.25 x 100).	financial and workforce management
	33	5	SS	**Award Hourly Base Rate of Pay in cents (include higher duties allowance and exclude all other allowances & penalties)**	> = 0	The award hourly rate of base pay based on actual placement - includes higher duties allowance and excludes all other allowances & penalties in cents at the reporting date. Eg an employee whose weekly award rate of pay is $600.00 per week for a 30 hour standard week would have an hourly rate of 2000 cents.	costing & workforce planning
	34	5	SS	**Aggregate Hourly Rate of Regular Allowances in cents (exclude higher duties allowance, purchase leave allowance and PPL allowance)**	> = 0	Total of 'standing' or 'regular' allowances in cents at the reporting date. Exclude higher duties allowance, purchase leave allowance and paid parental allowance. Eg an employee earning $150.00 per week in 'standing' or 'regular' allowances for a 30 hour standard week would have an hourly rate of 500 cents.	costing, workforce planning & reflection of 'total earnings'
	35	5	SS	**Hourly rate of total value of all allowance payments at reporting date in cents (exclude higher duties allowance, purchase leave allowance and PPL allowance)**	> = 0	Total of all allowances at the reporting date in cents. Exclude severance payments, ex gratia payments, purchase leave allowance, PPL allowance, Higher Duties allowance and leave loading. Eg an employee earning $120.00 per week in **total** allowances for a 30 hour standard week would have an hourly rate of 400 cents.	costing & workforce planning

	Field		Period	Description	Business Rule / Validation	Comments	Reason for collection
	No.	Max Size					
Pay Details	36	5	SS	**Hourly rate of Higher Duties amount at reporting date in cents**	> = 0	The hourly rate of approved higher duties allowance paid to the employee at the reporting date in cents. Eg an employee earning $90.00 per week in total higher duties allowance for a 30 hour standard week would have an hourly rate of 300 cents.	costing & workforce planning
	37	5	SS	**Hourly rate of Locality Allowance in cents**	> = 0	The hourly rate of Locality Allowances paid to the employee at the reporting date in cents. Eg an employee earning $120.00 per week in Locality Allowances for a 30 hour standard week would have an hourly rate of 400 cents.	costing & workforce planning
	38	5	SS	**Hourly rate of Overtime amount in cents**	> = 0	The amount of approved overtime allowance paid to the employee at the reporting date in cents. Eg an employee earning $120.00 per week in overtime allowance for a 30 hour standard week would have an hourly rate of 400 cents.	costing & workforce planning
	39	5	SS	**Overtime in hours x 100**	> = 0	The number of approved overtime hours for which the employee is being paid at the reporting date x 100. Eg an employee being paid 9 hours overtime during at the reporting date will require an entry of 900 (9 x 100).	costing & workforce planning
	40	5	SS	**Hourly rate of Shift/Penalty Allowances in cents**	> = 0	The amount of shift/penalty allowance paid to the employee at the reporting date in cents. Eg an employee earning $120.00 per week in shift/penalty allowance for a 30 hour standard week would have an hourly rate of 400 cents.	costing & workforce planning
Location Details	41	6	SS	**Geographical Feature Code**	Can only be blank if Flag is "E". If populated, must be valid code from list	Feature Code as per list - please contact PSC for new locations.	workforce planning
	42	4	SS	**Home Postcodes**	Cannot be blank, must be a valid value	Postcode of employees residential address. Overseas employees = OSEA.	government initiative
Unscheduled Absence	43	5	PQ	**Sick leave hours drawn down over the previous quarter x 100**	>= 0 and <= (available working days for the qtr x 8hrs)	Absence in the previous quarter, whether paid or unpaid, 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. The number of hours should be multiplied	costing & workforce planning
	44	5	PQ	**Industrial Disputes hours absent in the previous quarter x 100**	>= 0 and <= (available working days for the qtr x 8hrs)	The number of hours absent due to industrial disputes during the previous quarter multiplied by 100.	costing & workforce planning
	45	5	PQ	**Workers' Compensation hours absent in the previous quarter x 100**	>= 0 and <= (available working days for the qtr x 8hrs)	The number of hours absence resulting from personal injury or disease sustained out of, or in the course of, employment (ie work related) and which forms part of an approved workers' compensation claim during the previous quarter multiplied by 100.	costing & workforce planning
	46	5	PQ	**Miscellaneous Special Leave such as bereavement or emergent leave hours absent in the previous quarter x 100**	>= 0 and <= (available working days for the qtr x 8hrs)	Total number of paid and unpaid hours absent due to miscellaneous unscheduled absence (ie unscheduled absence not covered above) during the previous quarter multiplied by 100. See examples of miscellaneous special leave for further explanation.	costing, workforce planning & industrial relations issues
	47	5	PQ	**Carer's Leave hours absent in the previous quarter x 100**	>= 0 and <= (available working days for the qtr x 8hrs)	No of hours absent on account of carer's leave (paid and unpaid) during the previous quarter multiplied by 100. See Part 3 Family Leave Award (Queensland Public Sector).	costing, workforce planning & industrial relations issues
	48	5	CQ	**Maternity Leave hours on Full Pay absent in the current quarter x 100**	>= 0 and <= (available working days for the qtr x 8hrs)	No of hours absent on account of full pay maternity leave during the current quarter multiplied by 100	costing, workforce planning & industrial relations issues
	49	5	CQ	**Maternity Leave hours on Half Pay absent in the current quarter x 100**	>= 0 and <= (available working days for the qtr x 8hrs)	No of hours absent on account of half pay maternity leave during the current quarter multiplied by 100	costing, workforce planning & industrial relations issues
	50	5	CQ	**Maternity Leave hours on No Pay absent in the current quarter x 100**	>= 0 and <= (available working days for the qtr x 8hrs)	No of hours absent on account of no pay maternity leave during the current quarter multiplied by 100	costing, workforce planning & industrial relations issues
	51	5	CQ	**Short Spousal Leave hours on Full Pay absent in the current quarter x 100**	>= 0 and <= 4000 (5days x 8hrs max)	No of hours absent on account of full pay short spousal leave during the current quarter multiplied by 100	costing, workforce planning & industrial relations issues
	52	5	CQ	**Short Spousal Leave hours on Half Pay absent in the current quarter x 100**	>= 0 and <= 8000 (10days x 8hrs max)	No of hours absent on account of half pay short spousal leave during the current quarter multiplied by 100	costing, workforce planning & industrial relations issues

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Scheduled Absence	53	5	CQ	**Short Spousal Leave hours on No Pay absent in the current quarter x 100**	>= 0 and <= (available working days for the qtr x 8hrs)	No of hours absent on account of no pay parental/spousal leave during the current quarter multiplied by 100	costing, workforce planning & industrial relations issues
	54	5	CQ	**Long Spousal Leave hours on Full Pay absent in the current quarter x 100**	>= 0 and <= (available working days for the qtr x 8hrs)	No of hours absent on account of full pay long spousal leave during the current quarter multiplied by 100	costing, workforce planning & industrial relations issues
	55	5	CQ	**Long Spousal Leave hours on Half Pay absent in the current quarter x 100**	>= 0 and <= (available working days for the qtr x 8hrs)	No of hours absent on account of half pay long spousal leave during the current quarter multiplied by 100	costing, workforce planning & industrial relations issues
	56	5	CQ	**Long Spousal Leave hours on No Pay absent in the current quarter x 100**	>= 0 and <= (available working days for the qtr x 8hrs)	No of hours absent on account of no pay long spousal leave during the current quarter multiplied by 100	costing, workforce planning & industrial relations issues
	57	5	CQ	**Adoption / Surrogacy Leave hours on Full Pay absent in the current quarter x 100**	>= 0 and <= (available working days for the qtr x 8hrs)	No of hours absent on account of full pay adoption / surrogacy leave during the current quarter multiplied by 100	costing, workforce planning & industrial relations issues
	58	5	CQ	**Adoption / Surrogacy Leave hours on Half Pay absent in the current quarter x 100**	>= 0 and <= (available working days for the qtr x 8hrs)	No of hours absent on account of half pay adoption / surrogacy leave during the current quarter multiplied by 100	costing, workforce planning & industrial relations issues
	59	5	CQ	**Adoption / Surrogacy Leave hours on No Pay absent in the current quarter x 100**	>= 0 and <= (available working days for the qtr x 8hrs)	No of hours absent on account of no pay adoption / surrogacy leave during the current quarter multiplied by 100	costing, workforce planning & industrial relations issues
	60	5	CQ	**Pre-Natal Leave hours absent in the current quarter x 100**	>= 0 and <= 4000 (5days x 8hrs max)	No of hours absent on account of pre-natal (paid) leave during the current quarter multiplied by 100	costing, workforce planning & industrial relations issues
	61	5	CQ	**Pre-Adoption / Pre-Surrogacy Leave hours absent in the current quarter x 100**	>= 0 and <= 4000 (5days x 8hrs max)	No of hours absent on account of pre-adoption / pre-surrogacy (paid) leave during the current quarter multiplied by 100	costing, workforce planning & industrial relations issues
ELSLER (Employee Long Service Leave Entitlement Report)	62	1	SS	**LSL Entitlement Type**	Must be a valid code (A or B or C or D or N)	Must be a valid type. The rate at which the employee becomes entitled to long service leave. This depends on the employee's industrial award or employment agreement.	ELSLER requirement
	63	8	SS	**LSL Vesting Date**	Standard MOHRI date format	The date upon which the employee becomes entitled to long service leave	ELSLER requirement
	64	6	CQ	**LSL balance accrued at current qtr start date X 100**	>= 0	Employees long service leave balance (in working hours) accrued at the current quarter start date X 100	ELSLER requirement
	65	6	CQ	**LSL balance accrued at current qtr end date X 100**	>= 0	Employees long service leave balance (in working hours) accrued at the current quarter end date X 100	ELSLER requirement
	66	6	CQ	**LSL hours taken during the current quarter X 100**	>= 0	Long service leave working hours taken by the employee during the current quarter X 100	ELSLER requirement
	67	6	CQ	**LSL hours paid out on separation during the current quarter X 100**	>= 0	Long service leave in working hours paid out to employee on separation during the current quarter X 100	ELSLER requirement
Leave Balances	68	6	SS	**Recreation Leave hours balance at the end of snapshot fortnight x**	>= 0	Employees Recreation Leave hours balance (in working hours) accrued at the end of the snapshot fortnight (even if future leave has already been deducted) multiplied by 100	workforce reporting
	69	6	SS	**Sick Leave hours balance at the end of snapshot fortnight x 100**	>= 0	Employees Sick Leave hours balance (in working hours) accrued at the end of the snapshot fortnight (even if future leave has already been deducted) multiplied by 100	workforce reporting
MOHRI Flag	70	1	SS	**Flag**	Must be a valid code	Must be a valid code. M = MOHRI employee only, B = Both (MOHRI and ELSLER employee), E = ELSLER employee only, X = EEO & ELSLER employee, Z = EEO employee only	delineate between MOHRI and ELSLER employees - most employees should be coded as 'B' (Both)
Org Structure	71	15	SS	**Org Level 1**	Mandatory	Must be a valid code (which the agency supplies)	this field is used to define which area of the agency the employee is situated
	72	15	SS	**Org Level 2**	Optional field	Must be a valid code (which the agency supplies)	this field is used to define which area of the agency the employee is situated

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	73	15	SS	**Org Level 3**	Optional field	Must be a valid code (which the agency supplies)	this field is used to define which area of the agency the employee is situated

Period	
SS	Snapshot Fortnight
PQ	Previous Qtr
CQ	Current Qtr

NOTE: * Data is always about the <u>actual</u> position for employees

* The MOHRI file must contain all employees who accrue LSL, even if paid FTE = 0. (Emp Status = E & Flag = E)