

- 1. Title:** **Minimum Obligatory Human Resource Information (MOHRI)**

- 2. Supersedes:** Directive 4/01.
Queensland Public Service Workforce Management Information

- 3. Purpose:** To detail the MOHRI information that must be submitted to the Public Service Commission

- 4. Legislative Provision:** *Public Service Act 2008 – Section 53*

- 5. Effective date:** This directive is effective from **1 March 2006**

- 6. Definitions:** This directive applies to all Departments

- 7. Directive:** The provisions of Schedules A and B apply to data that must be submitted to the Public Service Commission.

SCHEDULE A

1. Schedule B sets out the file specifications of the MOHRI information which must be submitted by departments to the Public Service Commission (PSC).
2. Information must be collected for all employees within the department, including employees who are accruing long service leave but may not have been paid in the pay period in which the workforce management information is collected for submission to PSC. Information on people on boards and committees who are not public service employees is excluded from the collection.
3. Such information should be formatted as an electronic fixed length text file according to the specifications contained in Schedule B. Departments must load this information directly into the web-based Workforce Analysis Comparison Application (WACA). The WACA will validate the information according to a set of rules in order to improve the accuracy of the data.
4. Those records which the validation highlights as containing fatal errors will not be accepted, unless prior arrangements are made with officers of PSC. It will also be assumed that those records which the validation highlights as warning errors have been considered by the agency before submitting the information.
5. Such information must be collected by departments on a quarterly basis to reflect the final pay period before 31 March, 30 June, 30 September and 31 December of each year. In particular circumstances, the Commission Chief Executive may decide that departments should collect the information at a time other than the final pay period in each quarter, in order to reflect a more accurate representation of the workforce.
6. Unless the Commission Chief Executive approves an exemption in terms of 7 below, departments must submit their MOHRI information to PSC within 4 weeks of the end of each quarter.
7. Departments may be given exemption by the Commission Chief Executive not to provide information on a quarterly basis to PSC. The chief executive must make requests for exemptions in writing to the Commission Chief Executive.
8. Chief executives are responsible for the accuracy of information submitted to PSC by their department.
9. The Commission Chief Executive may supply workforce management reports based on MOHRI to government, central agencies and departments.
10. Departments submitting MOHRI information as set out in Schedule B will also be providing (at the same time) their annual EEO data files in accordance with Section 30 of the *Public Service Act 2008*.

SCHEDULE B

	Field		Column		Period	Justified	Description	Business Rule / Validation	Comments	Reason for collection
	No.	Size	Start	End						
Data Reference	1	5	1	5	SS	L	Agency Code	Must be a <u>valid code</u>	Code which uniquely identifies each agency.	data comparison between agencies
	2	4	6	9	SS	L	Calendar Year	Four character year	Calendar year in which dataset is captured. Format is CCYY	data comparison between years
	3	1	10	10	SS	L	Quarter of Calendar Year	Must be in the range 1-4 <u>Cutoff dates for each quarter</u>	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
	4	5	11	15			Spare for future use			
Biographical Data	5	10	16	25	SS	L	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
	6	8	26	33	SS	L	Date of Birth	<u>Standard MOHRI date format.</u> 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
	7	1	34	34	SS	L	Sex	Must be 'M' (male) or 'F' (female)	Sex which appears on birth documentation. Other documentation may only be used if birth documentation is not available.	EEO indicator & comparative gender profiles
	8	1	35	35	SS	L	ATSI Code	Must be a <u>valid code</u>	Aboriginal or Torres Strait Islander (ATSI) descent. A = non ATSI; B = ATSI; C = Response declined; Z = No Form	EEO indicator
	9	1	36	36	SS	L	NESB Code	Must be a <u>valid code</u>	Non-English speaking background. 1 = ESB (English Speaking Background); 4 = NESB1 (people who have migrated to Australia and whose first language is a language other than English); 7 = NESB2 (the children of those migrated people as defined by NESB1); N = Response declined; Z = No Form	EEO indicator
	10	3	37	39	SS	L	Disability Code	Must be a <u>valid code</u>	Person with a disability. 600 = Disability; 700 = No Disability; 999 = Response declined; Z = No Form	EEO indicator
	11	5	40	44			Spare for future use			
Human Resource Issues	12	8	45	52	SS	L	Date appointed to Agency	<u>Standard MOHRI date format</u> or blank. Cannot be future date.	Date of appointment to the current agency. DDMMYYYY	sector workplace planning & indicator for continuity of employment
	13	8	53	60	SS	L	Date appointed to Queensland Public Sector	<u>Standard MOHRI date format.</u> Cannot be future date. Cannot be blank.	The date that the employee was appointed to the Queensland Public Sector. In instances of broken service or exclusion periods, the same principles used for determining long service leave should be applied.	determine tenure of employment
	14	7	61	67	SS	L	Australian Standard Classification of Occupations (ASCO)	Must be <u>valid code</u> and at least 4 characters long	Four digit, Australian Standard Code for Occupations. The field has been expanded to 7 characters to facilitate agencies wishing to code this field to further levels.	analysis of occupational profile, recruitment planning and analysis, gender equity & comparative profiles
	15	5	68	72	SS	L	Legislation under which the employee is currently employed	Must be a <u>valid code</u>	A reference to the current employing Act. If a code is not available, please contact OPSME for necessary allocation.	legislative profile
	16	10	73	82	SS	L	Award Code - Base Award	Must be a <u>valid code</u>	A code which uniquely identifies a registered Industrial Award or Industrial Agreement. A code exists for 'award free'. The first character of the code (S or F) signifies whether the award is State or Federal jurisdiction.	sector award profile
	17	10	83	92	SS	L	EBA/EDA Agreement Code	Must be a <u>valid code</u>	A code which uniquely identifies a registered Enterprise Bargaining Agreement or Enterprise Development Agreement.	sector certified agreement profile
	18	6	93	98	SS		Spare for future use / Special Group	Must be a valid code or blank	As of June08 qtr, this field captures information on 'Graduate Program' employees	
	19	4	99	102	SS	R	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
	20	10	103	112	SS	L	Classification Code within Award	Must be a <u>valid code</u> where applicable. Cannot be blank.	If valid codes for common public service award classifications are not utilised, agencies should supply a dictionary for translation purposes. The dictionary should be a fixed length text file.	costing and classification/increment profile
	21	2	113	114	SS	L	Increment Year within Classification (if applicable)	Valid code for field 20. Cannot be blank.	A code representing the increment year within the classification code for the employee. Must be a 2 character code with leading zeros. ie 01, 02, etc or Q	costing and classification/increment profile
22	1	115	115	SS	L	Employment Category	'P' or 'C' or 'T' or 'N'	Permanent(P), Casual(C), Temporary(T), Contract(N). (If separated during quarter use immediately prior employment category). Exclude - volunteers, pension from agency, Employment Agency staff, contractors, Consultants, Board members	analysis of workforce flexibility, workforce planning & comparative profiles	

SCHEDULE B

	Field		Column		Period	Justified	Description	Business Rule / Validation	Comments	Reason for collection
	No.	Size	Start	End						
cont. Human Resource Issues	23	3	116	118	SS	R	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 working 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. FTE's of greater than 1 should be reduced to 1.	analysis of workforce flexibility, workforce planning & comparative profiles
	24	1	119	119	SS	L	Employment Status	Must be a <u>valid code</u>	Active (not on extended leave) (A); absent on extended paid leave (P); absent on extended unpaid leave (U), Separated (S); Elsler only (E). The status is 'as at' the reporting date and 'extended leave' is greater than eight weeks (56 calendar days).	workforce analysis & comparative profiles
	25	8	120	127	CQ	L	Separation Date	<u>Standard MOHRI date format</u> 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
	26	1	128	128	CQ	L	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.
	27	6	129	134	SS	L	Geographical Feature Code	Can only be blank if Flag is "E". If populated, must be <u>valid code</u> from list	Feature Code as per list - please contact OPSME for new locations	workforce planning
	28	1	135	135	CQ		Spare for future use/ Separation Reason Extra	Must be a valid code or blank	As of Dec06 qtr, 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
Salary Details	29	5	136	140	SS	R	Award Hourly Base Rate of Pay in cents (excluding all allowances & penalties)	> = 0	The award hourly rate of base pay excluding all 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
	30	5	141	145			Spare for future use			
Allowance Details	31	5	146	150	SS	R	Aggregate Hourly Rate of Regular Allowances in cents	> = 0	Total of 'standing' or 'regular' allowances in cents at the reporting date. 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'
	32	5	151	155	SS	R	Hourly rate of total value of all allowance payments at reporting date in cents	> = 0	Total of all allowances at the reporting date in cents. Exclude severance payments, ex gratia payments 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
	33	5	156	160	SS	R	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
	34	5	161	165	SS	R	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
	35	5	166	170	SS	R	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
	36	5	171	175	SS	R	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
	37	5	176	180	SS	R	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
	38	5	181	185		L	Spare for future use			
EB Initiatives	39	3	186	188	SS	R	Percentage of Gross Salary being Salary Packaged	> = 0 and < = 100	The percentage of employee's gross salary (pre tax) which is being packaged (at snapshot date) - <i>NOTE: No multiplying by 100 - normal rounding will apply ie. 5.88% will be 6</i>	Report to Government re Enterprise Bargaining Agreement
	40	1	189	189	SS	L	Extra Leave for Proportionate Salary	Y or N	Yes or No (at snapshot date)	Report to Government re Enterprise Bargaining Agreement
	41	5	190	194			Spare for future use			

SCHEDULE B

	Field		Column		Period	Justified	Description	Business Rule / Validation	Comments	Reason for collection
	No.	Size	Start	End						
Unscheduled Absence	42	5	195	199	PQ	R	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 by 100.	costing & workforce planning
	43	5	200	204	PQ	R	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
	44	5	205	209	PQ	R	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
	45	5	210	214	PQ	R	Miscellaneous Special Leave such as bereavement or emergent leave hours absent in the previous quarter x 100	>= 0 and <=8000 (10 days max x 8hrs)	Total number of 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
	46	5	215	219	PQ	R	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 - Qld Public Sector	costing, workforce planning & industrial relations issues
Scheduled Absence	47	6	220	225	SS	R	Recreation Leave hours balance at the end of snapshot fortnight x 100	>= 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	Report to Treasury re Recreation Leave Liability
	48	5	226	230	CQ	R	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	231	235	CQ	R	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	236	240	CQ	R	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	241	245	CQ	R	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 spousal leave during the current quarter multiplied by 100	costing, workforce planning & industrial relations issues
	52	5	246	250	CQ	R	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 spousal leave during the current quarter multiplied by 100	costing, workforce planning & industrial relations issues
	53	5	251	255	CQ	R	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 spousal leave during the current quarter multiplied by 100	costing, workforce planning & industrial relations issues
	54	5	256	260	CQ	R	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
	55	5	261	265	CQ	R	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
	56	5	266	270	CQ	R	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
	57	5	271	275	CQ	R	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
	58	5	276	280	CQ	R	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
	59	5	281	285			Spare for future use			

SCHEDULE B

	Field		Column		Period	Justified	Description	Business Rule / Validation	Comments	Reason for collection
	No.	Size	Start	End						
ELSLER	60	1	286	286	SS	L	LSL Entitlement Type	Must be a <u>valid code</u> (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
	61	8	287	294	SS	L	LSL Vesting Date	<u>Standard MOHRI date format</u>	The date upon which the employee becomes entitled to long service leave	ELSLER requirement
	62	6	295	300	CQ	R	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
	63	6	301	306	CQ	R	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
	64	6	307	312	CQ	R	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
	65	6	313	318	CQ	R	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
Optional	66	20	319	338	SS	L	Cost Centre Code	Optional field	Cost Centre Code for the employee which is not validated.	financial analysis and possible links to the Financial System
Qualifications (mandatory for appropriate agencies and classifications)	67	6	339	344	SS	L	Past highest level ASCED	Must be a <u>valid code</u> and at least 4 characters long	The four digit ASCED code of the highest AQF level course of study which has been awarded to the employee. The field has been expanded to 6 characters to facilitate agencies wishing to code this field to further levels	in accordance with agreed principles of Enterprise Bargaining Agreement
	68	2	345	346	SS	L	AQF level of past highest level ASCED	Must be a <u>valid code</u>	The AQF level of the course of study referred to in field 67 (Codes range from 00 to 12)	in accordance with agreed principles of Enterprise Bargaining Agreement
	69	4	347	350	SS	L	Year of award of past highest level ASCED	Must be a <u>valid year</u>	The year that the employee was awarded the qualification detailed in field 67	in accordance with agreed principles of Enterprise Bargaining Agreement
	70	6	351	356	SS	L	Current highest level ASCED	Must be a <u>valid code</u> and at least 4 characters long	The four digit ASCED code of the highest AQF level course of study currently being undertaken by the employee. The field has been expanded to 6 characters to facilitate agencies wishing to code this field to further levels	in accordance with agreed principles of Enterprise Bargaining Agreement
	71	2	357	358	SS	L	AQF level of current highest level ASCED	Must be a <u>valid code</u>	The AQF level of the course of study referred to in field 70 (Codes range from 00 to 12)	in accordance with agreed principles of Enterprise Bargaining Agreement
Corporate Services	72	5	359	363	SS	L	Corporate Services - Stream	Must be a <u>valid code</u> . Cannot be blank.	Corporate Service Stream code for the employee. Must be valid code: A, B, C, D, E, F, H, K or Z	government initiative
	73	5	364	368	SS	L	Corporate Services - Process	Must be a <u>valid code</u> . Can only be blank when CS Stream = H	Corporate Service Process code for the employee	government initiative
	74	5	369	373	SS	L	Corporate Services - Item	Not required at this stage	Must be null	government initiative
MOHRI Flag	75	1	374	374	SS	L	Flag	Must be a <u>valid code</u>	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)
MOHRI file end Marker	76	1	375	375	SS	L	Record End Marker	Must be \$	A dollar symbol (\$) must always be used in this field	
Org Structure	77	15	376	390	SS	L	Org Level 1	Optional field	Must be null or a valid code (which the agency supplies)	this field is used to define which area of the agency the employee is situated
	78	15	391	405	SS	L	Org Level 2	Optional field	Must be null or a valid code (which the agency supplies)	this field is used to define which area of the agency the employee is situated
	79	15	406	420	SS	L	Org Level 3	Optional field	Must be null or a valid code (which the agency supplies)	this field is used to define which area of the agency the employee is situated
Special Occupation Group	80	15	421	435	SS	L	SOG1	Optional field	Must be null or a valid code (which the agency supplies)	this field is used to define the special occupations within the agency
	81	15	436	450	SS	L	SOG2	Optional field	Must be null or a valid code (which the agency supplies)	this field is used to define the special occupations within the agency

Period	
SS	Snapshot Fortnight
PQ	Previous Qtr
CQ	Current Qtr

NOTE: * this data is always about substantive position for employee
 * the MOHRI file must contain all employees who accrue LSL, even if FTE = 0. (Emp Status = E & Flag = E)