



MINISTER FOR INDUSTRIAL RELATIONS

DIRECTIVE No. 4/01
September 2001

- 1. TITLE:** Queensland Public Service Workforce Management Information
- 2. PURPOSE:** To detail the workforce management information which must be submitted to the Department of Industrial Relations.
- 3. LEGISLATIVE PROVISION:** Section 34(2) of the Public Service Act 1996.
- 4. STANDARD:** The information prescribed by Schedules A and B must be submitted to the Department of Industrial Relations.
- 5. APPLICATION:** This Directive applies to all Departments.
- 6. EFFECTIVE DATE:** This directive is to operate from **10 September 2001**
- 7. PREVIOUS REFERENCES:** DETIR letter of 26 October 2000

SUPERSEDED

SCHEDULE A

1. Schedule B sets out the details of the workforce management information which must be submitted by agencies to the Department of Industrial Relations (DIR). Information must be collected for all employees within the agency.
2. Such information should be formatted as an electronic fixed length text file according to the specifications contained in Schedule B.
3. Such information must be collected by agencies 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 Director-General, DIR may decide that agencies 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.
4. Agencies must check the information by using DIR's validation programs (eg. The 'Workforce Information Package' (WIP)) before submitting files to the DIR.
5. Those records which the validation programs highlights as containing fatal errors will not be loaded to the DIR file, unless prior arrangements are made with officers of DIR. It will also be assumed that those records which the validation programs highlights as warning errors have been considered by the agency submitting the information.
6. Unless the Director-General, DIR approves an exemption in terms of 8 below, agencies must submit their workforce management information to DIR within 2 weeks of the end of each quarter.
7. Agencies should convey the information to DIR by either:
 - Supplying the information on diskettes or other electronic media; or
 - E-mailing the files to mohri.administrator@dir.qld.gov.au
8. Agencies may be given exemption by the Director-General, DIR not to provide information on a quarterly basis to DIR. The Chief Executive must make requests for exemptions in writing to the Director-General, DIR.
9. Chief Executives are responsible for the accuracy of information submitted by their agency.
10. The Director-General, DIR may supply workforce management information reports to government and central agencies.
11. Agencies submitting workforce management information as set out in Schedule B will also be providing (at the same time) their annual EEO data files in accordance with Section 7 (Step 5) of the *Equal Opportunity in Public Employment Act 1992*.

(Footnote: The Workforce Information Package was released on 31 March 2000. WIP is a software package which allows agencies to validate the accuracy of their own data before they submit it to DIR and extracts EEO data tables. The package scans the fields of data within the agency file and performs validations on the fields. It should be noted that the package will not be able to identify incorrect information that uses valid codes.)

SCHEDULE B

	Field		Column		Just	Description	Business Rule/Validation	Comments	Reason for collection	Source
	No.	Size	Start	End						
Data Reference	1	5	1	5	L	Agency Code	Must be a valid code	Code which uniquely identifies each agency.	Data comparison between agencies.	List of Agencies
	2	4	6	9	L	Calendar Year	Four character year.	Calendar year in which dataset is captured. Format is CCYY	Data comparison between years.	
	3	1	10	10	L	Quarter of Calendar Year	Must be in the range 1-4.	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.	Cutoff dates for each quarter
	4	5	11	15		Spare for future use				
Biographical Data	5	10	16	25	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	L	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.	Sector age structure analysis together with age profile changes/projections.	
	7	1	34	34	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	L	ATSI Code	Must be a valid code, or blank.	Aboriginal or Torres Strait Islander (ATSI) descent. A = not ATSI; B = ATSI; C = No response.	EEO indicator.	List of ATSI Codes
	9	1	36	36	L	NESB Code	Must be a valid code , or blank.	Non-English Speaking background. NESB1 = people who have migrated to Australia and whose first language is a language other than English. NESB2 = The children of those migrated people as defined by NESB1. See valid codes for allowable entries.	EEO indicator.	List of NESB Codes
	10	3	37	39	L	Disability Code	Must be a valid code , or blank.	999 = Nil response. See valid codes for other allowable entries.	EEO indicator.	List of disability codes
	11	3	40	42		Spare for future use				
Human Resource Issues	12	8	43	50	L	Date appointed to Agency	Standard MOHRI date format or blank. Cannot be future date.	Date of appointment to the current agency.	Sector workplace planning. Indicator for continuity of employment.	
	13	7	51	57	L	Australian Standard Classification of Occupations (ASCO)	Must be valid code 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.	List of ASCO Codes
	14	4	58	61	L	Postcode of the employee's work location	Must be valid code .	Four character postcode from Australia Post. The postcode is for the work location and NOT the employee's homes address.	Analyse mobility and location profile. Postcodes can also be converted to ABS statistical regions.	Postcode List
	15	5	62	66	L	Legislation under which the employee is currently employed.	Must be valid code	A reference to the current employing Act. If a code is not available, please contact OPS for necessary allocation.	Legislative profile.	List of employing legislation
	16	6	67	72	L	Award Code - Base Award	Must be valid code	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 of Federal jurisdiction.	Sector award profile.	List of Award Codes
	17	6	73	78	L	EBA/EDA Agreement Code	Must be valid code	A code which uniquely identifies a registered Enterprise Bargaining Agreement or Enterprise Development Agreement.	Sector certified agreement profile.	List of EBA/EDA codes
	18	6	79	84		Spare for future use				
	19	6	85	90		Spare for future use				
	20	4	91	94	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.	
	21	10	95	104	L	Classification Code within Award	Must be valid code 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 profile.	List of classification codes

SCHEDULE B

	Field		Column		Just	Description	Business Rule/Validation	Comments	Reason for collection	Source
	No.	Size	Start	End						
	22	2	105	106	L	Increment Year within Classification (if applicable)	Valid code for field 22. Cannot be blank.	A code representing the increment year within the classification code for the employee.	Costing and classification/increment profile.	
	23	1	107	107	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.	
	24	3	108	110	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.	
	25	1	111	111	L	Employment Status	Must be valid code	Active (not on extended leave)(A); absent on extended paid leave (P); absent on extended unpaid leave (U), Separated (S). The status is 'as at' the reporting date and 'extended leave' is greater than eight weeks (56 calendar days).	Workforce analysis. Comparative profiles.	Definition of Employment Status
	26	8	112	119	L	Separation Date	Standard MOHRI date format of most recent separation in previous quarter (B) or blank.	Must not be blank if separation reason is entered or employment status = 'S' (Separated).	Turnover rates. Length of service periods for workforce planning.	
	27	1	120	120	L	Separation reason	Must be valid code and be the reason for the most recent separation in the previous 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 = Voluntary Early Retirement, J = Pension (paid by agency), K = Age retirement, L = Ceased, M = Machinery of Government change.	Workforce analysis and planning.	
	28	1	121	121		Spare for future use				
Salary Details	29	5	122	126	R	Hourly Base Rate of Pay in cents (excluding all allowances)	> = 0	The hourly rate of base pay excluding all allowances in cents at the reporting date. Eg an employee earning \$600.00 per week for a 30 hour standard week would have an hourly rate of 2000 cents.	Costing Workforce planning	
	30	5	127	131		Spare for future use				
Allowance Details	31	5	132	136	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 and reflection of 'total earnings'.	
	32	5	137	141	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	142	146	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	147	151	R	The hourly rate of Locality Allowance in cents.	> = 0	The hourly rate of Locality Allowance 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	152	156	R	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	4	157	160	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	161	165	R	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	166	170		Spare for future use				
	39	5	171	175	R	Sick leave hours drawn down over the previous quarter x 100	> = 0 and <=47125 (65 days max x 7.25)	Absence, 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	
	40	5	176	180	R	Industrial Disputes hours absent in the previous quarter x 100	> = 0 and <=47125 (65 days max x 7.25)	The number of hours absent due to industrial disputes during the previous quarter multiplied by 100.	Costing Workforce planning	

SCHEDULE B

	Field		Column		Just	Description	Business Rule/Validation	Comments	Reason for collection	Source
	No.	Size	Start	End						
Unscheduled Absence	41	5	181	185	R	Workers Compensation hours absent in the previous quarter x 100	> = 0 and <=47125 (65 days max x 7.25)	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	
	42	5	186	190	R	Miscellaneous Special Leave such as bereavement or special responsibility hours absence in the previous quarter x 100	> = 0 and <=47125 (65 days max x 7.25)	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	
Extended Family Leave	43	5	191	195	R	No of hours absent on extended family leave in the previous quarter x 100	> = 0 and <=47125 (65 days max x 7.25)	No of hours absent on account of family leave (with or without pay) during the previous quarter for the reason specified in the next field x by 100. See valid codes for definition of family leave.	Costing, workforce planning, industrial relations issues	
	44	2	196	197	L	Type of family leave	Must be valid code or blank.	The type of family leave. If more than one type of leave was taken in the previous quarter, the longer period should be used. See valid codes for definition of extended family leave.	Costing, workforce planning, industrial relations issues	List of valid codes
Optional	45	20	198	217	L	Cost Centre Code	Must be valid code	Cost Centre Code for the employee.	Financial analysis and possible links to the Financial System.	
Qualifications (mandatory for appropriate agencies and classifications)	46	6	218	223	L	Past highest level ACSED	Must be valid code and at least 4 characters long.	The four digit ACSED 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	List of valid codes
	47	2	224	225	L	AQF level of past highest level ACSED	Must be valid code	The AQF level of the course of study referred to in field 47 (Codes range from 00 to 12)	In accordance with agreed principles of Enterprise Bargaining Agreement	List of valid codes
	48	4	226	229	L	Year of award of past highest level ACSED	Must be valid code	The year that the employee was awarded the qualification detailed in field 47	In accordance with agreed principles of Enterprise Bargaining Agreement	
	49	6	230	235	L	Current highest level ACSED	Must be valid code and at least 4 characters long.	The four digit ACSED 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	List of valid codes
	50	2	236	237	L	AQF level of current highest level ACSED	Must be valid code	The AQF level of the course of study referred to in field 50 (Codes range from 00 to 12)	In accordance with agreed principles of Enterprise Bargaining Agreement	List of valid codes
QPS Date	51	8	238	245	L	Date appointed to Queensland Public Sector	Standard MOHRI date format . Cannot be future date.	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.	
ELSLER	52	1	246	246	L	LSL Entitlement Type	Must be 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.	List of valid codes
	53	8	247	254	L	LSL Vesting Date	Standard MOHRI date format .	The date upon which the employee becomes entitled to long service leave	ELSLER requirement.	
	54	6	255	260	R	LSL balance accrued at period start date X 100	> = 0	Employees long service leave balance (in hours) accrued at the period start date X 100	ELSLER requirement.	
	55	6	261	266	R	LSL balance accrued at period end date X 100	> = 0	Employees long service leave balance (in hours) accrued at the period end date X 100	ELSLER requirement.	
	56	6	267	272	R	LSL hours taken during period X 100	>= 0	Long service leave hours place taken by the employee during the reporting period X 100	ELSLER requirement.	
	57	6	273	278	R	LSL hours paid out on separation during period X 100	>= 0	Long service leave in hours paid out to employee on separation during reporting period X 100	ELSLER requirement.	
	58	1	279	279	R	Flag	Must be valid code	Must be a valid code. M = MOHRI employee only; E = ELSLER employee only; B = Both (MOHRI and ELSLER employee)	Delineate between MOHRI and ELSLER employees. Most employees should be coded as 'B' (Both)	List of valid codes
MOHRI file end Marker	59	1	280	280	L	Record End Marker	Must be \$	A dollar symbol (\$) must always be used in this field		
Org Structure	60	50	281	330	L	First level of organisational structure	Not validated	Optional field and not validated.	This field is used to define which area of the agency in which the employee is situated.	