



Public Sector
Commission

Human Resource Minimum Obligatory Information Requirements

Data Definitions

1.6



Version History

Data Definitions User Guide revisions and HR MOIR History:

Version	Date	Action
	1996 (May)	Implementation of HR MOIR across the Public Sector
	2002	Revision of HR MOIR Data Definitions
	2004 (March)	Inclusion of additional Office of Equal Employment Opportunity's requirements into HR MOIR collection
1.3	2007 (July)	New HR MOIR collection restructured for transition to the Portal. New data fields defined and update of data definitions from Anonymous Individual Employee Records (AIER) survey, Aggregated Annual Report (AAR) and Aggregated Annual Equal Employment Opportunity Information survey.
	2007 (June) - 2008 (March)	Transition to the Portal 2008
	2008 (June)	New HR MOIR (using the Portal) fully implemented
1.4	2008 (December)	Data Definitions User Guide re-formatted with clearer definitions for each field. Electronic version available from website.
	2009 (June)	Entity Summary Report added in the Portal.
1.5	2010 (March)	Revision of Data Definitions User Guide – typographical corrections, clarifications of definitions and additional examples.
	2010 (October)	Data Quality Improvement Program was launched. Note also use of 'entity' rather than 'agency'.
	2011 (June)	Equity Index Report added in the Portal.
	2011 (December)	A number of new fields have been introduced to improve data accuracy as part of the Data Quality Improvement Program.
1.5.1	2017 (May)	Minor update to include a third gender category.
1.6	2024 (December)	Update to layout and separation of appended code lists. Clarification on sex and gender.

Contact

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Introduction

Authority and purpose

Commissioner's Instruction 6 sets out the minimum employee and agency data reporting obligations for the Western Australian Public Sector. The employee reporting obligations covered under the instruction are termed Human Resource Minimum Obligatory Information Requirements (HR MOIR).

The purpose of HR MOIR is to provide the Public Sector Commission with consistent, timely and accurate information about employees in the WA public sector workforce. This enables the Commission to perform its function under the *Public Sector Management Act 1994* by using data to inform initiatives and activities to strengthen the efficiency, effectiveness and capability of the public sector to meet existing and emerging needs, and deliver high quality services. This underpins our role in building and shaping the sector.

This document sets out the data that must be provided to the Commission. Accompanying each is a data definition which provides a description of each data field to be collated, and informs which data values for that field are valid. Examples have been included where appropriate. The guide includes a data specification standard which specifies how the definitions themselves are structured.

Audience

This document is for the collection of data. It is designed to be read and applied by data and information and communications technology (ICT) experts.

Implementation of data definitions

Agencies acquire, store and manage a range of information about employees. This document outlines which data must be submitted to the Commission and the required format.

Agencies with outsourced human resource services should advise their HR system provider of the contents of this document to ensure appropriate system configuration and to enable reporting to the Commission in accordance with these requirements.

Commencement date

Version 1.6 comes into effect on the date of publication and agencies must provide compliant workforce data and information to the Commission within 6 months.

Reference period

HR MOIR data is reported at minimum every quarter using the last pay period ending on or before 31 March, 30 June, 30 September and 31 December. A reporting period is defined as a 3 month interval beginning on the first day after the previous reporting period and ending on the last pay day in the current quarter.

Scope and coverage

HR MOIR data must be supplied for all public sector agencies as defined under the *Public Sector Management Act 1994*.

All employees are in scope and, for those who were paid by the agency, pay details must be provided. Agencies should:

- include employees on permanent, fixed term, casual and sessional contracts
- include employees who are engaged on a full time, part time, traineeship, sessional, or casual basis
- include employees on workers' compensation
- exclude volunteers
- exclude contractors paid by invoice
- exclude board members who are not on the entity's payroll or are paid a sitting fee only.

If an employee is acting in a different position during the last fortnight of the reporting period, the employee's information should reflect the position that is currently being occupied. This generally affects data related to employment and salary details.

While information on each employee relating to Aboriginal and Torres Strait Islander, cultural diversity (culturally and/or linguistically diverse, country of birth, language), and disability (disability and long term health condition, workplace adjustment) is required, the provision of this information by the employee is voluntary. Where an employee does not provide this information to their agency, an unknown status must be provided.

Collection method

Agencies must submit data within the timeframes specified on the [Commission's website](#). These are updated annually.

Data must be submitted in the prescribed format. Submissions made via upload to the portal must be in comma separated value (.csv) format.

Follow up procedures are in place to obtain data from agencies who do not upload and finalise by the due date.

Data quality

The Commission applies the Australian Bureau of Statistics' [Data Quality Framework](#). Agencies should use this framework and develop appropriate checks to ensure that data submitted is to the highest quality possible.

The Commission performs a series of validation and quality checks on data submitted. These provide agencies with a list of errors and warnings when data submitted by an agency falls outside of set tolerances:

- Errors are considered critical fields that affect the fundamental use of the data (for example, to calculate FTE). Agencies must review and correct data where appropriate.
- Warnings occur when data is outside expected tolerances or logical validations. Agencies should review these for potential data quality issues.

Errors and warnings are based on sectorwide tolerances. Agencies should consider their own circumstances when finalising its data.

Key changes in version 1.6

Modified fields

3.5 - Sex/Gender

Field 3.5 - Sex is now consistently applied throughout in this version and code descriptions updated.

Name changes

The FYTD Leave Clearance fields 9.1 through to 9.8 have had their field names simplified. For example 'FYTD Annual Leave Taken in Hours' has been shortened to 'FYTD Annual Leave Taken'.

Fixed width files excluded

Fixed file formats have been relegated, with no character limit placed on alphanumeric or integers unless specifically indicated. However, fixed width values for categorical or Boolean unit fields (see section: Data Specification Standard) are more tightly controlled by lists of permitted codes for those fields.

Deduplication of text

Throughout the definitions of the version 1.5.1 guide there were duplications of text through rephrasing. Much of the text duplication has been removed by adherence to the revised data specification standard.

Supplementary documents replace appendices

In prior versions, categorical fields which had a large number of possible codes would be listed in appendices at the end of this document. To allow a resource repository and ease of updating and searching of codes, the appendices at the end of this document have been moved to supplementary information on the portal.

Additional information about HR MOIR

The portal contains additional information about:

- the key methodologies used by the Commission
- frequently asked questions
- portal user guide and online learning
- a list of errors and warnings.

The [Commission's website](#) contains public information about the use of HR MOIR data.

Data specification standard

Overview

The Data Specification Standard (DSS) contains all information about the individual data fields specified in the HR MOIR data definition guide. The Validation section of this specification equates to the technical summary of the data definition guide. The remainder of this specification provides the core of the data definition.

This specification is structured so that all information in the data definition guide may readily be represented within a standard SQL or JSON data definition. An appropriate schema for this standard may be represented by Figure 1.

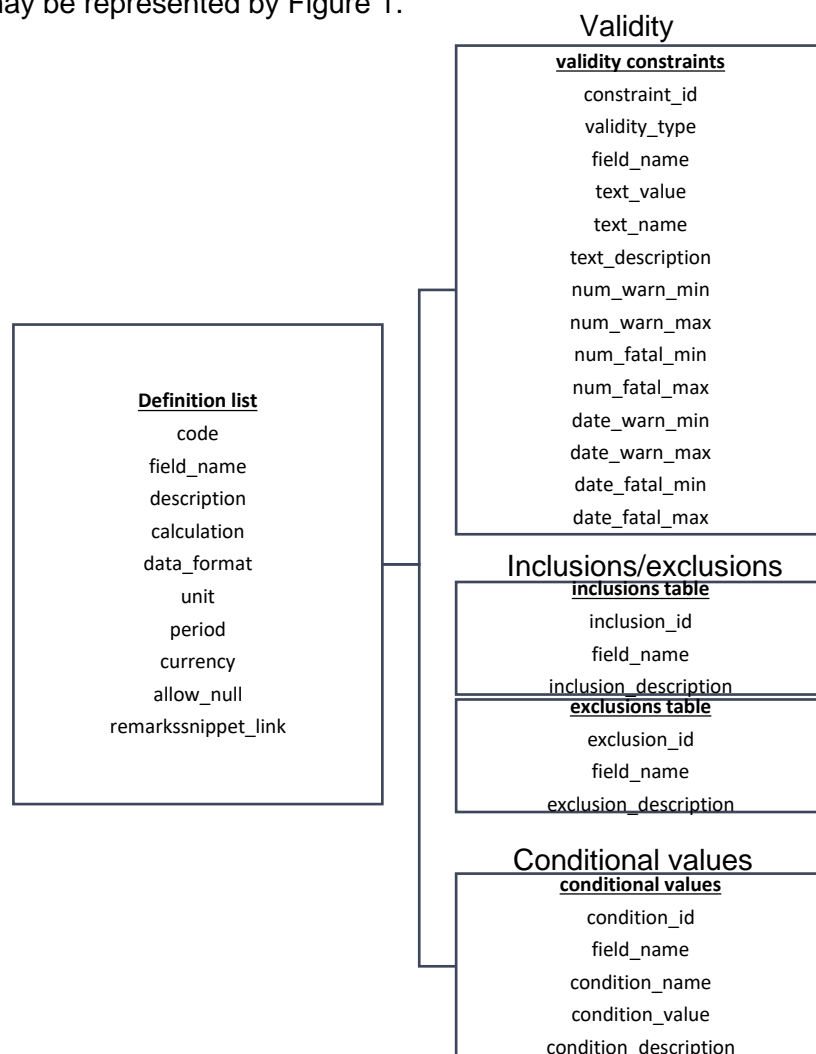


Figure 1: Schema for the data specification standard

Specification

Code

A reference code comprised of 2 numbers separated by a '.' period mark. The first number refers to the index number of the information domain (for example, 'entity information', 'movements'). The second number refers to the index number of the data field within that information domain.

For example, the field code '2.3' refers to the third field 'Date of Commencement in the State Government Workforce' within the second domain 'Demographic Information'

Field name

A name for the field described in the data definition guide. The name should be kept as short as possible while allowing apt description of the field, and enabling the field to be distinguished from other names.

Description

An overview explanation of the information required.

Calculation

A description or linked reference of how to calculate the data element is to be provided where applicable. The inclusion of this definition element is optional, according to need.

Inclusions

List any data inclusions applied in the calculation.

Exclusions

List any data exclusions applied in the calculation.

Value specification

Format

Individual data fields are defined as having one of the following data formats (see the separate entries in the glossary for definitions of each type):

Alphanumeric

Text may be of any number of characters. Text may include characters and numerals. Special characters are tested on certain fields, do not include any commas in any alphanumeric fields.

Date

Dates must be POSIX compatible (ISO/IEC 9945), and are expressed here as 'YYYYMMDD'. While year and month data are inherited from POSIX valued dates they are to be specified either as integer or alphanumeric (for month, with valid code values described).

Integer

Integer (int32) may be positively or negatively valued, depending on constraints.

Numeric

Numeric is assumed to be 64 bit.

Note that in version 1.5.1 of the data definition guide a number of fields were numeric, but were treated as integer by rounding the numeric variable to the nearest integer. Here we return those variables to numeric, and assume that appropriate rounding is undertaken whenever reports are generated, allowing the underlying data to remain untouched. This avoids any small rounding errors that may occur when generating aggregated statistics.

Unit

Unit of measurement, each data format has particular units which can be applied, as below:

Numeric

Possible units for numeric fields are dollar and hour.

Date

For date valued field possible units are day (generally given in YYYYMMDD format), quarter, and year. Note that any quarter or year valued fields are not strictly required as they can be readily derived from YYYYMMDD date values.

Integer

Integer valued fields may be count valued. For example, head count is count valued.

Alphanumeric

If an alphanumeric format of a field refers to a code then the unit is termed categorical. In this case a code definition will be given. A nominal unit of measurement defines free text as the entered data, as opposed to a categorical code or label.

Boolean

A boolean unit of measurement is in effect categorical, but with only 2 possible values.

Period

The period that the value of the field applies. For example, contracted hours are measured per fortnight, whereas standard weekly award hours are measured per week.

Period only applies to periodically captured numeric or integer data, such as financial totals, and not to static data, such as identity information of an entity. Possible values for period are:

- null, when currency is static
- day (typically for single dates such as dates of commencement and separation)
- week
- fortnight
- quarter
- year
- FYTD: from the day after the last pay day prior to June 30 to the last fortnightly pay period in the current reporting period.

Currency

The point in time, or period over which, the measure is captured or calculated. The currencies that are considered are:

- static (a data value that does not change with time)
- snapshot of the last fortnight pay period in the reporting period
- end date of quarter
- date of event during the current quarter only.

Allow null

Whether null values are permitted or not.

Within SQL or JSON Allow Null will be assigned 'TRUE' or 'FALSE' for when null values are either permitted or not permitted.

Numeric and Integer constraints

If the field is numeric or integer valued. These constraints are optional, in that they apply only to some numeric fields and not to others.

Minimum warning value

The minimum value the field may be assigned before a warning flag is raised during quality control checking at data upload. Minimum values may be dependent on the values of other data fields, as referenced by field name.

Maximum warning value

The maximum value the field may be assigned before a warning flag is raised during quality control checking at data upload. Maximum values may be dependent on the values of other data fields, as referenced by field name.

Minimum fatal value

The minimum value the field may be assigned. Minimum values may be dependent on the values of other data fields, as referenced by field name. Values submitted below the minimum fatal value will generate an error.

Maximum fatal value

The maximum value the field may be assigned. Maximum values may be dependent on the values of other data fields, as referenced by field name. Values submitted above the maximum fatal value will generate an error.

Alphanumeric constraints

Code definitions

Where data are text based, and are constrained to a specific set of values (such as the alphanumeric field takes on categorical values), a lookup or list of the code values, their names, and a short description of the meaning of the code is to be provided. The short description is optional if the code name is sufficient to communicate the meaning of the code value. These data codes are typically used to define the valid data values permitted for this field if the field is categorical.

Where the code definition is extensive (for example, for country of birth), then a link to the code definition is provided.

Date constraints

Current submission date is represented as 'census_date,' and is a place holder for the termination date of the current quarterly census. The submission date is used to exclude dates that may invalidly represent a future date, and calculate derived variables such as age and length of tenure.

Minimum warning value

The minimum date value the field may be assigned before a warning flag is raised during quality control checking at data upload. Specified as YYYYMMDD when not referencing another date valued field. Minimum values may be dependent on the values of other data fields, as referenced by field name.

Maximum warning value

The maximum date value the field may be assigned before a warning flag is raised during quality control checking at data upload. Specified as YYYYMMDD when not referencing another date valued field. Maximum values may be dependent on the values of other data fields, as referenced by field name.

Minimum fatal value

The minimum date value the field may be assigned. Minimum values may be dependent on the values of other data fields. Specified as YYYYMMDD when not referencing another date valued field. Values submitted below the minimum fatal value will generate an error.

Maximum fatal value

The maximum date value the field may be assigned. Maximum values may be dependent on the values of other data fields. Specified as YYYYMMDD when not referencing another date valued field or a current date. Values submitted above the maximum fatal value will generate an error.

Remarks

Advice to enable the detection and prevention of common errors and assist in interpreting the field value for purposes of communication and data capture. Remarks can also include any conditional values for a field, based on other fields.

Data definitions

1.1 - Division Identifier

Description

This field may be used to identify major divisions within an entity.

Value specification

Format Element	Specification
format	alphanumeric
unit	categorical
period	quarter
currency	Snapshot of the last fortnight pay period in the reporting period
allow_null	TRUE

Remarks

Codes are assigned and maintained by the Public Sector Commission. Please contact StateAdministrator@psc.wa.gov.au if you need the relevant codes for your divisions or would like a new division code created.

This field is under consideration for removal from HR MOIR.

1.2 - Department Identifier

Description

This is a 3 digit code that uniquely identifies a WA State Government sector entity for the purpose of reporting HR MOIR data through the portal.

Value specification

Format Element	Specification
format	integer
unit	categorical
period	quarter
currency	Snapshot of the last fortnight pay period in the reporting period
allow_null	TRUE

Remarks

Codes are assigned and maintained by the Public Sector Commission. Please contact StateAdministrator@psc.wa.gov.au if you need the relevant code for your entity.

This field is under consideration for removal from HR MOIR.

1.3 - Entity Unit Identifier

Description

A 3 digit code to identify the submitting entity of this data.

Value specification

Format Element	Specification
format	integer
unit	categorical
period	quarter
currency	Snapshot of the last fortnight pay period in the reporting period
allow_null	FALSE

Validation

Errors
Entity unit cannot be empty
Entity unit must be a number
Entity unit must be 3 characters

Remarks

Codes are assigned and maintained by the Public Sector Commission. Please contact StateAdministrator@psc.wa.gov.au if you need the relevant code for your entity.

2.1 - Financial Year

Description

This is the financial year (the beginning of the first pay period on or after 1 July to the end of the last pay period on or prior to 30 June) in which the HR MOIR dataset is captured.

Value specification

Four character year YYYY where YYYY = Year in which period ends.

Format Element	Specification
format	integer
unit	year
period	year
currency	Snapshot of the last fortnight pay period in the census quarter
allow_null	FALSE

Validation

Warnings
Financial year must be a number with 4 digits
Financial year must be current reporting year

Remarks

Example:

Reports submitted in	Financial year code
Financial year 2024/25	2025
Financial year 2025/26	2026
Financial year 2026/27	2027

Remarks

This field is under consideration for removal from HR MOIR.

2.2 - Financial Quarter

Description

The quarter of the financial year in which the HR MOIR dataset is captured. The three month interval begins on the first day after the last payday of the previous quarter and ends on the last payday of the current quarter.

Permitted codes

Reference:

Code	Quarter ending
1	September
2	December
3	March
4	June

Value specification

Format Element	Specification
format	integer
unit	categorical
period	quarter
currency	Snapshot of the last fortnight pay period in the census quarter
allow_null	FALSE

Validation

Warnings
Financial quarter must be between 1 and 4

Remarks

This field is under consideration for removal from HR MOIR.

2.3 - Date of Commencement in the State Government Workforce

Description

The date at which employees commenced employment in the WA State Government workforce.

Value specification

Format Element	Specification
format	date
unit	day
period	
currency	Static
allow_null	FALSE

Validation

Warnings
Date of commencement in state government cannot be empty
Date value for date of commencement in state government is not in correct format YYYYMMDD
Date of commencement in state government cannot be later than end of reporting period
Date of commencement in state government cannot be later than date of commencement in entity
Date of commencement in state government cannot be later than date of separation
Date of commencement in state government cannot be later than contract end date

Remarks

If there has been a break in employment and this break has not exceeded 5 working days, the most recent start date prior to the break must be reported.

2.4 - Date of Commencement in the Entity Description

The date at which the employee most recently commenced employment within the entity.

Value specification

Format Element	Specification
format	date
unit	day
period	
currency	Static
allow_null	FALSE

Validation

Warnings
Date of commencement in entity cannot be empty
Date of commencement in entity is not in correct format YYYYMMDD
Date of commencement in entity cannot be a future date
Date of commencement in entity cannot be later than end of reporting period
Date of commencement in entity cannot be earlier than date of commencement in state government
Date of commencement in entity cannot be later than date of separation
Date of commencement in entity cannot be later than contract end date

2.5 - Mode of Commencement in the Entity

Description

This code describes the way in which employees commenced in the entity.

Permitted codes

Code	Definition
A00	Unknown
A01	Promotion: appointment to a higher classification from a different entity within the WA State Government sector
A02	Transfer: appointment at the same classification from a different entity within the WA State Government sector
A03	Redeployment: from a different entity within the WA State Government sector
A04	Secondment: temporary movement from a different entity within the WA State Government sector
A05	Commenced from outside WA State Government sector
A99	Other modes of commencement

Value specification

Format Element	Specification
format	alphanumeric
unit	categorical
period	
currency	Static
allow_null	FALSE

Validation

Errors:
Mode of commencement cannot be empty
Mode of commencement code not found

Remarks

If an employee is seconded out of your entity, the employee must be coded as **S04** under '2.6 - Reason for Separation.' If your entity continues to pay this employee, '4.11 - Ordinary Time Paid' should not be zero.

If an employee is seconded into your entity, the employee must be coded as **A04** under '2.5 - Mode of Commencement.' If your entity does not pay this employee via the HR payroll, record 'Ordinary Time Paid' as zero.

2.6 - Reason for Separation from the Entity Description

This code indicates the reason an employee has ceased employment with the entity.

Permitted codes

Code	Definition
M00	Not separated (ie is still employed by the entity)
S01	Promotion: appointment at a higher classification to a different entity within the WA State Government Sector.
S02	Transfer: appointment at the same classification to a different entity within the WA State Government Sector
S03	Redeployment: to a different entity within the WA State Government Sector.
S04	Secondment: temporary movement to a different entity within the WA State Government Sector
S06	Resigned
S07	Retirement
S08	Deceased
S09	Dismissed
S10	Retirement for health reasons
S11	Voluntary redundancy
S12	Cessation of fixed term contract
S13	Involuntary redundancy
S99	Other reason (please provide explanation in email to the State Administrator)

Value specification

Format Element	Specification
format	alphanumeric
unit	categorical
period	day
currency	The date of separation any time during the current quarter only
allow_null	FALSE

Validation

Errors
Separation reason cannot be empty
Separation reason code not found

Remarks

If an employee is seconded out of your entity, the employee must be coded as **S04** under '2.6 - Reason for Separation.' If your entity continues to pay this employee, '4.11 - Ordinary Time Paid' should not be zero.

If an employee is seconded into your entity, the employee must be coded as **A04** under '2.5 - Mode of Commencement.' If your entity does not pay this employee via the HR payroll, record 'Ordinary Time Paid' as zero.

Example 1 – Employee X:

- has been seconded from Entity A to Entity B
- is still being paid through Entity A's payroll
- worked 75 hours over the fortnight.

Entity A

Field	Value
2.6 - Reason for Separation	S04
4.11 - Ordinary Time Paid	75.00

Entity B

Field	Value
2.5 - Mode of Commencement	A04
4.11 - Ordinary Time Paid	0.00

Example 2 – Employee X:

- has been seconded from Entity A to Entity B
- is being paid through Entity B's payroll
- worked 75 hours over the fortnight.

Entity A

Field	Value
2.6 - Reason for Separation	S04
4.11 - Ordinary Time Paid	0.00

Entity B

Field	Value
2.5 - Mode of Commencement	A04
4.11 - Ordinary Time Paid	75.00

2.7 - Date of Separation from the Entity

Description

Date of separation of an employee who ceased employment during the reporting period.

Value specification

Format Element	Specification
format	date
unit	day
period	day
currency	The date of event any time during the current quarter only
allow_null	TRUE

Validation

Warnings
Date of separation cannot be empty if reason of separation is not M00
Date of separation must be empty if reason of separation is M00
Date of separation is not in correct format YYYYMMDD
Date of separation cannot be later than end of reporting quarter
Date of commencement in state government cannot be later than date of separation
Date of commencement in entity cannot be later than date of separation
Date of separation must not be outside of the reporting financial year unless reason for separation is 'S04'

2.8 - Pay Period Number

Description

A number representing the pay period used as the entities data source for their HR MOIR submission. It is a sequential number, whereby the first pay period of the financial year is represented by 1 and the last pay period is typically 26.

Value specification

Format Element	Specification
format	integer
unit	quarter
period	quarter
currency	Snapshot of the last fortnight pay period in the census quarter
allow_null	FALSE

Validation

Warnings

Pay period cannot be less than 6 or more than 27

Remarks

Example:

For the 2024-25 financial year, most entities have these pay periods:

Financial Quarter	Pay Period End Date	Pay Period Number
1	26 September 2024	7
2	19 December 2024	13
3	27 March 2025	20
4	19 June 2025	26

This field is under consideration for removal from HR MOIR.

3.1 - WA Government Number (WAGN)

Description

The WAGN is an 8 digit number previously allocated to WA Government employees. WAGN was intended to provide a unique identifier for WA Government employees and remain with the employee for their entire career regardless of movements within or out of the sector. It has been deprecated but remains for some employees.

Value specification

Format Element	Specification
format	alphanumeric
unit	categorical
period	
currency	Static
allow_null	TRUE

Remarks

If an employee holds or has held more than one job or position in the entity, the employee must still report the same WAGN for the employee.

This field is under consideration for removal from HR MOIR.

3.2 - Employee Identifier

Description

Unique code assigned by entities to each employee within the entity. Ensures with job number that each combination of job number and employee is reported only once within each entity.

Value specification

Format Element	Specification
format	alphanumeric
unit	nominal
period	
currency	Static
allow_null	FALSE

Validation

Errors
Employee identifier cannot be empty
Employee identifier field must be alphanumeric

Remarks

If an employee holds or has held more than one position in the entity during the reporting period, the employee should retain the same Employee Identifier but have a different Job Number (Code 3.3) for each position.

Employees should not be personally identifiable by their employee identifier (do not use names or initials).

May change from quarter to quarter for employee if employee moves to a new entity. However, for calculation of entity statistics the employee identifier is static, the same employee should not receive more than one employee identifier over their career.

3.3 - Job Number

Description

Identifier for employees with multiple jobs/positions.

Value specification

Format Element	Specification
format	integer
unit	nominal
period	quarter
currency	Snapshot of the last fortnight pay period in the reporting period
allow_null	FALSE

Validation

Errors
Job number cannot be empty
Job number field must be an integer
Duplicate employee ID and job number combination found

Remarks

If an employee holds or has held more than one job or position in the entity, the employee must be assigned a different Job Number for each job/position.

This field is under consideration for removal from HR MOIR.

3.4 - Date of Birth

Description

The employee's date of birth.

Calculation

If the date of birth is unknown, the entity may use **19000101**. However, an explanation must be provided to the State Administrator.

Value specification

Format Element	Specification
format	date
unit	day
period	
currency	Static
allow_null	FALSE

Validation

Warnings
Date of birth cannot be empty
Date of birth is not in correct format YYYYMMDD
Date of birth cannot be a future date
Age cannot be less than 12
Age cannot be more than 95

3.5 - Sex

Description

Whether the employee is female, male or does not have a sex of male or female.

Permitted Codes

Code	Definition
F	Female
M	Male
X	Another term

Value specification

Format Element	Specification
format	alphanumeric
unit	categorical
period	quarter
currency	Snapshot of the last fortnight pay period in the census quarter
allow_null	FALSE

Validation

Warnings
Sex cannot be empty
Value for sex not in the code list

3.6 - Geographical Feature

Description

The primary location at which the employee reports for work.

Value specification

Format Element	Specification
format	integer
unit	categorical
period	quarter
currency	Snapshot of the last fortnight pay period in the reporting period
allow_null	FALSE

Validation

Warnings
Geocode cannot be empty
Geocode not found

Remarks

Codes are assigned and maintained by the Public Sector Commission. Please contact StateAdministrator@psc.wa.gov.au if a new code is required.

3.7 - Country of Birth

Description

Employee's country of birth.

Permitted codes

Code	Definition	Description
4 digit numeric	Employee country of birth	As listed in HR MOIR Supplementary Country of Birth Codes List
SSSS	Not stated	Survey returned but status not stated
OOOO	Not returned	Survey sent but not returned
XXXX	Not sent	Survey not sent

Value specification

Format Element	Specification
format	alphanumeric
unit	categorical
period	
currency	Static
allow_null	FALSE

Validation

Warnings

Country of birth code not found

3.8 - Language

Description

The primary language spoken by the employee at home.

Permitted codes

Code	Definition	Description
4 digit numeric	Does speak specified language	As listed in HR MOIR Supplementary Language Codes
SSSS	Not stated	Survey returned but status not stated
OOOO	Not returned	Survey sent but not returned
XXXX	Not sent	Survey not sent

Value specification

Format Element	Specification
format	alphanumeric
unit	categorical
period	quarter
currency	Snapshot of the last fortnight pay period in the reporting period
allow_null	FALSE

Validation

Warnings
Language code not found

3.9 - Indigenous Identifier

Description

An employee who identifies themselves as being, or not being, of Aboriginal and/or Torres Strait Islander.

Permitted codes

Code	Definition
A	Aboriginal origin
T	Torres Strait Islander origin
B	Both Aboriginal and Torres Strait Islander origin
N	Not an Aboriginal person or Torres Strait Islander
S	Survey was returned and employee did not provide the information
O	Survey was sent and employee did not return the survey form
X	Survey was not sent

Value specification

Format Element	Specification
format	alphanumeric
unit	categorical
period	
currency	Static
allow_null	FALSE

Validation

Warnings
Indigenous identifier code not found

3.10 - Disability Code

Description

This code identifies an employee, with an ongoing disability, who has an employment restriction due to the following:

- Restriction in the type of work.
- Modified hours of work or time schedules.
- Adaptations to the workplace or work area.
- Specialised equipment.
- Extra time for mobility or tasks.
- Ongoing assistance or supervision to carry out duties.

Calculation

For employees with multiple disabilities, composite codes can be used. For example, if a person has a speech and hearing disability, the required code would be **TH**. Up to 8 composite codes can be used.

Permitted codes

Code	Definition	Description
W	Does not have a disability	Does not have a disability as classified by the Disability Services Act 1993
S	Sight	Uses Braille, low vision aids or other special technology such as appropriate computers or screens. (Note: Does not include use of glasses or contact lenses)
T	Speech	Uses aids such as word processors or communication boards in order to be understood or needs extra time to be understood
H	Hearing	Uses aids such as a hearing help card or volume control telephone in order to hear, or TTY (telephone typewriter), Auslan interpreter, or note taker, in order to communicate
I	Learning	Uses specific support and training to perform the job or needs more than average time to learn some parts of a job (e.g. has an intellectual disability). Has difficulty with reading or writing, e.g. dyslexia
A	Use of arms and hands	Uses specific equipment (e.g. modified keyboard, hands-free telephone) or needs extra time for handling objects
L	Use of legs	Uses aid or needs extra time for mobility (e.g. wheelchairs, crutches)
M	Long term medical, physical or psychiatric condition	Any long term health or medical condition that regularly restricts or limits activities (e.g. requires regular medication or absences due to illness, or cannot perform some functions due to health and safety considerations)
E	Other	Any other ongoing disability with an employment restriction as outlined under 'Description'

Code	Definition	Description
Z	Not provided	Survey was returned and employee did not provide the information
O	Not returned	Survey was sent and employee did not return the survey form
X	Not sent	Survey was not sent

Value specification

Format Element	Specification
format	alphanumeric
unit	categorical
period	quarter
currency	Snapshot of the last fortnight pay period in the reporting period
allow_null	FALSE

Validation

Warnings
Disability code not found

3.11 – People with Disabilities Workplace Adjustment

Description

This code indicates whether a workplace modification was required for employees who were identified as having a disability in Field 3.10 (Disability Code).

Permitted codes

Code	Definition
Y	Workplace modification required
N	Workplace modification not required
W	Not applicable (answered W to Field 3.10)
Z	Survey returned but employee did not provide the information
O	Survey was sent but employee did not return the survey form
X	Survey was not sent

Value specification

Format Element	Specification
format	alphanumeric
unit	categorical
period	quarter
currency	Snapshot of the last fortnight pay period in the reporting period
allow_null	FALSE

Validation

Warnings
Workplace adjustment code not found
Workplace adjustment code should be 'W' when Disability code is 'W'

3.12 - Highest Qualification Level

Description

This code indicates the employee's highest qualification level.

Permitted codes

Code	Definition
11	Doctoral degree
12	Master degree
21	Graduate diploma
22	Graduate certificate
31	Bachelor degree
41	Advanced diploma or Associate degree
42	Diploma level
51	Certificate III or IV
52	Certificate I or II
61	Year 12 or equivalent
62	Year 10 or equivalent
91	Non award course
97	No qualification
98	Unknown (includes no response)
99	Other

Value specification

Format Element	Specification
format	alphanumeric
unit	categorical
period	quarter
currency	Snapshot of the last fortnight pay period in the reporting period
allow_null	FALSE

Validation

Warnings

Highest qualification level code not found

3.13 - Highest Qualification Field of Study

Description

This code indicates the field of study of the employee's highest qualification level as specified in Field 3.12 (Highest Qualification Level). The codes are based on the ABS publication [1272.0 - Australian Standard Classification of Education \(ASCED\) 2001](#) at the 6-digit level.

Permitted codes

Code	Definition	Description
6 digit numeric	Employee highest qualification field of study code	As listed in HR MOIR Supplementary Field of Study Codes List
999999	Unknown	Employee's highest qualification field of study is unknown.
Code	Definition	Description
6 digit numeric	Employee occupation ANZSCO code	As listed in HR MOIR Supplementary Occupation (ANZSCO) Codes List

Value specification

Format Element	Specification
format	alphanumeric
unit	categorical
period	quarter
currency	Snapshot of the last fortnight pay period in the reporting period
allow_null	FALSE

Validation

Warnings

Highest qualification field of study code not found

Remarks

Where an employee has two or more qualifications that are of equivalent level, please provide the qualification that is most relevant to the position. For example:

For an employee who holds a position as an accountant and has the following qualifications:

- BComm in Accountancy
- BSc in Mathematics

The BComm in Accountancy is more relevant to this employee's position.

If an employee's highest qualification field of study is unknown, please use code **999999**.

4.1 - Occupation (ANZSCO)

Description

This relates to the employee's current occupation. The occupation code is classified according to the Australian and New Zealand Standard Classification of Occupations (ANZSCO).

Permitted codes

Code	Definition	Description
6 digit numeric	Employee occupation ANZSCO code	As listed in HR MOIR Supplementary Occupation (ANZSCO) Codes List

Value specification

Format Element	Specification
format	alphanumeric
unit	categorical
period	quarter
currency	Snapshot of the last fortnight pay period in the reporting period
allow_null	FALSE

Validation

Errors
ANZSCO code cannot be empty
ANZSCO code not found

4.2 - Job Title

Description

The official job title of the employee.

Value specification

Format Element	Specification
format	alphanumeric
unit	nominal
period	quarter
currency	Snapshot of the last fortnight pay period in the reporting period
allow_null	FALSE

Validation

Warnings
Job Title is blank
Job Title contains invalid characters

Remarks

No practical limit is placed on the character length of the job title.

4.3 - Employee Classification

Description

This refers to the classification code within the employee's Award or Agreement.

Purpose

Not currently specified.

Permitted codes

Code	Definition	Description
Alphanumeric Code	Employee classification code	As listed in HR MOIR Supplementary Employee Classification Codes List

Value specification

Format Element	Specification
format	alphanumeric
unit	categorical
period	quarter
currency	Snapshot of the last fortnight pay period in the reporting period
allow_null	FALSE

Validation

Warnings
Employee classification not found

Remarks

Any employees whose classification, salary, allowances and other conditions is determined by the Salaries and Allowances Tribunal should be coded as **SALA**. For a full list of these employee's positions, go to the [Salaries and Allowances Tribunal: Special Division and Prescribed Office Holders website](#).

4.4 - Employee Status

Description

The current status of the employee.

Permitted codes

Code	Definition
A	Active (not on extended leave)
L	Long service leave
P	Absent on extended paid leave (not long service leave)
U	Absent on extended unpaid leave
S	Separated

Value specification

Format Element	Specification
format	alphanumeric
unit	categorical
period	quarter
currency	Snapshot of the last fortnight pay period in the reporting period
allow_null	FALSE

Validation

Warnings
Employee status not found

Remarks

Extended leave is defined as leave longer than 8 weeks (56 calendar days). Leave taken as long service leave regardless of length should be recorded as **L** and not as **P**.

The status of the employee at the collection date (last pay period in the snapshot period) should be recorded. Where the employee has more than one status during the snapshot period, the status at the end of the snapshot period should be chosen.

Where workers' compensation payments are made through the payroll, '4.4 - Employee Status' should be **P**. Where workers' compensation payments are not made through the payroll, '4.4 - Employee Status' should be **U**.

4.5 - Employee Appointment Type

Description

The current type of appointment of the employee within the entity.

Calculations

Exclusions

- Contractors
- Consultants
- Employment agency staff (not paid through payroll)
- Board members who are not on the entity's payroll and/or are paid a sitting fee only

Permitted codes

Code	Definition
P	Permanent
T	Fixed term
E	Trainee (Fixed term)
C	Casual
S	Sessional
B	Board member
O	Other

Value specification

Format Element	Specification
format	alphanumeric
unit	categorical
period	quarter
currency	Snapshot of the last fortnight pay period in the reporting period
allow_null	FALSE

Validation

Errors
Appointment type code not found
Appointment type cannot be empty

Remarks

If Board members are included, they should have:

- Flag '**E**' in '10.1 - Flag'
- Code value '**B**' in '4.5 - Employee Appointment Type'.

Trainees should have:

- Flag '**E**' in '10.1 - Flag'
- Code value '**E**' in '4.5 - Employee Appointment Type'.

4.6 - Contract End Date

Description

The date at which an employee's contract ends.

Value specification

Format Element	Specification
format	date
unit	day
period	day
currency	The date of event during the current quarter only
allow_null	TRUE

Validation

Warnings
Contract end date cannot be empty for appointment type 'T'
Date of commencement in state government cannot be later than contract end date
Date of commencement in entity cannot be later than contract end date
Contract end date is prior to the start of the financial year
Contract end date is more than 28 days prior to Date of Separation

4.7 - Award

Description

A code that uniquely identifies an Award registered with the Western Australian Industrial Relations Commission (WAIRC) or the Australian Industrial Relations Commission (AIRC).

Permitted codes

Code	Definition	Description
Alphanumeric Code	Employee Award	As listed in HR MOIR Supplementary Award Codes List

Value specification

Format Element	Specification
format	alphanumeric
unit	categorical
period	quarter
currency	Snapshot of the last fortnight pay period in the reporting period
allow_null	TRUE

Validation

Warnings
Award and agreement should not both be blank
Award code not found

Remarks

An Award cannot be accepted by the portal unless it has been formally registered with WAIRC or AIRC. The Award reference number is derived from the document identity number on the WAIRC or AIRC website.

4.8 - Agreement

Description

A code that uniquely identifies an Agreement registered with the Western Australian Industrial Relations Commission (WAIRC) or the Australian Industrial Relations Commission (AIRC).

Permitted codes

Code	Definition	Description
Alphanumeric Code	Employee Agreement	As listed in HR MOIR Supplementary Agreement Codes List

Value specification

Format Element	Specification
format	alphanumeric
unit	categorical
period	quarter
currency	Snapshot of the last fortnight pay period in the reporting period
allow_null	TRUE

Validation

Warnings
Award and agreement should not both be blank
Agreement code not found

Remarks

A formal Agreement cannot be accepted by the portal unless it has been registered with WAIRC or AIRC. The Agreement reference number is derived from the document identity number on the WAIRC or AIRC website.

Typically, an Agreement is current for 2 or 3 years. Please regularly check that the code you are using is for a current Agreement.

The Agreement code should only be left blank if there is no known Agreement.

4.9 - SES Flag

Description

Indicates whether employees are members of the Senior Executive Service (SES) under Sections 53 and 56 of the *Public Sector Management Act 1994*.

Permitted codes

Code	Definition
Y	Yes
N	No

Value specification

Format Element	Specification
format	alphanumeric
unit	categorical
period	quarter
currency	Snapshot of the last fortnight pay period in the reporting period
allow_null	FALSE

Validation

Errors
SES flag code not found

Remarks

An officer may be appointed as a member of the Senior Executive Service in accordance with section 53 of the *Public Sector Management Act 1994*. The position will be higher than the PSGOGA Level 8 (however, not all employees above Level 8 are SES members) and the officer will have an SES contract for up to 5 years – a copy of the contract is likely to be on their personnel file and another copy must be sent to the Public Sector Commission.

The SES status is attached to the employee, not the position. Non-SES officers acting in positions substantively held by SES officers do not automatically become SES officers.

This field is being considered for removal from HR MOIR.

4.10 - Management Tier ID

Description

This measures the managerial responsibility in an organisation according to the top three tiers in the organisational management structure. It is linked to decision making responsibility rather than salary.

Permitted codes

Code	Definition
1	Management Tier 1 (CEO)
2	Management Tier 2 (managers reporting to CEO)
3	Management Tier 3 (managers reporting to Tier 2 management)
9	All other staff

Value specification

Format Element	Specification
format	integer
unit	categorical
period	quarter
currency	Snapshot of the last fortnight pay period in the reporting period
allow_null	FALSE

Validation

Warnings
Management tier ID cannot be empty
Management tier ID must be an integer
Management tier ID cannot be less than 1
Management tier ID cannot be more than 9
Management tier ID '1' cannot appear more than once

Remarks

The definitions recognise that a range of possible management structures exist, depending on the nature of the business conducted by the entity, its size and geographical and corporate structure. While all entities will have Management Tier 1, some smaller organisations or those with flatter structures may have only 2 management tiers. Trainee managers or employees who have only a supervisory role should not be included in the top 3 tiers.

Tier 1 management

- Directs and is responsible for the organisation and its development as a whole
- Has ultimate control of, and responsibility for, the upper layers of management
- Typical titles include CEO, Commissioner, Director General, General Manager, or Executive Director

Tier 2 management

- Directly below the top level of the hierarchy
- Assists Tier 1 management by implementing organisational plans
- Is directly responsible for leading and directing the work of other managers of functional departments below them
- May be responsible for managing professional and specialist employees
- Does not include professional and graduate staff, for example, engineers, medical practitioners and accountants, unless they have a primary management function

Tier 3 management

- Is responsible to Tier 2 Management
- Formulates policies and/or plans for their area of control and manages a budget and/or employees/resources
- Is the interface between Tier 2 management and lower level managers
- Does not include professional and graduate staff, for example, engineers, medical practitioners and accountants, unless they have a primary management function

If the management tier employee is on leave, the employee should be coded as a 9 and the occupant acting in the position should then be coded to the relevant management tier.

However, if the management tier employee is on leave for the entire snapshot and the position remains vacant, the management tier employee on leave should not be changed.

This is an instructional change from previous Data Definitions.

Most organisations will have only one person in Tier 1 management (CEO). For Tier 2 and further, include only people with management responsibilities. In some organisations there may be no people in the lower or middle management tiers.

Employees on higher duties during the snapshot period should be coded to the higher duties position.

4.11 - Ordinary Time Paid

Description

The ordinary time paid (in hours) that were worked in the fortnight snapshot.

Calculations

A fractional number of hours is expressed with decimal places. For example: 42 hrs 30 mins = 42.5.

If an employee has no ordinary time paid for during the snapshot, please enter 0.

Value specification

Format Element	Specification
format	numeric
unit	hour
period	fortnight
currency	Snapshot of the last fortnight pay period in the reporting period
allow_null	FALSE

Validation

Errors

- Ordinary time hours paid cannot be empty
- Ordinary time hours paid cannot be less than 0
- Ordinary time hours paid cannot be more than 110

Warnings

- Ordinary time hours paid cannot be more than 90

Remarks

Data from this field is used to calculate Full Time Equivalent (FTE) data. Incorrect information may result in inflated or deflated FTE numbers.

Employees on leave at half pay may require manual intervention in this field if the entity's HRIS reports such employee working full time hours and half time rates.

If an employee is seconded out of your entity, the employee must be coded as **S04** under '2.6 - Reason for Separation.' If your entity continues to pay this employee, '4.11 - Ordinary Time Paid' should not be zero.

If an employee is seconded into your entity, the employee must be coded as **A04** under '2.5 - Mode of Commencement.' If your entity does not pay this employee via the HR payroll, record 'Ordinary Time Paid' as zero.

4.12 - Standard Weekly Award Hours

Description

The full time standard weekly hours of work as specified in the Award or Agreement regardless of whether the position holder is full time, part time or casual.

Calculations

A fractional number of hours is expressed with decimal places. For example: 42 hrs 30 mins = 42.5.

If an employee is working full time, part time or casual hours under a 37.5 hour award/agreement (or 37.50) should be recorded in this field.

Value specification

Format Element	Specification
format	numeric
unit	hour
period	week
currency	Snapshot of the last fortnight pay period in the reporting period
allow_null	FALSE

Validation

Errors
Standard weekly award hours cannot be empty
Standard weekly award hours cannot be less than 21
Standard weekly award hours cannot be more than 55

Warnings
Standard weekly award hours cannot be less than 35
Standard weekly award hours cannot be more than 45

Remarks

Data from this field is used to calculate Paid Full Time Equivalent (FTE) data. Incorrect information may result in inflated or deflated Paid FTE numbers.

4.13 - Contracted Hours

Description

The contracted hours for a typical fortnight as specified in an employee's employment conditions.

Calculations

Casual employees classified as C under '4.5 - Employee Appointment Type' are to be reported as 0.

Value specification

Format Element	Specification
format	numeric
unit	hour
period	fortnight
currency	Snapshot of the last fortnight pay period in the reporting period
allow_null	FALSE

Validation

Errors
Contracted hours cannot be empty
Contracted hours cannot be less than 0
Contracted hours cannot be more than double the standard weekly award hours

5.1 - Equivalent Annual Award/Agreement Base Wage or Salary

Description

The equivalent annual base wage or salary that the employee receives for the job he or she is currently performing at the collection period.

Calculation

The equivalent annual base wage or salary is calculated as such:

For known current annual base salary: Record the dollar value in accordance with published schedules attached to registered Agreements or Awards.

For a weekly base wage: Weekly base wage x 313/6

For an hourly base rate: Hourly base rate x number of hours in 12 month period (1950 for 37.5 hour week, 1976 for 38 hour week, 2080 for 40 hour week) or hourly base rate x weekly award hrs x 313/6

Inclusions

- Equivalent annual rate of pay as specified in the Award or Agreement
- Salary incremental step
- Ordinary time earnings
- Non-cash benefits, which are 'convertible' to cash and recognised as salary for
- Higher duties allowance for ordinary time hours
- Base wage or salary for employees on unpaid leave
- For employees not on annual salary, calculate the equivalent annual payment as per conversion factors (see Codes/Calculation)

Exclusions

- Penalty payment, shift and other remunerative allowances
- Overtime pay
- Loading in lieu of leave entitlements/public holidays for casual employees

Value specification

Format Element	Specification
format	numeric
unit	dollar
period	year
currency	Snapshot of the last fortnight pay period in the reporting period
allow_null	FALSE

Validation

Errors
Equivalent annual salary cannot be empty
Equivalent annual salary must be a numeric value

Equivalent annual salary cannot be less than 10000
--

Equivalent annual salary cannot be more than 1000000
--

Warnings

Equivalent annual salary cannot be less than 12000
--

Equivalent annual salary cannot be more than 500000

Remarks

If an employee is receiving higher duties allowance at the snapshot, please show the equivalent annual base wage or salary for the position the employee is acting in, not their substantive position.

If an employee is part time, the equivalent annual base wage or salary recorded is what the employee would receive if they worked on a full time basis.

If an employee is temporarily assigned to a higher position at the collection date, provide the equivalent annual base wage or salary for the higher duties position.

If Field 4.4 - Employee Status is **S** (separated) at the collection date, provide the equivalent annual base wage or salary at the date of separation.

For employees on a deferred leave or purchased leave arrangement, provide the equivalent annual base wage or salary as if the employee was not on deferred or purchased leave.

6.1 - FYTD Ordinary Time

Description

The employee's award, standard or agreed hours (paid for) of work paid at ordinary rate over the current financial year.

Calculation

Inclusions

- Standby time that is part of standard hours of work
- ALL paid leave taken since the start of the financial year

Exclusions

- Overtime hours
- Hours associated with leave payments on termination

Value specification

Format Element	Specification
format	numeric
unit	hour
period	FYTD
currency	Snapshot of the last fortnight pay period in the reporting period
allow_null	FALSE

Validation

Warnings
FYTD ordinary time hours cannot be empty
FYTD ordinary time hours must be a numeric value
FYTD ordinary time hours cannot be less than 0

Remarks

Field 6.1 is different from 'Field 4.11 - Ordinary Time Paid' as it reflects the cumulative hours worked from the start of the current financial year up to the submission date (the last fortnightly pay period in the reporting period).

6.2 - FYTD Overtime

Description

The total number of hours (paid for) of overtime (OT) paid over the financial year to date.

Value specification

Format Element	Specification
format	numeric
unit	hour
period	FYTD
currency	Snapshot of the last fortnight pay period in the reporting period
allow_null	FALSE

Validation

Warnings
FYTD overtime hours cannot be empty
FYTD overtime hours must be a numeric value
FYTD overtime hours cannot be less than 0

Remarks

The rate at which the overtime is paid (single, time and a half, double time) is irrelevant (for example, if 3 hours were worked at double time, report '3').

7.1 - FYTD Gross Wage or Salary

Description

Total gross earnings paid to the employee before any deductions in the current financial year.

Calculation

Inclusions

- Ordinary time and overtime earnings (including commuted overtime)
- Over award/agreement payments
- Penalty payments, shift and other remunerative allowances (including HDA/TSA and district allowance)
- Leave loadings, bonuses and similar payments
- Retainers and commissions paid to persons who received a retainer
- Payments made under incentive, piecework, or profit sharing schemes
- All leave payments (except those paid on termination)
- Salary payments made to directors
- Payments made for time on standby or reporting time
- Amounts paid from interstate or overseas
- Amounts paid through the payroll to employees on workers' compensation
- Advance and retrospective payments
- Attraction & Retention Benefits payments

Exclusions

- Allowances for travel, entertainment, meals and other expenditure
- Directors or officeholders' fees
- Imputed value of fringe benefits
- Fringe benefits tax
- Commissions where a retainer/wage/salary is NOT paid
- Workers' compensation payments NOT paid through the payroll
- Employer superannuation contributions
- Termination payments

Value specification

Format Element	Specification
format	numeric
unit	dollar
period	FYTD
currency	Snapshot of the last fortnight pay period in the reporting period
allow_null	FALSE

Validation

Warnings

FYTD gross wage/salary cannot be empty
FYTD gross wage/salary must be a numeric value
FYTD gross wage/salary cannot be less than 0
FYTD gross wage/salary cannot be more than 1000000

Remarks

Note: Fields 7.2, 7.3, 7.4, 7.5 and 7.6 are subsets of this field.

7.2 - FYTD Gross Overtime Payments

Description

Total gross overtime paid to the employee in the current financial year.

Calculation

Inclusions

- Overtime paid at Higher Duties Allowance or Temporary Special Allowance rate
- Retrospective payments

Exclusions

- Workers' compensation payments NOT paid through the payroll

Value specification

Format Element	Specification
format	numeric
unit	dollar
period	FYTD
currency	Snapshot of the last fortnight pay period in the reporting period
allow_null	FALSE

Validation

Warnings
FYTD gross OT payment cannot be empty
FYTD gross OT payment must be a numeric value
FYTD gross OT payment cannot be less than 0

7.3 - FYTD Gross Commuted Allowance Payments

Description

Total gross commuted allowance paid to the employee in the current financial year.

Calculation

Inclusions

- Regular overtime payments and other allowance payments negotiated for employees
- Regular overtime payments and other allowance payments negotiated for employees on workers' compensation (only if paid through the payroll)
- Retrospective payments

Exclusions

- Regular overtime payments and other allowance payments negotiated for employees on Workers' compensation payments NOT paid through the payroll

Value specification

Format Element	Specification
format	numeric
unit	dollar
period	FYTD
currency	Snapshot of the last fortnight pay period in the reporting period
allow_null	FALSE

Validation

Warnings
FYTD gross commuted allowance cannot be empty
FYTD gross commuted allowance must be a numeric value
FYTD gross commuted allowance cannot be less than 0

Remarks

'Commuted allowance' is an agreed allowance negotiated between the employee and the employer, paid in lieu of actual overtime and/or call or shift allowances worked. Other allowances may also be negotiated to be paid as commuted allowances. Commuted allowance is normally paid to a group of employees occupying positions that require work to be performed consistently and regularly outside and in excess of the prescribed hours of duty.

7.4 - FYTD Gross Higher Duties Allowance

Description

Total gross higher duties allowance (HDA) paid to the employee in the current financial year.

Calculation

Inclusions

- Regular HDA/TSA payments negotiated for employees on workers' compensation (only if applicable)
- HDA/TSA paid for ordinary time, annual, long service leave and sick leave
- Advance and retrospective payments
- Temporary special allowance (TSA) with higher duties allowance

Exclusions

- Overtime payments at HDA/TSA rate
- Workers' compensation payments NOT paid through the payroll
- Leave loadings at HDA/TSA rate

Value specification

Format Element	Specification
format	numeric
unit	dollar
period	FYTD
currency	Snapshot of the last fortnight pay period in the reporting period
allow_null	FALSE

Validation

Warnings
FYTD gross higher duty allowance cannot be empty
FYTD gross higher duty allowance must be a numeric value
FYTD gross higher duty allowance cannot be less than 0

7.5 - FYTD Gross Penalty Payments and Allowances

Description

Total gross penalty payments and allowances, other than overtime, commuted allowance and commuted overtime, and higher duties allowance, that are over and above the employee's base wage or salary paid to the employee in the current financial year.

Calculation

Inclusions

- Penalty payments shift and other remunerative allowances
- Payments made under incentive, piecework or profit sharing schemes
- Payments made for time on standby or reporting time
- Payments made in lieu of annual or long service leave, including payments due to retirement, resignation, termination of fixed term contract or redundancy
- Payments made due to severance and additional severance in lieu of notice
- Allowances prescribed in the award/agreement (for example, site, height and district) over award and over agreement pay
- Regular penalty payments negotiated for employees on workers' compensation (only if applicable)
- Advance and retrospective payments
- Casual loading

Exclusions

- Higher duties allowance
- Overtime pay
- Workers' compensation payments NOT paid through the payroll

Value specification

Format Element	Specification
format	numeric
unit	dollar
period	FYTD
currency	Snapshot of the last fortnight pay period in the reporting period
allow_null	FALSE

Validation

Warnings
FYTD gross penalty payment and allowance cannot be empty
FYTD gross penalty payment and allowance must be a numeric value
FYTD gross penalty payment and allowance cannot be less than 0

7.6 - FYTD Leave Loading

Description

Total leave loading paid to the employee in the current financial year.

Calculation

If leave loading is nil, please enter **0**.

Inclusions

- Leave loading at Higher Duties Allowance or Temporary Special Allowance rate

Value specification

Format Element	Specification
format	numeric
unit	dollar
period	FYTD
currency	Snapshot of the last fortnight pay period in the reporting period
allow_null	FALSE

Validation

Warnings
FYTD leave loading cannot be empty
FYTD leave loading must be a numeric value
FYTD leave loading cannot be less than 0

Remarks

Leave loading is a standard employee benefit that is usually prescribed at the rate of 17.5% of the employee's annual salary. It is paid when accrued annual leave is taken. It may be subject to capping.

8.1 - Amount of Annual Leave Entitlement Balance

Description

The number of hours of annual leave that would be credited (or debited) to the employee if he/she were to resign as at the collection date.

Calculation

If there is no leave entitlement balance, please enter **0**.

Value specification

Format Element	Specification
format	numeric
unit	hour
period	quarter
currency	Snapshot of the last fortnight pay period in the reporting period
allow_null	FALSE

Validation

Warnings
Amount of annual leave entitlement balance cannot be empty
Amount of annual leave entitlement balance must be a numeric value
Amount of annual leave entitlement balance cannot be less than -200
Amount of annual leave entitlement balance cannot be more than 2080

8.2 - Amount of Long Service Leave Entitlement Balance

Description

The number of hours of long service leave that would be credited or debited to the employee if he/she were to resign on the collection date.

Calculation

If there is no long service leave entitlement balance, please enter **0**.

Value specification

Format Element	Specification
format	numeric
unit	hour
period	quarter
currency	Snapshot of the last fortnight pay period in the reporting period
allow_null	FALSE

Validation

Warnings
Amount of annual leave entitlement balance cannot be empty
Amount of annual leave entitlement balance must be a numeric value
Amount of annual leave entitlement balance cannot be less than -200
Amount of annual leave entitlement balance cannot be more than 2080

8.3 - Purchased Leave / Self Funded Leave

Description

Purchased leave refers to employees working on a full time basis at reduced pay and who take additional self funded paid leave during the year. The income earned for the actual time worked (including accrued paid annual leave) is averaged and paid over the period of the agreement, with the actual time worked referred to as the 'agreed period.'

Calculation

WWAA where:

WW = The number of agreed weeks of work (for example, **44**)

AA = Period of the agreement in weeks (for example, **52**)

If an employee has not entered into a purchase leave agreement, please enter **5252**.

Value specification

Format Element	Specification
format	alphanumeric
unit	categorical
period	
currency	Snapshot of the last fortnight pay period in the reporting period
allow_null	FALSE

Remarks

For example, if an employee takes 4 weeks leave in addition to his normal annual leave entitlement in a year, then the code should be **4852**.

If an employee has not entered into a purchased or self funded leave agreement then the default value is **5252**.

Note: This should not affect the data input into "Ordinary Time Hours Paid" and "Equivalent Annual Award/Agreement Base Wage or Salary" fields which should be shown in full.

8.4 - Deferred Salary Leave

Description

Employees receive a reduced proportion of their normal income (for example, 80%) for a nominated number of years (for example, 4). At the conclusion of this period, the employee is entitled to take deferred leave at the reduced income level for one year.

Calculation

YA where:

Y = The numbers of agreed years of work

A = Period of the agreement in years

Value specification

Format Element	Specification
format	integer
unit	categorical
period	
currency	Snapshot of the last fortnight pay period in the reporting period
allow_null	FALSE

Validation

Warnings
Provided deferred salary does not meet the required format

Remarks

For example if an employee agrees to 4 years of work in an agreement period of 5 years, this would be shown as code: **45**.

If an employee has not entered into a deferred salary agreement please enter code: **55**.

This should not affect the data input into “Ordinary Time Hours Paid” and “Equivalent Annual Award/Agreement Base Wage or Salary” fields which should be shown in full.

9.1 - FYTD Annual Leave Taken

Description

The total number of hours of annual leave taken (paid and/or unpaid) by the employee during the current financial year.

Calculation

Inclusions

- Annual leave taken by the employee

Exclusions

- Equivalent hours for payments made in lieu of annual leave
- Hours paid out due to separation from the WA State Government Sector

Value specification

Format Element	Specification
format	numeric
unit	hour
period	FYTD
currency	Snapshot of the last fortnight pay period in the reporting period
allow_null	FALSE

Validation

Warnings
FYTD annual leave taken cannot be empty
FYTD annual leave taken must be a numeric value
FYTD annual leave taken cannot be less than -200
FYTD annual leave taken cannot be more than 2080

9.2 - FYTD Long Service Leave Taken

Description

The total number of hours of long service leave taken paid at any pay rate (for example, half pay or double pay) cleared by an employee in the current financial year.

Calculation

Inclusions

- Long service leave taken by the employee

Exclusions

- Equivalent hours for payments made in lieu of long service leave
- Hours paid out due to separation from the WA State Government Sector

Value specification

Format Element	Specification
format	numeric
unit	hour
period	FYTD
currency	Snapshot of the last fortnight pay period in the reporting period
allow_null	FALSE

Validation

Warnings
FYTD long service leave taken cannot be empty
FYTD long service leave taken must be a numeric value
FYTD long service leave taken cannot be less than -488
FYTD long service leave taken cannot be more than 2080

9.3 - FYTD Sick Leave Taken

Description

The total number of hours of sick leave taken (paid and/or unpaid) by the employee in the current financial year.

Value specification

Format Element	Specification
format	numeric
unit	hour
period	FYTD
currency	Snapshot of the last fortnight pay period in the reporting period
allow_null	FALSE

Validation

Warnings
FYTD sick leave taken cannot be empty
FYTD sick leave taken must be a numeric value
FYTD sick leave taken cannot be less than 0
FYTD sick leave taken cannot be more than 2080

Remarks

Sick leave is leave granted where the employee is ill or injured.

Report only if leave is not included in Field 9.6 - FYTD Personal Leave Taken.

9.4 - FYTD Parental Leave Taken

Description

The total number of hours of parental leave taken (paid and/or unpaid) by the employee in the current financial year

Value specification

Format Element	Specification
format	numeric
unit	hour
period	FYTD
currency	Snapshot of the last fortnight pay period in the reporting period
allow_null	FALSE

Validation

Warnings
FYTD parental leave taken cannot be empty
FYTD parental leave taken must be a numeric value
FYTD parental leave taken cannot be less than 0
FYTD parental leave taken cannot be more than 2080

Remarks

Where an employee is entitled to paid parental leave on the birth of a child to the employee or the employee's partner; or adoption of a child.

9.5 - FYTD Carer's Leave Taken

Description

The total number of hours of carer's leave taken (paid or unpaid) by the employee in the current financial year.

Value specification

Format Element	Specification
format	numeric
unit	hour
period	FYTD
currency	Snapshot of the last fortnight pay period in the reporting period
allow_null	FALSE

Validation

Warnings
FYTD carers leave taken cannot be empty
FYTD carers leave taken must be a numeric value
FYTD carers leave taken cannot be less than 0
FYTD carers leave taken cannot be more than 2080

Remarks

Carer's leave is often granted where the employee is required to be the primary care giver of a member of the employee's family or household who is ill or injured and in need of immediate care and attention.

Report only if leave is not included in Field 9.6 - FYTD Personal Leave Taken.

9.6 - FYTD Personal Leave Taken

Description

The total number of hours of personal leave taken (paid or unpaid) by the employee in the current financial year.

Value specification

Format Element	Specification
format	numeric
unit	hour
period	FYTD
currency	Snapshot of the last fortnight pay period in the reporting period
allow_null	FALSE

Validation

Warnings
FYTD personal leave taken cannot be empty
FYTD personal leave taken must be a numeric value
FYTD personal leave taken cannot be less than 0
FYTD personal leave taken cannot be more than 2080

Remarks

Under certain circumstances, personal leave may be granted where unanticipated matters of a compassionate or pressing nature arise that can only be dealt with within the required hours of duty.

Only include sick leave and carer's leave if they are not reported in Fields 9.3 or 9.5 respectively

9.7 - FYTD Defence Force Leave Taken

Description

The total number of hours of defence force leave taken (paid or unpaid) by the employee in the current financial year.

Value specification

Format Element	Specification
format	numeric
unit	hour
period	FYTD
currency	Snapshot of the last fortnight pay period in the reporting period
allow_null	FALSE

Validation

Warnings
FYTD defence force leave taken cannot be empty
FYTD defence force leave taken must be a numeric value
FYTD defence force leave taken cannot be less than 0
FYTD defence force leave taken cannot be more than 2080

Remarks

The employer may grant leave of absence for the purpose of defence service (including training) to an employee who is a volunteer member of the Defence Force Reserves or the Cadet Force.

9.8 - FYTD Other Leave (Paid or Unpaid) Not Elsewhere Included

Description

The total number of hours of other leave (paid or unpaid) taken by the employee in the current financial year (for example, jury duty, cultural leave or ceremonial leave) and not included elsewhere.

Value specification

Format Element	Specification
format	numeric
unit	hour
period	FYTD
currency	Snapshot of the last fortnight pay period in the reporting period
allow_null	FALSE

Validation

Warnings
FYTD other leave taken cannot be empty
FYTD other leave taken must be a numeric value
FYTD other leave taken cannot be less than 0
FYTD other leave taken cannot be more than 2080

10.1 - Flag

Description

The set of fields that are required to be completed for an individual's record may vary depending on who the record relates to. For example, trainee records have a special exemption from FTE.

Permitted codes

Code	Definition
E	Employees with special exemptions
H	All other employees

Value specification

Format Element	Specification
format	alphanumeric
unit	categorical
period	quarter
currency	Snapshot of the last fortnight pay period in the census quarter
allow_null	FALSE

Validation

Warnings
Flag code not found
Flag must be 'E' for Appointment type 'B' or 'E', otherwise Flag must be 'H'

Remarks

If Board Members are included, they should have:

- Flag '**E**' in '10.1 - Flag'
- Code value '**B**' in '4.5 - Employee Appointment Type'

Trainees should have:

- Flag '**E**' in '10.1 - Flag'
- Code value '**E**' in '4.5 - Employee Appointment Type'

Field Summary

All fields to be submitted are given in the table below in the order they are expected. Also listed, and coloured, are the key validation rules by which data will be checked against upon submission to the portal. For full details of conditions, please see the permitted codes, validation and value specifications for each field defined in Section II.

		Value Specification					Fatal limits		Warning limits	
Code	Field name	Data format	Unit	Period	Currency	Null allowed	Min	Max	Min	Max
1.1	Division Identifier	alphanumeric	categorical	quarter	Snapshot	TRUE				
1.2	Department Identifier	alphanumeric	categorical	quarter	Snapshot	TRUE				
1.3	Entity Unit Identifier	integer	categorical	quarter	Snapshot	FALSE	3 digits	3 digits		
2.1	Financial Year	integer	year	year	Snapshot	FALSE				
2.2	Financial Quarter	integer	categorical	quarter	Snapshot	FALSE			1	4
2.3	Date of Commencement in the State Government Workforce	date	day		Static	FALSE			Complex	Complex
2.4	Date of Commencement in the Entity	date	day		Static	FALSE			Complex	Complex
2.5	Mode of Commencement in the Entity	alphanumeric	categorical		Static	FALSE				
2.6	Reason for Separation from the Entity	alphanumeric	categorical	day	Event	FALSE				
2.7	Date of Separation from the Entity	date	day	day	Event	TRUE			Complex	Complex
2.8	Pay Period Number	integer	quarter	quarter	Snapshot	FALSE			6	27
3.1	WA Government Number (WAGN)	alphanumeric	nominal		Static	TRUE				
3.2	Employee Identifier	alphanumeric	categorical		Static	FALSE	Complex			
3.3	Job Number	integer	nominal	quarter	Snapshot	FALSE				
3.4	Date of Birth	date	day		Static	FALSE			Age < 12	Age < 95
3.5	Sex	alphanumeric	categorical	quarter	Snapshot	FALSE				
3.6	Geographical Feature	integer	categorical	quarter	Snapshot	FALSE				

		Value Specification					Fatal limits		Warning limits	
Code	Field name	Data format	Unit	Period	Currency	Null allowed	Min	Max	Min	Max
3.7	Country of Birth	alphanumeric	categorical		Static	FALSE				
3.8	Language	alphanumeric	categorical	quarter	Snapshot	FALSE				
3.9	Indigenous Identifier	alphanumeric	categorical		Static	FALSE				
3.10	Core Disability	alphanumeric	categorical	quarter	Snapshot	FALSE			Complex	Complex
3.11	People with Disabilities Workplace Adjustments	alphanumeric	categorical	quarter	Snapshot	FALSE			Complex	Complex
3.12	Highest Qualification Level	integer	categorical	quarter	Snapshot	FALSE				
3.13	Highest Qualification Field of Study	alphanumeric	categorical	quarter	Snapshot	FALSE				
4.1	Occupation (ANZSCO)	alphanumeric	categorical	quarter	Snapshot	FALSE				
4.2	Job Title	alphanumeric	nominal	quarter	Snapshot	FALSE				
4.3	Employee Classification	alphanumeric	categorical	quarter	Snapshot	FALSE				
4.4	Employee Status	alphanumeric	categorical	quarter	Snapshot	FALSE				
4.5	Employee Appointment Type	alphanumeric	categorical	quarter	Snapshot	FALSE				
4.6	Contract End Date	date	day	day	Snapshot	TRUE			Complex	Complex
4.7	Award	alphanumeric	categorical	quarter	Snapshot	TRUE				
4.8	Agreement	alphanumeric	categorical	quarter	Snapshot	TRUE				
4.9	SES Flag	alphanumeric	categorical	quarter	Snapshot	FALSE				
4.10	Management Tier ID	integer	categorical	quarter	Snapshot	FALSE			1	9
4.11	Ordinary Time Paid	numeric	hour	fortnight	Snapshot	FALSE	0	110		90
4.12	Standard Weekly Award Hours	numeric	hour	week	Snapshot	FALSE	21	55	35	45
4.13	Contracted Hours	numeric	hour	fortnight	Snapshot	FALSE	0	2 * Field 4.12		
5.1	Equivalent Annual Award / Agreement Base Wage or Salary	numeric	dollar	year	Snapshot	FALSE	10000	1000000	12000	500000
6.1	FYTD Ordinary Time	numeric	hour	FYTD	Snapshot	FALSE			0	
6.2	FYTD Overtime	numeric	hour	FYTD	Snapshot	FALSE			0	
7.1	FYTD Gross Wage or Salary	numeric	dollar	FYTD	Snapshot	FALSE			0	1000000
7.2	FYTD Gross Overtime Payments	numeric	dollar	FYTD	Snapshot	FALSE			0	

		Value Specification					Fatal limits		Warning limits	
Code	Field name	Data format	Unit	Period	Currency	Null allowed	Min	Max	Min	Max
7.3	FYTD Gross Commuted Allowance Payments	numeric	dollar	FYTD	Snapshot	FALSE			0	
7.4	FYTD Gross Higher Duties Allowance	numeric	dollar	FYTD	Snapshot	FALSE			0	
7.5	FYTD Gross Penalty Payments and Allowances	numeric	dollar	FYTD	Snapshot	FALSE			0	
7.6	FYTD Leave Loading	numeric	dollar	FYTD	Snapshot	FALSE			0	
8.1	Amount of Annual Leave Entitlement Balance	numeric	hour	quarter	Snapshot	FALSE			-200	2080
8.2	Amount of Long Service Leave Entitlement Balance	numeric	hour	quarter	Snapshot	FALSE			-200	2080
8.3	Purchased Leave / Self Funded Leave	alphanumeric	categorical		Snapshot	FALSE				
8.4	Deferred Salary Leave	integer	categorical		Snapshot	FALSE				
9.1	FYTD Annual Leave Taken	numeric	hour	FYTD	Snapshot	FALSE			-200	2080
9.2	FYTD Long Service Leave Taken	numeric	hour	FYTD	Snapshot	FALSE			-488	2080
9.3	FYTD Sick Leave Taken	numeric	hour	FYTD	Snapshot	FALSE			0	2080
9.4	FYTD Parental Leave Taken	numeric	hour	FYTD	Snapshot	FALSE			0	2080
9.5	FYTD Carer's Leave Taken	numeric	hour	FYTD	Snapshot	FALSE			0	2080
9.6	FYTD Personal Leave Taken	numeric	hour	FYTD	Snapshot	FALSE			0	2080
9.7	FYTD Defence Force Leave Taken	numeric	hour	FYTD	Snapshot	FALSE			0	2080
9.8	FYTD Other Leave (Paid or Unpaid) Not Elsewhere Included	numeric	hour	FYTD	Snapshot	FALSE			0	2080
10.1	Flag	alphanumeric	categorical	quarter	Snapshot	FALSE			Complex	

Supplementary Documents

The fields which have additional supplementary code list documents available on the portal.

Field	Supplementary document	Replaces
3.7 - Country of Birth	HR MOIR Supplementary Country of Birth Codes List	Appendix 1: Country of Birth
3.8 - Language	HR MOIR Supplementary Language Codes List	Appendix 2: Language
3.13 - Highest Qualification Field of Study	HR MOIR Supplementary Fields of Study Codes List	Appendix 3: Highest Qualification Field of Study
4.1 - Occupation (ANZSCO)	HR MOIR Supplementary Occupation (ANZSCO) Codes List	Appendix 4: Occupation (ANZSCO)
4.3 - Employee Classification	HR MOIR Supplementary Employee Classification Codes List	Appendix 5: Employee Classification
4.7 - Award	HR MOIR Supplementary Award Codes List	Appendix 6: Award
4.8 - Agreement	HR MOIR Supplementary Agreement Codes List	Appendix 7: Agreement