

Workforce data – definitions and codes

Collection date:
Collection period:

30 June 2021
1 July 2020 – 30 June 2021

Employee Data			
Variable	Content	Staff Coverage	Codes and Notes
1. Record ID	A unique code for each employee as assigned by the organisation	All	Check record ID for duplicate values. For staff leaving and returning during the year, their second record ID should be appended with an 'a'.
2. Gender	The employee's gender	All	Female F Male M Another gender (previously Gender diverse) D Refused/Unknown U
3. Ethnicity 1	The employee's ethnicity	All	Ethnicity should be provided using a 5-digit code from Statistics NZ's standard ethnicity classification (2005) . You may report up to 3 different ethnicities for each employee. Please only provide one ethnicity per field. If an employee has disclosed only one ethnicity, record the 5-digit code in this field and leave Ethnicity2 and Ethnicity3 blank. An ethnicity code should only be used once per employee. We recommend reporting ethnicity at the lowest level of the classification. However, If only top-level ethnicities are recorded provide one of the following codes:

Variable	Content	Staff Coverage	Codes and Notes
			<p>1. European European nfd 10000 New Zealand European 11111 European nec 12999</p> <p>2. Maori 21111</p> <p>3. Pacific Peoples nfd 30000</p> <p>4. Asian nfd 40000</p> <p>5. MELAA Middle Eastern nfd 51100 Latin American nfd 52100 African nfd 53100</p> <p>6. Other New Zealander 61118 Other Ethnicity nec 61199</p> <p>9. Unknown (Not stated) 99999</p> <p>nfd = not further defined nec = not elsewhere classified</p>
4. Ethnicity 2	The employee's 2 nd ethnicity – if specified	All	<p>If an employee has a second ethnicity, record the 5-digit code in this field. If an employee has disclosed two ethnicities, record the codes in Ethnicity 1 and Ethnicity 2, and leave Ethnicity 3 blank. An ethnicity code should only be used once per employee. (No duplication.)</p>
5. Ethnicity 3	The employee's 3 rd ethnicity – if specified	All	<p>If an employee has a third ethnicity, record the 5-digit code in this field. An ethnicity code should only be used once per employee. (No duplication.)</p>
6. Date of Birth	The employee's date of birth	All	<p>Date of birth must be in a valid date format. Date of birth is an important measure; please provide as complete and accurate information as possible. <i>If date of birth is missing, do not replace it with the employee's start date.</i></p>
			<p>Valid date of birth dd/mm/yyyy Unknown blank Refused blank</p>
7. Occupation	The employee's current job, as classified according to the Australian and New Zealand Standard Classification of Occupations (ANZSCO)	All	<p>Occupations should be provided using a 6-digit code from the Australian and NZ Standard Classification of Occupations (ANZSCO). Check that all codes are valid 6-digit ANZSCO codes. ANZSCO codes should be assigned to positions and not to employees and should be updated when new positions are created. Do not use the unknown codes "997000", "999000" and "999999". For those employees who have finished employment (or are on Parental Leave, LWOP or Seconded Out) provide the ANZSCO for the last position held.</p>

Variable	Content	Staff Coverage	Codes and Notes
8. Job Title	Current job title for the position held	All	Free text field. Provide full job titles rather than acronyms or codes. For those employees who have finished employment (or are on Parental Leave, LWOP or Seconded Out) provide the Job Title for the last position held.
9. Business Unit	Up to three Business Unit fields can be provided to allow for classification at several different levels in the organisation's hierarchy, e.g. division, branch and team. This should be the highest in the hierarchy.	All	Free text field. Provide full name of business units rather than acronyms or codes.
10. Business Unit 2	Next level in the organisation hierarchy below Business Unit	All	Free text field. Provide full name of business units rather than acronyms or codes.
11. Business Unit 3	Next level in the organisation hierarchy below Business Unit 2	All	Free text field. Provide full name of business units rather than acronyms or codes.
12. Status	The employee's current status within the organisation	All	Current employee 1 Secondment in - from another department 2 Secondment out - to another department 3 Parental leave 4 Other LWOP 5 Employee terminated during the data collection period 6
13. Salary	Annual base salary	All	Base salary is required in dollars per year. Provide the salary on a full-time equivalent basis for part-time employees. Hourly rates should be converted to estimates of annual salaries. Please ensure you include terminated staff (status 6).
14. FTE	Proportion of full-time hours worked	All	A number greater than zero but not greater than one. For some departments 40 hours worked per week is considered full-time, whereas others consider 37.5 hours full-time; both cases are treated the same (FTE=1). The FTE value for each employee cannot be greater than 1.
15. Contract Term	The term of employment: open term (permanent), or fixed term (temporary)	All	Fixed 1 Open 2
16. Start Date	The date the employee started in the organisation	All	dd/mm/yyyy format

Variable	Content	Staff Coverage	Codes and Notes																																	
17. End Date	Last day of duty for departing employees	All terminated staff (status 6)	<p>dd/mm/yyyy format</p> <p>Include all staff whose last day of duty falls in the data collection period, including those with last day of duty 30 June.</p> <p>Do not add in paid up annual leave.</p> <p>Those employees terminating while on Parental Leave, LWOP or Seconded Out should also be included.</p> <p>The field must be blank for current employees and must be filled in for terminated staff.</p>																																	
18. Termination Reason	The reason why an employment relationship ended for those employees who have terminated during the data collection period	All terminated staff (status 6)	<p>Check that a termination reason has been provided for all employees with status 6 (terminated).</p> <p>For fixed-termers who are ending their contracts, please use reason 30.</p>																																	
			<table> <tr><td>Resignation – destination unknown</td><td>10</td></tr> <tr><td>Resignation to Public Service department</td><td>11</td></tr> <tr><td>Resignation other than to a Public Service department</td><td>12</td></tr> <tr><td>End of fixed term contract / agreement</td><td>30</td></tr> <tr><td>Restructuring</td><td>40</td></tr> <tr><td>Redeployment to another organisation</td><td>41</td></tr> <tr><td>Redundancy / Severance</td><td>42</td></tr> <tr><td>Retraining</td><td>43</td></tr> <tr><td>Enhanced early retirement</td><td>44</td></tr> <tr><td>Dismissal</td><td>50</td></tr> <tr><td>Retirement</td><td>60</td></tr> <tr><td>Death</td><td>70</td></tr> <tr><td>Unknown</td><td>99</td></tr> <tr><td>Current Staff</td><td>blank</td></tr> </table>	Resignation – destination unknown	10	Resignation to Public Service department	11	Resignation other than to a Public Service department	12	End of fixed term contract / agreement	30	Restructuring	40	Redeployment to another organisation	41	Redundancy / Severance	42	Retraining	43	Enhanced early retirement	44	Dismissal	50	Retirement	60	Death	70	Unknown	99	Current Staff	blank					
Resignation – destination unknown	10																																			
Resignation to Public Service department	11																																			
Resignation other than to a Public Service department	12																																			
End of fixed term contract / agreement	30																																			
Restructuring	40																																			
Redeployment to another organisation	41																																			
Redundancy / Severance	42																																			
Retraining	43																																			
Enhanced early retirement	44																																			
Dismissal	50																																			
Retirement	60																																			
Death	70																																			
Unknown	99																																			
Current Staff	blank																																			
19. Region	The region where an employee's workplace is located based on regional council boundaries	All	<p>A region code must be provided for all employees.</p> <p>If an employee works in different regions enter the code for the region they spend the majority of their time.</p>																																	
			<table> <tr><td>Northland</td><td>1</td><td>West Coast</td><td>12</td></tr> <tr><td>Auckland</td><td>2</td><td>Canterbury</td><td>13</td></tr> <tr><td>Waikato</td><td>3</td><td>Otago</td><td>14</td></tr> <tr><td>Bay of Plenty</td><td>4</td><td>Southland</td><td>15</td></tr> <tr><td>Gisborne</td><td>5</td><td>Tasman</td><td>16</td></tr> <tr><td>Hawke's Bay</td><td>6</td><td>Nelson</td><td>17</td></tr> <tr><td>Taranaki</td><td>7</td><td>Marlborough</td><td>18</td></tr> <tr><td>Manawatu-Wanganui</td><td>8</td><td>Overseas</td><td>20</td></tr> <tr><td>Wellington</td><td>9</td><td></td><td></td></tr> </table>	Northland	1	West Coast	12	Auckland	2	Canterbury	13	Waikato	3	Otago	14	Bay of Plenty	4	Southland	15	Gisborne	5	Tasman	16	Hawke's Bay	6	Nelson	17	Taranaki	7	Marlborough	18	Manawatu-Wanganui	8	Overseas	20	Wellington
Northland	1	West Coast	12																																	
Auckland	2	Canterbury	13																																	
Waikato	3	Otago	14																																	
Bay of Plenty	4	Southland	15																																	
Gisborne	5	Tasman	16																																	
Hawke's Bay	6	Nelson	17																																	
Taranaki	7	Marlborough	18																																	
Manawatu-Wanganui	8	Overseas	20																																	
Wellington	9																																			

Variable	Content	Staff Coverage	Codes and Notes					
20. Management level	Employees in the top three tiers of management <i>(for clarification of 'Manager', please refer to the Definitions section of this document – Senior Leaders.)</i>	Senior management only	Tier 2 and 3 roles should not include professional, specialist, or support staff who report to the Chief Executive or Tier 2 Manager unless they have a management function as a significant part of their role. Do not include your chief executive in your employee data if they are employed by the Public Service Commission.					
			<table> <tr> <td>Tier 1: Chief Executive</td> <td>1</td> </tr> <tr> <td>Tier 2: Managers who report directly to the CE</td> <td>2</td> </tr> <tr> <td>Tier 3: Managers who report directly to a tier 2 manager</td> <td>3</td> </tr> <tr> <td>Other positions</td> <td>blank</td> </tr> </table>	Tier 1: Chief Executive	1	Tier 2: Managers who report directly to the CE	2	Tier 3: Managers who report directly to a tier 2 manager
Tier 1: Chief Executive	1							
Tier 2: Managers who report directly to the CE	2							
Tier 3: Managers who report directly to a tier 2 manager	3							
Other positions	blank							
21. Sick and domestic leave TOTAL	The total number of sick and domestic leave days taken due to sickness or domestic leave related reasons, relates to part-time and full-time permanent staff that are eligible (usually those that have been employed for more than six months)	Current permanent staff only	<p>Sick and domestic leave taken includes absence for:</p> <ul style="list-style-type: none"> Injury covered by ACC, paid sick leave and unpaid sick leave; and Dependant leave where a staff member is absent to care for a sick family member. <p>Sick and domestic leave taken excludes long-term sick leave where staff have been moved from sick leave onto another arrangement such as Leave Without Pay, and also excludes maternity/paternity leave.</p> <p>It is important that staff with a balance of 0, have the number 0 written. If the cell is left blank, the person will be excluded from the sick leave calculations.</p>					
22. Domestic leave ONLY	The total number of days of absence due to domestic leave relates to part-time and full-time permanent staff that are eligible for domestic leave (usually those that have been employed for more than six months)	Current permanent staff only	<p>Domestic leave where a staff member is absent to care for a sick family or household dependent (or however domestic leave is defined at your agency).</p> <p>If an employee does not have domestic leave usage recorded separately to sick leave, leave this cell blank.</p> <p>Employees who have taken 0 days sick leave, have a 0 recorded in their cell.</p> <p>This is a component of total sick and domestic leave taken. Therefore, the total number of days absent on domestic leave should never be more than the days absent for total sick and domestic leave (column U). E.g. if an employee has taken 12 days S&D leave, 7 of which is sick and 5 is domestic; you put 12 in the S&D column and 5 in the Domestic leave column.</p>					
23. Pay Band Name	The name used to describe the pay band internally	All	<p>Free text field.</p> <p>A pay band in this context is defined as the range (band) of compensation in the given role.</p> <p>If an employee does not have a pay band, leave the pay band information blank.</p>					
24. Pay Band Minimum	The minimum dollar figure of the pay band	All	<p>This is a dollars field.</p> <p>Check that the value is below the value for Pay Band Maximum, and that the value is above minimum wage.</p> <p>If an employee does not have a pay band, leave the pay band information blank.</p>					

Variable	Content	Staff Coverage	Codes and Notes
25. Pay Band Maximum	The maximum dollar figure of the pay band	All	<p>This is a dollars field.</p> <p>Check that the value is above the value for Pay Band Midpoint and Pay Band Minimum, and the value is above minimum wage.</p> <p><i>If an employee does not have a pay band, leave the pay band information blank.</i></p>
26. Pay Band Midpoint	The midpoint dollar figure of the pay band	All	<p>This is a dollars field.</p> <p>Check that the value is between the Pay Band Minimum and Pay Band Maximum, and the value is above minimum wage.</p> <p><i>If an employee does not have a pay band, leave the pay band information blank.</i></p> <p><i>If a pay band does not have a midpoint, leave it blank and complete the minimum and maximum information.</i></p>
27. Manager ID	The RecordID of the employee's manager.	All	<p>If the employee's manager is vacant, then the field can either be left blank or the one up manager can be provided (or two up manager if that manager is vacant as well etc.)</p> <p>Check that the value provided in this field exists in the 'RecordID' column of this spreadsheet. If it is not, then leave the cell blank for that employee.</p>
28. Super Organisation Contribution	The percentage of salary that the employer is contributing to superannuation	All	<p>This is a percentage field.</p> <p>Leave blank for staff who do not receive any employer contributions.</p> <p>Check that the number provided is a percentage, not a whole number e.g. 0.01 instead of 1. The value should be between 0 and 0.2 (values higher than 0.2 will be blocked in validation).</p>
29. Performance Pay	The dollar value of performance pay received during the data collection period	All	<p>This is a dollars field.</p> <ul style="list-style-type: none"> <i>The number of employees (headcount, not FTE) who received performance payments during the data collection period.</i> <i>The average value of performance payments during the data collection period.</i> <p>Performance payments are defined as <i>one-off</i> lump sum performance payments that exceeded expectations, or some exceptional collaborative or innovative work. Exclude the annual rem review that rolls into the ongoing base salary figure.</p> <p>This includes payments to both current employees and payments to employees who have left the organisation during the data collection period.</p> <p>When calculating the average value of performance payments divide the total value of performance payments during the data collection period by the number of employees who received payments.</p>
30. Annual Leave Entitlement	An employee's annual leave entitlement in days	All	<p>An employee's annual leave entitlement in days, <i>including department days</i>. Leave entitlements for part-time employees should be provided on a full-time basis (similar as salary). <i>Please convert hourly-based entitlements to their daily equivalent.</i></p>

Organisation Data		
Variable	Content and Definitions	Format
Organisation Name	Organisation name (pre-populated field)	Free text
1. Redundancies	<ul style="list-style-type: none"> ▪ The average value of redundancy payments during the data collection period The average value of redundancy payments made to terminated employees in surplus positions. When calculating this value, include only the people who have been marked as being made redundant in the employee data worksheet. 	Dollar value
2. Leave balances	<ul style="list-style-type: none"> ▪ The average annual leave balance outstanding at the data collection date ▪ The percentage of employees with over five weeks (25 days) annual leave outstanding <p>Provide the average number of days of annual leave outstanding for all employees at the data collection date. Include both accrued and entitlement/outstanding leave.</p>	a. Number of days b. Percentage
3. Superannuation	<ul style="list-style-type: none"> ▪ The percentage of employees contributing to: <ul style="list-style-type: none"> ○ KiwiSaver ○ SSRSS ○ GSF ○ Other schemes ○ Non-members <p>Percentages may add to over 100%.</p>	Percentage
4. Staff Engagement	<ul style="list-style-type: none"> ▪ Enter the overall score achieved in staff engagement surveys This will vary depending on the type of survey used. For a Gallup survey, use the grand mean score from Gallup Q12. For other surveys, report the relevant equivalent grand mean or overall mean staff engagement score. ▪ Which survey does your agency use to measure staff engagement? Enter the name of the survey employed to assess staff engagement. ▪ Only report results from surveys carried out in the current survey period (1 July-30 June) - (mm/yy) 	a. Percentage or grand mean score b. Name of Survey c. Month and Year

Variable	Content and Definitions	Format
5. Collective agreements and union membership	<ul style="list-style-type: none"> ■ For people on individual employment agreements: <ul style="list-style-type: none"> ○ <i>The number of people on individual agreements who are covered by PSA, NUPE, Other or no union.</i> ■ For each collective agreement provide: <ul style="list-style-type: none"> ○ <i>The expiry date of the agreement.</i> ○ <i>The name of the collective agreement.</i> ○ <i>The number of people in that collective agreement who are covered by PSA, NUPE, Other, or no union.</i> ■ Please leave the default values when not in use. 	<ul style="list-style-type: none"> a. Number b. Date c. Free text d. Number

Core Crown & Total Crown

Core Crown is a reporting term used in the *Financial Statement of the Government of NZ* (The Treasury) consisting of departments, Offices of Parliament, the NZS Fund and the Reserve Bank of New Zealand. Total crown includes the core Crown (defined above) plus Crown entities and State-owned Enterprises.

Ethnic pay gap

Ethnic pay gaps are defined as the difference between the average salary for an ethnic group and the average salary of those not in that ethnic group and are expressed as a percentage of the average salary of those not in the ethnic group.

Ethnic representation

These metrics cover the number of employees who identify themselves as having a certain ethnicity. They are calculated by taking the number of people who identify themselves as being in the ethnic group divided by the number of people who have provided an ethnicity. A person may identify with up to three ethnicities in this Workforce data collection.

Full-time equivalent (FTE); headcount and Part-time

For the full-time equivalent metric, an employee is assigned an FTE value between 0 and 1 depending on the proportion of full-time hours (however defined by each department) worked. For example, an employee working full-time equals 1 FTE while an employee working 60% of full-time hours equals 0.6 of an FTE. The FTE values of all employees are added up to give the total number of FTE employees in an organisation. For the headcount metric, each employee is counted as one.

For *part-time employees*, Te Kawa Mataaho uses the Stats NZ definition of part-time work, i.e. part-time workers employed usually work fewer than 30 hours per week. For further information, refer to this [link](#).

We define an employee as an individual who has an employment agreement with the chief executive, and to whom the usual conditions relating to being employees apply (e.g. the organisation can specify hours of work, place of work, supervision arrangements).

Please **include** these people

- Current open term (permanent) and fixed term (temporary) employees at the collection date.
- Employees seconded to other organisations.
- Mainstream employees
- Graduates if they are on a fixed-term contract

Please **exclude** these people

- Casual employees - those employed on an "as and when required" basis, with no set hours of work and who have no ongoing expectation of employment.
- Contractors - those providing a contract for service.
- Secondees from other organisations. These employees are not included because they are counted in their home organisation.
- Staff on parental leave or leave without pay.

* **Important**: This number needs to **match the total status 1 and 3 FTEs** in the employee level information.

Gender pay gap

The gender pay gap used in the Workforce Data information is defined as the difference between the *average salary for women and the average salary for men and is expressed as a percentage of the average salary for men*. Gender pay gap may also be calculated using median salaries. It includes permanent, fixed-term and seconded out staff.

GPG - seconded employees

Some of your employees may be seconded into other roles in the agency or to roles in other agencies. There are two approaches to include seconded employees in your analysis:

1. If they are seconded into a higher-level role their base pay probably still reflects their substantive role, not the role they have been seconded into. We recommend that for the purposes of calculating GPGs, agencies include seconded employees in their substantive role and in their home agency.
or;
2. If they are receiving a special or higher duties allowance (HDA), another approach is to factor in the allowance and include seconded employees in their seconded role when doing the comparisons.

See [Gender pay gap measurement and analysis for Public Service agencies](#) on Te Kawa Mataaho's website for further information.

Occupational groups

Occupational groups used in the Workforce Data collection have been defined from detailed occupational ANZSCO codes (Australian and New Zealand Standard Classification of Occupations) supplied for each employee by departments. They have been designed to reflect key occupational groups for the Public Service.

Public Service

Public Service departments are defined in section 27 of the State Sector Act 1988 as comprising the departments specified in Schedule 1 of the State Sector Act. As at 30 June 2021 there were 36 Public Service departments.

Redundancy

The total number of staff whose employment ended owing to 'restructuring/severance' or 'redundancy' reasons within the last 12 months.

Senior leaders

A Senior Leader is defined as an employee who is either a tier one, two or three manager in their department. Senior Leaders should not include professional, specialist, or support staff who report to the Chief Executive or Tier 2 Manager unless they have a management function (i.e. a people manager) as a significant part of their role.

Sick / Domestic leave

The average number of days sick and domestic leave taken per employee metric includes permanent staff (i.e. **excludes** fixed-term staff), and only includes staff that are eligible for sick leave. The calculation is: $\text{SUM (Number of sick and domestic leave days) / headcount (current and seconded out permanent staff)}$.

Sickness absence includes absence for:

- Injury covered by ACC, paid sick leave and unpaid sick leave; and
- Dependant leave where a staff member is absent to care for a sick family member.

Sickness absence excludes long-term sick leave where staff have been moved from sick leave onto another arrangement such as Leave without Pay, and also excludes maternity/paternity leave.

Staff in acting roles

Some of your employees may be seconded into other roles internally in your agency. One approach is to include seconded employees in their substantive role. If they are receiving a special or higher duties allowance, another approach is to factor in the allowance to their base salary and include seconded employees in their seconded role. However, for consistency we recommend that you report these roles as you have done in previous years.

State services

The State services comprises the agencies that operate as instruments of the Crown in respect of the Government of New Zealand (i.e. the Executive Branch of Government). This includes the Public Service, most Crown entities, the Reserve Bank, a range of agencies listed on the 4th Schedule of the Public Finance Act 1989, companies listed on Schedule 4A of the Public Finance Act, and a small number of departments that are not part of the Public Service.

For further explanation on this, see the [State sector organisations](#) on Te Kawa Mataaho's website.

Tenure

The average length of time that an employee has worked in a single department (years). The metric includes **permanent** staff only.

Turnover

Turnover rates for the Public Service are derived from the exits of staff from departments. As a result, turnover includes movements between departments and so the actual level of 'loss' to the Public Service is below the figures reported in this report. Two turnover measures are used:

- **Core unplanned turnover** – primarily due to resignations of permanent (open-term) employees, but also includes retirements, dismissals and deaths. Core turnover rate is calculated as follows:

Core turnover = (terminated permanent staff, who left due to resignation, retirement, dismissal, death or unknown reasons) / [(current year's permanent headcount + previous year's permanent headcount) / 2] x 100, (excludes fixed-term employees).

- **Gross turnover** – includes both core unplanned and planned turnover. Planned turnover includes cessations of staff on fixed-term employment agreements and cessations due to restructuring. Gross turnover rate is calculated as follows:

Gross turnover = (terminated staff on permanent and fixed-term contracts who left for any reason) / [(current year's headcount + previous year's headcount) / 2] x 100.

Year

The year of the data collection. The Workforce Data collection is a snapshot of information as at 30 June of each year.