Workforce Data collection
Instructions, checklist and FAQs

Te Kawa Mataaho
Public Service Commission

The Workforce data collection provides information about the Public Service workforce for planning and decision making. It collects information on staff numbers, salary, age, gender, ethnicity, occupation, leaves, etc.

This information below is provided to assist respondents with completing the Workforce data collection.

Due Date

- The Workforce "Dataload" form will be sent to agencies in the last week of June. Data can be submitted online via Treasury's CFISnet system between 1-16 July. Final due date is **Friday, 16 July 2021**.

Data collection

The form called **Dataload** has two parts:

1. **Employee Data**

   Employee data covers all current employees at the data collection date (30 June 2021) plus all employees who have left the organisation during the previous 12 months. The employee data contains 30 variables.

2. **Organisation Data**

   Organisation data collects organisational level HR information. The organisation data contains 5 variables.

Data Definitions and Codes

A set of data definitions and codes is provided for your information and guidance. This will help you fill in the employee and organisation data forms. You need to use these definitions and codes when completing the data collection.

Help with completing the data collection

We are happy to provide training for anyone who has not completed the data collection before or would like a refresher. If you need assistance in completing this, please contact the team prior to the due date.

Workforce Team Contact Details

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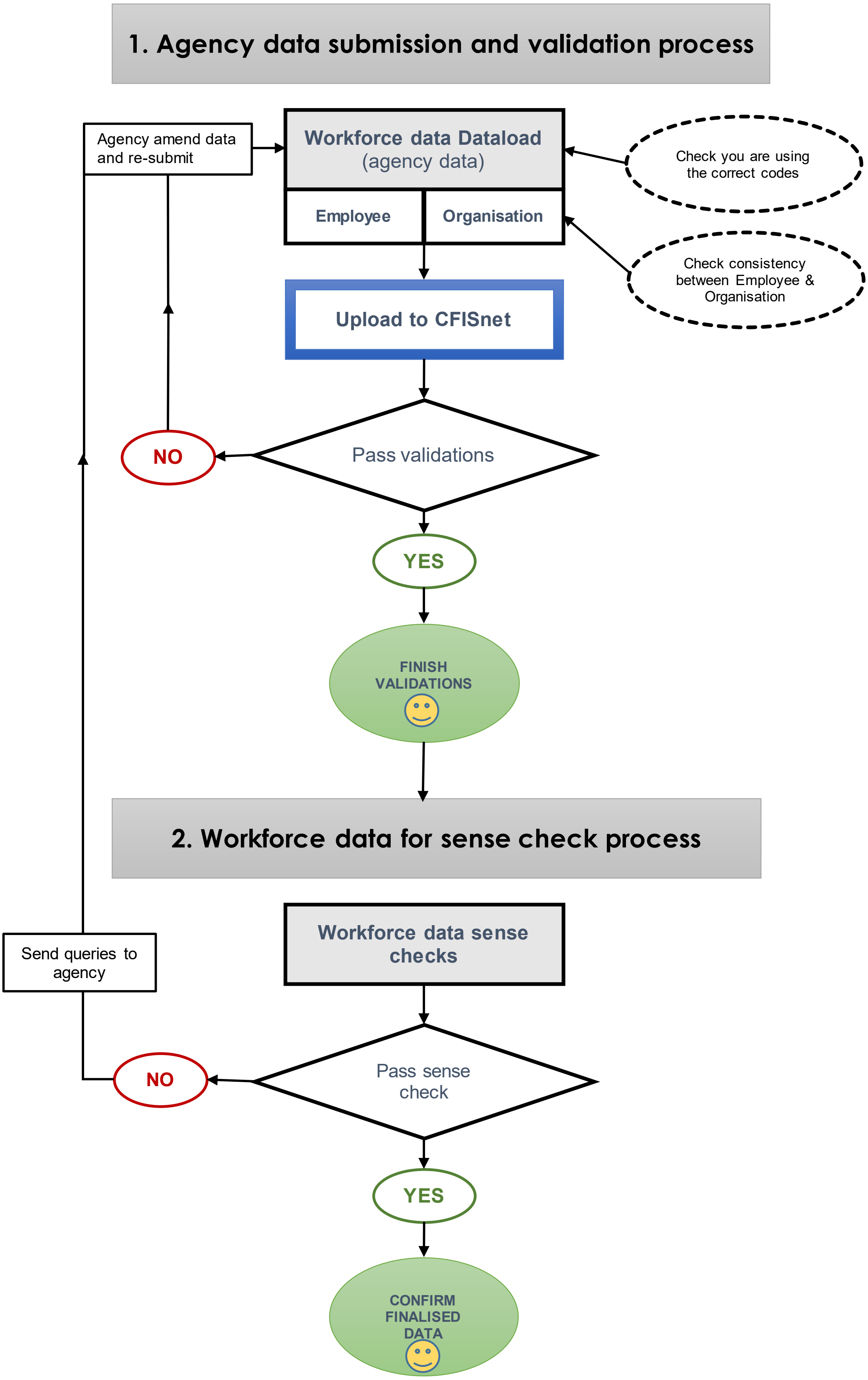
CFISnet Contact Details

Helpdesk	(04) 917 6198 (Mon-Fri 9am-5pm) Answer phone outside these hours	cfisnet@treasury.govt.nz

Data collection process



Employee Data – Check List

General

1. The file contains no duplicate record IDs.
2. For staff leaving and returning during the year, their second record ID can be appended with an 'a'.
3. All records have a valid start date.
4. Start date has not been set to Date of Birth or 1/1/1900.

Gender and ethnicity

5. Gender is provided for all employees.
6. Gender is provided as a single letter.
7. Ethnicity has been provided with up to 3 codes per employee using valid codes from the Statistics NZ standard ethnicity classification, and ethnicities have been provided in the form of a 5-digit code.
8. If an employee has disclosed only one ethnicity, record the 5-digit code in Ethnicity 1 and leave Ethnicity 2 and Ethnicity 3 blank.
9. An ethnicity code is used only once per employee. (No duplication.)

Date of Birth

10. Date of Birth is provided in valid date format dd/mm/yyyy.
11. Date of Birth has not been set to 1/1/1900.

Termination and Status

12. All information for those employees who have finished employment (or on Parental Leave, LWOP or Seconded Out) relates to the last position held.
13. Status has been provided for all employees using the Workforce codes.
14. The number of current FTE employees (status 1) plus FTE employees seconded out (status 3) matches the FTE figure provided in the organisation data.
15. All employees with status 6 (terminated) must have a valid end date and a termination reason.
16. Employees terminating while on LWOP, Parental Leave or Seconded Out should be included as status 6.
17. Employees with Last Day of Duty at 30 June should be included as status 6 (Terminated).
18. Employees where termination reason is 30 (end of fixed term contract) are recorded as fixed term employees, i.e. have a contract term of 1.

ANZSCO codes, Occupation and Job Titles

19. All records have a valid occupation code from the ANZSCO classification.
20. The unknown occupation codes '997000', '999000', and'999999' have not been used.

21. Job title is provided for all records (do not put in the business unit).
22. Acronyms are not included in the business unit variables.

Salary

23. If FTE salary is not available for Seconded in staff (status 2) then **don't** include them in the dataset.
24. Salary for part-time employees is provided on a full-time equivalent basis.
25. Hourly rates are converted to estimates of annual salaries.

Full Time Equivalent

26. FTE is greater than 0.01 and less and or equal to 1.
27. Contract Term: Permanent employees are coded as ‘2’ and fixed term employees are coded as ‘1’.
28. Management tier is provided for Tier 2 and 3 managers.
29. Tier 2 and 3 roles do 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.
30. **Do not include your chief executive** in your employee data if they are employed by Te Kawa Mataaho Public Service Commission (the Commission).
31. A Region code is provided for all employees.
32. If an employee works in different regions enter the code for the region they spend the majority of their time.
33. All 30 variables contain data (the only fields that may contain no information are Ethnicity 2, Ethnicity 3, Date of Birth, Business Unit 2, Business Unit 3, End Date, Termination Reason and Management Profile.)

Part-time employees

34. For part-time employees, the Commission 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 the Stats NZ website.

FAQs

What is the Workforce data collection?

The Workforce data collection is a collection of anonymous human resource payroll data on each Public Service employee.

The purpose of this information enables:

- the Commission to provide sound advice on capability risks and trends to the Minister for the Public Service and public sector organisations
- reporting on human resource-related trends across the Public Service
- production of customised reports to allow organisations to compare human resource-related measures against the Public Service workforce.

Which employees do I include in the employee file?

Include these employees:

- Current employees as at 30 June - open term and fixed term (i.e. permanent and temporary but **not** casuals – see exclusions below)

  We define an employee as:

  - an individual who has (or had) an employment contract / agreement of service with the chief executive of the organisation, and
  - someone to whom the usual conditions relating to being an employee apply (e.g. organisation can specify hours of work, place of work, supervision arrangements)
- All employees who left the organisation over the previous 12 months (1 July to 30 June)
- All employees on Leave Without Pay or Parental Leave
- All employees seconded to another organisation.
- All employees seconded from another organisation if you can provide their FTE Salary.

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
- Chief executives who have an employment agreement with the Public Service Commissioner. Non-Public Service departments, Crown entities, the Commission and Crown Law should include their Chief Executive in the employee file.

Which organisations are covered by the data collection?

All Public Service departments must provide annual data to the Commission. The mandate for the data collection has been established through Cabinet Minutes from 1994 to 1998. The data collection is also consistent with the Public Service Commission's role under the State Sector Act.

Five non-Public Service departments also participate in the data collection. From December 2011, organisations outside the core Public Service will be encouraged to participate in the data collection.

How is the information of individual employees managed?

The data collection is covered by a set of protocols called Access, Security and Privacy Protocols for the Workforce Data collection. The document is available on the Commission's website.

I've never completed the data collection before, where do I start?

The first step is to get the data required for the Workforce data collection out of your payroll/HRIS system.

The processes used to get data out of a payroll/HRIS will be unique to each organisation.

The Workforce team is available to assist with any questions you may have while you compile the information. Please contact us prior to the due date so we can assist you with the preparation of your return.

Do I have to use the Workforce codes?

Yes. The Workforce data should be provided using the Workforce codes listed in the Workforce file specification. Because of the range of payroll systems it is likely that some of the codes in your HRIS will differ from those in the Workforce file specification. Before submitting your data you will need to translate your data into the Workforce codes.

When is the data collection due?

The data submission period is 1-16 July 2021. Final due date is **16 July 2021**.

Where do I send my completed data collection?

Please submit the information online via CFISnet for the employee and organisation data by following the instructions on the DataLoad spreadsheet.

We use different definitions; can we provide data using our own definitions?

No, the information needs to be provided on a standard basis to allow for reliable comparisons and benchmarking.

For many of the fields collected in the organisation information there is a wide range of definitions in use. All Public Service departments were given the opportunity to contribute to the development of the current definitions. The definitions reflect the most common practice, however, it is not possible to have a set of definitions that are consistent with every organisations internal reporting rules.

If you have concerns about the definitions, we are always interested in your suggestions for improvements. The team considers the content and definitions in the review following the completion of the annual reporting of the Public Service Workforce Data.

How are communications employees counted?

Along with FTEs and vacancies, we report on the number of communication staff in the Public Service. The ANZSCO classification is used to identify communications staff in your organisation.

Refer to the ANZSCO codes below for Communications employees:

- 131112 Sales and Marketing Manager
- 131113 Advertising Manager
- 131114 Public Relations Manager

- 225112 Market Research Analyst
- 225113 Marketing Specialist
- 225311 Public Relations Professional

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