Workforce data – definitions and codes

Collection date: **30 June 2025**
Collection period: **1 July 2024 – 30 June 2025**

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 or A Refused/Unknown U Gender is provided for all employees and is a compulsory field. Provide as a single letter.
3. **Ethnicity 1**	The employee's ethnicity	All	Ethnicity should be provided using a 5-digit code from Statistics NZ's standard ethnicity classification. 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
			1. **European**
			European nfd 10000
			New Zealand European 11111
			European nec 12999
			2. **Māori** 21111
			3. **Pacific Peoples nfd** 30000
			4. **Asian nfd** 40000
			5. **MELAA**
			Middle Eastern nfd 51100
			Latin American nfd 52100
			African nfd 53100
			6. **Other**
			New Zealander 61118
			Other Ethnicity nec 61199
			9. **Unknown (Not stated)** 99999
			nfd = not further defined
			nec = not elsewhere classified
4. **Ethnicity 2**	The employee's 2nd ethnicity – if specified	All	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.)
5. **Ethnicity 3**	The employee's 3rd ethnicity – if specified	All	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.)
6. **Date of Birth**	The employee's date of birth	All	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. Check that date of birth does not make the employee's age under 15 or older than 85.
			If date of birth is missing, do not replace it with the employee's start date.
			Valid date of birth YYYY-MM-DD (will also accept DD/MM/YYYY date format for backwards compatibility)
			Unknown blank
			Refused blank

Variable	Content	Staff Coverage	Codes and Notes
7. **Occupation**	The employee's current job, as classified according to the Stats New Zealand National Occupation List (NOL) – (previously ANZSCO)	All	Occupations should be provided using a 6-digit code from the Stats NZ National Occupation List (NOL) (previously ANZSCO). Check that all codes are valid 6-digit NOL codes. NOL codes should be assigned to positions and not to employees and should be updated when new positions are created. Those who have a managerial profile of 1, 2 or 3 have an NOL that begins with 1. 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 NOL for the last position held.
8. **Job Title**	Current job title for the position held.	All	Provide the actual job title in its fullest form, no 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 by the employee.
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	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	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	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 Check that the number of current employees (status 1) plus employees seconded out (status 3) matches the figure provided in the organisation level data. We add status 1 and status 3 to calculate the total number of FTEs.

Variable	Content	Staff Coverage	Codes and Notes
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. All salaries are above the minimum wage. If management profile is 1, 2 or 3 then salary must be greater than or equal to $65,000. ***Please ensure you include terminated staff (status 6).***
14. **FTE**	Proportion of full-time hours worked	All	All values are greater than 0.01 and less than or equal to 1. 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 Check the start date has not been set to the Date of Birth or 1/1/1900. All records must have a valid start date (the year should be 4 digits). Start date should be less than or equal to 30 June of the survey collection period. **If the Start date is the same as the end date for an employee, _do not_ include them.**
17. **End Date**	Last day of duty for departing employees	All terminated staff (status 6)	dd/mm/yyyy format **Include all staff whose last day of duty falls in the data collection period, including those with last day of duty 30 June.** **Do not add in paid up annual leave.** All employees with status 6 (Terminated) have a valid end date – **includes** employees terminating while on Parental Leave, LWOP or Seconded Out. *The field must be blank for current employees and must be filled in for terminated staff.* **If the Start date is the same as the end date for an employee, _do not_ include them.**
18. **Termination Reason**	The reason why an employment relationship ended for those employees who have	All terminated staff (status 6)	**Check that a termination reason has been provided for all employees with status 6 (terminated). _Please input the appropriate code where possible_.** **For fixed-termers who are ending their contracts, please use reason 30.** Employees coded to 30 are recorded as fixed-term employees in the field contract term (contract term =1).

Variable	Content	Staff Coverage	Codes and Notes
	terminated during the data collection period		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 Voluntary redundancy 45 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	A region code must be provided for all employees. If an employee works in different regions enter the code for the region they spend most of their time. If an employee is a remote worker, code them to the region they mainly work in (i.e. region they are physically based).
			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
20. **Management level**	Employees in the **top three** tiers of management *(for clarification of 'Manager', please refer to the Definitions section of this document – Senior Leaders.)*	Senior management only	Tier 2 & 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. Do **not** include your chief executive in your employee data if they are employed by the Public Service Commission. Do include chief executives in your employee data as a Tier 1 if their remuneration is set by the Remuneration Authority. This includes the Public Service Commissioner, Deputy Public Service Commissioners at PSC and the Solicitor-General at Crown Law.

Variable	Content	Staff Coverage	Codes and Notes
			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	Sick and domestic leave taken 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. 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. ***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.***
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	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). ***If an employee does not have domestic leave usage recorded separately to sick leave, leave this cell blank.*** Employees who have taken 0 days sick leave, have a 0 recorded in their cell. 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***.
23. **Pay Band Name**	The name used to describe the pay band internally	All	A pay band in this context is defined as the range (band) of compensation in the given role. ***If an employee does not have a pay band, leave the pay band information blank.***
24. **Pay Band Minimum**	The minimum dollar figure of the pay band	All (status 1 and 3)	Check that the value is below the value for Pay Band Maximum, and that the value is above minimum wage. ***If an employee does not have a pay band, report the minimum FTE salary for those in that same role or with the same job size at your agency.***
25. **Pay Band Maximum**	The maximum dollar figure of the pay band	All	Check that the value is above the value for Pay Band Midpoint and Pay Band Minimum, and the value is above minimum wage. ***If an employee does not have a pay band, leave the pay band maximum information blank.***

Variable	Content	Staff Coverage	Codes and Notes
26. **Pay Band Midpoint**	The midpoint dollar figure of the pay band	All	This is a dollars field. Check that the value is between the Pay Band Minimum and Pay Band Maximum, and the value is above minimum wage. ***If an employee does not have a pay band, leave the pay band midpoint information blank.*** ***If a pay band does not have a midpoint, leave it blank and complete the minimum and maximum information.***
27. **Super Organisation Contribution**	The percentage of salary that the employer is contributing to superannuation	All	Leave blank for staff who do not receive any employer contributions. 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 inclusive (values higher than 0.2 will be blocked in validation).
28. **Performance Pay**	The dollar value of performance pay received during the data collection period	All	This is a dollars field. • ***The number of employees (headcount, not FTE) who received performance payments during the data collection period.*** • ***The average value of performance payments during the data collection period.*** Performance payments are defined as *one-off* 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. This includes payments to both current employees and payments to employees who have left the organisation during the data collection period. 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.
29. **Annual Leave Entitlement**	An employee's annual leave entitlement in days	All	An employee's annual leave entitlement in days, ***including department days*** (this should be a minimum 20 days and a maximum 50 days). Leave entitlements for part-time employees should be provided on a full-time basis (similar as salary). ***Please convert hourly-based entitlements to their daily equivalent.*** Check you have provided the **number of days**, not weeks. Also provide the entitlement, not the balance. Exclude terminated employees (status 6).

Organisation Data (collected via Microsoft Forms survey)

Variable	Content and Definitions	Format
		The format for all answers to these questions need to be in a number format. When a percentage is asked for, please enter as a decimal e.g. 35% should be 0.35.
1. **Redundancies**	▪ ***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 had a termination reason of "Redundancy, "Voluntary Redundancy" or "Restructuring in the employee data worksheet.	Input as a number.
2. **Leave balances**	▪ ***The average annual leave balance outstanding at the data collection date*** ▪ ***The percentage of employees with over five weeks (25 days) annual leave outstanding*** 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.	a. Input as a number. b. Percentage (note format above).

3. **Superannuation**	▪ *The percentage of employees contributing to:*
	  ○ ***KiwiSaver***
	  ○ ***SSRSS***
	  ○ ***GSF***
	  ○ ***Other schemes***
	  ○ ***Non-members***
	
	Percentages may add to over 100%.
		Percentage (note format above).

4. **Union membership**	▪ Provide the names of the unions (tick box) ▪ How many full-time equivalent employees are PSA members? ▪ How many full-time equivalent employees belong to another union?	Input as a number.

Workforce data definitions

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 NZ Super 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 of those not in that ethnic group and the average salary for an 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 Public Service Commission (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.

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

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

Please **exclude** these people

- o **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.
- o **Contractors** - those providing a contract for service.
- o **Secondees from** other organisations. These employees are not included because they are counted in their home organisation.
- o **Staff** on parental leave or leave without pay.

* _Important_: This number **must 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 men and* the *average salary for women 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.

Occupational groups

Agencies should use information on a particular job (job title, pay grade etc.) to code to the Occupation standard at its most detailed level (the unit group level).

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.

Stats NZ provides the following coding advice:

- A person working as a manager must be performing managerial tasks such as planning, organising and coordinating the activities of the workforce to be coded as a 'manager' (major group 1). If not, allocate to a more appropriate code elsewhere in the classification.
- Supervisor (or team leader) is a person who controls and supervises a group of workers without doing any managerial tasks. Code them to the occupation category that they supervise.
- Code apprentices, interns and trainees to the occupation for which they are being trained.

More guidance on occupation coding is available in the [Workforce Data Standard and guidance](#).

Public Service

Public Service departments and departmental agencies are defined in Schedule 2 of the Public Service Act 2020. At 30 June 2025 there were 34 Public Service departments and 6 departmental agencies.

Redundancy

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

Senior leaders

A Senior Leader is defined as an employee who is either a tier 1, 2 or 3 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 and/or they are a member of the Public Service Leadership Group (PSLG).

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: 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.

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.

- *Unplanned turnover of staff with less than 2 year's tenure (new staff)* – This only includes staff who have been with the organisation for less than 2 years.

  COUNT (terminated permanent staff, who left due to resignation, retirement, dismissal death or unknown reasons and who have < 2 years tenure) / [(Current year's permanent headcount of staff with < 2 years tenure + Previous year's permanent headcount of staff with < 2 years tenure) / 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.