

Field Nr.	Field Description	Field Abbrev'n	Field Length
1	Record type indicator	RECID	5
2	Institution identifier	INSTID	4
3	Campus identifier	CAMPID	1
4	Staff identifier	STAFFID	13
5	Contract identifier	CONTID	20
6	Terms of employment	TERMS	1
7	Mode of employment	MOEMP	1
8	Academic employment function	ACEMPFUN	1
9	FTE during reporting period	CONFTE	5
10	Teaching through the medium of Welsh	TCHWLH	1
11	Grade structure	GRADE	2
12	Senior management post holder	SMPH	1
13	Source of basic salary	SOBS	2
14	Proportion of basic salary charged against general income	PSCAG	5
15	Secondary source of basic salary	SSOBS	2
16	Salary point	SPOINT	3
17	Basic salary at reference date	SALREF	7
18	NHS contracts	NHSCON	1
19	NHS contract grade	NHSCONGR	2
20	Healthcare professional specialty	HSPEC	2
21	HEI joint contracts	HEIJOINT	4
22	Start date of contract	STARTCON	8
23	End date of contract	ENDCON	8
24	Activity code 1	ACT1	2
25	Cost centre 1	CCENTRE1	2
26	Proportion in cost centre 1	CCPROP1	5
27	Activity code 2	ACT2	2
28	Cost centre 2	CCENTRE2	2
29	Proportion in cost centre 2	CCPROP2	5
30	Activity code 3	ACT3	2
31	Cost centre 3	CCENTRE3	2
32	Proportion in cost centre 3	CCPROP3	5

Field Nr.	Field Description	Field Abbrev'n	Field Length	
1	Record type indicator	RECID	5	Alphanumeric

STATUS This field must be completed with a valid code for all staff.

VALID ENTRIES

03026 New Individualised Staff Record contract table standard record.

03126 New Individualised Staff Record contract table minimum record for atypical staff.

03926 New Individualised Staff Record contract table multiple contracts amalgamated to one record.

DESCRIPTION The Record type indicator is for HESA's internal use to identify the type of record being sent.

NOTES The first two digits are the year identifier. The last two digits are the record identifier.

Where a member of staff has more than one contract a record for each contract should be returned with this field coded '03026' and/or '03126' as appropriate. English institutions have the option to amalgamate multiple contracts using a [standard algorithm](http://nistr0304/amalgamation.htm) and return one record only. Institutions in England that decide so to do are asked to inform Institutional Liaison at HESA, or email liaison@hesa.ac.uk by 31 July 2004. The institution must then use the standard algorithm to amalgamate contracts for all its staff with multiple contracts and return only one contract record per member of staff.

Those records that represent only one contract should be coded '03026' or '03126', those that represent multiple contracts should be coded '03926'.

REASON REQUIRED For HESA's operational purposes

Field Nr.	Field Description	Field Abbrev'n	Field Length	
2	Institution identifier	INSTID	4	Alphanumeric

STATUS This field must be completed with a valid code for all staff.

VALID ENTRIES A list of valid entries for this field may be found in Appendix 1.

DESCRIPTION The Institution identifier of the reporting institution.

EXAMPLE 0053 The University of Central Lancashire.

REASON REQUIRED To provide separate figures for each institution.

Field Nr.	Field Description	Field Abbrev'n	Field Length
3	Campus identifier	CAMPID	1 Alphanumeric

STATUS This field must be completed with a valid code for all staff.

VALID ENTRIES A 1 character code.

DESCRIPTION The Campus identifier is the second component used to identify the institution. Campus identifiers used in this record must be consistent with those used by the institution for the student record.

NOTES To assess whether the use of a campus identifier is appropriate use the following criteria:

A separate campus identifier should be used if a substantial number of staff are located on a campus at a significant distance from where the main institution is based, such that it would be regarded as not being in the same city/town. In this respect Greater London can be treated as a single entity.

In the majority of cases, the campus identifier will default to the generic value 'A' indicating the entire institution.

Mergers: A separate campus identifier should be used when a merger takes place, to identify any merged institutions as separate campuses if they otherwise fit the specified criteria.

Separate funding: In England, HEFCE expect separate campus identifiers to be used where any part of the institution is funded separately e.g. 0151 London University - Senate Institutes.

Campus identifiers can only be used where a staff contract can be associated with a single site. It is recognised that because of the flexibility of employment patterns adopted by some institutions, it will be impossible to say categorically that some staff are assigned to a particular campus. If this is the case then code 'A' should be used. An institution that wishes separately to identify campuses may do so by using any character except for 'A' in field 3. Institutions that decide so to do are asked to inform Institutional Liaison at HESA, or email (liaison@hesa.ac.uk) in advance of the collection. Campus identifiers used in this record must be consistent with those used by the institution for the student record.

REASON REQUIRED To provide separate figures for each campus.

To facilitate the derivation of geographic patterns of work.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
4	Staff identifier	STAFFID	13	Alphanumeric

STATUS This field must be completed with a valid code for all staff.

VALID ENTRIES A 13 digit code.

DESCRIPTION The Staff identifier is the unique code allocated to a staff member in the person table.

NOTES This identifier is the key to the whole return as it enables linking between the person and contract tables as well as tracking over time.

Details of how to allocate staff identifiers is given in [Field 3, Staff identifier](http://03025/fe003.htm) of the person table.

REASON REQUIRED To facilitate tracking and the analysis of mobility in the HE workforce.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
5	Contract identifier	CONTID	20	Alphanumeric

STATUS This field must be completed with a valid code for all staff.

VALID ENTRIES Up to a 20 character code.

DESCRIPTION The Contract identifier is a code allocated to each contract held by a member of staff.

NOTES A contract identifier is collected to uniquely identify each contract held by each member of staff. The field length has been set to 20 to provide flexibility in the approach that institutions can take in completing field 5, Contract identifier.

The combination of field 4, Staff identifier and this field must be unique within an institution's submission. An institution might have a contract identifier in their database that can be easily used to populate this field. Alternatively, if the concept of "post identifier" exists - and the combination of "post-identifier" and field 4, Staff identifier is unique - this can be used.

In the absence of any existing data items, an institution might choose to complete this field with a sequential number for each contract held by each member of staff. In this case, the first contract for each person would have a value of 1, the second would have 2 and so on. In this example, we would expect the majority of contract records to have a value of 1 in this field.

Once allocated, the value in this field should not change over time. This will facilitate the analysis of patterns of employment in the sector over time.

REASON REQUIRED To identify each contract held and facilitate the analysis of all contracts held.

Field Nr.	Field Description	Field Abbrev'n	Field Length
6	Terms of employment	TERMS	1 Alphanumeric

STATUS This field must be completed with a valid code for all staff.

VALID ENTRIES

- 1 Open-ended/Permanent.
- 2 Fixed-term contract.
- 3 Atypical.

DESCRIPTION The Terms of employment field describes the type of contract held.

NOTES This field should show the terms of employment at the return date or the end date of the contract if earlier.

Code '1' should be used for standard open-ended permanent contracts.

Code '2' should be used for rolling fixed-term contracts.

Code '3' should include staff who meet the definition of atypical by the [DTI](http://www.dti.gov.uk/er/individual/statusdiscuss.pdf). The definition can be found on page 11 of this document (Section 1, paragraph 23).

The fact that a member of staff is on probation is not in itself a reason for coding their terms of employment as in any way temporary rather than permanent.

Code '1' should be used for term-time only staff on open ended contracts and either '2' or '4' returned in field 7, Mode of employment.

REASON REQUIRED To monitor the employment terms and conditions of HE staff.

Field Nr.	Field Description	Field Abbrev'n	Field Length
7	Mode of employment	MOEMP	1 Alphanumeric

STATUS This field must be completed with a valid code for all staff.

- VALID ENTRIES**
- 1 Full-time.
 - 2 Full-time, term-time only.
 - 3 Part-time.
 - 4 Part-time, term-time only.
 - 5 Atypical.

DESCRIPTION This field describes the mode of employment detailed in the contract held.

NOTES This field should indicate the normal mode of employment of the contract held.

This field should show the mode of employment at the return date or the end date of the contract if earlier. Part-time is anything less than full-time.

Staff coded '3' in field 6, Terms of employment can be coded as '3' or '4' in field 7, Mode of employment. If institutions are unable to assign casual staff contracts to either the full-time or the part-time category, then code '5' should be used.

REASON REQUIRED For analysis of contracts held by mode of employment.

To allow analysis of trends in HE employment practice.

Field Nr.	Field Description	Field Abbrev'n	Field Length
8	Academic employment function	ACEMPFUN	1 Alphanumeric

STATUS This field must be completed with a valid code other than the default code when **any** of the activity code fields (24, 27, 30) for this contract have been coded '2A' **and** the contract is not 'atypical'.

VALID ENTRIES

- 1 Teaching only.
- 2 Research only.
- 3 Teaching and research.
- 9 Not teaching and/or research.
- X Not applicable/Not required (Default code).

DESCRIPTION The Academic employment function field indicates the role/categorisation of an academic contract.

NOTES This field should show the academic employment function for the contract at the return date or the end date of the contract if earlier. Academic employment function relates to the contract of employment and not to the actual work undertaken.

Code '1' applies only to contracts indicating that staff are teaching only.

Code '2' should be used for those contracts where the primary academic employment function is research only, even though the contract may include a limited number of hours teaching (up to 6 hours per week or pro-rata for part-time staff). This code is particularly important for Scottish institutions, as SHEFC have a specific need to monitor Contract Research Staff (CRS).

Codes '2' and '3' do not carry any implications in terms of inclusion of individuals in the Research Assessment Exercises.

Code '9' should be used for contracts where the academic employment function is not teaching and/or research e.g. Vice-Chancellor.

Default code 'X' must be used when **all** of the activity code fields (24, 27, 30,) have been coded either '1', '2B', '3A', '3B', '3C', '4A', '4B', '5', '6', '7', '8', '9' or 'XX'.

Default code 'X' can be used for atypical staff.

REASON REQUIRED For HESA classification purposes.

To allow identification of contract research staff.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
9	FTE during reporting period	CONFTE	5	Numeric

STATUS This field must be completed with a valid code for all staff.

VALID ENTRIES A percentage in the range 000.1 to 100.0.

DESCRIPTION FTE during reporting period indicates the percentage of a full-time equivalent year being undertaken by this staff member on this contract in the course of the full academic/financial year 1 August to 31 July.

NOTES This field takes account of part-time and part-year proportions for the contract, including if necessary the product of part-time and part-year work. A contract to work half-time for the whole year and a contract to work full-time for six months of the year only would both be shown as 050.0 in this field. A contract which involved working half-time for half of the year would be shown as 025.0.

This field should show the proportion of FTE for the year according to the contract of employment. This does not need to be reduced to take account of temporary arrangements such as honorary temporary appointments, secondments or maternity leave for a member of staff still eligible for inclusion in the record according to their contract of employment. This field should be reduced, however, to take account of partial years worked by members of staff on contracts that started or ended during the reporting period.

Where a member of staff does not have regular hours/patterns of work, or is appointed on a very short-term basis, it may be difficult to calculate FTE. It is suggested that institutions estimate FTE for those contracts that involve working irregular hours using total salary information and hourly/daily pay rates.

REASON REQUIRED To estimate the total size of the workforce.

To enable resource comparisons with student and finance information.

Field Nr.	Field Description	Field Abbrev'n	Field Length
10	Teaching through the medium of Welsh	TCHWLH	1 Alphanumeric

STATUS This field must be completed with a valid code other than the default code when **any** of the activity code fields (24, 27, 30) for this contract have been coded '2A' **and** the contract held is with a Welsh institution **and** the contract is not 'atypical'.

VALID ENTRIES

- 1 Teaching through the medium of Welsh.
- 2 Not teaching through the medium of Welsh.
- 9 Information not yet sought.
- X Not applicable/Not required (Default code).

DESCRIPTION The Teaching through the medium of Welsh field will be used to indicate the proportion of academic staff in Wales that are teaching through the medium of Welsh.

NOTES Institutions should refer to the HEFCW for further guidance about the completion of this field.

Welsh institutions presently not collecting this data are required to complete this field using code '9'.

Code '2' must be used when **any** of the activity code fields (24, 27, 30) have been coded '2A' **and** the member of staff is not teaching through the medium of Welsh **and** the contract held is with a Welsh institution.

Default code 'X' must be used for staff employed at institutions in England, Scotland and Northern Ireland.

Default code 'X' must be used when **all** of the activity code fields (24, 27, 30) have been coded either '1', '2B', '3A', '3B', '3C', '4A', '4B', '5', '6', '7', '8', '9' or 'XX'.

Default code 'X' can be used for atypical staff.

REASON REQUIRED To monitor the level of provision available through the medium of Welsh in Welsh institutions.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
11	Grade structure	GRADE	2	Alphanumeric

STATUS This field must be completed with a valid code other than the default code when **any** of the activity code fields (24, 27, 30) for this contract have been coded '2A' **and** the contract is not 'atypical'.

VALID ENTRIES

- 01 Lecturer (PCEF scale).
- 02 Senior lecturer (PCEF scale).
- 03 Principal lecturer (PCEF scale).
- 04 Head of department (PCEF scale).
- 05 Researcher A (PCEF scale).
- 06 Researcher B (PCEF scale).
- 29 Other PCEF.
- 31 Lecturer A (UAP scale).
- 32 Lecturer B (UAP scale).
- 33 Senior lecturer (UAP scale).
- 34 Professor (UAP minimum).
- 35 Research grade IB (UAP scale).
- 36 Research grade IA (UAP scale).
- 37 Research grade II (UAP scale).
- 38 Research grade III (UAP scale).
- 39 Research grade IV (UAP scale).
- 40 Clinical lecturer.
- 41 Clinical senior lecturer.
- 42 Clinical professor.
- 59 Other UAP.
- 61 Lecturer (CSCFC scale).
- 62 Senior lecturer (CSCFC scale).
- 63 Professor/Head of department (CSCFC scale).
- 64 Researcher (CSCFC scale).
- 65 Other CSCFC.
- 71 Locally determined scale - Professor.
- 72 Locally determined scale - Senior/Principal lecturer.
- 73 Locally determined scale - Lecturer.
- 74 Locally determined scale - Researcher.
- 99 Other.
- XX Not applicable/Not required (Default code).

DESCRIPTION The Grade structure indicates the staff member's grade for this contract.

NOTES **NB This field as currently specified collects data for academic staff only and mimics the grade field in the Staff Individualised Record. Detail of the data to be recorded about grade and salary in future years has not yet been**

confirmed, as it will be necessary for this to reflect the final outcome of current negotiations between UCEA and the unions. However, it is looking likely that the new pay and grading structures will not be implemented until after 2003/04 in the majority of institutions. This field and the salary point field will then be redefined (in terms of both coverage and valid entries) to reflect the new arrangements from 2004/05.

This field should show the grade for the contract at 31 July 2004 or the end date of the contract if earlier.

If a member of staff is on related PCEF, UAP or CSCFC grade structures but not on one of the grade structures specified they should be returned as codes 29, 59 or 65.

It is recognised that there is not a scale for UAP Professors. Code '34' should be used for all professors paid upwards from the UAP professorial minimum and awarded UAP nationally agreed settlements. It is recognised that in some institutions it may be difficult or impossible to assign staff to a particular grade structure. In such instances, code '99' should be used.

Institutions using the Final Salary Spine for field 16 Salary point should use codes '71-74 Locally determined scale' in this field.

Default code 'XX' must be used when **all** of the activity code fields (24, 27, 30) have been coded either '1', '2B', '3A', '3B', '3C', '4A', '4B', '5', '6', '7', '8', '9' or 'XX'.

Default code 'XX' can be used for atypical staff.

REASON REQUIRED For staff profiling and the tracking of career histories.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
12	Senior management post holder	SMPH	1	Alphanumeric

STATUS This field must be completed with a valid code other than the default code for all except 'atypical' staff.

VALID ENTRIES

- 1 Senior management post holder.
- 2 Not a senior management post holder.
- X Not applicable/Not required (Default code).

DESCRIPTION The intention of this field is to indicate whether the member of staff also has senior management/administrative responsibilities within the institution associated with this contract.

NOTES Examples of senior management post holders would include Pro-Vice-Chancellor, Deputy Vice-Chancellor, Assistant Principal, Assistant Director, Dean, Head of School, Examinations Manager, Registrar or Head of Administration.

Default code 'X' must be used for atypical staff.

REASON REQUIRED To identify those members of staff who have senior management responsibilities.

For profiling staff levels and career patterns.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
13	Source of basic salary	SOBS	2	Alphanumeric

STATUS This field must be completed with a valid code other than the default code for all except 'atypical' staff.

VALID ENTRIES

- 01 Wholly general institution financed.
- 02 Partly (but principally) financed by the institution.
- 03 NHS/General Medical or General Dental practice or Department of Health.
- 05 OST Research Councils.
- 06 UK based charities.
- 07 UK central government bodies and local authorities.
- 08 UK industry, commerce and public corporations.
- 10 EU government bodies.
- 11 EU other.
- 12 Other overseas sources.
- 15 Other sources.
- XX Not applicable/Not required (Default code).

DESCRIPTION Source of basic salary will be used to indicate contracts for which salaries are paid wholly or in part from funds other than general funds.

This field should show the source of basic salary at the reference date or the end date of the contract if earlier.

NOTES This is the main source of basic salary for the contract detailed in the record. This field should relate to basic salary only.

Whether income can be regarded as general institution funds or not depends on the distinction between unrestricted and restricted income as defined in the Statement of Recommended Practice: Accounting in Higher Education Institutions (SORP). Restricted income is that which can only be applied to a specific purpose or activity so designated by the grantor or donor. If an appointment is partly or wholly to undertake the activity specified by the provider of restricted income, then the salary should be considered to be partly or wholly sourced by that restricted income. It is not necessary for the provider to specify the particular post. The provider would be classified by a code in the range '03-15', for example '03' in the case of NHS Trusts.

Code '02' should be used if there is a 50:50 split and one of

the two sources is 'financed by the institution'.

Any contract for which the principal source of basic salary comes from HEFCE 'Special initiative' funds should be considered to be general institution financed (either code '01 Wholly general institution financed' or code '02 Partly (but principally) financed by the institution').

Code '05' should be used if the main source of basic salary is from the British Academy or the Arts and Humanities Research Board.

Code '08' should be used if the main source of basic salary is from a UK branch of a multi-national company.

Existing staff on the 2002/03 Staff Individualised Record i.e. with a Date first entered current HEI of 20030731 or earlier (including those with a default date of 99991231) can be mapped using field 26, Principal source of basic salary to the New Individualised Staff Record field 13, Source of basic salary by the following:

01 => 01
02 => 02
03 => 03
04, 05, 06, 08 => 07
07, 11, 12, 13, 14, 15, 16, 19 => 05
21, 22 => 08
23, 24 => 06
26 => 10
31, 32, 33, 35 => 12
41 => 15

Default code 'XX' can be used for atypical staff.

EXAMPLE

A contract that is funded 70% through general institution funds and 30% through NHS funds would be coded '02', whereas code '03' would apply if paid 70% from NHS funds and 30% from general institution funds.

REASON REQUIRED

For comparison/analysis with finance information.

Field Nr.	Field Description	Field Abbrev'n	Field Length
14	Proportion of basic salary charged against general income Alphanumeric		PSCAG 5

STATUS This field must be completed with a valid code other than the default code for all except 'atypical' staff.

VALID ENTRIES A percentage in the range 000.0 to 100.0 or 'XXXXX'.

DESCRIPTION The Proportion of basic salary charged against general income field (for this contract) gives the proportion of the salary paid in respect of institutional duties that is chargeable to general income.

NOTES Whether income can be regarded as general institution funds or not depends on the distinction between unrestricted and restricted income as defined in the Statement of Recommended Practice: Accounting in Higher Education Institutions (SORP). Restricted income is that which can only be applied to a specific purpose or activity so designated by the grantor or donor. If an appointment is partly or wholly to undertake the activity specified by the provider of restricted income, then the salary should be considered to be partly or wholly sourced by that restricted income. It is not necessary for the provider to specify the particular post. The provider would be classified by a code in the range '03-15', for example '03' in the case of NHS Trusts.

Charged against general income should be consistent with chargeable to general institution income as defined for the Finance Statistic Return and is assumed to include all appointments not funded from sources '03-15' in fields 13, Source of basic salary and field 15, Secondary source of basic salary. The proportion of salary charged against general income should be given regardless of whether this is the principal source of salary or not. Staff whose contract salaries are not chargeable at all to general funds should be coded '000.0'.

If field 13 Source of basic salary is coded 01, Wholly general institution financed, then field 15 Secondary source of basic salary must be coded 01, No secondary source and this field must be 100.0.

Default code 'XXXXX' can be used for atypical staff.

EXAMPLE A contract that is funded 70% through general institution

funds and 30% through NHS funds would be coded '070.0', whereas code '030.0' would apply if paid 70% from NHS funds and 30% from general institution funds.

REASON REQUIRED For comparison/analysis with finance information.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
15	Secondary source of basic salary	SSOBS	2	Alphanumeric

STATUS This field must be completed with a valid code other than the default code for all except 'atypical' staff.

VALID ENTRIES

- 01 No secondary source.
- 02 Partly (not mainly) financed by the institution.
- 03 NHS/General Medical or General Dental practice or Department of Health.
- 05 OST Research Councils.
- 06 UK based charities.
- 07 UK central government bodies and local authorities.
- 08 UK industry, commerce and public corporations.
- 10 EU government bodies.
- 11 EU other.
- 12 Other overseas sources.
- 15 Other sources.
- XX Not applicable/Not required (Default code).

DESCRIPTION The Secondary source of basic salary identifies if the salary for a contract is funded wholly or in part from two (or more) sources, and relates to the second highest proportion of the contract salary.

This field should show the secondary source of basic salary at the reference date or the end date of the contract if earlier.

NOTES Whether income can be regarded as general institution funds or not depends on the distinction between unrestricted and restricted income as defined in the Statement of Recommended Practice: Accounting in Higher Education Institutions (SORP). Restricted income is that which can only be applied to a specific purpose or activity so designated by the grantor or donor. If an appointment is partly or wholly to undertake the activity specified by the provider of restricted income, then the salary should be considered to be partly or wholly sourced by that restricted income. It is not necessary for the provider to specify the particular post. The provider would be classified by a code in the range '03-15', for example '03' in the case of NHS Trusts.

Code '05' should be used if the secondary source of basic salary is from the British Academy or the Arts and Humanities Research Board.

Code '08' should be used if the secondary source of basic salary is from a UK branch of a multi-national company.

Existing staff on the 2002/03 Staff Individualised Record i.e. those with a Date first entered current HEI of 20030731 or earlier (including those with a default code of 99991231) can be mapped using field 28, Secondary source of basic salary to the New Individualised Staff Record field 15, Secondary source of basic salary by the following:

01 => 01
02 => 02
03 => 03
04, 05, 06, 08 => 07
07, 11, 12, 13, 14, 15, 16, 19 => 05
21, 22 => 08
23, 24 => 06
26 => 10
31, 32, 33, 35 => 12
41 => 15

Default code 'XX' can be used for atypical staff.

EXAMPLE

A contract that is funded 70% through general institution funds and 30% through NHS funds would be coded '03', whereas code '02' would apply if paid 70% from NHS funds and 30% from general institution funds.

REASON REQUIRED

For linkage with finance information.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
16	Salary point	SPOINT	3	Alphanumeric

STATUS This field must be completed with a valid code other than the default code when the salary for the contract is from a nationally negotiated [JNCHES] pay spine **and** the contract is not 'atypical'.

VALID ENTRIES A 3 digit code showing the salary spine used and the spine point for either of the Interim Salary Spine, Final Salary Spine, or Clinical Salary Spine as at 31 July 2004, or end date of contract if earlier, or 'XXX'.

DESCRIPTION The Salary point is a representation of the salary point within a national pay structure.

NOTES The first character of this field must indicate which of the three salary spine scales is being used. If the salary point is from the Interim Salary Spine then the first character of this field must be 'I'. If the Final Salary Spine is being used then the first character must be 'F'. If the salary point is from the Clinical Salary Spine then the first character must be 'C'.

The second and third characters of this field must show the salary point from within the pay spine indicated and any single digit salary points should be prefixed with a zero, for example F04, I32, F18, C10.

This field should show the salary point as at 31 July 2004 or the end date of the contract if earlier.

Where a part-time member of staff has a contract salary that is a fraction of a spine point, then that spine point should be returned. For example, a lecturer on 50% of point 55 on the Interim Salary Spine would be recorded as 'I55'.

A mapping from the old grade and scale points to the Interim Salary Spine is available in a document prepared by UCEA. It is expected that for 2003/04 the majority of institutions will be using the Interim Salary Spine for most staff.

A copy of the final Salary Spine is available in a document prepared by UCEA.

This field must not be completed for those members of staff for whom the concept of a per annum contractual salary does not apply e.g. hourly paid staff, zero hour contracts

etc. However, for all other staff, salary information is required in either field 16, Salary point or field 17, Basic salary at reference date.

The default code 'XXX' must be used if the staff member is not employed on a recognised salary point of any of the national salary spines identified.

Default code 'XXX' can be used for atypical staff.

Detail of the data to be recorded about grade and salary in future years has not yet been confirmed, as it will be necessary for this to reflect the final outcome of current negotiations between UCEA and the unions. This field and the grade field will then be redefined (in terms of both coverage and valid entries) to reflect the new arrangements from 2004/05.

REASON REQUIRED For staff profiling and the tracking of career histories.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
17	Basic salary at reference date	SALREF	7	Alphanumeric

STATUS This field must be completed with a valid code other than the default code when field 16, Salary point has been coded 'XXX' **and** the concept of a per annum contractual salary applies to the member of staff **and** the contract is not 'atypical'.

VALID ENTRIES A 7 digit number.

DESCRIPTION The Basic salary at reference date field should show the gross basic salary per annum (not pro rata), in pounds sterling as stated in the contract at the reference date or the end date of the contract if earlier.

NOTES In the case of Part-time staff the full-time equivalent salary should be returned. In the case of a staff member who leaves half way through a year, the annual salary that they would have received had they stayed all year should be returned.

The Basic salary at reference date should not include any regular payments for additional duties, responsibility allowances or honoraria, regardless of their source. Subsequent back-dated pay awards will be excluded.

Salaries returned to HESA should be rounded to the nearest £1. Leading zeros should be returned. Comma delimiters should be excluded e.g. £24,999.80 should be returned as '0025000'.

This field must not be completed for those members of staff for whom the concept of a per annum contractual salary does not apply e.g. hourly paid staff, zero hour contracts etc. However, for all other staff, salary information is required in either field 16, Salary point or field 17, Basic salary at reference date.

Default code 'XXXXXXX' can be used for atypical staff.

REASON REQUIRED To monitor the remuneration of the HE workforce.

Field Nr.	Field Description	Field Abbrev'n	Field Length
18	NHS contracts	NHSCON	1 Alphanumeric

STATUS This field must be completed with a valid code other than the default code when **any** of the activity code fields (24, 27, 30) have been coded '2A' **and** the related cost centre field has been coded '01-09' or '29' **and** the contract is not 'atypical'.

VALID ENTRIES

- 0 No NHS contract.
- 1 HEI contract and NHS Honorary Contract (excluding those with contracts in Nursing and Midwifery purely for the purpose of supervision of placements).
- 2 Separate HEI and NHS contracts (e.g. A + B contracts).
- 3 Joint HEI/NHS or primary/community healthcare contracts.
- X Not applicable/Not required (Default code).

DESCRIPTION The NHS contracts field indicates the contractual arrangement that an individual academic with clinical responsibilities associated with this contract has with the HEI and the NHS employing body.

NOTES The majority of clinical academics have substantive paid higher education contracts and honorary unpaid contracts. These contracts should be coded '1'.

Some have separate paid contracts with both a higher education institution and an NHS employer (often called A+B contracts). These contracts should be coded '2'.

A few individuals have genuinely joint HEI/NHS contracts. These contracts should be coded '3'.

In each case the contracts together constitute employment in a single job agreed by two employers.

Code '0' must be used when **any** of the activity code fields (24, 27, 30) have been coded '2A' **and any** of the cost centre fields (25, 28, 31) have been coded '01-09' or '29' **and** the member of staff does not hold an NHS contract.

Default code 'X' can be used when **all** of the activity code fields (24, 27, 30) have been coded either '1', '2B', '3A', '3B', '3C', '4A', '4B', '5', '6', '7', '8', '9' or 'XX'.

Default code 'X' must also be used when **all** the cost

centre fields (25, 28, 31) have been coded '10-28', '30-57' or 'XX'.

Default code 'X' can be used for atypical staff.

REASON REQUIRED

For the development of curriculum and joint working plans in connection with delivery of undergraduate medical/dental education and/or research in association with health authorities and trusts.

Field Nr.	Field Description	Field Abbrev'n	Field Length
19	NHS contract grade	NHSCONGR	2 Alphanumeric

STATUS This field must be completed with a valid code other than the default code when **any** of the activity code fields (24, 27, 30) have been coded '2A' **and any** of the related cost centre fields have been coded '01-09' or '29' **and** field 18 NHS contracts has been coded '1', '2' or '3' **and** field 20 Healthcare professional specialty has been coded '01-13' or '21' **and** the contract is not 'atypical'.

VALID ENTRIES

- 01 Consultant.
- 02 Specialist Registrar.
- 03 Staff Grade.
- 04 Associate Specialist.
- 05 General Practitioner.
- 06 Senior House Officer.
- 07 Clinical Assistant.
- 11 Non-medical grade.
- XX Not applicable/Not required (Default code).

DESCRIPTION The NHS contract grade field indicates for clinical academic members of staff their grade within the NHS.

NOTES If field 20 Healthcare professional specialty has been coded '01-13' or '21' then this field must be completed with a valid code other than 'XX'.

It is intended that additional codes be added to this field in subsequent years to reflect the staff levels defined as part of Agenda for Change. Until then those with contracts other than medical should be coded '11'.

Default code 'XX' can be used when **all** of the activity code fields (24, 27, 30) have been coded either '1', '2B', '3A', '3B', '3C', '4A', '4B', '5', '6', '7', '8', '9' or 'XX'.

Default code 'XX' can be used when **any** of the activity code fields (24, 27, 30) have been coded '2A' **and all** the cost centre fields (25, 28, 31) have been coded '10-28', '30-57' or 'XX'.

Default code 'XX' must be used when **any** of the activity code fields (24, 27, 30) have been coded '2A' **and** field 18 NHS contracts has been coded '0' or 'X'.

Default code 'XX' can be used for atypical staff.

REASON REQUIRED For staff profiling and the tracking of career histories.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
20	Healthcare professional specialty	HSPEC	2	Alphanumeric

STATUS This field must be completed with a valid code other than the default code when **any** of the activity code fields (24, 27, 30) have been coded '2A' **and any** of the related cost centre fields have been coded '01-09' or '29' **and** field 18, NHS contracts has been coded '1', '2' or '3' **and** the contract is not 'atypical'.

VALID ENTRIES

- 01 Anaesthetics.
- 02 Obstetrics and Gynaecology.
- 03 Ophthalmology.
- 04 Paediatrics and Child Health.
- 05 Pathology.
- 06 Psychiatry.
- 07 Radiology.
- 08 Surgery.
- 09 Physicians/Medicine.
- 10 Public Health Medicine.
- 11 Occupational Medicine.
- 12 Dentistry.
- 13 General Practice.
- 21 Others in medicine or dentistry.
- 31 Nursing.
- 32 Midwifery.
- 33 Health visiting.
- 34 Physiotherapy.
- 35 Radiography.
- 36 Occupational therapy.
- 37 Podiatry.
- 38 Speech and language therapy.
- 39 Art therapy.
- 40 Paramedic.
- 41 Orthoptics.
- 42 Prosthetics and orthotics.
- 43 Dietetics.
- 44 Healthcare scientists.
- 45 Pharmacy.
- 46 Clinical Psychology.
- 51 Others.
- XX Not applicable/Not required (Default code).

DESCRIPTION This field indicates for clinical academic members of staff the healthcare professional specialty associated with this contract.

NOTES

If field 18, NHS contracts has been coded '1', '2' or '3' then this field must be completed with a valid code other than 'XX'.

Default code 'XX' can be used when **all** of the activity code fields (24, 27, 30) have been coded either '1', '2B', '3A', '3B', '3C', '4A', '4B', '5', '6', '7', '8', '9' or 'XX'.

Default code 'XX' can be used when **any** of the activity code fields (24, 27, 30) have been coded '2A' **and all** the cost centre fields (25, 28, 31) have been coded '10-28', '30-57' or 'XX'.

Default code 'XX' must be used when **any** of the activity code fields (24, 27, 30) have been coded '2A' **and** field 18 NHS contracts has been coded '0' or 'X'.

Default code 'XX' can be used for atypical staff.

The following healthcare professions should be included in codes '01-13' as follows:

01 Anaesthetics

- Anaesthetics
- Intensive care medicine

02 Obstetrics and Gynaecology

- Obstetrics and gynaecology

03 Ophthalmology

- Ophthalmology
- Medical Ophthalmology

04 Paediatrics and Child Health

- Paediatrics

05 Pathology

- Chemical pathology
- Clinical cytogenetics and molecular genetics
- (Radiotherapy)
- Medical microbiology and virology
- Histopathology (Morbid anatomy)

06 Psychiatry

- Child and adolescent psychiatry
- General adult psychiatry (Psychiatry/Mental Illness)
- Old age psychiatry
- Psychotherapy
- Psychiatry of learning disability

07 Radiology

- Clinical oncology
- Clinical radiology (Diagnostic radiology/Radiology)

08 Surgery

Accident & emergency medicine
General surgery
Cardiothoracic surgery (Thoracic surgery)
Neurosurgery (Neurological surgery)
Oral & Maxillofacial surgery (Basic Medical and Dental
Training)
Otolaryngology
Paediatric surgery
Plastic surgery
Trauma and orthopaedic surgery
Urology

09 Physicians/Medicine

Allergy
Audiological medicine
Cardiology (Cardio-vascular disease)
Clinical genetics
Clinical neurophysiology
Clinical pharmacology and therapeutics
Dermatology
Endocrinology and diabetes mellitus
Gastroenterology
General internal medicine (General medicine)
Genitourinary medicine (Veneriology)
Geriatric medicine (Geriatrics)
Haematology
Immunology (Immuno-pathology)
Infectious diseases (Communicable diseases)
Medical oncology
Neurology
Nuclear medicine
Paediatric cardiology
Palliative medicine
Rehabilitation medicine
Renal medicine (Renal disease/Nephrology)
Respiratory medicine (Thoracic Medicine)
Rheumatology
Tropical medicine

10 Public Health Medicine

Public health medicine (Community medicine)

11 Occupational Medicine

Occupational Medicine

12 Dentistry

Endodontics
Dental Public Health
Oral Medicine
Oral Surgery
Orthodontics
Paediatric Dentistry

Periodontics
Prosthodontics
Restorative Dentistry
Surgical Dentistry

13 General Practice
General Practice

REASON REQUIRED For staff profiling and the tracking of career histories.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
21	HEI joint contracts	HEIJOINT	4	Alphanumeric

STATUS This field must be completed with a valid code other than the default code when **any** of the activity code fields (24, 27, 30) have been coded '2A' **and** the contract held is a joint contract with another HEI **and** the contract is not 'atypical'.

VALID ENTRIES A list of valid entries for this field may be found in Appendix 1.

DESCRIPTION The HEI joint contracts field indicates the institution identifier of the other institution involved in a joint contract. The institution is identified by the HESA institution identifier (a four digit code relating to the institution). If the contract held is not a joint contract with another HEI the default code 'XXXX' must be returned in this field.

NOTES The default code 'XXXX' can be used when **all** of the activity code fields (24, 27, 30) have been coded either '1', '2B', '3A', '3B', '3C', '4A', '4B', '5', '6', '7', '8', '9' or 'XX'.

Default code 'XXXX' must be used when any of the activity code fields (24, 27, 30) have been coded '2A' and the contract held is not a joint contract with another HEI.

Default code 'XXXX' can be used for atypical staff.

EXAMPLE 0053 The University of Central Lancashire.

REASON REQUIRED For staff profiling and tracking HE career histories.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
22	Start date of contract	STARTCON	8	Alphanumeric

STATUS This field must be completed with a valid code other than the default code when the date is known **and** the contract is not 'atypical'.

VALID ENTRIES Valid entry pattern is: YYYYMMDD.

DESCRIPTION The Start date of contract is the commencement date of this contract.

NOTES It is expected that institutions will be able to give a start date of contract, but in an exceptional case where start date of contract is not known, a default of '99991231' should be used.

Please note that the date formats used in the 2002/03 Staff Individualised Record are no longer valid. The record now adheres to the ISO8601 date standard.

Default code '99991231' can be used for atypical staff.

REASON REQUIRED To determine whether the member of staff might be included in a count of staff in a particular period.

For staff profiling and the tracking of career histories.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
23	End date of contract	ENDCON	8	Alphanumeric

STATUS This field must be completed with a valid code other than the default code when the contract has ended **and** the contract is not 'atypical'.

VALID ENTRIES Valid entry pattern is: YYYYMMDD.

DESCRIPTION The End date of contract is the completion date of the contract.

NOTES The default code '99991231' must be used for staff on contracts that have not ended.

Please note that the date formats used in the 2002/03 Staff Individualised Record are no longer valid. The record now adheres to the ISO8601 date standard.

Default code '99991231' can be used for atypical staff.

REASON REQUIRED To terminate inclusion of an individual contract in the HESA contract record table.

Field Nr.	Field Description	Field Abbrev'n	Field Length
24	Activity code 1	ACT1	2 Alphanumeric

STATUS This field must be completed with a valid code for all staff.

VALID ENTRIES

- 1 Managers.
- 2A Academic Professional.
- 2B Non Academic Professionals.
- 3A Laboratory, Engineering, Building, IT and Medical Technicians (including Nurses).
- 3B Student Welfare Workers, Careers Advisors, Vocational Training Instructors, Personnel and Planning Officers.
- 3C Artistic, Media, Public Relations, Marketing and Sports Occupations.
- 4A Library Assistants, Clerks and General Administrative Assistants.
- 4B Secretaries, Typists, Receptionists and Telephonists.
- 5 Chefs, Gardeners, Electrical and Construction Trades, Mechanical Fitters and Printers.
- 6 Caretakers, Residential Wardens, Sports and Leisure Attendants, Nursery Nurses and Care Occupations.
- 7 Retail and Customer Service Occupations.
- 8 Drivers, Maintenance Supervisors and Plant Operatives.
- 9 Cleaners, Catering Assistants, Security Officers, Porters and Maintenance Workers.

DESCRIPTION Codes are allocated using the job title index provided in the document ['Occupational Coding for Higher Education Staff'](..\nistr0304/ocm.rtf) (rtf)

NOTES Staff must have at least one activity code per contract i.e. 'XX' cannot be used in field 24, Activity code 1.

It is possible for a member of staff to have more than one identical activity code for the same contract if they are involved in the same activity, but in different cost centres.

Due to the variation in the lengths of codes, activity codes will need to be left justified, using space characters (ASCII no. 32) to pad the field when necessary.

REASON REQUIRED To provide data about occupational activity within the HE sector and enable comparisons to be made with other sectors of the economy.

Field Nr.	Field Description	Field Abbrev'n	Field Length
25	Cost centre 1	CCENTRE1	2 Numeric

STATUS This field must be completed with a valid code for all staff.

VALID ENTRIES	
01	Clinical Medicine.
02	Clinical Dentistry.
03	Veterinary Science.
04	Anatomy and Physiology.
05	Nursing and Paramedical Studies.
06	Health and Community Studies.
07	Psychology and Behavioural Sciences.
08	Pharmacy.
09	Pharmacology.
10	Biosciences.
11	Chemistry.
12	Physics.
13	Agriculture and Forestry.
14	Earth, Marine and Environmental Sciences.
15	General Sciences.
16	General Engineering.
17	Chemical Engineering.
18	Mineral, Metallurgy and Materials Engineering.
19	Civil Engineering.
20	Electrical, Electronic and Computer Engineering.
21	Mechanical, Aero and Production Engineering.
22	Other Technologies.
23	Architecture, Built Environment and Planning.
24	Mathematics.
25	Information Technology and Systems Sciences.
26	Catering and Hospitality Management.
27	Business and Management Studies.
28	Geography.
29	Social Studies.
30	Librarianship, Communication and Media Studies.
31	Language Based Studies.
32	Humanities.
33	Design and Creative Arts.
34	Education.
35	French, Spanish & German Modern Languages.
36	Other Modern Languages.
37	Archaeology.
38	Sports Science and Leisure Studies.
39	Computer Software Engineering.
41	Continuing Education.
51	Central Libraries and Information Services.
52	Central Computers and Computer Networks.

- 53 Other Academic Services.
- 54 Central Administration and Services.
- 55 Staff and Student Facilities.
- 56 Premises.
- 57 Residences and Catering.

DESCRIPTION

Cost centre 1 indicates the cost centre under which the contract will be included in aggregating staff pay for financial purposes and is taken from the classification of cost centres.

NOTES

Staff must have at least one cost centre per contract.

Cost centres should reflect the classification of departments to cost centres made in response to the 'Allocation of Academic Departments to Cost Centres' exercise carried out by the Funding Councils.

It is possible that two of the cost centre fields have the same value if a member of staff is undertaking more than one activity as part of the contract, but both in the same cost centre.

It is possible for staff on academic contracts to be assigned to non-academic cost centres (51 to 57) and vice-versa. Cost centre '54' should be used for those staff on contracts not assigned to academic cost centres and allocated as 'other income generating activity' in the 'Allocation of Academic Departments to Cost Centres' return.

Non-academic Cost Centres

Academic Services:- Cost centres 51, 52 and 53

This includes expenditure incurred on centralised academic services such as the library, learning resource centres and central computers, etc.

Cost centre 51 Central Libraries & Information Services includes expenditure in all libraries and learning resource centres (whether they are under the control of the institution's librarian or not). This includes expenditure in binderies, on audio-visual aids, television, slide and tape production, photography and language centres.

Cost centre 52 Central Computer & Computer Networks includes gross recurrent expenditure (including that from Joint Information Systems Committee (JISC) grants) in respect of central non administrative non-library institutional

computers. Maintenance costs, operating costs, materials costs and the pay of staff involved in managing and running the installation(s) are also included in this category.

Cost centre 53 Other Academic Services includes expenditure on museums, galleries and observatories except those run by academic departments and expenditure on any other general academic services not covered above, e.g. radiation protection, international liaison office and industrial liaison.

Administration and Central Services:- Cost centre 54 and 55

This includes expenditure incurred on central administration, general educational expenditure and staff and student facilities and amenities.

Cost centre 54 Central Administration & Services includes expenditure in respect of central administrative staff and such payments to Heads of Institutions, Professors, Deans, Tutors, Faculty Officers and the like as are made in respect of central (as distinct from departmental) administrative work. This category also includes expenditure associated with the running costs of an administrative computer and the following other costs if not charged to their relevant cost centre; public relations, advertising and recruitment, removal expenses of all staff, publications (excluding educational publications), advisors, contributions to organisation and methods unit, security of wages, bank charges, central postage, superannuation management, expenses of head of organisation, legal and audit fees, general insurance costs not included elsewhere and telephone costs where centrally charged.

Cost centre 54 General Educational Expenditure includes expenditure incurred on examinations, fellowships, scholarships, prizes and other expenditure of a general educational nature. It includes the direct costs of examinations for example of external examiners, salaries, printing, etc. Also included are provisions for bad debts in respect of unpaid fees, and the following items that cannot be appropriately charged elsewhere; educational publications, public lectures and exhibitions, subscriptions and contributions to learned societies and representative bodies, works of art, research projects, representation at conferences, explorations and expeditions, administration of non-departmental arts centres, schools liaison and student recruitment costs from home and overseas.

Cost centre 55 Staff & Student Facilities includes expenditure incurred on the provision of facilities and amenities for the use of students and/or staff e.g. Careers Advisory Service, all grants to student societies, emoluments to wardens of halls of residence, accommodation office, athletic and sporting facilities (excluding maintenance) and the institution's health service.

Cost centre 56 Premises

This includes all expenditure incurred (whether centrally or departmentally) on the maintenance of premises (including academic buildings, central academic services, art centres, institution's health service premises, pavilions, sports buildings, etc) and on roads and grounds except residences and catering. Staff concerned with building maintenance, including estates administrative staff, are included in this category.

Cost centre 57 Residences and Catering Operations

This includes the gross expenditure incurred in providing the residence, catering and any conference operations, including the cost of maintenance of residential and catering premises, salaries and any other identifiable costs relating to these operations. The depreciation costs and financing costs of these operations are included in appropriate categories of expenditure.

REASON REQUIRED

For analysis of the deployment of staff and comparisons with other statutory returns.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
26	Proportion in cost centre 1	CCPROP1	5	Numeric

STATUS This field must be completed with a valid code for all staff.

VALID ENTRIES A percentage in the range 000.1 to 100.0.

DESCRIPTION The proportion of the contract held in each cost centre.

NOTES Staff must have at least one Proportion in cost centre field per contract.

The totals of field 26, Proportion in cost centre1, field 29, Proportion in cost centre 2 and field 32, Proportion in cost centre 3 must fall within the range 099.7 - 100.3.

REASON REQUIRED For analysis of the deployment of staff and comparisons with other statutory returns.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
27	Activity code 2	ACT2	2	Alphanumeric

STATUS This field must be completed with a valid code other than the default code when the contract held has more than one activity code.

VALID ENTRIES

- 1 Managers.
- 2A Academic Professional.
- 2B Non Academic Professionals.
- 3A Laboratory, Engineering, Building, IT and Medical Technicians (including Nurses).
- 3B Student Welfare Workers, Careers Advisors, Vocational Training Instructors, Personnel and Planning Officers.
- 3C Artistic, Media, Public Relations, Marketing and Sports Occupations.
- 4A Library Assistants, Clerks and General Administrative Assistants.
- 4B Secretaries, Typists, Receptionists and Telephonists.
- 5 Chefs, Gardeners, Electrical and Construction Trades, Mechanical Fitters and Printers.
- 6 Caretakers, Residential Wardens, Sports and Leisure Attendants, Nursery Nurses and Care Occupations.
- 7 Retail and Customer Service Occupations.
- 8 Drivers, Maintenance Supervisors and Plant Operatives.
- 9 Cleaners, Catering Assistants, Security Officers, Porters and Maintenance Workers.
- XX Not applicable/Not required (Default code).

DESCRIPTION Codes are allocated using the job title index provided in the document [Occupational Coding for Higher Education Staff](http://nlsr0304/ocm.rtf) (rtf)

NOTES It is possible for a member of staff to have more than one identical activity code for the same contract if they are involved in the same activity but in different cost centres.

Due to the variation in the lengths of codes, activity codes will need to be left justified, using space characters (ASCII no. 32) to pad the field when necessary.

Default code 'XX' must be used when an activity code is not needed. It is expected that most staff will only have 1 or 2 activity codes per contract.

REASON REQUIRED To provide data about occupational activity within the HE

sector and enable comparisons to be made with other sectors of the economy.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
28	Cost centre 2	CCENTRE2	2	Alphanumeric

STATUS

This field must be completed with a valid code other than the default code when the contract held has more than one activity code.

VALID ENTRIES

- 01 Clinical Medicine.
- 02 Clinical Dentistry.
- 03 Veterinary Science.
- 04 Anatomy and Physiology.
- 05 Nursing and Paramedical Studies.
- 06 Health and Community Studies.
- 07 Psychology and Behavioural Sciences.
- 08 Pharmacy.
- 09 Pharmacology.
- 10 Biosciences.
- 11 Chemistry.
- 12 Physics.
- 13 Agriculture and Forestry.
- 14 Earth, Marine and Environmental Sciences.
- 15 General Sciences.
- 16 General Engineering.
- 17 Chemical Engineering.
- 18 Mineral, Metallurgy and Materials Engineering.
- 19 Civil Engineering.
- 20 Electrical, Electronic and Computer Engineering.
- 21 Mechanical, Aero and Production Engineering.
- 22 Other Technologies.
- 23 Architecture, Built Environment and Planning.
- 24 Mathematics.
- 25 Information Technology and Systems Sciences.
- 26 Catering and Hospitality Management.
- 27 Business and Management Studies.
- 28 Geography.
- 29 Social Studies.
- 30 Librarianship, Communication and Media Studies.
- 31 Language Based Studies.
- 32 Humanities.
- 33 Design and Creative Arts.
- 34 Education.
- 35 French, Spanish & German Modern Languages.
- 36 Other Modern Languages.
- 37 Archaeology.
- 38 Sports Science and Leisure Studies.
- 39 Computer Software Engineering.
- 41 Continuing Education.

- 51 Central Libraries and Information Services.
- 52 Central Computers and Computer Networks.
- 53 Other Academic Services.
- 54 Central Administration and Services.
- 55 Staff and Student Facilities.
- 56 Premises.
- 57 Residences and Catering.
- XX Not applicable/Not required (Default code).

DESCRIPTION

These fields indicate the cost centres under which the contract will be included in aggregating staff pay for financial purposes and is taken from the classification of cost centres.

NOTES

Cost centres should reflect the classification of departments to cost centres made in response to the 'Allocation of Academic Departments to Cost Centres' exercise carried out by the Funding Councils.

It is possible that two of the cost centre fields have the same value if a member of staff is undertaking more than one activity as part of the contract, but both in the same cost centre.

It is possible for staff on academic contracts to be assigned to non-academic cost centres (51 to 57) and vice-versa. Cost centre '54' should be used for those staff on contracts not assigned to academic cost centres and allocated as 'other income generating activity' in the 'Allocation of Academic Departments to Cost Centres' return.

Default code 'XX' must be used when a cost centre is not needed. It is expected that most staff will only have 1 or 2 cost centres per contract.

Non-academic Cost Centres

Academic Services:- Cost centres 51, 52 and 53

This includes expenditure incurred on centralised academic services such as the library, learning resource centres and central computers, etc.

Cost centre 51 Central Libraries & Information Services includes expenditure in all libraries and learning resource centres (whether they are under the control of the institution's librarian or not). This includes expenditure in binderies, on audio-visual aids, television, slide and tape

production, photography and language centres.

Cost centre 52 Central Computer & Computer Networks includes gross recurrent expenditure (including that from Joint Information Systems Committee (JISC) grants) in respect of central non administrative non-library institutional computers. Maintenance costs, operating costs, materials costs and the pay of staff involved in managing and running the installation(s) are also included in this category.

Cost centre 53 Other Academic Services includes expenditure on museums, galleries and observatories except those run by academic departments and expenditure on any other general academic services not covered above, e.g. radiation protection, international liaison office and industrial liaison.

Administration and Central Services:- Cost centre 54 and 55

This includes expenditure incurred on central administration, general educational expenditure and staff and student facilities and amenities.

Cost centre 54 Central Administration & Services includes expenditure in respect of central administrative staff and such payments to Heads of Institutions, Professors, Deans, Tutors, Faculty Officers and the like as are made in respect of central (as distinct from departmental) administrative work. This category also includes expenditure associated with the running costs of an administrative computer and the following other costs if not charged to their relevant cost centre; public relations, advertising and recruitment, removal expenses of all staff, publications (excluding educational publications), advisors, contributions to organisation and methods unit, security of wages, bank charges, central postage, superannuation management, expenses of head of organisation, legal and audit fees, general insurance costs not included elsewhere and telephone costs where centrally charged.

Cost centre 54 General Educational Expenditure includes expenditure incurred on examinations, fellowships, scholarships, prizes and other expenditure of a general educational nature. It includes the direct costs of examinations for example of external examiners, salaries, printing, etc. Also included are provisions for bad debts in respect of unpaid fees, and the following items that cannot be appropriately charged elsewhere; educational

publications, public lectures and exhibitions, subscriptions and contributions to learned societies and representative bodies, works of art, research projects, representation at conferences, explorations and expeditions, administration of non-departmental arts centres, schools liaison and student recruitment costs from home and overseas.

Cost centre 55 Staff & Student Facilities includes expenditure incurred on the provision of facilities and amenities for the use of students and/or staff e.g. Careers Advisory Service, all grants to student societies, emoluments to wardens of halls of residence, accommodation office, athletic and sporting facilities (excluding maintenance) and the institution's health service.

Cost centre 56 Premises

This includes all expenditure incurred (whether centrally or departmentally) on the maintenance of premises (including academic buildings, central academic services, art centres, institution's health service premises, pavilions, sports buildings, etc) and on roads and grounds except residences and catering. Staff concerned with building maintenance, including estates administrative staff, are included in this category.

Cost centre 57 Residences and Catering Operations

This includes the gross expenditure incurred in providing the residence, catering and any conference operations, including the cost of maintenance of residential and catering premises, salaries and any other identifiable costs relating to these operations. The depreciation costs and financing costs of these operations are included in appropriate categories of expenditure.

REASON REQUIRED

For analysis of the deployment of staff and comparisons with other statutory returns.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
29	Proportion in cost centre 2	CCPROP2	5	Alphanumeric

STATUS This field must be completed with a valid code other than the default code when the contract held has more than one activity code.

VALID ENTRIES A percentage in the range 000.1 to 100.0 or 'XXXXX'.

DESCRIPTION The proportion of the contract held in each cost centre.

NOTES The totals of field 26, Proportion in cost centre1, field 29, Proportion in cost centre 2 and field 32, Proportion in cost centre 3 must fall within the range 099.7 - 100.3.

Default code 'XXXXX' must be used when a cost centre proportion field is not needed i.e. any of fields 29-32 may not be needed. It is expected that most staff will only need 1 or 2 proportion fields per contract.

REASON REQUIRED For analysis of the deployment of staff and comparisons with other statutory returns.

Field Nr.	Field Description	Field Abbrev'n	Field Length
30	Activity code 3	ACT3	2 Alphanumeric

STATUS This field must be completed with a valid code other than the default code when the contract held has more than two activity codes.

- VALID ENTRIES**
- 1 Managers.
 - 2A Academic Professional.
 - 2B Non Academic Professionals.
 - 3A Laboratory, Engineering, Building, IT and Medical Technicians (including Nurses).
 - 3B Student Welfare Workers, Careers Advisors, Vocational Training Instructors, Personnel and Planning Officers.
 - 3C Artistic, Media, Public Relations, Marketing and Sports Occupations.
 - 4A Library Assistants, Clerks and General Administrative Assistants.
 - 4B Secretaries, Typists, Receptionists and Telephonists.
 - 5 Chefs, Gardeners, Electrical and Construction Trades, Mechanical Fitters and Printers.
 - 6 Caretakers, Residential Wardens, Sports and Leisure Attendants, Nursery Nurses and Care Occupations.
 - 7 Retail and Customer Service Occupations.
 - 8 Drivers, Maintenance Supervisors and Plant Operatives.
 - 9 Cleaners, Catering Assistants, Security Officers, Porters and Maintenance Workers.
 - XX Not applicable/Not required (Default code).

DESCRIPTION Codes are allocated using the job title index provided in the document <http://nlsr0304/ocm.rtf> 'Occupational Coding for Higher Education Staff' (rtf)

NOTES It is possible for a member of staff to have more than one identical activity code for the same contract if they are involved in the same activity but in different cost centres.

Due to the variation in the lengths of codes, activity codes will need to be left justified, using space characters (ASCII no. 32) to pad the field when necessary.

Default code 'XX' must be used when an activity code is not needed. It is expected that most staff will only have 1 or 2 activity codes per contract.

REASON REQUIRED To provide data about occupational activity within the HE

sector and enable comparisons to be made with other sectors of the economy.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
31	Cost centre 3	CCENTRE3	2	Alphanumeric

STATUS

This field must be completed with a valid code other than the default code when the contract held has more than two activity codes.

VALID ENTRIES

- 01 Clinical Medicine.
- 02 Clinical Dentistry.
- 03 Veterinary Science.
- 04 Anatomy and Physiology.
- 05 Nursing and Paramedical Studies.
- 06 Health and Community Studies.
- 07 Psychology and Behavioural Sciences.
- 08 Pharmacy.
- 09 Pharmacology.
- 10 Biosciences.
- 11 Chemistry.
- 12 Physics.
- 13 Agriculture and Forestry.
- 14 Earth, Marine and Environmental Sciences.
- 15 General Sciences.
- 16 General Engineering.
- 17 Chemical Engineering.
- 18 Mineral, Metallurgy and Materials Engineering.
- 19 Civil Engineering.
- 20 Electrical, Electronic and Computer Engineering.
- 21 Mechanical, Aero and Production Engineering.
- 22 Other Technologies.
- 23 Architecture, Built Environment and Planning.
- 24 Mathematics.
- 25 Information Technology and Systems Sciences.
- 26 Catering and Hospitality Management.
- 27 Business and Management Studies.
- 28 Geography.
- 29 Social Studies.
- 30 Librarianship, Communication and Media Studies.
- 31 Language Based Studies.
- 32 Humanities.
- 33 Design and Creative Arts.
- 34 Education.
- 35 French, Spanish & German Modern Languages.
- 36 Other Modern Languages.
- 37 Archaeology.
- 38 Sports Science and Leisure Studies.
- 39 Computer Software Engineering.
- 41 Continuing Education.

- 51 Central Libraries and Information Services.
- 52 Central Computers and Computer Networks.
- 53 Other Academic Services.
- 54 Central Administration and Services.
- 55 Staff and Student Facilities.
- 56 Premises.
- 57 Residences and Catering.
- XX Not applicable/Not required (Default code).

DESCRIPTION

These fields indicate the cost centres under which the contract will be included in aggregating staff pay for financial purposes and is taken from the classification of cost centres.

NOTES

Cost centres should reflect the classification of departments to cost centres made in response to the 'Allocation of Academic Departments to Cost Centres' exercise carried out by the Funding Councils.

It is possible that two of the cost centre fields have the same value if a member of staff is undertaking more than one activity as part of the contract, but both in the same cost centre.

It is possible for staff on academic contracts to be assigned to non-academic cost centres (51 to 57) and vice-versa. Cost centre '54' should be used for those staff on contracts not assigned to academic cost centres and allocated as 'other income generating activity' in the 'Allocation of Academic Departments to Cost Centres' return.

Default code 'XX' must be used when a cost centre is not needed. It is expected that most staff will only have 1 or 2 cost centres per contract.

Non-academic Cost Centres

Academic Services:- Cost centres 51, 52 and 53

This includes expenditure incurred on centralised academic services such as the library, learning resource centres and central computers, etc.

Cost centre 51 Central Libraries & Information Services includes expenditure in all libraries and learning resource centres (whether they are under the control of the institution's librarian or not). This includes expenditure in binderies, on audio-visual aids, television, slide and tape

production, photography and language centres.

Cost centre 52 Central Computer & Computer Networks includes gross recurrent expenditure (including that from Joint Information Systems Committee (JISC) grants) in respect of central non administrative non-library institutional computers. Maintenance costs, operating costs, materials costs and the pay of staff involved in managing and running the installation(s) are also included in this category.

Cost centre 53 Other Academic Services includes expenditure on museums, galleries and observatories except those run by academic departments and expenditure on any other general academic services not covered above, e.g. radiation protection, international liaison office and industrial liaison.

Administration and Central Services:- Cost centre 54 and 55

This includes expenditure incurred on central administration, general educational expenditure and staff and student facilities and amenities.

Cost centre 54 Central Administration & Services includes expenditure in respect of central administrative staff and such payments to Heads of Institutions, Professors, Deans, Tutors, Faculty Officers and the like as are made in respect of central (as distinct from departmental) administrative work. This category also includes expenditure associated with the running costs of an administrative computer and the following other costs if not charged to their relevant cost centre; public relations, advertising and recruitment, removal expenses of all staff, publications (excluding educational publications), advisors, contributions to organisation and methods unit, security of wages, bank charges, central postage, superannuation management, expenses of head of organisation, legal and audit fees, general insurance costs not included elsewhere and telephone costs where centrally charged.

Cost centre 54 General Educational Expenditure includes expenditure incurred on examinations, fellowships, scholarships, prizes and other expenditure of a general educational nature. It includes the direct costs of examinations for example of external examiners, salaries, printing, etc. Also included are provisions for bad debts in respect of unpaid fees, and the following items that cannot be appropriately charged elsewhere; educational

publications, public lectures and exhibitions, subscriptions and contributions to learned societies and representative bodies, works of art, research projects, representation at conferences, explorations and expeditions, administration of non-departmental arts centres, schools liaison and student recruitment costs from home and overseas.

Cost centre 55 Staff & Student Facilities includes expenditure incurred on the provision of facilities and amenities for the use of students and/or staff e.g. Careers Advisory Service, all grants to student societies, emoluments to wardens of halls of residence, accommodation office, athletic and sporting facilities (excluding maintenance) and the institution's health service.

Cost centre 56 Premises

This includes all expenditure incurred (whether centrally or departmentally) on the maintenance of premises (including academic buildings, central academic services, art centres, institution's health service premises, pavilions, sports buildings, etc) and on roads and grounds except residences and catering. Staff concerned with building maintenance, including estates administrative staff, are included in this category.

Cost centre 57 Residences and Catering Operations

This includes the gross expenditure incurred in providing the residence, catering and any conference operations, including the cost of maintenance of residential and catering premises, salaries and any other identifiable costs relating to these operations. The depreciation costs and financing costs of these operations are included in appropriate categories of expenditure.

REASON REQUIRED

For analysis of the deployment of staff and comparisons with other statutory returns.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
32	Proportion in cost centre 3	CCPROP3	5	Alphanumeric

STATUS This field must be completed with a valid code other than the default code when the contract held has more than two activity codes.

VALID ENTRIES A percentage in the range 000.1 to 100.0 or 'XXXXX'.

DESCRIPTION The proportion of the contract held in each cost centre.

NOTES The totals of field 26, Proportion in cost centre1, field 29, Proportion in cost centre 2 and field 32, Proportion in cost centre 3 must fall within the range 099.7 - 100.3.

Default code 'XXXXX' must be used when a cost centre proportion field is not needed i.e. any of fields 29-32 may not be needed. It is expected that most staff will only need 1 or 2 proportion fields per contract.

REASON REQUIRED For analysis of the deployment of staff and comparisons with other statutory returns.