

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

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

VALID ENTRIES

- 04026 Staff Record contract table standard record.
- 04126 Staff Record contract table minimum record for atypical contracts.
- 04926 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 04026 and/or 04126 as appropriate.

Amalgamating records

There are two cases where it is possible to amalgamate contracts into a single record:

Institutions in England: Institutions in England have the option to amalgamate multiple contracts using a [standard algorithm](index.php?option=com_content&task=view&id=353&itemid=233) and return one record only. Institutions that decide so to do are asked to inform Institutional Liaison at HESA, or email liaison@hesa.ac.uk by 31 July 2005. The institution must then use the standard algorithm to amalgamate contracts for all staff with multiple contracts and return only one contract record per member of staff. The record identifier 04926 should be used where multiple contracts have been amalgamated to a single record. Where a record genuinely represents a single contract, the standard RECID of 04026 or atypical RECID of 04126 should be used.

Staff who hold multiple atypical contracts with the same characteristics: Where within the HESA reporting period staff have multiple atypical contracts with the same characteristics, i.e. Activity code and Cost centre, only one

contract record need be returned, identified as 04126 in RECID, and recording the total FTE worked.

Those records that represent a single standard contract will be coded 04026. Those records that represent multiple contracts will be coded 04926. However 04126 can be used for records that represent a single atypical contract as well as multiple atypical contracts.

REASON REQUIRED For HESA's operational purposes

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

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

VALID ENTRIES

- 0001 The Open University.
- 0002 Cranfield University.
- 0003 Royal College of Art.
- 0006 The Royal College of Nursing.
- 0007 Bishop Grosseteste College.
- 0009 Buckinghamshire Chilterns University College.
- 0010 Central School of Speech and Drama.
- 0011 University of Chester.
- 0012 Canterbury Christ Church University.
- 0013 York St John College.
- 0014 College of St Mark and St John.
- 0015 Dartington College of Arts.
- 0016 Edge Hill College of HE.
- 0017 University College Falmouth.
- 0018 Harper Adams University College.
- 0019 Homerton College.
- 0020 Kent Institute of Art and Design.
- 0021 The University of Winchester.
- 0023 Liverpool Hope University.
- 0024 University of the Arts, London.
- 0026 University of Luton.
- 0027 University College Northampton.
- 0028 Newman College of Higher Education.
- 0030 Ravensbourne College of Design and Communication.
- 0031 Roehampton University.
- 0032 Rose Bruford College.
- 0033 Royal Academy of Music.
- 0034 Royal College of Music.
- 0035 Royal Northern College of Music.
- 0037 Southampton Solent University.
- 0038 St Martin's College.
- 0039 St Mary's College.
- 0040 Trinity and All Saints College.
- 0041 Trinity College of Music.
- 0044 The Surrey Institute of Art and Design, University College.
- 0046 University College Worcester.
- 0047 Anglia Ruskin University.
- 0048 Bath Spa University.
- 0049 The University of Bolton.

0050 Bournemouth University.
0051 The University of Brighton.
0052 University of Central England in Birmingham.
0053 The University of Central Lancashire.
0054 University of Gloucestershire.
0056 Coventry University.
0057 University of Derby.
0058 The University of East London.
0059 The University of Greenwich.
0060 University of Hertfordshire.
0061 The University of Huddersfield.
0062 The University of Lincoln.
0063 Kingston University.
0064 Leeds Metropolitan University.
0065 Liverpool John Moores University.
0066 The Manchester Metropolitan University.
0067 Middlesex University.
0068 De Montfort University.
0069 The University of Northumbria at Newcastle.
0071 The Nottingham Trent University.
0072 Oxford Brookes University.
0073 The University of Plymouth.
0074 The University of Portsmouth.
0075 Sheffield Hallam University.
0076 London South Bank University.
0077 Staffordshire University.
0078 The University of Sunderland.
0079 The University of Teesside.
0080 Thames Valley University.
0081 University of the West of England, Bristol.
0082 University College Chichester.
0083 The University of Westminster.
0084 Wimbledon School of Art.
0085 The University of Wolverhampton.
0086 The University of Wales, Newport.
0087 The North-East Wales Institute of Higher Education.
0089 University of Wales Institute, Cardiff.
0090 University of Glamorgan.
0091 Swansea Institute of Higher Education.
0092 Trinity College, Carmarthen.
0095 University of Abertay Dundee.
0096 Edinburgh College of Art.
0097 Glasgow School of Art.
0100 Queen Margaret University College, Edinburgh.
0101 The Royal Scottish Academy of Music and Drama.
0104 The Robert Gordon University.
0105 The University of Paisley.
0106 Glasgow Caledonian University.

0107 Napier University.
0108 Aston University.
0109 The University of Bath.
0110 The University of Birmingham.
0111 The University of Bradford.
0112 The University of Bristol.
0113 Brunel University.
0114 The University of Cambridge.
0115 City University.
0116 University of Durham.
0117 The University of East Anglia.
0118 The University of Essex.
0119 The University of Exeter.
0120 The University of Hull.
0121 The University of Keele.
0122 The University of Kent.
0123 The University of Lancaster.
0124 The University of Leeds.
0125 The University of Leicester.
0126 The University of Liverpool.
0127 Birkbeck College.
0131 Goldsmiths College.
0132 Imperial College of Science, Technology & Medicine.
0133 Institute of Education.
0134 King's College London.
0135 London Business School.
0137 London School of Economics and Political Science.
0138 London School of Hygiene and Tropical Medicine.
0139 Queen Mary and Westfield College.
0141 Royal Holloway and Bedford New College.
0143 The Royal Veterinary College.
0145 St George's Hospital Medical School.
0146 The School of Oriental and African Studies.
0147 The School of Pharmacy.
0149 University College London.
0151 University of London (Institutes and activities).
0152 Loughborough University.
0154 The University of Newcastle-upon-Tyne.
0155 The University of Nottingham.
0156 The University of Oxford.
0157 The University of Reading.
0158 The University of Salford.
0159 The University of Sheffield.
0160 The University of Southampton.
0161 The University of Surrey.
0162 The University of Sussex.
0163 The University of Warwick.
0164 The University of York.

0167 The University of Edinburgh.
 0168 The University of Glasgow.
 0169 The University of Strathclyde.
 0170 The University of Aberdeen.
 0171 Heriot-Watt University.
 0172 The University of Dundee.
 0173 The University of St Andrews.
 0174 The University of Stirling.
 0175 Scottish Agricultural College.
 0176 The University of Wales, Lampeter.
 0177 University of Wales, Aberystwyth.
 0178 University of Wales, Bangor.
 0179 Cardiff University.
 0180 University of Wales, Swansea.
 0182 Royal Welsh College of Music and Drama.
 0184 The Queen's University of Belfast.
 0185 University of Ulster.
 0186 The University of Wales, Registry.
 0188 The Institute of Cancer Research.
 0189 Writtle College.
 0190 Norwich School of Art and Design.
 0191 Northern School of Contemporary Dance.
 0192 Cumbria Institute of the Arts.
 0193 Stranmillis University College.
 0194 St. Mary's University College.
 0195 Royal Agricultural College.
 0196 UHI Millennium Institute.
 0197 The Arts Institute at Bournemouth.
 0198 Bell College.
 0199 Conservatoire for Dance and Drama.
 0200 Birmingham College of Food, Tourism and Creative
 Studies.
 0201 Courtauld Institute of Art.
 0202 London Metropolitan University.
 0203 The University of Buckingham.
 0204 The University of Manchester.
 0205 Heythrop College.

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

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

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

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

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 . 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 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

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.

There is no single definition of term-time only as the number and length of terms may differ from one institution to another. Institutions are therefore advised to use a definition applicable to their institution.

Full-time staff who only work during the term should be returned as code 2 'Full-time, term-time only'.

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

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

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 should show the proportion of FTE for the year according to the contract of employment.

Reducing FTE

FTE does not need to be reduced to take account of temporary arrangements such as maternity leave, sick leave or other temporary arrangements for a member of staff still eligible for inclusion in the record according to their contract of employment.

Clinical academics who as part of their contract, spend some of their time working outside of the institution in the NHS should not have their FTE reduced to reflect the amount of time spent working in the NHS.

FTE 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.

Calculating FTE for a piece of work

Institutions will need to calculate an FTE for members of staff who are contracted to deliver a piece of work. In setting a rate of pay for the task the institution will have taken a view as to the size of the task and therefore how long it might take. It is expected that this will be used as the basis for calculating the FTE.

Calculating FTE for staff working irregular hours

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).

Staff seconded to a post within the reporting institution

Where the member of staff is seconded within the institution, any activity on posts should be returned, so where the secondment is for all of their time, the contract fields should contain information about the seconded post only, and where the secondment is for part of their time only, the contract table should contain two records if the institution issues two contracts.

1) Member of staff holding post 1, seconded to post 2 from Jan-Jul 2005

Post 1: Aug-Dec 2004 and Post 2: Jan-Jul 2005

2) Member of staff holding post 1, seconded to post 2 from Aug 2004-Jul 2005

Post 1: 0 FTE and Post 2: Aug 2004-Jul 2005

Staff seconded to a post at another HEI

For secondments to another HEI the reporting institution should reduce the FTE (to zero if the secondment is for the whole year) and the recipient institution should return the contract(s) they have issued.

Staff seconded to a post outside the HE sector

For those seconded to a post outside the sector, the reporting institution should only return the details of the contract they have issued. The institution should reduce the FTE (to zero if the secondment is for the whole year).

EXAMPLE

1) A contract to work full-time for twelve months of the year would be shown as 100.0 in this field

a) A full-time member of staff on maternity leave during the whole reporting period (1 August to 31 July) would be shown as 100.0 in this field because the FTE in the contract should not be reduced for temporary arrangements such as maternity leave.

b) A contract to work full-time for six months of the year would be shown as 050.0 in this field because FTE is reduced to take account of partial years worked.

2) A member of staff employed on separate HEI and NHS contracts (e.g. A + B contracts) works a total of eleven sessions a week, five at the institution (45.45% FTE) and six for the NHS (54.55% FTE). This should be shown as 100.0 in this field as the FTE for clinical academics should not be reduced to reflect the amount of time spent working in the NHS.

3) The FTE for a member of staff who works 6 hours per year should be calculated by making a comparison based on the standard set for full-time staff within the institution.

Institutions may choose to set a standard as follows: Full-time staff who work for 52 weeks a year and 37 hours a week will work 1924 hours a year. Therefore 6 hours per year compared to the standard of 1924 hours per year set for full-time staff would result in an FTE of 0.3%.

Zero FTE: An FTE of zero should not occur when making such comparisons. In general the standard that is set for full-time should be no more than 2080 hours per year (40 hours per week), therefore a member of staff who works for 1 hour per year, will have an FTE of 0.05%, which, when rounded, will be 0.1% FTE.

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

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

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 **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 salary point field will then be redefined (in terms of both coverage and valid entries) to reflect the new arrangements from 2005/06.

This field should show the grade for the contract at 31 July 2005 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.

Visiting lecturers should be coded to the relevant lecturer code and not 'Other' codes (29, 59, 65 or 99) where appropriate.

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

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.

Acting directors should be included in this field, if they hold senior management/administrative responsibilities.

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

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.

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		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 If a staff members salary is completely paid for by general institution finance then this field must be coded 100.0. However, if the salary is completely paid for by any other source then this field must be coded 000.0

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 14, Proportion of

basic salary charged against general income field must be 100.0 and field 15, Secondary source of basic salary must be coded '01' No secondary source.

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

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.

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

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 2005 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'.

If a salary point from a nationally negotiated (JNCHES) pay scale is returned in this field then the default code 'XXXXXXX' should be returned in SALREF.

This field must be completed with the default 'XXX' code for those members of staff whose salary is not from a nationally negotiated (JNCHES) pay spine.

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 2004/05 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.

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 2005/06.

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

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'.

If a salary point from a nationally negotiated (JNCHES) pay scale is returned in SPOINT then the default code 'XXXXXXX' must be returned in this field.

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

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

EXAMPLE

Example:

Part-time 050.0 Salary Paid 0015000 Full-time equivalent

Salary 0030000

REASON REQUIRED To monitor the remuneration of the HE workforce.

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

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

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

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

This field applies to members of staff with clinical academic contracts and indicates the healthcare professional specialty associated with their contract of employment as issued by the institution.

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

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

0001 The Open University.
0002 Cranfield University.
0003 Royal College of Art.
0006 The Royal College of Nursing.
0007 Bishop Grosseteste College.
0009 Buckinghamshire Chilterns University College.
0010 Central School of Speech and Drama.
0011 University of Chester.
0012 Canterbury Christ Church University.
0013 York St John College.
0014 College of St Mark and St John.
0015 Dartington College of Arts.
0016 Edge Hill College of HE.
0017 University College Falmouth.
0018 Harper Adams University College.
0019 Homerton College.
0020 Kent Institute of Art and Design.
0021 The University of Winchester.
0023 Liverpool Hope University.
0024 University of the Arts, London.
0026 University of Luton.
0027 University College Northampton.
0028 Newman College of Higher Education.
0030 Ravensbourne College of Design and Communication.
0031 Roehampton University.
0032 Rose Bruford College.
0033 Royal Academy of Music.
0034 Royal College of Music.
0035 Royal Northern College of Music.
0037 Southampton Solent University.
0038 St Martin's College.
0039 St Mary's College.
0040 Trinity and All Saints College.
0041 Trinity College of Music.
0044 The Surrey Institute of Art and Design, University College.

0046 University College Worcester.
0047 Anglia Ruskin University.
0048 Bath Spa University.
0049 The University of Bolton.
0050 Bournemouth University.
0051 The University of Brighton.
0052 University of Central England in Birmingham.
0053 The University of Central Lancashire.
0054 University of Gloucestershire.
0056 Coventry University.
0057 University of Derby.
0058 The University of East London.
0059 The University of Greenwich.
0060 University of Hertfordshire.
0061 The University of Huddersfield.
0062 The University of Lincoln.
0063 Kingston University.
0064 Leeds Metropolitan University.
0065 Liverpool John Moores University.
0066 The Manchester Metropolitan University.
0067 Middlesex University.
0068 De Montfort University.
0069 The University of Northumbria at Newcastle.
0071 The Nottingham Trent University.
0072 Oxford Brookes University.
0073 The University of Plymouth.
0074 The University of Portsmouth.
0075 Sheffield Hallam University.
0076 London South Bank University.
0077 Staffordshire University.
0078 The University of Sunderland.
0079 The University of Teesside.
0080 Thames Valley University.
0081 University of the West of England, Bristol.
0082 University College Chichester.
0083 The University of Westminster.
0084 Wimbledon School of Art.
0085 The University of Wolverhampton.
0086 The University of Wales, Newport.
0087 The North-East Wales Institute of Higher Education.
0089 University of Wales Institute, Cardiff.
0090 University of Glamorgan.
0091 Swansea Institute of Higher Education.
0092 Trinity College, Carmarthen.
0095 University of Abertay Dundee.
0096 Edinburgh College of Art.
0097 Glasgow School of Art.
0100 Queen Margaret University College, Edinburgh.

0101 The Royal Scottish Academy of Music and Drama.
0104 The Robert Gordon University.
0105 The University of Paisley.
0106 Glasgow Caledonian University.
0107 Napier University.
0108 Aston University.
0109 The University of Bath.
0110 The University of Birmingham.
0111 The University of Bradford.
0112 The University of Bristol.
0113 Brunel University.
0114 The University of Cambridge.
0115 City University.
0116 University of Durham.
0117 The University of East Anglia.
0118 The University of Essex.
0119 The University of Exeter.
0120 The University of Hull.
0121 The University of Keele.
0122 The University of Kent.
0123 The University of Lancaster.
0124 The University of Leeds.
0125 The University of Leicester.
0126 The University of Liverpool.
0127 Birkbeck College.
0131 Goldsmiths College.
0132 Imperial College of Science, Technology & Medicine.
0133 Institute of Education.
0134 King's College London.
0135 London Business School.
0137 London School of Economics and Political Science.
0138 London School of Hygiene and Tropical Medicine.
0139 Queen Mary and Westfield College.
0141 Royal Holloway and Bedford New College.
0143 The Royal Veterinary College.
0145 St George's Hospital Medical School.
0146 The School of Oriental and African Studies.
0147 The School of Pharmacy.
0149 University College London.
0151 University of London (Institutes and activities).
0152 Loughborough University.
0154 The University of Newcastle-upon-Tyne.
0155 The University of Nottingham.
0156 The University of Oxford.
0157 The University of Reading.
0158 The University of Salford.
0159 The University of Sheffield.
0160 The University of Southampton.

0161 The University of Surrey.
0162 The University of Sussex.
0163 The University of Warwick.
0164 The University of York.
0167 The University of Edinburgh.
0168 The University of Glasgow.
0169 The University of Strathclyde.
0170 The University of Aberdeen.
0171 Heriot-Watt University.
0172 The University of Dundee.
0173 The University of St Andrews.
0174 The University of Stirling.
0175 Scottish Agricultural College.
0176 The University of Wales, Lampeter.
0177 University of Wales, Aberystwyth.
0178 University of Wales, Bangor.
0179 Cardiff University.
0180 University of Wales, Swansea.
0182 Royal Welsh College of Music and Drama.
0184 The Queen's University of Belfast.
0185 University of Ulster.
0186 The University of Wales, Registry.
0188 The Institute of Cancer Research.
0189 Writtle College.
0190 Norwich School of Art and Design.
0191 Northern School of Contemporary Dance.
0192 Cumbria Institute of the Arts.
0193 Stranmillis University College.
0194 St. Mary's University College.
0195 Royal Agricultural College.
0196 UHI Millennium Institute.
0197 The Arts Institute at Bournemouth.
0198 Bell College.
0199 Conservatoire for Dance and Drama.
0200 Birmingham College of Food, Tourism and Creative
Studies.
0201 Courtauld Institute of Art.
0202 London Metropolitan University.
0203 The University of Buckingham.
0204 The University of Manchester.
0205 Heythrop College.

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

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.

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

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 Only dates within the HESA reporting period (1 August to 31 July) should be returned. Dates that are after 31 July will be returned in the appropriate year. For example, a contract end date of 20 September 2008 should be reported in the 2008/09 academic year.

If a member of staff works in one department and then moves to another and this is not a new contract then do not close the record; just return an additional cost centre.

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

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

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 ["..\nistr0304/ocm.rtf"](..\nistr0304/ocm.rtf) 'Occupational Coding for Higher Education Staff' (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.

Example:

An academic member of staff working in Cost centre 26 Catering and Hospitality Management and Cost centre 27 Business and Management Studies should be coded:

ACT1 2A CCENTRE1 26
ACT2 2A CCENTRE2 27

Due to the variation in the lengths of codes institutions submitting fixed length files should left justify 1 character activity codes using the space character (ASCII no.32). Institutions submitting CSV files should not add a space to the field e.g. ,9, should be returned and not ' 9,.

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
25	Cost centre 1

Field Abbrev'n	Field Length
CCENTRE1	2

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

Cost Centres

Staff must have at least one cost centre per contract.

Cost centres should reflect the classification of academic 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.

Example:

A member of staff with one contract working in Cost centre 26 Catering and Hospitality Management in both an academic and a non academic capacity could be coded:

ACT1 2A CCENTRE1 26
ACT2 4B CCENTRE2 26.

If more than three cost centres are applicable then return data for the three cost centres where the member of staff is most active.

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

Total Academic Services:- Cost centres 51, 52 and 53

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

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

Cost centre 52 Central Computer & Computer Networks includes central non-administrative non-library institutional computers. Staff involved in managing and running such installation(s) are included in this category.

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

Central Administration and Services, Staff and Student Facilities:- Cost centres 54 and 55

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

Cost centre 54 Central Administration & Services includes central administrative staff and Heads of Institutions, Professors, Deans, Tutors, Faculty Officers and the like in respect of central (as distinct from departmental) administrative work. This category also includes the running of an administrative computer and the following other functions if not attributed to their relevant cost centre; public relations, advertising and recruitment, publications (excluding educational publications), advisors, organisation and methods unit, security of wages, legal and audit, general insurance not included elsewhere and telephony where centrally managed.

Cost centre 55 Staff & Student Facilities includes the provision of facilities and amenities for the use of students and/or staff e.g. Careers Advisory Service, student societies, 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 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 providing the residence, catering and any conference operations, including the maintenance of residential and catering premises.

Changes to Cost Centres

Following from the recent review of the HESA Finance Record it was agreed that a simplification of the current list of cost centres was required, achieved by merging or removing existing cost centres.

To this end a pattern of cost centres has been finalised that strikes a good balance between being simple and providing a rich presentation of information. The changes are summarised in [Staff Circular 04/03](http://www.hesa.ac.uk/circulars/staff/2004/04_03.html).

It is obviously necessary to implement the cost centre changes across the full range of HESA data streams. For the 2004/05 Staff Record, institutions are encouraged to use the new shorter list of cost centres, but where this might present difficulties, institutions can in 2004/05 continue to use the existing fuller list of cost centres. During such transition HESA will undertake appropriate amalgamation before onward use of the data. From 2005/06 onwards, validation will prevent the use of the "old" cost centre list.

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

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.

Members of staff whose activity has moved from one cost centre to another within the reporting period should be reported within each relevant cost centre according to the time spent in each cost centre.

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	ACT2	2

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](#) (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

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

Staff must have at least one cost centre per contract.

Cost centres should reflect the classification of academic 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.

Example:

A member of staff with one contract working in Cost centre 26 Catering and Hospitality Management in both an academic and a non academic capacity could be coded:

ACT1 2A CCENTRE1 26
ACT2 4B CCENTRE2 26.

If more than three cost centres are applicable then return data for the three cost centres where the member of staff is most active.

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

Total Academic Services:- Cost centres 51, 52 and 53

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

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

Cost centre 52 Central Computer & Computer Networks includes central non-administrative non-library institutional computers. Staff involved in managing and running such installation(s) are included in this category.

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

Central Administration and Services, Staff and Student Facilities:- Cost centres 54 and 55

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

Cost centre 54 Central Administration & Services includes central administrative staff and Heads of Institutions, Professors, Deans, Tutors, Faculty Officers and the like in respect of central (as distinct from departmental) administrative work. This category also includes the running of an administrative computer and the following other functions if not attributed to their relevant cost centre; public relations, advertising and recruitment, publications (excluding educational publications), advisors, organisation and methods unit, security of wages, legal and audit, general insurance not included elsewhere and telephony where centrally managed.

Cost centre 55 Staff & Student Facilities includes the provision of facilities and amenities for the use of students and/or staff e.g. Careers Advisory Service, student societies,

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 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 providing the residence, catering and any conference operations, including the maintenance of residential and catering premises.

Changes to Cost Centres

Following from the recent review of the HESA Finance Record it was agreed that a simplification of the current list of cost centres was required, achieved by merging or removing existing cost centres.

To this end a pattern of cost centres has been finalised that strikes a good balance between being simple and providing a rich presentation of information. The changes are summarised in Staff Circular 04/03 .

It is obviously necessary to implement the cost centre changes across the full range of HESA data streams. For the 2004/05 Staff Record, institutions are encouraged to use the new shorter list of cost centres, but where this might present difficulties, institutions can in 2004/05 continue to use the existing fuller list of cost centres. During such transition HESA will undertake appropriate amalgamation before onward use of the data. From 2005/06 onwards, validation will prevent the use of the "old" cost centre list.

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

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

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 [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

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

Staff must have at least one cost centre per contract.

Cost centres should reflect the classification of academic 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.

Example:

A member of staff with one contract working in Cost centre 26 Catering and Hospitality Management in both an academic and a non academic capacity could be coded:

ACT1 2A CCENTRE1 26
ACT2 4B CCENTRE2 26.

If more than three cost centres are applicable then return data for the three cost centres where the member of staff is most active.

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

Total Academic Services:- Cost centres 51, 52 and 53

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

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

Cost centre 52 Central Computer & Computer Networks includes central non-administrative non-library institutional computers. Staff involved in managing and running such installation(s) are included in this category.

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

Central Administration and Services, Staff and Student Facilities:- Cost centres 54 and 55

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

Cost centre 54 Central Administration & Services includes central administrative staff and Heads of Institutions, Professors, Deans, Tutors, Faculty Officers and the like in respect of central (as distinct from departmental) administrative work. This category also includes the running of an administrative computer and the following other functions if not attributed to their relevant cost centre; public relations, advertising and recruitment, publications (excluding educational publications), advisors, organisation and methods unit, security of wages, legal and audit, general insurance not included elsewhere and telephony where centrally managed.

Cost centre 55 Staff & Student Facilities includes the provision of facilities and amenities for the use of students and/or staff e.g. Careers Advisory Service, student societies,

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 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 providing the residence, catering and any conference operations, including the maintenance of residential and catering premises.

Changes to Cost Centres

Following from the recent review of the HESA Finance Record it was agreed that a simplification of the current list of cost centres was required, achieved by merging or removing existing cost centres.

To this end a pattern of cost centres has been finalised that strikes a good balance between being simple and providing a rich presentation of information. The changes are summarised in Staff Circular 04/03 .

It is obviously necessary to implement the cost centre changes across the full range of HESA data streams. For the 2004/05 Staff Record, institutions are encouraged to use the new shorter list of cost centres, but where this might present difficulties, institutions can in 2004/05 continue to use the existing fuller list of cost centres. During such transition HESA will undertake appropriate amalgamation before onward use of the data. From 2005/06 onwards, validation will prevent the use of the "old" cost centre list.

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

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.