

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	Not used	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
33	Grade identifier	GRADID	10
34	Clinical status	CLINICAL	1
35	Professor	PROF	1

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**

- 09026 Staff Record contract table standard record
- 09126 Staff Record contract table minimum record for atypical contracts
- 09926 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 09026 and/or 09126 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=855&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](mailto:liaison@hesa.ac.uk) by 31 July 2010. 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 09926 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 09026 or atypical RECID of 09126 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 09126 in RECID, and recording the total FTE worked.

Those records that represent a single standard contract will be

coded 09026. Those records that represent multiple contracts will be coded 09926. However 09126 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
- 0007 Bishop Grosseteste University College Lincoln
- 0009 Buckinghamshire New University
- 0010 Central School of Speech and Drama
- 0011 University of Chester
- 0012 Canterbury Christ Church University
- 0013 York St John University
- 0014 University College Plymouth St Mark and St John
- 0016 Edge Hill University
- 0017 University College Falmouth
- 0018 Harper Adams University College
- 0021 The University of Winchester
- 0023 Liverpool Hope University
- 0024 University of the Arts, London
- 0026 University of Bedfordshire
- 0027 The University of Northampton
- 0028 Newman University College
- 0030 Ravensbourne
- 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 University of Cumbria
- 0039 St Mary's University College, Twickenham
- 0040 Leeds Trinity University College
- 0041 Trinity Laban Conservatoire of Music and Dance
- 0046 The University of Worcester
- 0047 Anglia Ruskin University
- 0048 Bath Spa University
- 0049 The University of Bolton
- 0050 Bournemouth University
- 0051 The University of Brighton
- 0052 Birmingham City University
- 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 The University of Chichester  
0083 The University of Westminster  
0085 The University of Wolverhampton  
0086 The University of Wales, Newport  
0087 Glyndwr University  
0089 University of Wales Institute, Cardiff  
0090 University of Glamorgan  
0091 Swansea Metropolitan University  
0092 Trinity University College  
0095 University of Abertay Dundee  
0096 Edinburgh College of Art  
0097 Glasgow School of Art  
0100 Queen Margaret University, Edinburgh  
0101 The Royal Scottish Academy of Music and Drama  
0104 The Robert Gordon University  
0105 The University of the West of Scotland  
0106 Glasgow Caledonian University  
0107 Edinburgh 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 The 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 and 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 Aberystwyth University  
0178 Bangor University  
0179 Cardiff University  
0180 Swansea University  
0184 The Queen's University of Belfast  
0185 University of Ulster  
0186 The University of Wales (central functions)

0188 The Institute of Cancer Research  
0189 Writtle College  
0190 Norwich University College of the Arts  
0193 Stranmillis University College  
0194 St Mary's University College  
0195 Royal Agricultural College  
0196 UHI Millennium Institute  
0197 The Arts University College at Bournemouth  
0199 Conservatoire for Dance and Drama  
0200 University College Birmingham  
0201 Courtauld Institute of Art  
0202 London Metropolitan University  
0203 The University of Buckingham  
0204 The University of Manchester  
0205 Heythrop College  
0206 University for the Creative Arts  
0207 Leeds College of Music  
0208 Guildhall School of Music and Drama  
0209 The Liverpool Institute for Performing Arts  
0210 University Campus Suffolk

**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 submitted by the institution as part of Campus Information System.

**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 or main campus.

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. Only those CAMPID codes submitted to HESA as part of the [Campus Information System](http://campus0708/campus-info.htm) can be returned in this field.

**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://08025/fe003.htm) of the person table.

Where a staff member returns to an institution with two STAFFIDs (one from the previous HEI and one from the reporting HEI) the ID from the institution they are returning to should be used to retain tracking within the institution.

**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](#).

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 institutions in Scotland, as SFC 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 000.0 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).

#### **Calculating FTE for staff working term-time only**

The FTE for term-time only staff should be reduced to account for the fact that such staff only work part of the year. 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. For example, if there are 3 terms of 10 weeks in duration, the FTE for a full-time term-time only member of staff should be reduced by  $30/52=0.58$ , compared to a similar member of staff working with the same intensity but for a full-year.

### **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.

e.g. for 2009/10 reporting period

1) Member of staff holding post 1, seconded to post 2 from Jan-Jul 2010

Post 1: Aug-Dec 2009 and Post 2: Jan-Jul 2010

2) Member of staff holding post 1, seconded to post 2 from Aug 2009-Jul 2010

Post 1: 0 FTE and Post 2: Aug 2009-Jul 2010

### **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 an institution in Wales **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.

Institutions in Wales 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 an institution in Wales.

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 for institutions in Wales.

<b>Field Nr.</b>	<b>Field Description</b>	<b>Field Abbrev'n</b>	<b>Field Length</b>
11	Not used	GRADE	2

**STATUS** Compulsory

**VALID ENTRIES** XX Not used

**NOTES** Although this field is no longer used to collect any information it must still be present in returns so that succeeding fields remain in their correct relative positions.

In the case of Comma Separated and ASCII Fixed Length returns the field should be coded 'XX'.

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
- 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
- 51 Biotechnology & Biological Sciences Research Council (BBSRC)
- 52 Medical Research Council (MRC)
- 53 Natural Environmental Research Council (NERC)
- 54 Engineering & Physical Sciences Research Council (EPSRC)
- 55 Economic & Social Research Council (ESRC)
- 57 Arts & Humanities Research Council (AHRC)
- 58 Science & Technology Facilities Council (STFC)
- 59 Research council - not specified
- 63 Cancer Research UK
- 64 Wellcome Trust
- 65 Other Association of Medical Research Charities (AMRC) charity
- 66 Other charitable foundation
- XX Not applicable/Not required (Default code)

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

Code 65 should be used when the charity paying the salary is listed as a member of the Association of Medical Research Charities (AMRC). A directory of [AMRC members](http://www.amrc.org.uk/HOMEPAGE/?Nav=479,536) is available from the [AMRC web site](http://www.amrc.org.uk/HOMEPAGE/?Nav=810).

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** To allow career monitoring and comparisons for those funded by different organisations.

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 member's 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
- 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
- 51 Biotechnology & Biological Sciences Research Council (BBSRC)
- 52 Medical Research Council (MRC)
- 53 Natural Environmental Research Council (NERC)
- 54 Engineering & Physical Sciences Research Council (EPSRC)
- 55 Economic & Social Research Council (ESRC)
- 57 Arts & Humanities Research Council (AHRC)
- 58 Science & Technology Facilities Council (STFC)
- 59 Research council - not specified
- 63 Cancer Research UK
- 64 Wellcome Trust
- 65 Other Association of Medical Research Charities (AMRC) charity
- 66 Other charitable foundation
- XX Not applicable/Not required (Default code)

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

Code 65 should be used when the charity paying the salary is listed as a member of the Association of Medical Research Charities (AMRC). A directory of  
<A HREF="http://www.amrc.org.uk/HOMEPAGE/?Nav=479,536">AMRC members</A> is available from the <A HREF="http://www.amrc.org.uk/HOMEPAGE/?Nav=810">AMRC web site</A>.

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** To allow career monitoring and comparisons for those funded by different organisations.

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 pay spine **and** the contract is not 'atypical'.

**VALID ENTRIES**

A 3 character code showing the salary spine used and the spine point for either of the Framework Salary Spine or Clinical Salary Spine as at 31 July 2010, 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 two salary spine scales is being used. If the Framework Salary Spine (previously referred to as 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, F18, C10.

This field should show the salary point as at 31 July 2010 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 04 on the Final Salary Spine would be recorded as 'F04'.

Salary point should be within the range for grade identified in GRADID.

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.

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.

Please note, 2010/2011 includes a new section on the Clinical tables, this is the **new scale** for 'staff not holding honorary consultant contracts' codes C51 to C62.

**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') or (field 16, Salary point has been completed with a salary point from a nationally negotiated (JNCHES) pay scale and local adjustments have been made to this pay scale 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'.

Where institutions are using the JNCHES national pay spine but making local adjustments, (for example to consolidate London weighting) then BOTH SPOINT and SALREF must be returned.

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, unless local adjustments to this pay scale have been made.

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 '01-08' 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 '01-08' 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 '01-08' or '29' **and** field 18 NHS contracts has been coded '1', '2' or '3' **and** field 20 Healthcare professional specialty has been coded '01-17' 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
- 08 Foundation Programme Doctor
- 09 Speciality Registrar
- 10 Speciality Doctor
- 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 '01-17' 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.



Codes 03, 06 and 07 will have no new appointments made to them from 2009/10, but may be used for existing 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 '01-08' 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
- 14 Additional dental specialties
- 15 Infection/Microbiology
- 16 Oncology
- 17 Medical Education
- 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.

Healthcare professional specialties included in '01-17' are 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

**14 Additional dental specialties**

Oral and maxillofacial surgery (when employed by the Dental School)

Oral microbiology

Oral pathology

Oral radiology

**15 Infection/Microbiology**

Medical microbiology and virology

Infectious diseases (communicable diseases)

**16 Oncology**

Clinical oncology

Medical oncology

**17 Medical Education**

**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
- 0007 Bishop Grosseteste University College Lincoln
- 0009 Buckinghamshire New University
- 0010 Central School of Speech and Drama
- 0011 University of Chester
- 0012 Canterbury Christ Church University
- 0013 York St John University
- 0014 University College Plymouth St Mark and St John
- 0016 Edge Hill University
- 0017 University College Falmouth
- 0018 Harper Adams University College
- 0021 The University of Winchester
- 0023 Liverpool Hope University
- 0024 University of the Arts, London
- 0026 University of Bedfordshire
- 0027 The University of Northampton
- 0028 Newman University College
- 0030 Ravensbourne
- 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 University of Cumbria
- 0039 St Mary's University College, Twickenham
- 0040 Leeds Trinity University College
- 0041 Trinity Laban Conservatoire of Music and Dance
- 0046 The University of Worcester
- 0047 Anglia Ruskin University
- 0048 Bath Spa University
- 0049 The University of Bolton
- 0050 Bournemouth University
- 0051 The University of Brighton
- 0052 Birmingham City University
- 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 The University of Chichester  
0083 The University of Westminster  
0085 The University of Wolverhampton  
0086 The University of Wales, Newport  
0087 Glyndwr University  
0089 University of Wales Institute, Cardiff  
0090 University of Glamorgan  
0091 Swansea Metropolitan University  
0092 Trinity University College  
0095 University of Abertay Dundee  
0096 Edinburgh College of Art  
0097 Glasgow School of Art  
0100 Queen Margaret University, Edinburgh  
0101 The Royal Scottish Academy of Music and Drama  
0104 The Robert Gordon University  
0105 The University of the West of Scotland  
0106 Glasgow Caledonian University  
0107 Edinburgh 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 The 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 and 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 Aberystwyth University  
0178 Bangor University  
0179 Cardiff University  
0180 Swansea University



0184 The Queen's University of Belfast  
0185 University of Ulster  
0186 The University of Wales (central functions)  
0188 The Institute of Cancer Research  
0189 Writtle College  
0190 Norwich University College of the Arts  
0193 Stranmillis University College  
0194 St Mary's University College  
0195 Royal Agricultural College  
0196 UHI Millennium Institute  
0197 The Arts University College at Bournemouth  
0199 Conservatoire for Dance and Drama  
0200 University College Birmingham  
0201 Courtauld Institute of Art  
0202 London Metropolitan University  
0203 The University of Buckingham  
0204 The University of Manchester  
0205 Heythrop College  
0206 University for the Creative Arts  
0207 Leeds College of Music  
0208 Guildhall School of Music and Drama  
0209 The Liverpool Institute for Performing Arts  
0210 University Campus Suffolk

#### **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**

If a member of staff holds a contract that was issued by more than one HEI, each institution must return that member of staff on their HESA Staff Record. The individual should have the same STAFFID returned on each of the institutions Staff Record. The CONFTE should reflect the proportion of FTE for the year according to the contract of employment for each institution. The MOEMP should reflect the mode of employment detailed in the contract held for each institution.

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 2010 should be reported in the 2010/11 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 ["Occupational Coding for Higher Education Staff"](dox/datacoll/staff_general/OCM.pdf) (pdf)

**NOTES** The manual for "Occupational Coding for Higher Education Staff" contains introductory guidance for institutions on coding staff to SOC(HE). The conceptual basis for coding and the need for consistency are outlined in Section 1.5 of the Occupational Coding manual. Institutions should pay particular attention to the additional guidance given in Section 1.7 for specific occupational areas.

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	Field Abbrev'n	Field Length
25	Cost centre 1	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 & physiology
- 05 Nursing & paramedical studies
- 06 Health & community studies
- 07 Psychology & behavioural sciences
- 08 Pharmacy & pharmacology
- 10 Biosciences
- 11 Chemistry
- 12 Physics
- 13 Agriculture & forestry
- 14 Earth, marine & environmental sciences
- 16 General engineering
- 17 Chemical engineering
- 18 Mineral, metallurgy & materials engineering
- 19 Civil engineering
- 20 Electrical, electronic & computer engineering
- 21 Mechanical, aero & production engineering
- 23 Architecture, built environment & planning
- 24 Mathematics
- 25 IT & systems sciences, computer software engineering
- 26 Catering & hospitality management
- 27 Business & management studies
- 28 Geography
- 29 Social studies
- 30 Media studies
- 31 Humanities & language based studies
- 33 Design & creative arts
- 34 Education
- 35 Modern languages
- 37 Archaeology
- 38 Sports science & leisure studies
- 41 Continuing education
- 51 Total academic services
- 54 Central administration & services
- 55 Staff & student facilities
- 56 Premises
- 57 Residences & 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.

### **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.

**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 2	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 [dox/datacoll/staff\\_general/OCM.pdf](dox/datacoll/staff_general/OCM.pdf) "Occupational Coding for Higher Education Staff" (pdf)

### NOTES

The conceptual basis for coding and the need for consistency are outlined in Section 1.5 of the Occupational Coding manual. Institutions should pay particular attention to the additional guidance given in Section 1.7 for specific occupational areas.

The manual for "Occupational Coding for Higher Education Staff" contains introductory guidance for institutions on coding staff to SOC(HE). The conceptual basis for coding and the need for consistency are outlined in Section 1.5 of the manual. With this in mind, institutions are asked to read all of the guidance in Section 1, paying particular attention to the additional guidance given in Section 1.7 for specific occupational areas.

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 & physiology
- 05 Nursing & paramedical studies
- 06 Health & community studies
- 07 Psychology & behavioural sciences
- 08 Pharmacy & pharmacology
- 10 Biosciences
- 11 Chemistry
- 12 Physics
- 13 Agriculture & forestry
- 14 Earth, marine & environmental sciences
- 16 General engineering
- 17 Chemical engineering
- 18 Mineral, metallurgy & materials engineering
- 19 Civil engineering
- 20 Electrical, electronic & computer engineering
- 21 Mechanical, aero & production engineering
- 23 Architecture, built environment & planning
- 24 Mathematics
- 25 IT & systems sciences, computer software engineering
- 26 Catering & hospitality management
- 27 Business & management studies
- 28 Geography
- 29 Social studies
- 30 Media studies
- 31 Humanities & language based studies
- 33 Design & creative arts
- 34 Education
- 35 Modern languages
- 37 Archaeology
- 38 Sports science & leisure studies
- 41 Continuing education
- 51 Total academic services
- 54 Central administration & services
- 55 Staff & student facilities
- 56 Premises
- 57 Residences & 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

**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.

**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 [dox/datacoll/staff\\_general/OCM.pdf](dox/datacoll/staff_general/OCM.pdf) "Occupational Coding for Higher Education Staff" (pdf)

### NOTES

The conceptual basis for coding and the need for consistency are outlined in Section 1.5 of the Occupational Coding manual. Institutions should pay particular attention to the additional guidance given in Section 1.7 for specific occupational areas.

The manual for "Occupational Coding for Higher Education Staff" contains introductory guidance for institutions on coding staff to SOC(HE). The conceptual basis for coding and the need for consistency are outlined in Section 1.5 of the manual. With this in mind, institutions are asked to read all of the guidance in Section 1, paying particular attention to the additional guidance given in Section 1.7 for specific occupational areas.

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 & physiology
- 05 Nursing & paramedical studies
- 06 Health & community studies
- 07 Psychology & behavioural sciences
- 08 Pharmacy & pharmacology
- 10 Biosciences
- 11 Chemistry
- 12 Physics
- 13 Agriculture & forestry
- 14 Earth, marine & environmental sciences
- 16 General engineering
- 17 Chemical engineering
- 18 Mineral, metallurgy & materials engineering
- 19 Civil engineering
- 20 Electrical, electronic & computer engineering
- 21 Mechanical, aero & production engineering
- 23 Architecture, built environment & planning
- 24 Mathematics
- 25 IT & systems sciences, computer software engineering
- 26 Catering & hospitality management
- 27 Business & management studies
- 28 Geography
- 29 Social studies
- 30 Media studies
- 31 Humanities & language based studies
- 33 Design & creative arts
- 34 Education
- 35 Modern languages
- 37 Archaeology
- 38 Sports science & leisure studies
- 41 Continuing education
- 51 Total academic services
- 54 Central administration & services
- 55 Staff & student facilities
- 56 Premises
- 57 Residences & 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

**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.

**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.

Field Nr.	Field Description	Field Abbrev'n	Field Length
33	Grade identifier	GRADID	10

### STATUS

This field must be completed with a valid code other than the default code for:

- all records coded '1-9' in any of ACT1, ACT2 or ACT3 that are not classed as atypical and
- atypical records coded '2A' in any of ACT1, ACT2 or ACT3.

### VALID ENTRIES

- 400 Clinical lecturer/researcher - not paid as consultant
- 410 Clinical senior lecturer/researcher - not paid as consultant
- 420 Consultant clinical academic - old contract
- 430 Consultant clinical academic - new contract
- 500 FE-linked grades
- 510 NHS-linked grades
- 520 Contract not graded
- 900 Other
- XXXXXXXXXX Default code

### DESCRIPTION

The Grade identifier indicates the staff member's grade for this contract and links the contract record and the grade record where appropriate.

**Valid entries: In order to make a link to the relevant information about the grade, this field should contain either an identifier of up to 10 alphanumeric characters as reported in INSTGRAD (field 003 in the Grade table) or one of the generic codes listed in the Valid entries below.**

### NOTES

This field should show the grade for the contract at 31 July 2009 or the end date of the contract if earlier.

Staff coded 400-430 should be paid on one of the four national pay and grading scales for clinical academic doctors and dentists.

The use of codes 400-430 should reflect the payscale of the employee, and not their job title.

In particular, 400 Clinical lecturer/researcher and 410 Clinical senior lecturer/researcher should be those **not** holding honorary consultant contracts with the NHS (i.e. codes 400 and 410 are to be used for Clinical lecturer/researchers and Clinical senior lecturer/researchers that hold honorary contracts below the level of Consultant (e.g. Specialty Registrar)).

Code 510 'NHS-linked grades' should be used for "other" NHS-linked grades (that is those who are neither Clinical lecturer/senior lecturer/researcher below the level of consultant,

nor a Consultant clinical academic). This includes those not on one of the national clinical academic grades issued by UCEA (i.e. codes 400, 410, 420 or 430), but are on locally determined clinical academic scales based on an NHS pay scale).

Code 520 'Contract not graded' could include a small number of contracts such as Professorial and atypical contracts where a concept of grade does not apply. It should also include those 'red-circle' staff who are not associated with a grade.

The "old contract" is the pre 2003 contract in England, and the pre 2004 contract in Scotland and Northern Ireland; it is not applicable in Wales. The "new contract" is the 2003 contract in England, and the 2004 contract in Wales, Scotland and Northern Ireland.

Institutions should use code 420 for Consultant clinical researchers on the old contract and code 430 for Consultant clinical researchers on the new contract.

Code 900 'Other' should only be used where the contract is graded but none of the generic codes are applicable or the grade cannot be set-up on the Grade Table.

Institutions should return the GRADID a staff member was on in the previous year or use Code 900 'Other' when including records solely for the purpose of satisfying the muster list for records that should have been closed in the previous reporting year.

Default code 'XXXXXXXXXX' can be used for atypical staff who have not been coded 2A in any of the activity code fields (24, 27, 30).

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



Field Nr.	Field Description	Field Abbrev'n	Field Length
34	Clinical status	CLINICAL	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

- 0 Not Clinical academic
- 1 Clinical academic doctors and dentists
- 2 Clinical academic nurses and midwives
- 3 Clinical academic health professions
- 4 Other Clinical academic staff
- X Not applicable/Not required (Default code)

### DESCRIPTION

The Clinical field indicates the clinical/non-clinical status of the contract held by the member of staff.

### NOTES

Staff identified as Clinical academics are not necessarily paid on clinical academic pay scales.

Staff identified as 1, Clinical academic doctors and dentists, should be registered with the General Medical Council and/or General Dental Council, and should normally be undertaking clinical duties in addition to teaching and/or research. Doctors and dentists who, as part of their specialty medical/dental training, are undertaking a period of dedicated research are, however, also covered.

Staff identified as 2, Clinical academic nurses and midwives, should be registered with The Nursing and Midwifery Council and should normally be undertaking clinical duties in addition to teaching and/or research.

Staff identified as 3, Clinical academic health professions, should be registered with the Health Professions Council as one of the following below and should normally be undertaking clinical duties in addition to teaching and/or research:

- Art therapists
- Biomedical scientists
- Chiropodists/Podiatrists
- Clinical scientists
- Dieticians
- Occupational therapists
- Operating department practitioners
- Orthoptists
- Paramedics
- Physiotherapists

Prosthetists & Orthotists  
Radiographers  
Speech and language therapists.

Staff identified as 4, Other academic staff, should be involved in the delivery of patient care as well as teaching and/or research.

**REASON REQUIRED** To allow identification of clinical staff.

Field Nr.	Field Description	Field Abbrev'n	Field Length
35	Professor	PROF	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 as '2A', **and** the contract is not 'atypical'.

**VALID ENTRIES**

- 0 Not a professor
- 1 Professor
- X Not applicable

**DESCRIPTION** This field indicates whether or not the contract is for a professorial role.

**NOTES** In some institutions 'professor' is not a grade in the local grade structure. As such professors will probably be coded 520 in the GRADID.

This field should be coded 1 where this contract confers the title of 'Professor', or where that title has been conferred through a formal process subsequently but without explicit variation of the contract. Institutions that use titles including the word 'professor' more widely than has been usual hitherto in the United Kingdom, for example following the model common in the United States of America of 'Assistant Professor', 'Associate Professor', 'Professor', should use code 1 only for those whom they consider to be full professors and not otherwise.

This field is intended to allow identification of professors in the academic workforce.