

## Appendix 1 to HESA Staff record circular 07/01

### Draft Coding Manual for Grade Table

Field Nr.	Field Description	Field Abbrev'n	Field Length
1	Record type indicator	RECID	5
2	Institution identifier	INSTID	4
3	Grade identifier	GRADID	3
4	Grade name	GRADNAM	60
5	Minimum spine point	MINSPINE	3
6	Spine point of contribution related pay threshold	CONSPINE	3
7	Maximum spine point	MAXSPINE	3
8	Minimum salary	MINSPINE	3
9	Salary of contribution related pay threshold	CONSPINE	3
10	Maximum salary	MAXSPINE	3

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.

**VALID ENTRIES** 07027 Staff Record grade structure table

**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.

**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.

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

**DESCRIPTION** The institution identifier of the reporting institution.

**EXAMPLE** 0053 The University of Central Lancashire.

**REASON REQUIRED** To provide separate data for each institution.

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

**STATUS** This field is compulsory.

**VALID ENTRIES** A three character code.

**DESCRIPTION** The institution's identifier for the grade. Grade identifiers will be allocated by the institution and should be unique for each grade.

**REASON REQUIRED** To provide a link to the record in the Contract table

Field Nr.	Field Description	Field Abbrev'n	Field Length
4	Grade Name	GRADNAM	60

**STATUS** This field is compulsory

**DESCRIPTION** Up to 60 textual characters

**NOTES** This field should record the name given to the grade in the institution

**REASON REQUIRED** To allow understanding of the patterns and uses of grades in institutions.

Field Nr.	Field Description	Field Abbrev'n	Field Length
5	Minimum spine point	MINSPINE	2

**STATUS** This field is compulsory.

**VALID ENTRIES** A 2 digit code showing a spine point from the Framework Salary Spine or XX if grade is not linked to Framework spine.

**DESCRIPTION** A spine point is a representation of the salary within the national pay arrangements. This field records the minimum spine point for the grade identified in GRADID and named in GRADNAM.

**NOTES** Any single digit salary points should be prefixed with a zero, for example 04, 18.

**REASON REQUIRED** To define the position of the grade on the pay spine

Field Nr.	Field Description	Field Abbrev'n	Field Length
6	Spine point of contribution related pay threshold	CONSPINE	2
<b>STATUS</b>	This field is compulsory.		
<b>VALID ENTRIES</b>	A 2 digit code showing a spine point from the Framework Salary Spine or XX if grade is not linked to Framework spine.		
<b>DESCRIPTION</b>	A spine point is a representation of the salary within the national pay arrangements. This field records the spine point of contribution related pay threshold for the grade identified in GRADID and named in GRADNAM.		
<b>NOTES</b>	<p>Any single digit spine points should be prefixed with a zero, for example 04, 18.</p> <p>The spine point identified should be the first point beyond the contribution threshold, i.e. the lowest point on the pay scale for the grade reached solely by reference to contribution.</p>		
<b>REASON REQUIRED</b>	To define the position of the grade on the pay spine		

Field Nr.	Field Description	Field Abbrev'n	Field Length
7	Maximum spine point	MAXSPINE	2

**STATUS** This field is compulsory.

**VALID ENTRIES** A 2 digit code showing a spine point from the Framework Salary Spine or XX if grade is not linked to Framework spine.

**DESCRIPTION** A spine point is a representation of the salary within the national pay arrangements. This field records the maximum spine point for the grade identified in GRADID and named in GRADNAM.

**NOTES** Any single digit salary points should be prefixed with a zero, for example 04, 18.

Where the maximum salary for the grade exceeds the value of the highest point on the spine, this field should be coded 99.

**REASON REQUIRED** To define the position of the grade on the pay spine



**Appendix 2**

<b>Field Nr.</b>	<b>Field Description</b>	<b>Field Abbrev'n</b>	<b>Field Length</b>
8	Minimum salary	MINSAL	6
<b>STATUS</b> This field is compulsory.			
<b>VALID ENTRIES</b> A value in pounds or XXXXXX if miniumum is a Framework spine point			
<b>DESCRIPTION</b> This field records the minimum salary for the grade identified in GRADID and named in GRADNAM.			
<b>NOTES</b> 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'.			
<b>REASON REQUIRED</b> To define the minimum salary of the grade			

Field Nr.	Field Description	Field Abbrev'n	Field Length
9	Salary at contribution related pay threshold	CONSAL	6
<b>STATUS</b>	This field is compulsory.		
<b>VALID ENTRIES</b>	A value in pounds or XXXXXX if contribution pay threshold is a Framework spine point		
<b>DESCRIPTION</b>	This field records the salary at the contribution pay threshold for the grade identified in GRADID and named in GRADNAM.		
<b>NOTES</b>	<p>Any 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'.</p> <p>The salary point identified should be the first point beyond the contribution threshold, i.e. the lowest point on the pay scale for the grade reached solely by reference to contribution.</p>		
<b>REASON REQUIRED</b>	To define the contribution threshold for the grade		

Field Nr.	Field Description	Field Abbrev'n	Field Length
10	Maximum salary	MAXSAL	6

**STATUS** This field is compulsory.

**VALID ENTRIES** A value in pounds or XXXXXX if maximum is a Framework spine point

**DESCRIPTION** This field records the maximum salary for the grade identified in GRADID and named in GRADNAM.

**NOTES** Any 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'.

**REASON REQUIRED** To define the maximum salary for the grade