

**ENABLING A  
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# **VALIDATION MANUAL**

## **Workforce Profile Collection**

**June 2021**



**Public  
Service  
Commission**

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# 1. Attribute validations

Attributes are the individual data items collected, and in the Workforce Profile submission template they are represented by the columns. For each data item there are defined valid values that can be entered. Any invalid values for an attribute will be flagged when you attempt to upload the file and may result in a warning message or the upload being prevented/rejected until the invalid values are corrected.

The valid options for each data item are outlined in the data specifications; however, these can be broadly classified into the following types of validations:

**Alphanumeric** – these data items can consist of a single or multiple alphabet letter, or a combination of alphabet and whole numbers (integers).

**Numeric** – data item must contain numbers only. These may be whole numbers (integers) or decimal numbers. Other punctuation such as commas or currency symbols should be omitted.

**Numerical date** – these data items must be an eight-digit number and are used to represent a calendar date in the following format `yyyymmdd` where:

- `yyyy` = Year
- `mm` = Month
- `dd` = Day of month

Must be numeric, not date format, and must exclude punctuation.

**Range** – some data items have a pre-defined range of values that can be accepted. Other values outside of these ranges will result in a warning/error message. For example, 'Usual Hours Worked' (3d) has a range of minimum 1 to a maximum of 40 and will also accept any value in between.

**Lookup Table** – some data items have a list of valid options to select from (e.g. postcode, suburb, ANZSCO code).

You can access the reference lists document through the following steps:

1. Open your internet browser and navigate to <http://www.psc.nsw.gov.au/reports---data/workforce-profile/data-collection/workforce-profile-collection>
2. Click on 'Reference Lists (Postcode-Suburb/Locality, Country of Birth, Legislation, Awards, ANZSCO, Award Classifications)'
3. You will be prompted to Open or Save the file. Select either option, open the file with Excel.

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## Workforce profile collection

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## Key data collection resources

<a href="#">Workforce Profile data specifications June 2020</a>	→
<a href="#">Workforce Profile data specifications June 2020 - summary of changes</a>	→
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## 2. Row Validations

In the Workforce Profile submission template, each row represents one individual's data. Row validations are sometimes called "consistency checks". They don't just look at data contained in one field, but rather compare two or more pieces of data to validate their consistency and reasonableness e.g. if an employee is coded as having separated from the agency, one would expect that this individual should also have a valid separation date. If not, this would generate a warning.

This validation manual is intended to be used in conjunction with the data specifications.

You can access the data specifications document through the following steps:

1. Open your internet browser and navigate to <http://www.psc.nsw.gov.au/reports---data/workforce-profile/data-collection/workforce-profile-collection>
2. Click on 'Workforce Profile Data Specifications June 2021(PDF 1,109KB)'
3. You will be prompted to Open or Save the file. Select either option and open the file with your preferred PDF reader.

The screenshot shows the top navigation bar with links for Workforce management, Culture & inclusion, Reports & data, Legislation & policy, and About us. Below the navigation bar is a breadcrumb trail: Reports and data / Workforce profile / Workforce profile collection. The main heading is 'Workforce profile collection'. On the left, there is a 'On this page' sidebar with links: Annual Workforce Information Collection June 2020, Workforce Information Collection Process, Diversity reports, Key data collection resources, Additional information, and Contact us. On the right, there is a 'WORKFORCE PROFILE' menu with links: Workforce profile collection, Workforce information policies, and Workforce profile reports.

### Key data collection resources

 <a href="#">Workforce Profile data specifications June 2020</a>	
<a href="#">Workforce Profile data specifications June 2020 - summary of changes</a>	
<a href="#">Reference list</a>	

In the subsequent pages are the various row validations that are carried out during the submission process and the measures to take in order to resolve any errors or inconsistencies.

Warning / Error Code	What does this warning/error code relate to?	What has caused this warning/error to be displayed?	How do I resolve this warning/error message?
<b>WFP - RowVal02</b>	Not separated (6c), no hrs paid (3e), but no leave taken (5e,5l or 5n)	<p>A staff member's employment status (ongoing/recently commenced/separated) is recorded in 'Movement Type' (6c).</p> <p>If an employee has not separated (not ceased employment with the agency), they should have worked a number of paid hours or been away on unpaid leave during the reference period.</p> <p>When the sum of all of the following data items equal zero, a warning will be displayed:</p> <ul style="list-style-type: none"> <li>• 'Total Number of Hours Paid Reference Period' (3e)</li> <li>• 'Unpaid Sick Leave Taken During the Reference Period' (5e)</li> <li>• 'Unpaid Parental Leave Taken During the Reference Period' (5l)</li> <li>• 'Unpaid Leave' (5n)</li> </ul>	<p>Check whether the employee has stopped working for the agency. If so, this would explain why they have zero paid hours and have not been on any unpaid leave during the reference period. In this case, update the value of 'Movement Type' (6c) to reflect the nature of their separation from the agency (codes 300 to 314, refer to data specifications for details).</p> <p>If the employee has not separated from the agency, you will need to check the values for the number of paid hours and unpaid leave hours taken and update them to the actual number of hours.</p>
<b>WFP - RowVal03</b>	Overtime Hours (3f) Don't Match Overtime Earnings (4g)	<p>For some employees, their conditions of employment provide for paid overtime. The number of overtime hours and how much overtime pay is received is recorded in 'Overtime Hours Paid' (3f) and 'Actual Earnings Overtime Payments' (4g).</p> <p>A warning message will be displayed if one these data items does not have a valid corresponding value in the other data item (e.g. overtime hours = 20 and overtime pay = 0 would result in a warning).</p>	<p>If the employee's conditions of employment do not provide for paid overtime, 'Overtime Hours Paid' (3f) and 'Actual Earnings Overtime Payments' (4g) should both have the value -8888 (Not Applicable)</p> <p>If the employee's conditions of employment do provide for paid overtime but they did not work any overtime during the reference period, 'Overtime Hours Paid' (3f) and 'Actual Earnings Overtime Payments' (4g) should both have the value 0.</p> <p>In cases where an employee has worked overtime hours and/or have received overtime pay, verify the value of both data items against your payroll records and update accordingly.</p>

Warning / Error Code	What does this warning/error code relate to?	What has caused this warning/error to be displayed?	How do I resolve this warning/error message?
<b>WFP - RowVal04</b>	Incorrect status (3h) or hours/payments (3i/4e) for Census Pay Period- Casual/Seasonal worker (3g)	<p>The following four fields detail an staff member's employment status with the agency and hours/earnings paid in the last fortnightly pay period in the reference period:</p> <ul style="list-style-type: none"> <li>• 'Census Date Status' (3h)</li> <li>• 'Employment Category' (3g)</li> <li>• 'Total Hours Paid (Census Period)' (3i)</li> <li>• 'Total Gross Earnings (Census Pay Period)' (4e)</li> </ul> <p>(Refer to the data specification for more details).</p> <p>When an employee's 'Employment Category' (3g) has a value of '6' or '7', it means that they are a casual/sessional/seasonal worker. In addition, if 'Census Date Status' (3h) has a value of '3', it indicates that they did not work during the census period (last pay period of the reference period). It would be expected that this employee would not have worked any paid hours (3i) or received any wages (4e) for the census period. Otherwise this inconsistency will be flagged with a warning message.</p>	<p>Check whether the employee actually did work during the census period (the last fortnightly pay period in the reference period). If so, update the value of 'Census Date Status' (3h) to '1' (Yes - Employee considered to be an employee of the agency on the census date. Include casual employees who were at work on the last pay day of the reference period).</p> <p>If the employee did <u>not</u> work during the census pay period, both of the following data items should have their values changed to '0':</p> <ul style="list-style-type: none"> <li>• 'Total Hours Paid (Census Period)' (3i)</li> <li>• 'Total Gross Earnings (Census Pay Period)' (4e)</li> </ul>
<b>WFP - RowVal05</b>	Employee's Total Hours Paid (3i) not matching Total Gross Earnings (Census Pay Period) (4e)	The census period is the last fortnightly pay period in the reference period. 'Total Hours Paid (Census Period)' (3i) records the number of hours an employee has worked during the census period, and it should have a corresponding value recorded in 'Total Gross Earnings (Census Pay Period)' (4e).	Some exceptions to this rule may occur (e.g. for recently commenced staff that have worked hours but not been paid yet). Check the values of these data items against your payroll system and amend if necessary.

Warning / Error Code	What does this warning/error code relate to?	What has caused this warning/error to be displayed?	How do I resolve this warning/error message?
<b>WFP - RowVal06</b>	Total Gross Earnings (4d) inconsistent with Total Hours Paid (3e)	<p>Total Gross Earnings (Financial Year To Date)' (4d) and 'Total Number of Hours Paid Reference Period' (3e) relate to the entire reference period. For the June collection, this would be the past 12 months leading up to the census date.</p> <p>If an employee has worked a number of paid hours during the reference period (recorded in 'Total Number of Hours Paid Reference Period' (3e)), then they should also have the amount paid to them (recorded in 'Total Gross Earnings (Financial Year To Date)' (4d)) and vice versa.</p> <p>Note an employer on worker's compensation leave could legitimately have payments in Total Gross Earning (4d) and no corresponding hours in Total Hours Paid (3e).</p>	<p>If either of the following fields is equal to zero, Check both values against the values in your payroll system and update them accordingly.</p> <ul style="list-style-type: none"> <li>• 'Total Gross Earnings (Financial Year To Date)' (4d)</li> <li>• 'Total Number of Hours Paid Reference Period' (3e)</li> </ul>
<b>WFP - RowVal08</b>	Total Gross Earnings Census Period(4e) inconsistent with Total Gross Earnings YTD(4d)	<p>'Total Gross Earnings (Census Pay Period)' (4e) records the amount paid to an employee during the census period (the last fortnightly pay period in the reference period).</p> <p>'Total Gross Earnings (Financial Year To Date)' (4d) records the amount paid to an employee during the entire reference period (for the June collections this would be the full 12 months up until the census date).</p> <p>The reference period includes the census period, and it would be expected that the value of data item 4d (entire reference period) would be larger than the value of data item 4e (only the last fortnight in the reference period). If that is not the case, a warning message will be displayed.</p>	<p>Verify the amounts paid to the employee in data items 4d and 4e against the amounts recorded in your payroll system.</p> <p>Ensure that the amount paid to the employee for the last pay fortnight in the reference period is recorded in 'Total Gross Earnings (Census Pay Period)' (4e).</p> <p>Confirm that the amount paid to the employee for the entire reference period is recorded in 'Total Gross Earnings (Financial Year To Date)' (4d)</p> <p>'Total Gross Earnings (Financial Year To Date)' (4d) should be equal to or larger than 'Total Gross Earnings (Census Pay Period)' (4e)</p>

Warning / Error Code	What does this warning/error code relate to?	What has caused this warning/error to be displayed?	How do I resolve this warning/error message?
WFP - RowVal09	Movement Type (6c) not consistent Census Date Status (3h)	<p>'Movement Type' (6c) reflects the employee's most recent change to their employment situation. If an employee has separated from the agency, the value of 'Movement Type' (6c) will be between 300 and 314 to reflect the nature of the separation. For separated employees, 'Census Date Status' (3h) should have a value of '2' (No - employee not considered an employee of the agency on the census date). If this is not the case, a warning will be displayed. An exception to above applies when an employee's date of separation from the agency is the same day as the census date.</p>	<p>Movement Type' (6c) should be consistent with 'Date of Separation' (6d) and 'Census Date Status' (3h). Confirm whether the employee has separated from the agency during the reference period. If not, update the value of 'Movement Type'(6c) to appropriate code that represents their most recent change to their employment situation (i.e. 100 to 104 for ongoing employees or 200 to 208 for recently commenced employees). Refer to the data specification for more details. If the employee has separated from the agency, Check the value of the 'Date of Separation' (6d) against employee's records in your payroll system, and update date item 6d if necessary. If the separation date was prior to the census date, change the value of 'Census Date Status' (3h) to '2' (No - employee not considered an employee of the agency on the census date). If the separation date was on the same day as the census date, change the value of 'Census Date Status' (3h) to '1' (Yes - employee considered to be an employee of agency on the census date)</p>
WFP - RowVal10	Movement Type (6c) not consistent Census Date Status (3h)	<p>An employee's 'Census Date Status' (3h) should be consistent with their 'Movement Type' (6c).</p> <p>When 'Census Date Status' (3h) has either of the following values:</p> <ul style="list-style-type: none"> <li>• '1' (yes - considered an employee of the agency on the census date)</li> <li>• '3' (casual employee who did not work during the census period, but is considered to be an employee of agency at this date)</li> </ul> <p>It is expected that 'Movement Type' (6c) should have a value between 100 to 208 for ongoing or recently commenced employees. This would be consistent with data item 3h having a value of 1 or 3 (still considered an employee of the agency at the census date).</p> <p>A warning will be displayed if 3h indicates that the employee is considered an employed by the agency, while 6c indicates that the employee has separated (values 300 to 314).</p>	<p>Census Date Status' (3h) should be consistent with 'Movement Type' (6c).</p> <p>Confirm whether the employee has separated from the agency prior to the census date. If so, update 'Census Date Status' (3h) to a value of '2' (no - not considered an employee of the agency on the census date)</p> <p>If the employee has not separated from the agency, then the value of 'Movement Type' (6c) has been recorded incorrectly. Verify the most recent change to their employment situation against your HR/payroll systems and update the data item 6c to a value between 100 and 208 (ongoing/recently commenced employees). See data specification for more details on which value to select.</p>

Warning / Error Code	What does this warning/error code relate to?	What has caused this warning/error to be displayed?	How do I resolve this warning/error message?
WFP - RowVal12	Employee not separated (6c) should have Total Hours Paid (3e)	<p>An employee, who has not separated from the agency, should have the number of paid hours they have worked recorded in 'Total Number of Hours Paid Reference Period' (3e).</p> <p>If 'Movement Type' (6c) has a value between 100 and 208 (ongoing and recently commenced employees), but 'Total Number of Hours Paid Reference Period' (3e) has a value of '0' (no paid hours worked) or -8888 (not applicable) then a warning will be displayed</p>	<p>Confirm whether the employee has separated from the agency. If so, update the value of 'Movement Type' (6c) to a value between 300 and 314 that reflects the nature of their separation from the agency. Refer to the data specification for a full list of valid values and what they represent.</p> <p>If the employee has not separated from the agency, then the value of 'Total Number of Hours Paid Reference Period' (3e) may have been recorded incorrectly. Verify the number of hours the employee has worked during the reference period against your HR/payroll systems. Update the value of data item 3e as necessary.</p>
WFP - RowVal13	Redundancy Payments (4i) inconsistent with Movement Type (6c)	<p>If an employee has received redundancy payments, 'Actual Earnings - Redundancy Lump Sum Payout' (4i) will have a value greater than 0.</p> <p>It is expected that 'Movement Type' (6c) will have a value that is consistent with the employee receiving a redundancy payment. The valid options are:</p> <ul style="list-style-type: none"> <li>• 309 (Voluntary Redundancy)</li> <li>• 313 (Forced Redundancy)</li> </ul> <p>Any other values would be inconsistent with the employee receiving a redundancy payment and would result in a warning message.</p>	<p>Verify whether the employee actually received a redundancy payment. If not, change the value of 'Actual Earnings - Redundancy Lump Sum Payout' (4i) to the most appropriate value as described in the data specification.</p> <p>If the employee did indeed receive a redundancy payment, update the value of 'Movement Type' (6c) to either 309 or 313 to reflect whether the redundancy was voluntary or forced.</p>
WFP - RowVal14	Voluntary Redundancy (6c) should have Voluntary Redundancy Payments (4i)	<p>If 'Movement Type' (6c) has a value of 309, it signifies that the employee separated from the agency due to voluntary redundancy</p> <p>It would be expected that the employee has received a redundancy payment, and 'Actual Earnings - Redundancy Lump Sum Payout' (4i) will have a value greater than 0.</p> <p>If data item 4i has a value of 0 (did not receive a redundancy payment) or -8888 (employment conditions do not provide for redundancy payments) it would result in a warning message.</p>	<p>Verify whether the employee actually received a redundancy payment. If so, change the value of 'Actual Earnings - Redundancy Lump Sum Payout' (4i) to reflect the amount paid.</p> <p>If the employee did not receive a redundancy payment, update the value of 'Movement Type' (6c) to a value that reflects the most recent change to their employment situation. Refer to the data specification for a full list of valid values and what they represent.</p>

Warning / Error Code	What does this warning/error code relate to?	What has caused this warning/error to be displayed?	How do I resolve this warning/error message?
WFP - RowVal15	Salary Maintenance (4l) maybe inconsistent with Excess Employee Status (6e)	An employee must be declared as being excess (i.e. they no longer have a substantive position) if they are to receive salary maintenance.If 'Salary Maintenance' (4l) has a value of '1' (Yes - staff member received salary maintenance), then 'Excess Employees During the Reference Period' (6e) should have a value of '2' (Yes - staff member declared excess during the reference period). If not, these data items would conflict with each other and a warning will be flagged.	Check whether the employee has been declared excess. If not, they should have received salary maintenance.If the employee was declared excess, confirm whether they received salary maintenance. Not all employees who are declared excess necessarily receive salary maintenance.
WFP - RowVal16	Employee is separated (6c) should have separation date (6d)	<p>If 'Movement Type' (6c) has a value between 300 and 314, it signifies that the employee has separated from the agency prior to the census date.</p> <p>It would be expected that the date the employee separated from the agency has been recorded in 'Date of Separation'(6d) and should represent a date during the reference period.</p> <p>If 'Date of Separation' (6d) has a value of -8888 (Not Applicable), it suggests that the employee has not separated from the agency and would be in conflict with data item 6c.</p>	<p>Check whether the employee has separated from the agency against your HR/payroll system.</p> <p>If the employee has separated, update the value of 'Date of Separation' (6d) to reflect the date finished their employment with the agency.</p> <p>If not, change the value of 'Movement Type' (6c) to reflect that the employee is either an ongoing or newly commenced employee.</p>
WFP - RowVal17	Employee is not separated (6c), Date of Separation (6d) should be -8888	<p>If 'Movement Type' (6c) has a value between 100 and 208, it indicates that the employee is either an ongoing or a newly commenced employee.</p> <p>It would be expected that 'Date of Separation'(6d) should have a value of -8888 (Not Applicable) to represent that the employee has not separated from the agency.</p> <p>If 'Date of Separation' (6d) has any other value, it suggests that the employee has separated from the agency and would be in conflict with data item 6c.</p>	<p>Check whether the employee has separated from the agency against your HR/payroll system.</p> <p>If the employee has separated, update 'Movement Type' (6c) to a value between 300 and 314 to reflect the nature of the separation. Refer to data specification to determine the correct value to use.</p> <p>If not, update the value of 'Date of Separation' (6d) to -8888 (Not Applicable) to reflect that the employee has not separated from the agency.</p>

Warning / Error Code	What does this warning/error code relate to?	What has caused this warning/error to be displayed?	How do I resolve this warning/error message?
<b>WFP - RowVal18</b>	Employee is continuous (6c), date of commencement should be earlier than reference period	<p>If 'Movement Type' (6c) has a value between 100 and 104, it indicates that the employee is an ongoing employee.</p> <p>An ongoing employee should have commenced working prior to the beginning of the current reference period. This date should be recorded in the data item 'Date of Commencement in Agency' (6b).</p> <p>If the commencement date falls within the current reference period, the employee would be considered a recently commenced employee. 'Movement Type' (6c) should have a value from 200 to 208.</p>	<p>The start of the reference period is the day after the census date of last year's annual data collection.</p> <p>Check that the 'Date of Commencement in Agency' (6b) has been recorded correctly, and update if necessary. If the commencement date is actually prior to the start of current reference period, update the value of 'Date of Commencement in Agency' (6b) to the number that represents this date (yyyymmdd)</p> <p>If the commencement date is after the start of current reference period, the employee would be considered a recently commenced employee. Update the value of 'Movement Type' (6c) to the appropriate value for recently commenced employees (200 to 208, refer to data specification for more details).</p>
<b>WFP - RowVal19</b>	Employee has separated prior to the census pay period (4e), Census Date Status (3h) should be 2	<p>When 'Total Gross Earnings (Census Pay Period)' (4e) has a value of -8888, it indicates that the employee separated from the agency prior to the census period.</p> <p>'Census Date Status' (3h) reports on a staff member's employment status on the census date. If this data item does not have a value of '2' (no - employee not considered an employee at the census date), it conflicts with data item 4e.</p>	<p>Verify if the employee has separated from the agency prior to the census date.</p> <p>If so, update 'Census Date Status' (3h) to the value '2' to reflect that the employee was considered separated at the census date.</p> <p>If the employee has not separated from the agency, update the value of 'Total Gross Earnings (Census Pay Period)' (4e) to reflect the amount the employee was paid during the last fortnightly pay period in the reference period. If the employee was a causal staff member that did not work during the census period, but is still considered employed by the agency, 4e should have a value of '0'.</p>

Warning / Error Code	What does this warning/error code relate to?	What has caused this warning/error to be displayed?	How do I resolve this warning/error message?
WFP - RowVal20	Movement Type (6c) inconsistent with Total Gross Earnings in Census Period (4e)	<p>When 'Total Gross Earnings (Census Pay Period)' (4e) has a value of -8888, it indicates that the employee separated from the agency prior to the census period.</p> <p>If 'Movement Type' (6c) has a value between 300 and 314, it signifies that the employee has separated from the agency prior to the census date. If this data item has any other value, it indicates that the employee is an ongoing or a recently commenced employee and would contradict 'Total Gross Earnings (Census Pay Period)' (4e).</p>	<p>Verify if the employee has separated from the agency prior to the census date.</p> <p>If so, update 'Movement Type' (6c) to reflect the nature of their separation from the agency (codes 300 to 314 refer to data specification for details).</p> <p>If the employee has not separated from the agency, update the value of 'Total Gross Earnings (Census Pay Period)' (4e) to reflect the amount the employee was paid during the last fortnightly pay period in the reference period. If the employee was a casual staff member that did not work during the census period, but is still considered employed by the agency, 4e should have a value of '0'.</p>
WFP - RowVal21	Commencement in Agency (6b) before most recent Public Sector entry (6a)	<p>Date of Most Recent Public Sector Entry' (6a) is an 8 digit number (yyyymmdd) used to represent the date the employee started their current continuous term of employment in the public sector (for casual/sessional/seasonal employees this would be the earliest known date of employment in the NSW public sector). 'Date of Commencement in Agency' (6b) is an 8 digit number used to represent the date the employee started working in their current agency. If the employee has been in the same agency for their entire time in the NSW public sector, 6a and 6b may share the same date. However, it is not possible for 'Date of Commencement in Agency' (6b) to be an earlier date than 'Date of Most Recent Public Sector Entry' (6a). This will result in a warning message.</p>	<p>Verify the employee's starting dates for the public sector and commencement in current their current agency against your HR/payroll systems. The date of 'Date of Most Recent Public Sector Entry' (6a) should be equal to or earlier than the date of 'Date of Commencement in Agency' (6b) Ensure that the date has been correctly recorded in data items 6a and 6b.</p>

Warning / Error Code	What does this warning/error code relate to?	What has caused this warning/error to be displayed?	How do I resolve this warning/error message?
<b>WFP - RowVal22</b>	Commenced Employee (6c) started (6b) before Reference Period (census date less 3k)	<p>If 'Movement Type' (6c) has a value between 200 and 208 it indicates that the employee is a recently commenced employee.</p> <p>A recently commenced employee should have commenced working during the current reference period. This date should be recorded in the data item 'Date of Commencement in Agency' (6b).</p> <p>If the commencement date is prior to the current reference period, it would contradict the employee's movement type as being a recently commenced employee.</p>	<p>Check that the 'Date of Commencement in Agency' (6b) has been recorded correctly by comparing it to the employee's start date in your HR/payroll systems.</p> <p>If the commencement date is after the start of current reference period, the employee is considered a recently commenced employee. Update the value of 'Date of Commencement in Agency' (6b) to the number that represents the actual commencement date (yyyymmdd).</p> <p>If the commencement date is actually prior to the start of current reference period, update the value of update the value of 'Movement Type' (6c) to the appropriate value for ongoing employees (100 to 104, refer to data specification for more details).</p>
<b>WFP - RowVal23</b>	Separated employee (6c) has separation date (6d) earlier than Census Period start (census date less 3k)	<p>If 'Movement Type' (6c) has a value between 300 and 314 it indicates that the employee has separated from the agency.</p> <p>A separated employee should have 'Date of Separation' (6d) that falls within the current reference period.</p>	<p>Verify that the 'Date of Separation' (6d) has been recorded correctly by comparing it to the employee's last day of employment in your HR/payroll systems.</p> <p>If the separation date is actually prior to the start of current reference period, then the employee has not been engaged in employment with the NSW public sector throughout the entire reference period. This employee should be excluded from this data collection</p>
<b>WFP - RowVal27</b>	Zero Total Hours Paid (3i) but employee not separated (6c)	<p>When 'Total Hours Paid (Census Period)' (3i) has a value of -8888, it indicates that the employee was separated from the agency prior to the last fortnightly pay period in the reference period.</p> <p>It is expected that 'Movement Type' (6c) should have a value that reflects that the employee has separated (300 to 314). If not, 6c would conflict with the value of 3i and will result in a warning.</p>	<p>Verify if the employee has separated from the agency prior to the census date.</p> <p>If so, update 'Movement Type' (6c) to reflect the nature of their separation from the agency (codes 300 to 314, refer to data specification for details).</p> <p>If the employee has not separated from the agency, update the value of 'Total Hours Paid (Census Pay Period)' (3i) to reflect the number of paid hours that the employee worked during the last fortnightly pay period in the reference period. If the employee was a causal staff member that did not work during the census period, but is still considered employed by the agency, 3i should have a value of '0'.</p>

Warning / Error Code	What does this warning/error code relate to?	What has caused this warning/error to be displayed?	How do I resolve this warning/error message?
WFP - RowVal29	Total Gross Earnings YTD (4d) zero but Total Gross Earnings in Census Pay Period (4e) > 0	<p>'Total Gross Earnings (Census Pay Period)' (4e) records the amount paid to an employee during the census period (the last fortnightly pay period in the reference period).</p> <p>'Total Gross Earnings (Financial Year To Date)' (4d) records the amount paid to an employee during the entire reference period (for the June collections this would be the full 12 months up until the census date).</p> <p>The reference period includes the census period, and it would be expected that the value of data item 4d (entire reference period) would be equal to or larger than the value of data item 4e (only the last fortnight in the reference period). If that is not the case, a warning message will be displayed.</p>	<p>Verify the amounts paid to the employee in data items 4d and 4e against the amounts recorded in your payroll system.</p> <p>Ensure that the amount paid to the employee for the last pay fortnight in the reference period is recorded in 'Total Gross Earnings (Census Pay Period)' (4e).</p> <p>Confirm that the amount paid to the employee for the entire reference period is recorded in 'Total Gross Earnings (Financial Year To Date)' (4d)</p> <p>'Total Gross Earnings (Financial Year To Date)' (4d) should be equal to or larger than the value of 'Total Gross Earnings (Census Pay Period)' (4e).</p>
WFP - RowVal30	Casual Employee (3g) without hours (3e) or earnings (4d) should be excluded	Casual employees are identified by the data item 'Employment Category' (3g) having a value of either '6' (casual) or '7' (sessional or seasonal). If a casual employee has worked zero hours (3e) and has received zero payments (4d), then they have not engaged in any paid work with the agency during the reference period. If so, this employee should be excluded from the data collection.	Verify whether the employee has worked any hours and received any payments during this reference period against the hours/payments recorded in your payroll system. If your payroll system shows that the employee has worked during the reference period, update data items 3e and 4d accordingly. If the employee has not worked at all during the reference period, exclude their record from the data collection submission.
WFP - RowVal32	DOB (1b) at Census Date is under 14yrs 9mths or over 85yrs	<p>Date of Birth' (1b) is recorded as an eight-digit number to represent the actual date (yyyymmdd).</p> <p>At the census date, employees should be at least 14 years and 9 months old, and younger than 85 years old.</p>	<p>Confirm the employee's date of birth against your HR/payroll systems and ensure that the date is correctly recorded as an eight-digit number in the following format yyyymmdd (year month day).</p> <p>The date of birth should make the employee older than 14 years and 9 months old and younger than 85 years old as of the census date.</p>

Warning / Error Code	What does this warning/error code relate to?	What has caused this warning/error to be displayed?	How do I resolve this warning/error message?
<b>WFP - RowVal33</b>	Most recent public sector entry date (6a) either 60yrs before census date, after the census date, or employee under 14yrs 9mnths (1b)	Date of Most Recent Public Sector Entry' (6a) is an 8 digit number (yyyymmdd) used to represent the date the employee started their current continuous term of employment in the public sector (for casual/sessional/seasonal employees this would be the earliest known date of employment in the NSW public sector).  The start date above should be at least 14 years and 9 months after the employee's date of birth as recorded in 'Date of Birth' (1b). 'Date of Most Recent Public Sector Entry' (6a) should also be less than 60 years prior to the current census date.	Confirm the employee's 'Date of Birth' (1b) and 'Date of Most Recent Public Sector Entry' (6a) against your HR/payroll systems and ensure that the dates are correctly recorded as an eight digit number in the following format yyyymmdd.  The date of birth should make the employee older than 14 years and 9 months old as of date of their most recent public sector entry,
<b>WFP - RowVal34</b>	Date of commencement in agency (6b) either 60yrs before census date, after the census date, or employee under 14yrs 9mnths (1b)	Date of Commencement in Agency' (6b) is an 8 digit number used to represent the date the employee started working in their current agency (for casual/sessional/seasonal employees this would be the earliest known date of employment in the agency).  The start date above should be at least 14 years and 9 months after the employee's date of birth as recorded in 'Date of Birth' (1b). 'Date of Commencement in Agency' (6b) should also be less than 60 years prior to the current census date.	Confirm the employee's 'Date of Birth' (1b) and 'Date of Most Recent Public Sector Entry' (6a) against your HR/payroll systems and ensure that the dates are correctly recorded as an eight digit number in the following format yyyymmdd.  The date of birth should make the employee older than 14 years and 9 months old as of the date of commencement in agency.
<b>WFP - RowVal35</b>	Date of Separation (6d) is after the Census Date	Date of Separation' (6d) is recorded as an 8-digit number (yyyymmdd) used to represent the date the employee separated from the agency. This date should be prior to the census date. If not, it will result in a warning message.	If the employee's last day with the agency was after the census date, then they should be recorded as being a current employee for this data collection i.e. 'Date of Separation' (6d) should have a value of -8888. In the subsequent data collection, this employee should be recorded as having separated from the agency with their 'Date of Separation' (6d) updated accordingly.

Warning / Error Code	What does this warning/error code relate to?	What has caused this warning/error to be displayed?	How do I resolve this warning/error message?
<b>WFP - RowVal36</b>	Calculated Census Period FTE (8a) incorrect	'Census Period FTE' (8a) should equal the calculated value of: $(3i) / (3j \times 2)$  If 'Total Hours Paid (Census Period)' (3i) has a value of '0' or '-8888' (employees who are paid a retainer or allowance rather than a salary) then 'Census Period FTE' (8a) should equal '0'.	Verify the number of hours that the employee worked during the census period against the number recorded in your HR/payroll systems. When 'Total Hours Paid (Census Period) (3i) has a value of '0' or -8888 (employee separated prior to census period), 'Census Period FTE' (8a) should have a value of '0'.  It is also possible that either value of 3i or 3j was updated, but the value of 8a was not updated as well. Recalculate and update the value for 8a accordingly.
<b>WFP - RowVal37</b>	Calculated Annual Reference Period FTE (8b) incorrect	Reference Period FTE' (8b) should equal the calculated value of: $(3e \times 7) / (3j \times 3k)$ .  'If 'Total Number of Hours Paid Reference Period' (3e) has a value of '0' or '-8888' (employees who are paid a retainer or allowance rather than a salary) then 'Reference Period FTE' (8b) should equal '0'.	Verify the number of hours that the employee worked during the reference period against the number recorded in your HR/payroll systems. When 'Total Number of Hours Paid Reference Period' (3e) has a value of '0' or -8888, 'Reference Period FTE' (8b) should have a value of '0'.  It is also possible that value of the data items 3e, 3j or 3k were updated, but the value of 8b was not updated as well. Recalculate and update the value for 8b accordingly.
<b>WFP - RowVal38</b>	Date of assignment (6f) either 60yrs before census date, after the census date, or employee under 14yrs 9mths (1b)	'Date of Assignment to Employee's Current Role or Position' (6f) records the date the employee commenced work in their current role or position.  The date recorded in this data item should <u>not</u> be: <ul style="list-style-type: none"> <li>• more than 60 years prior to the current census date</li> <li>• A date after the current census date (i.e. not a future date)</li> <li>• less than 14 years and 9 months after the employee's date of birth</li> </ul> Any date values that fall within the above conditions will result in this warning being displayed.	Check that the date value of 'Date of Assignment to Employee's Current Role or Position' (6f) against the date recorded in your HR/payroll system.  If the date recorded in data item 6f is accurate, verify that 'Date of Birth' (1b) has been recorded correctly. 'Date of Birth' (1b) should be at least 14 years and 9 months prior to 'Date of Assignment to Employee's Current Role or Position' (6f).  Fix the appropriate date value to resolve this warning message.

Warning / Error Code	What does this warning/error code relate to?	What has caused this warning/error to be displayed?	How do I resolve this warning/error message?
<b>WFP - RowVal39</b>	Total Remuneration Package (TRP) (4p) is not consistent with Employment Category. TRP must be > 0 only where Employment Category (3g) is equal to 12, 16, 18 or 19	<p>'Total Remuneration Package (TRP)' (4p) should only be recorded for Senior Executives employees.</p> <p>Senior Executive employees can be identified by the value of 'Employment Category' (3g) being 12, 16, 18 or 19</p>	<p>For all employees who are not Senior Executives, the value of 4p should be -8888 (Not Applicable)</p> <p>If the employee is a Senior Executive according to 3g, update the value of 4p to reflect the total amount paid to the employee inclusive of superannuation.</p>
<b>WFP - RowVal40</b>	Contract Start Date falls after census date. Contract Start date (6h) > collection census date	'Contract Start Date' (6h) is recorded as an eight-digit number (yyyymmdd) used to represent the date the employee was originally appointed to their contract role. This date should be prior to the census date. If not, it will result in a warning message.	<p>Check that the date recorded matches the employee's first day in their contract role and update 6h if necessary.</p> <p>If the employee's first day in their current contract role was after the census date, then they were not performing this role during the reference period. This record should be excluded from this data collection.</p> <p>If the employee is not in the contract role, this data item should be updated to -8888 (Not Applicable)</p>
<b>WFP - RowVal41</b>	Contract Start Date not consistent with Employment Category. Contract Start Date must be specified only where Employment Category (3g) is equal to 5, 12, 16, 18, 19 or 20	<p>'Contract Start Date' (6h) should only be recorded for employees on contract.</p> <p>Contract employees can be identified by the value of 'Employment Category' (3g) being 5, 12, 16, 18, 19 or 20.</p>	<p>For all employees who are not on contract, the value of 6h should be -8888 (Not Applicable)</p> <p>If the employee is on contract according to 3g, update the value of 6h to reflect the eight-digit number (yyyymmdd) that represents the date they started in their role.</p>

Warning / Error Code	What does this warning/error code relate to?	What has caused this warning/error to be displayed?	How do I resolve this warning/error message?
<b>WFP - RowVal42</b>	The Contract Start Date is Greater than then Contract End Date or Invalid Contract Start date and Contract End Date	<p>'Contract Start Date' (6h) should represent a date earlier than 'Contract End Date' (6i).</p> <p>If a date has been recorded in 'Contract Start Date' (6h), a corresponding date should also be recorded in 'Contract End Date' (6i), and vice versa.</p>	<p>Check that start and end date has been recorded correctly and in the appropriate data items (start date in 6h and end date in 6i).</p> <p>If the employee is not the contract role (check data item 3g), 6h and 6i should both be updated to -8888 (Not Applicable)</p>
<b>WFP - RowVal43</b>	Contract End Date (6i) not consistent with Employment Category. Contract End Date must be specified only where Employment Category (3g) is equal to 5, 12, 16, 18, 19 or 20	<p>'Contract End Date' (6i) should only be recorded for employees on contract.</p> <p>Contract employees can be identified by the value of 'Employment Category' (3g) being 5, 12, 16, 18, 19 or 20.</p>	<p>For all employees who are not on contract, the value of 6i should be -8888 (Not Applicable)</p> <p>If the employee is on contract according to 3g, update the value of 6i to reflect the eight-digit number (yyyymmdd) that represents the date their contract ended.</p>
<b>WFP - RowVal44</b>	(6k) Termination Cost not consistent with Termination type. Termination Cost must be > 0 if Termination type not equal to -8888 AND only where Employment Category (3g) is equal to <del>5</del> , 12, 16, 18, 19	<p>'Termination Cost' (6k) should only be recorded for Senior Executive employees.</p> <p>Senior Executive employees can be identified by the value of 'Employment Category' (3g) being 12, 16, 18, 19.</p>	<p>For all employees who are not Senior Executives, the value of 6k should be -8888 (Not Applicable)</p> <p>If the employee is a Senior Executive according to 3g, update the value of 6k to reflect the compensation cost of terminating the Executive (if applicable)</p>

Warning / Error Code	What does this warning/error code relate to?	What has caused this warning/error to be displayed?	How do I resolve this warning/error message?
WFP - RowVal45	(6k) Termination Cost not consistent with (6j) Termination Type. If Termination Cost is -8888, then Termination type must also be -8888	When 'Termination Type' (6j) has a value of -8888 (Not Applicable – employee is not terminated), is expected that 'Termination Cost' (6k) should also have a value of -8888, and vice versa.	<p>Check whether this employee is a Senior Executive (3g equal to <del>5</del>, 12, 16, 18, 19), if not both 6j and 6k should equal -8888 (Not Applicable)</p> <p>If the employee is a Senior Executive, confirm whether they have been terminated. If not, update both 6j and 6k to equal -8888 (Not Applicable).</p> <p>If the Senior Executive has been terminated, update 6j to the appropriate code for the reason for their termination (refer to data specifications for list of codes) and update 6k to reflect the compensation cost of terminating the Executive (if applicable)</p>
WFP - RowVal46	(1b) Date of birth is not a valid date or not an acceptable value	<p>Date of Birth (1b) is an 8-digit number (yyyymmdd) used to represent the age structure of the NSW public sector.</p> <p>The year of birth must not be less than 14 years and 9 months prior to, or more than 85 years from the current census date.</p>	<p>Confirm the employee's 'Date of Birth' (1b) against your HR/payroll systems and ensure that the dates are correctly recorded as an eight-digit number in the following format yyyymmdd and must exclude punctuation.</p> <p>Fix the appropriate date value to resolve this warning message.</p>
WFP - RowVal47	(6a) Date of Most Recent Public Sector Entry is not a valid date or not an acceptable value	<p>Date of Most Recent Public Sector Entry' (6a) is an 8 digit number (yyyymmdd) used to represent the date the employee started their current continuous term of employment in the public sector (for casual/sessional/seasonal employees this would be the earliest known date of employment in the NSW public sector).</p> <p>The start date must be greater than 14.75 years from the employee's date of birth as recorded in 'Date of Birth' (1b). 'Date of Most Recent Public Sector Entry' (6a) should also be less than 60 years prior to the current census date.</p>	<p>Confirm the employee's 'Date of Most Recent Public Sector Entry' (6a) against your HR/payroll systems and ensure that the dates are correctly recorded as an eight digit number in the following format yyyymmdd.</p> <p>The date cannot be a future date or should not be after the Commencement Date in Agency (6b).</p>

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WFP - RowVal48	(6b) Date of Commencement in Agency is not a valid date or not an acceptable value	<p>Date of Commencement in Agency' (6b) is an 8 digit number (yyyymmdd) used to represent the date the employee started working in their current agency (for casual/sessional/seasonal employees this would be the earliest known date of employment in the agency).</p> <p>The start date must be greater than 14.75 years from the employee's date of birth as recorded in 'Date of Birth' (1b). 'Date of Commencement in Agency' (6b) should also be less than 60 years prior to the current census date.</p>	<p>Confirm the employee's 'Date of Most Recent Public Sector Entry' (6a) against your HR/payroll systems and ensure that the dates are correctly recorded as an eight digit number in the following format yyyymmdd.</p> <p>The date cannot be a future date or should not be before the most recent public sector entry (6a).</p>
WFP - RowVal49	(6d) Date of Separation is not a valid date or not an acceptable value	Date of Separation' (6d) is recorded as an 8-digit number (yyyymmdd) used to represent the date the employee separated from the agency. This date should be within the current reference period. If not, it will result in a warning message.	<p>Verify that the 'Date of Separation' (6d) has been recorded correctly by comparing it to the employee's last day of employment in your HR/payroll systems.</p> <p>If the employee has not separated within the reference period then they should have a value of -8888. It should have valid day, month &amp; year combinations.</p> <p>It also does a cross validation with 'Movement Type' (6c) to check it has codes between 300 to 314.</p>
WFP – RowVal50	(6f) - Date of Assignment is not a valid date or not an acceptable value	<p>'Date of Assignment to Employee's Current Role or Position' (6f) records the date the employee commenced work in their current role or position.</p> <p>The date recorded in this data item should <u>not</u> be:</p> <ul style="list-style-type: none"> <li>• more than 60 years prior to the current census date</li> <li>• A date after the current census date (i.e. not a future date)</li> <li>• must be greater than 14.75 years from the employee's date of birth</li> </ul> <p>Any date values that fall within the above conditions will result in this warning being displayed.</p>	<p>Confirm the employee's 'Date of Most Recent Public Sector Entry' (6a) against your HR/payroll systems and ensure that the dates are correctly recorded as an eight-digit number in the following format yyyymmdd.</p> <p>Fix the appropriate date value to resolve this warning message.</p>

Warning / Error Code	What does this warning/error code relate to?	What has caused this warning/error to be displayed?	How do I resolve this warning/error message?
<b>WFP – RowVal51</b>	(6h) Contract Start Date is not a valid date or not an acceptable value	<p>'Contract Start Date' (6h) should only be recorded for contract employees.</p> <p>Contract employees can be identified by the value of 'Employment Category' (3g) being 5, 12, 16, 18, 19 or 20.</p>	<p>For all employees who are not on contract, the value of 6h should be -8888 (Not Applicable)</p> <p>If the employee is on a contract according to 3g, update the value of 6h to reflect the eight-digit number (yyyymmdd) that represents the date they started in their role or to -7777 (Missing).</p>
<b>WFP - RowVal52</b>	(6i) Contract End Date is not a valid date or not an acceptable value	<p>'Contract End Date' (6i) should only be recorded for contract employees.</p> <p>Contract employees can be identified by the value of 'Employment Category' (3g) being 5, 12, 16, 18, 19 or 20.</p>	<p>For all employees who are not on contract, the value of 6i should be -8888 (Not Applicable)</p> <p>If the employee is on a contract according to 3g, update the value of 6i to reflect the eight-digit number (yyyymmdd) that represents the date they separated from their role or to -7777 (Missing).</p>
<b>WFP - RowVal56</b>	4s Actual Earnings-Skills Shortage Allowance (The value for this attribute should be "-8888" if the attribute "3g Employment Category" is 1 or 13)	'Actual Earnings – Skills Shortage Allowance' (4s) should only be recorded for non-SES employees at or above Grade 12 but not payable to Senior Officers).	<p>For Employment Categories (3g) 1 or 13 should be recorded as -8888 (Not Applicable).</p> <p>If the employee did not receive any such payment, then it should be zero or -7777 (Missing) if the data is not available or -9999 (Withdrawn).</p>
<b>WFP – RowVal60</b>	If the employment category (3g) is not 12, 16, 18, 19 then 6j and 6k must be -8888	<p>'Termination Type' (6j) and 'Termination Cost' (6k) should only be recorded for Senior Executive employees.</p> <p>Senior Executive employees can be identified by the value of 'Employment Category' (3g) being 12, 16, 18, 19.</p>	<p>For all employees who are not Senior Executives, the value of 6j and 6k should be -8888 (Not Applicable)</p> <p>If the employee is a Senior Executive according to 3g, update the value of 6j with the correct code for termination and 6k to reflect the compensation cost of terminating the Executive (if applicable).</p>

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<b>WFP – RowVal61</b>	Work Location Suburb must be in the Work Location Postcode, or postcode and suburb can be missing with value '-7777'	<p>'Work Location Suburb' (1g) is the employees actual work location and not Post Box location and should match the 'Work Location Postcode' (1d).</p> <p>If the data is not available then should be recorded as -7777 (Missing) or 9999 (Employee working in a location outside Australia (e.g., London, Tokyo)).</p>	<p>'Work Location Suburb' (1g) must be a valid Australian suburb/locality and in the Lookup table lists with valid Postcode-Suburb combinations as per below link</p> <p><a href="http://www.psc.nsw.gov.au/reports---data/workforce-profile/data-collection/workforce-profile-collection">http://www.psc.nsw.gov.au/reports---data/workforce-profile/data-collection/workforce-profile-collection</a></p> <p>Select "Reference Lists"</p>
<b>WFP – RowVal62</b>	Home Location Suburb must be in the Home Location Postcode, or postcode and suburb can be missing with value '-7777' or withdrawn with '-9999'	<p>'Home Location Suburb' (1h) is the employees actual home location and not Post Box location and should match the 'Home Location Postcode' (1e).</p> <p>If the data is not available then should be recorded as -7777 (Missing), -9999 (Withdrawn) or 9999 (Employee working in a location outside Australia (e.g., London, Tokyo)).</p>	<p>'Home Location Suburb' (1h) must be a valid Australian suburb/locality and in the Lookup table lists with valid Postcode-Suburb combinations as per below link</p> <p><a href="http://www.psc.nsw.gov.au/reports---data/workforce-profile/data-collection/workforce-profile-collection">http://www.psc.nsw.gov.au/reports---data/workforce-profile/data-collection/workforce-profile-collection</a></p> <p>Select "Reference Lists"</p>
<b>WFP – RowVal63</b>	If 6j is not equal to -8888 then 6c must be either 307 or 311	<p>If 'Termination Type' (6j) has a value between other than -8888 (Not Applicable), it signifies that the employee has separated from the agency prior to the census date.</p> <p>It would be expected that the 'Movement Type' (6c) has a separation value 307 or 311.</p>	<p>Check whether the employee has separated from the agency against your HR/payroll system.</p> <p>If the employee has separated, update the value of 'Movement Type' (6c) to reflect that the employee has separated from the agency.</p>
<b>WFP – RowVal64</b>	Date of birth (1b) is less than 14yrs, 9 months before most recent public sector entry date (6a)	<p>'Date of Most Recent Public Sector Entry' (6a) is used to represent the date the employee started their current continuous term of employment in the public sector (for casual/sessional/seasonal employees this would be the earliest known date of employment in the NSW public sector).</p> <p>The start date above should be at least 14 years and 9 months after the employee's date of birth as recorded in 'Date of Birth' (1b).</p>	<p>Confirm the employee's 'Date of Birth' (1b) and 'Date of Most Recent Public Sector Entry' (6a) against your HR/payroll systems and ensure that the dates are correctly recorded as an eight digit number in the following format yyyymmdd.</p> <p>The date of birth should make the employee older than 14 years and 9 months old as of date of their most recent public sector entry,</p>

Warning / Error Code	What does this warning/error code relate to?	What has caused this warning/error to be displayed?	How do I resolve this warning/error message?
<b>WFP – RowVal65</b>	Date of birth (1b) is less than 14yrs, 9 months before date of commencement in agency (6b)	<p>'Date of Commencement in Agency' (6b) is used to represent the date the employee started working in their current agency (for casual/sessional/seasonal employees this would be the earliest known date of employment in the agency).</p> <p>The start date above should be at least 14 years and 9 months after the employee's date of birth as recorded in 'Date of Birth' (1b).</p>	<p>Confirm the employee's 'Date of Birth' (1b) and 'Date of Most Recent Public Sector Entry' (6a) against your HR/payroll systems and ensure that the dates are correctly recorded as an eight digit number in the following format yyyymmdd.</p> <p>The date of birth should make the employee older than 14 years and 9 months old as of the date of commencement in agency.</p>
<b>WFP – RowVal66</b>	Date of birth (1b) is less than 14yrs, 9 months before assignment to current role or position (6f)	<p>'Date of Assignment to Employee's Current Role or Position' (6f) is used to represent the date the employee commenced work in their current role or position.</p> <p>The start date above should be at least 14 years and 9 months after the employee's date of birth as recorded in 'Date of Birth' (1b).</p>	<p>Confirm the employee's 'Date of Birth' (1b) and 'Date of Assignment to Employee's Current Role or Position' (6f) against your HR/payroll systems and ensure that the dates are correctly recorded as an eight digit number in the following format yyyymmdd.</p> <p>The date of birth should make the employee older than 14 years and 9 months old as of date of their most recent public sector entry.</p>
<b>WFP – RowVal67</b>	Country of Birth (2f) must be present on reference list	<p>'Country of Birth' (2f) represents the country the person was born in.</p> <p>If the data is not available then should be recorded as -7777 (Missing) or -9999 (Withdrawn).</p>	<p>Confirm that the 'Country of Birth' (2f) is in the below reference list. Also abbreviations should not be used.</p> <p><a href="http://www.psc.nsw.gov.au/reports---data/workforce-profile/data-collection/workforce-profile-collection">http://www.psc.nsw.gov.au/reports---data/workforce-profile/data-collection/workforce-profile-collection</a></p> <p>Select "Reference Lists"</p>

Warning / Error Code	What does this warning/error code relate to?	What has caused this warning/error to be displayed?	How do I resolve this warning/error message?
<b>WFP – RowVal68</b>	Award determining Salary Rate (3a) must be present on reference list	<p>'Award determining Salary Rate' (3a) provides information for the employee's base rate of pay (current as at the census date, i.e. the last known Award etc.)</p> <p>Analytic Services has collated a list of Awards, Enterprise Agreements and Determinations and should be a valid code from the list</p>	<p>Ensure that the 'Award determining Salary Rate' (3a) is in the below reference list.</p> <p><a href="http://www.psc.nsw.gov.au/reports---data/workforce-profile/data-collection/workforce-profile-collection">http://www.psc.nsw.gov.au/reports---data/workforce-profile/data-collection/workforce-profile-collection</a></p> <p>Select "Reference Lists"</p> <p>If you know of a current Award/Enterprise Agreement/Determination that is not on the list, then please enter the relevant code in the format specified. You MUST also notify Analytic Services of the name of the instrument so that we can update our records and the validation rules in C3.</p>
<b>WFP – RowVal69</b>	Award determining Conditions of Employment (3b) must be present on reference list	<p>'Award determining Conditions of Employment' (3b) determines the employee's primary conditions of employment.</p> <p>This should be in the list collated by the Analytic Services team.</p>	<p>Ensure that the 'Award determining Conditions of Employment' (3b) is in the below reference list.</p> <p><a href="http://www.psc.nsw.gov.au/reports---data/workforce-profile/data-collection/workforce-profile-collection">http://www.psc.nsw.gov.au/reports---data/workforce-profile/data-collection/workforce-profile-collection</a></p> <p>Select "Reference Lists"</p>
<b>WFP – RowVal70</b>	Agency or Occupation Specific Award (3c) must be present on reference list	<p>'Agency or Occupation Specific Award/Agreement (3c)' determines a range of conditions of employment. Typically, this would be agency or occupation specific but may include special determinations and/or memorandums of understanding.</p> <p>This should be in the list collated by the Analytic Services team.</p> <p>If the data is not available, then should be recorded as -8888.</p>	<p>Ensure that the 'Agency or Occupation Specific Award/Agreement (3c)' is in the below reference list.</p> <p><a href="http://www.psc.nsw.gov.au/reports---data/workforce-profile/data-collection/workforce-profile-collection">http://www.psc.nsw.gov.au/reports---data/workforce-profile/data-collection/workforce-profile-collection</a></p> <p>Select "Reference Lists"</p>

Warning / Error Code	What does this warning/error code relate to?	What has caused this warning/error to be displayed?	How do I resolve this warning/error message?
<b>WFP – RowVal71</b>	Treasury Code (3n) must be present on reference list	'Treasury Code' (3n) is required to categorise specific groups of employees. This must be a valid code which has been agreed to with NSW Treasury.	Confirm that the 'Treasury Code' (3n) is a valid code as agreed to with NSW Treasury. For agencies where Treasury code does not apply it should be recorded as -8888 (Not Applicable).
<b>WFP – RowVal72</b>	1g Work Location Suburb must be present in the reference data list	'Work Location Suburb' (1g) is the employees actual work location and not Post Box location.  If the data is not available then should be recorded as -7777 (Missing) or 9999 (Employee working in a location outside Australia (e.g., London, Tokyo)).	'Work Location Suburb' (1g) must be a valid Australian suburb/locality and in the Lookup table lists with valid Postcode-Suburb combinations as per below link  <a href="http://www.psc.nsw.gov.au/reports---data/workforce-profile/data-collection/workforce-profile-collection">http://www.psc.nsw.gov.au/reports---data/workforce-profile/data-collection/workforce-profile-collection</a>  <u>Select "Reference Lists"</u>
<b>WFP – RowVal73</b>	1h Home Location Suburb must be present in the reference data list	'Home Location Suburb' (1h) is the employees actual home location and not Post Box location.  If the data is not available then should be recorded as -7777 (Missing), -9999 (Withdrawn) or 9999 (Employee working in a location outside Australia (e.g., London, Tokyo)).	'Home Location Suburb' (1h) must be a valid Australian suburb/locality and in the Lookup table lists with valid Postcode-Suburb combinations as per below link  <a href="http://www.psc.nsw.gov.au/reports---data/workforce-profile/data-collection/workforce-profile-collection">http://www.psc.nsw.gov.au/reports---data/workforce-profile/data-collection/workforce-profile-collection</a>  <u>Select "Reference Lists"</u>
<b>WFP – RowVal75</b>	Movement Type (6c) must be in the range 304—314 when Actual Earnings Extended Leave Lump Sum (4j) is greater than 0.00	'Extended Leave lump sum' (4j) component is part of the termination payment, paid to the employee during the reference period (over and above the employee's base wage or salary).  It is expected that 'Movement Type' (6c) should have a value that reflects that the employee has separated from the NSW Public sector (304 to 314). If not, 6c would conflict with the value of 4j and will result in a warning.	Verify that the employee has correctly received the Extended Leave lump sum' (4j)  If so, update 'Movement Type' (6c) to reflect the nature of their separation from the NSW Public Sector (codes 304 to 314 refer to data specification for details).  If the employee has not separated from the agency, update the value of 'Extended Leave lump sum' (4j) to '0'.

ENABLING A  
WORLD CLASS  
PUBLIC SERVICE

# VALIDATION MANUAL



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