



Data Definitions and Codes – Human Resource Capability Survey (HRC)

Survey date: 30 June 2018
Survey period: 1 July 2017 – 30 June 2018

Employee Data			
Variable	Content	Staff Coverage	Codes and Notes
1. Record ID	A unique code for each employee as assigned by the organisation	All	Check record ID for duplicate values. For staff leaving and returning during the year, their second record ID should be appended with an 'a'.
2. Gender	The employee's gender	All	Female F Male M Diverse D Refused/Unknown U
3. Ethnicity 1	The employee's ethnicity	All	<p>Ethnicity should be provided using a 5-digit code from Statistics NZ's standard ethnicity classification (2005). You may report up to 3 different ethnicities for each employee. Please only provide one ethnicity per field.</p> <p>If an employee has disclosed only one ethnicity, record the 5-digit code in this field and leave Ethnicity2 and Ethnicity3 blank. An ethnicity code should only be used once per employee.</p> <p>We recommend reporting ethnicity at the lowest level of the classification. However, If only top-level ethnicities are recorded provide one of the following codes:</p> <ol style="list-style-type: none"> 1. European <ul style="list-style-type: none"> European nfd 10000 New Zealand European 11111 European nec 12999 2. Maori 21111 3. Pacific Peoples nfd 30000 4. Asian nfd 40000 5. MELAA <ul style="list-style-type: none"> Middle Eastern nfd 51100 Latin American nfd 52100 African nfd 53100 6. Other <ul style="list-style-type: none"> New Zealander 61118 Other Ethnicity nec 61199 9. Unknown 99999 <p>nfd = not further defined nec = not elsewhere classified</p>

Variable	Content	Staff Coverage	Codes and Notes
4. Ethnicity 2	The employee's 2 nd ethnicity – if specified	All	If an employee has a second ethnicity, record the 5-digit code in this field. If an employee has disclosed two ethnicities, record the codes in Ethnicity 1 and Ethnicity 2, and leave Ethnicity 3 blank. An ethnicity code should only be used once per employee. (No duplication.)
5. Ethnicity 3	The employee's 3 rd ethnicity – if specified	All	If an employee has a third ethnicity, record the 5-digit code in this field. An ethnicity code should only be used once per employee. (No duplication.)
6. Date of Birth	The employee's date of birth	All	Date of birth must be in a valid date format. Date of birth is an important measure; please provide as complete and accurate information as possible. If date of birth is missing, do not replace it with the employee's start date.
			Valid date of birth dd/mm/yyyy Unknown blank Refused blank
7. Occupation	The employee's current job, as classified according to the Australian and New Zealand Standard Classification of Occupations (ANZSCO)	All	Occupations should be provided using a 6-digit code from the Australian and NZ Standard Classification of Occupations (ANZSCO) . Check that all codes are valid 6-digit ANZSCO codes. ANZSCO codes should be assigned to positions and not to employees and should be updated when new positions are created. Do not use the unknown codes "997000", "999000" and "999999". For those employees who have finished employment (or are on Parental Leave, LWOP or Seconded Out) provide the ANZSCO for the last position held.
8. Job Title	Current job title for the position held	All	Free text field. Provide full job titles rather than acronyms or codes. For those employees who have finished employment (or are on Parental Leave, LWOP or Seconded Out) provide the Job Title for the last position held.
9. Business Unit	Up to three Business Unit fields can be provided to allow for classification at several different levels in the organisation's hierarchy, e.g. division, branch and team. This should be the highest in the hierarchy.	All	Free text field. Provide full name of business units rather than acronyms or codes.
10. Business Unit 2	Next level in the organisation hierarchy below Business Unit	All	Free text field. Provide full name of business units rather than acronyms or codes.

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11. Business Unit 3	Next level in the organisation hierarchy below Business Unit 2	All	Free text field. Provide full name of business units rather than acronyms or codes.
12. Status	The employee's current status within the organisation	All	Current employee 1 Secondment in - from another department 2 Secondment out - to another department 3 Parental leave 4 Other LWOP 5 Employee terminated during the survey period 6
13. Salary	Annual base salary	All	Base salary is required in dollars per year. Provide the salary on a full-time equivalent basis for part-time employees. Hourly rates should be converted to estimates of annual salaries.
14. FTE	Proportion of full-time hours worked	All	A number greater than zero but not greater than one. For some departments 40 hours worked per week is considered full-time, whereas others consider 37.5 hours full-time; both cases are treated the same (FTE=1). The FTE value for each employee cannot be greater than 1.
15. Contract Term	The term of employment: open term (permanent), or fixed term (temporary)	All	Fixed 1 Open 2
16. Start Date	The date the employee started in the organisation	All	dd/mm/yyyy format
17. End Date	Last day of duty for departing employees	All terminated staff (status 6)	dd/mm/yyyy format Include all staff whose last day of duty falls in the survey period, including those with last day of duty 30 June. Do not add in paid up annual leave. Those employees terminating while on Parental Leave, LWOP or Seconded Out should also be included. The field must be blank for current employees, and must be filled in for terminated staff.
18. Termination Reason	The reason why an employment relationship ended for those employees who have terminated during the survey period	All terminated staff (status 6)	Check that a termination reason has been provided for all employees with status 6 (terminated). For fixed termers who are ending their contracts, please use reason 30.

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			Resignation – destination unknown 10 Resignation to Public Service department 11 Resignation other than to a Public Service department 12 End of fixed term contract / agreement 30 Restructuring 40 Redeployment to another organisation 41 Redundancy / Severance 42 Retraining 43 Enhanced early retirement 44 Dismissal 50 Retirement 60 Death 70 Unknown 99 Current Staff blank																																				
19. Region	The region where an employee's workplace is located based on regional council boundaries	All	<p>A region code must be provided for all employees. If an employee works in different regions enter the code for the region they spend the majority of their time.</p> <table border="1"> <tr> <td>Northland</td> <td>1</td> <td>West Coast</td> <td>12</td> </tr> <tr> <td>Auckland</td> <td>2</td> <td>Canterbury</td> <td>13</td> </tr> <tr> <td>Waikato</td> <td>3</td> <td>Otago</td> <td>14</td> </tr> <tr> <td>Bay of Plenty</td> <td>4</td> <td>Southland</td> <td>15</td> </tr> <tr> <td>Gisborne</td> <td>5</td> <td>Tasman</td> <td>16</td> </tr> <tr> <td>Hawke's Bay</td> <td>6</td> <td>Nelson</td> <td>17</td> </tr> <tr> <td>Taranaki</td> <td>7</td> <td>Marlborough</td> <td>18</td> </tr> <tr> <td>Manawatu-Wanganui</td> <td>8</td> <td>Overseas</td> <td>20</td> </tr> <tr> <td>Wellington</td> <td>9</td> <td></td> <td></td> </tr> </table>	Northland	1	West Coast	12	Auckland	2	Canterbury	13	Waikato	3	Otago	14	Bay of Plenty	4	Southland	15	Gisborne	5	Tasman	16	Hawke's Bay	6	Nelson	17	Taranaki	7	Marlborough	18	Manawatu-Wanganui	8	Overseas	20	Wellington	9		
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20. Management level	Employees in the top three tiers of management	Senior management only	<p>Tier 2 and 3 roles should not include professional, specialist, or support staff who report to the Chief Executive or Tier 2 Manager unless they have a management function as a significant part of their role. Do not include your chief executive in your employee data if they are employed by the State Services Commission.</p> <table border="1"> <tr> <td>Tier 1: Chief Executive</td> <td>1</td> <td></td> <td></td> </tr> <tr> <td>Tier 2: Managers who report directly to the CE</td> <td>2</td> <td></td> <td></td> </tr> <tr> <td>Tier 3: Managers who report directly to a tier 2 manager</td> <td>3</td> <td></td> <td></td> </tr> <tr> <td>Other positions</td> <td></td> <td></td> <td>blank</td> </tr> </table>	Tier 1: Chief Executive	1			Tier 2: Managers who report directly to the CE	2			Tier 3: Managers who report directly to a tier 2 manager	3			Other positions			blank																				
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Variable	Content	Staff Coverage	Codes and Notes
21. Sick and domestic leave	The total number of days of absence due to sickness relates to part-time and full-time permanent staff that are eligible for sick leave (usually those that have been employed for more than six months)	Current permanent staff only	<p>Sickness absence includes absence for:</p> <ul style="list-style-type: none"> Injury covered by ACC, paid sick leave and unpaid sick leave; and Dependant leave where a staff member is absent to care for a sick family member. <p>Sickness absence excludes long-term sick leave where staff have been moved from sick leave onto another arrangement such as Leave Without Pay, and also excludes maternity/paternity leave.</p> <p>It is important that staff with a balance of 0, have the number 0 written. If the cell is left blank, the person will be excluded from the sick leave calculations.</p>
22. Domestic leave	The total number of days of absence due to domestic leave relates to part-time and full-time permanent staff that are eligible for domestic leave (usually those that have been employed for more than six months)	Current permanent staff only	<p>Domestic leave where a staff member is absent to care for a sick family or household dependent (or however domestic leave is defined at your agency).</p> <p>If an employee does not have domestic leave usage recorded separately to sick leave, leave this cell blank.</p> <p>Employees who have taken 0 days sick leave, have a 0 recorded in their cell.</p> <p>This is a component of total sick and domestic leave taken. Therefore, the total number of days absent on domestic leave should never be more than the days absent for total sick and domestic leave (column U).</p>
23. Pay Band Name	The name used to describe the pay band internally	All	<p>Free text field.</p> <p>A pay band in this context is defined as the range (band) of compensation in the given role.</p> <p>If an employee does not have a pay band, leave the pay band information blank.</p>
24. Pay Band Minimum	The minimum dollar figure of the pay band	All	<p>This is a dollars field.</p> <p>Check that the value is below the value for Pay Band Maximum, and that the value is above minimum wage.</p> <p>If an employee does not have a pay band, leave the pay band information blank.</p>
25. Pay Band Maximum	The maximum dollar figure of the pay band	All	<p>This is a dollars field.</p> <p>Check that the value is above the value for Pay Band Midpoint and Pay Band Minimum, and the value is above minimum wage.</p> <p>If an employee does not have a pay band, leave the pay band information blank.</p>
26. Pay Band Midpoint	The midpoint dollar figure of the pay band	All	<p>This is a dollars field.</p> <p>Check that the value is between the Pay Band Minimum and Pay Band Maximum, and the value is above minimum wage.</p> <p>If an employee does not have a pay band, leave the pay band information blank.</p> <p>If a pay band does not have a midpoint, leave it blank and complete the minimum and maximum information.</p>

Variable	Content	Staff Coverage	Codes and Notes
27. Manager ID	The RecordID of the employee's manager.	All	If the employee's manager is vacant, then the field can either be left blank or the one up manager can be provided (or two up manager if that manager is vacant as well etc.) Check that the value provided in this field exists in the 'RecordID' column of this spreadsheet. If it is not, then leave the cell blank for that employee.
28. Super Organisation Contribution	The percentage of salary that the employer is contributing to superannuation	All	This is a percentage field. Leave blank for staff who do not receive any employer contributions. Check that the number provided is a percentage, not a whole number e.g. 0.01 instead of 1. The value should be between 0 and 0.2 (values higher than 0.2 will be blocked in validation).
29. Performance Pay	The dollar value of performance pay received during the survey period	All	This is a dollars field. If no performance pay is received, leave this field blank. Check that the value is not greater than 20% of the salary.
30. Annual Leave Entitlement	An employee's annual leave entitlement in days	All	An employee's annual leave entitlement in days, including department days. Leave entitlements for part-time employees should be provided on a full-time basis (similar as salary). Please convert hourly-based entitlements to their daily equivalent.

Organisation Data

Variable	Content and Definitions	Format
Organisation Name	Organisation name (pre-populated field)	Free text
1. Redundancies	<ul style="list-style-type: none"> ▪ The average value of redundancy payments during the survey period The average value of redundancy payments made to terminated employees in surplus positions. When calculating this value, include only the people who have been marked as being made redundant in the employee data worksheet. 	Dollar value
2. Leave balances	<ul style="list-style-type: none"> ▪ The average annual leave balance outstanding at the survey date ▪ The percentage of employees with over five weeks (25 days) annual leave outstanding <p>Provide the average number of days of annual leave outstanding for all employees at the survey date. Include both accrued and entitlement/outstanding leave.</p>	a. Number of days b. Percentage
3. Superannuation	<ul style="list-style-type: none"> ▪ The percentage of employees contributing to: <ul style="list-style-type: none"> ○ KiwiSaver ○ SSRSS ○ GSF ○ Other schemes ○ Non-members <p>Percentages may add to over 100%.</p>	Percentage
4. Staff Engagement	<ul style="list-style-type: none"> ▪ Enter the overall score achieved in staff engagement surveys This will vary depending on the type of survey used. For a Gallup survey, use the grand mean score from Gallup Q12. For other surveys, report the relevant equivalent grand mean or overall mean staff engagement score. ▪ Which survey does your agency use to measure staff engagement? Enter the name of the survey employed to assess staff engagement. ▪ Only report results from surveys carried out in the current survey period (1 July-30 June) - (mm/yy) 	a. Percentage or grand mean score b. Name of Survey c. Month and Year
5. Collective agreements and union membership	<ul style="list-style-type: none"> ▪ For people on individual employment agreements: <ul style="list-style-type: none"> ○ The number of people on individual agreements who are covered by PSA, NUPE, Other or no union. 	a. Number b. Date c. Free text d. Number

Variable	Content and Definitions	Format
	<ul style="list-style-type: none"> ■ For each collective agreement provide: <ul style="list-style-type: none"> ○ <i>The expiry date of the agreement.</i> ○ <i>The name of the collective agreement.</i> ○ <i>The number of people in that collective agreement who are covered by PSA, NUPE, Other, or no union.</i> ■ Please leave the default values when not in use. 	

Core Crown & Total Crown

Core Crown is a reporting term used in the *Financial Statement of the Government of NZ* (The Treasury) consisting of departments, Offices of Parliament, the NZS Fund and the Reserve Bank of New Zealand. Total crown includes the core Crown (defined above) plus Crown entities and State-owned Enterprises.

Ethnic pay gap

Ethnic pay gaps are defined as the difference between the average salary for an ethnic group and the average salary of those not in that ethnic group, and are expressed as a percentage of the average salary of those not in the ethnic group.

Ethnic representation

These metrics cover the number of employees who identify themselves as having a certain ethnicity. They are calculated by taking the number of people who identify themselves as being in the ethnic group divided by the number of people who have provided an ethnicity. A person may identify with up to three ethnicities in the HRC data collection.

Full time equivalent (FTE) and headcount

For the full time equivalent metric, an employee is assigned an FTE value between 0 and 1 depending on the proportion of full-time hours (however defined by each department) worked. For example, an employee working full-time equals 1 FTE while an employee working 60% of full time hours equals 0.6 of an FTE. The FTE values of all employees are added up to give the total number of FTE employees in an organisation. For the headcount metric, each employee is counted as one.

We define an employee as an individual who has an employment agreement with the chief executive, and to whom the usual conditions relating to being employees apply (e.g. the organisation can specify hours of work, place of work, supervision arrangements).

Please include these people

- Current open term (permanent) and fixed term (temporary) employees at the survey date.
- Employees seconded to other organisations.
- Mainstream employees
- Graduates if they are on a fixed term contract

Please exclude these people

- Casual employees - those employed on an "as and when required" basis, with no set hours of work and who have no ongoing expectation of employment.
- Contractors - those providing a contract for service.
- Secondees from other organisations. These employees are not included because they are counted in their home organisation.
- Staff on parental leave or leave without pay.

* **Important:** This number needs to match the total status 1 and 3 FTEs in the employee level information.

Gender pay gap

The gender pay gap used in the HRC report is defined as the difference between the average salary for women and the average salary for men, and is expressed as a percentage of the average salary for men. Gender pay gap may also be calculated using median salaries.

Occupational groups

Occupational groups used in the HRC report have been defined from detailed occupational ANZSCO codes (Australian and New Zealand Standard Classification of Occupations) supplied for each employee by departments. They have been designed to reflect key occupational groups for the Public Service.

Public Service

Public Service departments are defined in section 27 of the State Sector Act 1988 as comprising the departments specified in Schedule 1 of the State Sector Act. As at 30 June 2018 there were 32 Public Service departments.

Redundancy

The total number of staff whose employment ended owing to 'restructuring/severance' or 'redundancy' reasons within the last 12 months.

Senior leaders

A Senior Leader is defined as an employee who is either a tier one, two or three manager in their department.

Sick / Domestic leave

The average number of days sick and domestic leave taken per employee metric includes permanent staff (i.e. excludes fixed term staff), and only includes staff that are eligible for sick leave.

Sickness absence includes absence for:

- Injury covered by ACC, paid sick leave and unpaid sick leave; and
- Dependant leave where a staff member is absent to care for a sick family member.

Sickness absence excludes long-term sick leave where staff have been moved from sick leave onto another arrangement such as Leave without Pay, and also excludes maternity/paternity leave.

The HRC definition of sick leave was expanded in 2013 to align with Benchmarking Administration and Support Services (BASS) definitions. This had the effect of slightly increasing the Sick and Domestic leave balance.

State services

The State services comprises the agencies that operate as instruments of the Crown in respect of the Government of New Zealand (i.e. the Executive Branch of Government). This includes the Public Service, most Crown entities, the Reserve Bank, a range of agencies listed on the 4th Schedule of the Public Finance Act 1989, companies listed on Schedule 4A of the Public Finance Act, and a small number of departments that are not part of the Public Service.

For further explanation on this, see the [State sector organisations](#) on SSC's website.

Tenure

The average length of time that an employee has worked in a single department (years). The metric includes permanent staff only.

Turnover

Turnover rates for the Public Service are derived from the exits of staff from departments. As a result, turnover includes movements between departments and so the actual level of 'loss' to the Public Service is below the figures reported in this report. Two turnover measures are used:

- **Core unplanned turnover** – primarily due to resignations of permanent (open-term) employees, but also includes retirements, dismissals and deaths. Core turnover rate is calculated as follows:

Core turnover = (terminated permanent staff, who left due to resignation, retirement, dismissal, death or unknown reasons) / [(current year's permanent headcount + previous year's permanent headcount) / 2] x 100, (excludes fixed-term employees).

- **Gross turnover** – includes both core unplanned and planned turnover. Planned turnover includes cessations of staff on fixed-term employment agreements and cessations due to restructuring. Gross turnover rate is calculated as follows:

Gross turnover = (terminated staff on permanent and fixed-term contracts who left for any reason) / [(current year's headcount + previous year's headcount) / 2] x 100.

Year

The year of the survey. The HRC survey is a snapshot of information as at 30 June of each year.