Global HR Design

HR Data Reporting Standards

Version 1

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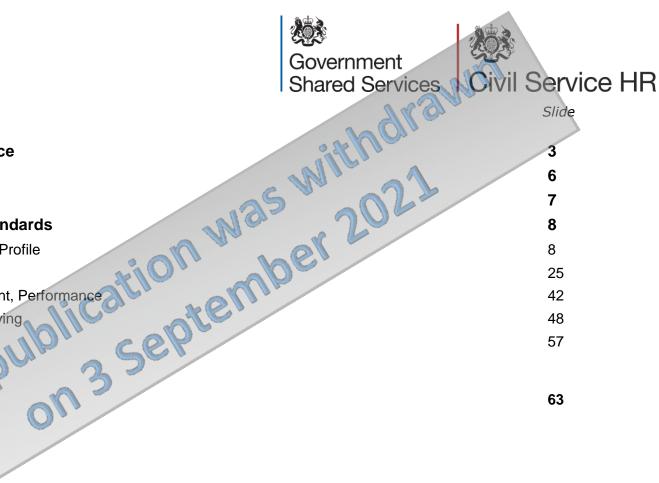*Global HR Design: Setting the standard for future focused, technology enabled and user centric HR services in Government*

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1. HR Data Reporting Standards
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1. The Data Reporting Standards were originally designed to support reporting against the ideal User Experience journeys and Leading Practice Process Features contained in Global HR Design, part of the Shared Services Strategy for government.

2. The Data Reporting Standards would not capture all the reporting/data collection required; it was envisaged that the reporting which all organisations need to collect would already exist but would be created as standard during Cloud ERP system build.

3. It is **NOT** envisaged that current systems would change. This would incur costs and many systems are becoming obsolete. It is anticipated that the Data Reporting Standards would cover reporting which is specific to and required in government and is required either by external reporting and analytics (e.g ONS; Gov.uk publishing Civil Service Employment Survey outcomes) or by *internal* reporting requirements, e.g reasonable adjustments (required by CSEP), performance appraisal outcomes (CSEP) or recruitment by Exception (Civil Service Commissioners: currently collected manually).

4. The HR Data Reporting Standards will be published initially in March 2019 and will be available for ERP Cloud vendors. It is envisaged that Cloud vendors will access the Standards and the Standards will be part of Departments' journey to the Cloud. It is envisaged that public and private sector organisations worldwide will access the data reporting standards.

5. Developed originally in 2018, the HR Data Reporting Standards were reviewed in 2019 against the following design principles:

   - Reporting currently captured across government (either digitally or manually)
   - Reporting which departments should be capturing (e.g fair and open competition)
   - Reports to enable more efficient processing (eg Baseline Personnel Security check departmental reporting instead of re-checking)
   - Reports to be relatively **stable** over time and **future-focused**, **objective**, **externally defined and outcome-focused** and both **internally and externally valid.**
   - Reports which **all** departments will require in the same format*
   - compliant with GDPR principles, especially, *minimising* data collected and having a strong **rationale** for collection.

6. HR Data Reporting Standards conform to a key principle of Global HR Design and Finance Global Design: single ways of working and process consistency across government.

1. HR Data Reporting Standards
Design Principles and Guidance (2/3)

7. It was clear that a number of requests for change had been submitted for the SOP system which incurred costs. It was anticipated that a future-focused, stable and consistent set of reporting definitions would remove the need for requests for change unless there was legislative or other, large change.

8. It is anticipated that once set, the Data Reporting Standards should not change but a **review** should at least occur every 3 years to assess whether they continue to be fit for purpose.

- **Stable** over time means definitions and reporting parameters will be set in stone for that period of time. Where there are challenges across government, except exceptionally, these should be recorded and monitored to be encompassed in the review.
- **Future-focused** means the data standard should be considered not just now but will it be required in the future.
- **Objective and outcome-focused** means we should collect reports only for information we need to collect, not subjectively and because some groups consider data might be useful. We should have a clear and evidenced outcome set out in writing as a rationale for collecting data and the outcome should be achievable and required for the benefit of staff or operational requirements.
- **Externally defined** means where definitions are set in law or public use, those definitions should be used; to develop our own definitions risks corrupting data.
- **Internally valid** means we are collecting information that we intend to collect; that is, if we propose to reduce disadvantage, the data will need to clearly show how that will be achieved.
- **Externally valid** means the data we collect extends to the wider sector, outside government. That is that the data we are collecting would be recognised and valid outside the Civil Service.

1. HR Data Reporting Standards
Design Principles and Guidance (3/3)

9. The HR Data Standards are consistent across all government departments and organisations. It is **not** envisaged that any changes which incur costs, will be made to current reporting systems. However, these are **baseline** standards and if departments / organisations have a valid need to collect more data, the following criteria should be met:

- additional data must not incur a departmental cost or cost to the taxpayer (but see Assumption, below).
- additional data must be reviewed to test whether it would corrupt other data.
- additional data must comply with the General Data Protection Regulations and be minimal, operationally and/or legally justified with a **rationale/GDPR checklist** retained to support data collection.

If the data is likely to be required across government and in a consistent form, the Department should put this forward for consideration in the Data Reporting Standards.

Departments / organisations **must not** delete elements of the Data Standards or amend but should raise this for consultation and consideration for change in the cross Civil Service Data Reporting Standards.

10. Phase 2 of the HR Data Standards - This document is Phase 1 of the HR Data Standards; we plan to update the HR Data Standards up to 6 months after publication as there are still some crucial areas of dispute which have been left out of this version of the Standards. These areas include particularities on: performance management, workplace adjustment passports, carers passports, success profiles, professional membership, performance development, pensionable service date, some content regarding the exit questionnaire, average working days lost, disciplinary action and grievances.

11. Appropriate privacy/disclosure notices should be developed for diversity data specifically and user tested; these should be clear and user tested to encourage disclosure.

2. HR Data Reporting Standards Assumptions

❖ That most departments/organisations and key stakeholders have been consulted and cleared the HR Data Reporting Standards.

❖ That departmental/organisational single points of contacts (SPoCs) consulted have the relevant authority to make decisions on behalf of their departments/organisations.

❖ That departments/organisations and key stakeholders have followed the guidance included in this pack.

❖ That departments/organisations and Cloud builds will adopt not adapt consistent processes, including relevant data reporting standards, following COTS (commercial off the shelf), reducing costs incurred by bespoke reporting in line with Shared Service Strategy principles.

3. HR Data Reporting Standards Definitions

Effective Dated is defined as the date on which something takes place and may be a past, current or future date. Assumption for effective date is that this will be the start and completion date, e.g apprentice start 01/01/2020 and finish 01/06/2022.

Numeric means data will be in numeric form e.g date for sickness leave start will be 01/01/2020.

Alpha means data will be in alphabetical descriptors e.g sickness absence category: musculoskeletal, etc.

Dates will be represented by **DD/MM/YYYY**; common in the UK and requested by all departments, instead of the original, international ISO 8601.

4. HR Data Reporting Standards

1. HR Core Employee Profile

1.1 Legal Name

Data Group	HR Data Field	Representation	Reporting Standards Requirement (see reference doc for more info)	Standard Options for Each Field (note - where options are too numerous to list i.e. nationality, region please provide text comments to indicate your level of convergence)	Rationale
HR Core Employee Profile	Legal Name	**Alpha**	**Legal Name** Represented as **FORENAME - MIDDLE NAME – SURNAME**. Data should be input so that employees with no middle name are still easily locatable.	FREE TEXT	Required by HMRC.

1.2 Date of Birth

Data Group	HR Data Field	Representation	Reporting Standards Requirement (see reference doc for more info)	Standard Options for Each Field (note - where options are too numerous to list i.e. nationality, region please provide text comments to indicate your level of convergence)	Rationale
HR Core Employee Profile	Date of Birth	**Numeric**	**Date of Birth** Date of birth is represented by DDMMYYYY.	NUMERIC DATE DDMMYYYY	Required by HMRC and pensions.

1.3 Gender (legal)

Data Group	HR Data Field	Representation	Reporting Standards Requirement (see reference doc for more info)	Standard Options for Each Field (note - where options are too numerous to list i.e. nationality, region please provide text comments to indicate your level of convergence)	Rationale
HR Core Employee Profile	Gender (Legal)	**Alpha**	**Legal Gender** **M** - MALE **F** - FEMALE This is birth gender or gender confirmed by a legal gender recognition certificate.	**M** - MALE **F** - FEMALE	Required by HMRC and for pensions

1.4 Nationality (a) Main (Mandatory)

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Data Group	HR Data Field	Representation	Reporting Standards Requirement (see reference doc for more info)	Standard Options for Each Field (note - where options are too numerous to list i.e. nationality, region please provide text comments to indicate your level of convergence)	Rationale
HR Core Employee Profile	Nationality (a) Main (Mandatory)	**Alpha**	**Nationality** Use the **approved list of countries and territories** here: https://www.gov.uk/foreign-travel-advice Ensure United Kingdom is included.	225 options to be provided as drop down. Use link: https://www.gov.uk/foreign-travel-advice plus United Kingdom.	Right to work and reporting purposes.

1.5 Nationality (b) Dual (Optional)

Data Group	HR Data Field	Representation	Reporting Standards Requirement (see reference doc for more info)	Standard Options for Each Field (note - where options are too numerous to list i.e. nationality, region please provide text comments to indicate your level of convergence)	Rationale
HR Core Employee Profile	Nationality (b) Dual (Optional)	**Alpha**	There should be two fields: **Nationality** and **Dual Nationality**, with the latter being optional.	225 options to be provided as drop down. Use link: https://www.gov.uk/foreign-travel-advice plus United Kingdom.	Right to work and reporting purposes.

1.6 Current Current Civil Service Grade

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Data Group	HR Data Field	Representation	Reporting Standards Requirement (see reference doc for more info)	Standard Options for Each Field (note - where options are too numerous to list i.e. nationality, region please provide text comments to indicate your level of convergence)
HR Core Employee Profile	Current Civil Service Grade	**Effective Dated - Numeric**	**Civil Service Grading** (1) The current Civil Service grade should be recorded. The grade should be recorded using the central Civil Service grades and not the organisation-specific grading structure. Where organisations use a different grading the standard civil service grades must also be used to enable reporting. Organisations may therefore need mapping to enable this. (2) When a person is temporarily promoted, the temporary grade should be reported. (3) Where a person on temporary promotion reverts to their substantive grade, that should be reported.	SENIOR CIVIL SERVICE - PERMANENT SECRETARY SENIOR CIVIL SERVICE - DIRECTOR GENERAL (PB3) SENIOR CIVIL SERVICE - DIRECTOR (PB2) SENIOR CIVIL SERVICE - DEPUTY DIRECTOR (PB1) GRADE 6 EQUIVALENT GRADE 7 EQUIVALENT SENIOR EXECUTIVE OFFICER (SEO) EQUIVALENT HIGHER EXECUTIVE OFFICER (HEO) EQUIVALENT EXECUTIVE OFFICE (EO) EQUIVALENT ADMINISTRATIVE OFFICER (AO) EQUIVALENT ADMINISTRATIVE ASSISTANT (AA) EQUIVALENT

This publication was withdrawn on 3 September 2021

1.7 Employment / Appointment Status

Data Group	HR Data Field	Representation	Reporting Standards Requirement (see reference doc for more info)	Standard Options for Each Field (note - where options are too numerous to list i.e. nationality, region please provide text comments to indicate your level of convergence)
HR Core Employee Profile	Employment /Appointment Status	Alpha	**Employment / Appointment Status** 1) Organisations should consult their commercial teams, Civil Service Employee Policy or legal team should they have enquiries about legal status of appointments. 2) Temporary can cover the usual temporary workers. However also covers SpADs, NEDs and Ministers, as they need access to ERP systems such as SOP (e.g. for expenses) but aren't employed by departments in a technical sense.	APPRENTICE CASUAL WORKER/AGENCY WORKER CONSULTANT (COMES INTO ADVISE AND GUIDE) CONTINGENT WORKERS CONTRACTOR (FILLS A ROLE IN ORGANISATION) FIXED TERM APPOINTMENT (FTA) INTERN LOAN-IN PAID (BETWEEN ORGANISATIONS) LOAN-IN PAID (BETWEEN ORGANISATIONS) LOAN-IN UNPAID (BETWEEN ORGANISATIONS) LOAN-OUT PAID (BETWEEN ORGANISATIONS) LOAN-OUT UNPAID (BETWEEN ORGANISATIONS) OFFICE HOLDER PAID SECONDMENT IN (FROM OUTSIDE CIVIL SERVICE) PAID SECONDMENT OUT (TO OUTSIDE CIVIL SERVICE) PERMANENT APPOINTMENT

1.8 Appointment Basis
(CS Commission Recruitment Principles)

Data Group	HR Data Field	Representation	Reporting Standards Requirement (see reference doc for more info)	Standard Options for Each Field (note - where options are too numerous to list i.e. nationality, region please provide text comments to indicate your level of convergence)	Rationale
HR Core Employee Profile	Appointment Basis (CS Commission Recruitment Principles)	**Effective Dated**	**Fair And Open Competition (FOC) Use latest recruitment principles, published by the Civil Service Commission:** https://civilservicecommission.independent.g ov.uk/wp-content/uploads/2018/03/RECRUITMENT-PRINCIPLES-April-2018-FINAL-.pdf	FAIR AND OPEN COMPETITION (FOC) APPOINTMENT BASED ON MERIT Y/N **IF NO UNDER WHICH EXCEPTION?** EXCEPTION 1: TEMPORARY EXCEPTION 2: SUPPORT FOR GOVERNMENT EMPLOYMENT PROGRAMMES EXCEPTION 3: SECONDMENTS EXCEPTION 4: HIGHLY SPECIALIST SKILLS EXCEPTION 5: FORMER CIVIL SERVANTS EXCEPTION 6: INTERCHANGE WITH THE NORTHERN IRELAND CIVIL SERVICE EXCEPTION 7: TRANSFERS OF STAFF FROM OTHER PUBLIC BODIES EXCEPTION 8: TRANSFERS OF ORGANISATIONS - NON TUPE EXCEPTION 9: TRANSFERS OF ORGANISATIONS - TUPE EXCEPTION 10: CONVERSION TO PERMANENCY UNDER EXCEPTIONS 1 AND 2	Right to work; push notifications will need to be enabled to ensure managers are notified to start dismissal in advance for those appointed by Exception. Appointments via Exception may be restricted on moves to another post within current employer and other Departments. See Civil Service Commission Recruitment Principles: https://civilservicecommission.in dependent.gov.uk/recruitment/re cruitment-principles/

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1.9 Right to Work

Data Group	HR Data Field	Representation	Reporting Standards Requirement (see reference doc for more info)	Standard Options for Each Field (note - where options are too numerous to list i.e. nationality, region please provide text comments to indicate your level of convergence)
HR Core Employee Profile	Right to Work	**Alpha**	**Right To Work In The UK** The employees right to work legally in the UK. Showing Yes/No options. If no, won't be able to work in Civil Service so won't be on system.	PERMANENT RIGHT TO WORK (Y/N) IF NO: END DATE FOR TEMPORARY RIGHT TO WORK VISA TYPE [ALPHA]: USE DROP DOWN FROM WORK VISAS: https://www.gov.uk/browse/visas-immigration/work-visas VISA RESTRICTIONS [ALPHA] VISA EXPIRY DATE [DDMMYYYY] VISA NUMBER [ALPHANUMERIC] ALIEN CERTIFICATE

1.10 Pre Employment Verification

Data Group	HR Data Field	Representation	Reporting Standards Requirement (see reference doc for more info)	Standard Options for Each Field (note - where options are too numerous to list i.e. nationality, region please provide text comments to indicate your level of convergence)
HR Core Employee Profile	Pre Employment Verification	**Alpha/ Numeric**	**Pre-Employment Checks/Verification** Verification of pre-employment checks carried out with date. **HMG Baseline Personnel Security Standard here:** https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/714002/HMG_Baseline_Personnel_Security_Standard_-_May_2018.pdf	CERTIFICATION OF IDENTITY: https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-dbs-check-applications-from-3-september-2018 DOCUMENTS SEEN DATE OF ISSUE REFERENCES (IF TAKEN): REFEREE NAME, RELATIONSHIP, ADDRESS, LENGTH OF ASSOCIATION CRIMINAL RECORDS CHECK (UNSPENT CRIMINAL RECORD): DDMMYYYY AND REF NUMBER

1.11 Remuneration (a)

Data Group	HR Data Field	Representation	Reporting Standards Requirement (see reference doc for more info)	Standard Options for Each Field (note - where options are too numerous to list i.e. nationality, region please provide text comments to indicate your level of convergence)
HR Core Employee Profile	Remuneration (a)	**Numeric**	**Gross Basic Salary** 1) Gross basic annual salary is the numeric, annual rate. Part time staff including part time on medical grounds (PTMG) should be reported with a full time equivalent (FTE) figure. Bonuses, allowances and overtime should not be included. Temporary Promotees should be reported with their temporary promotion salary.	GROSS BASIC ANNUAL SALARY (£)

1.12 Remuneration (b)

Data Group	HR Data Field	Representation	Reporting Standards Requirement (see reference doc for more info)	Standard Options for Each Field (note - where options are too numerous to list i.e. nationality, region please provide text comments to indicate your level of convergence)
HR Core Employee Profile	Remuneration (b)	**Numeric**	2) Total Annual Remuneration = gross basic annual salary + allowance	TOTAL ANNUAL REMUNERATION (£)

1.13 Full Time Equivalent (FTE)

Data Group	HR Data Field	Representation	Reporting Standards Requirement (see reference doc for more info)	Standard Options for Each Field (note - where options are too numerous to list i.e. nationality, region please provide text comments to indicate your level of convergence)
HR Core Employee Profile	Full Time Equivalent (FTE)	Numeric to 2 decimal places	**Full Time / Part Time Staff** 1) Organisations are asked to report both part-time hours and full-time equivalents. 2) Where employees work the same pattern each week the weekly calculation should be used. Hours worked as a percentage of 36 or 37 for London and non-London locations. 3) Where employees work different patterns on different weeks (e.g. term time workers, compressed hours) then the annual Hours calculation should be used. Hours worked calculated as a percentage of 216 working days in a year. Note for organisations where full time constitutes less than 36 hours please record under 1.00 (OTHER) for the organisation's Full Time Equivalent (FTE) equivalent, and part time from 0.01 - 0.99 as above. This is to ensure that organisations not currently adhering to the 36/37 hour standard are not reporting inflated part time figures.	1.00 - FULL TIME EMPLOYEE (36 HOURS) 1.00 – FULL TIME EMPLOYEE (37 HOURS) 1.00 – FULL TIME EMPLOYEE (OTHER) 0.01 - 0.99 - RANGE OF ACCEPTABLE FTE VALUES FOR PART TIME EMPLOYEES

1.14 Location and Boundaries (a)

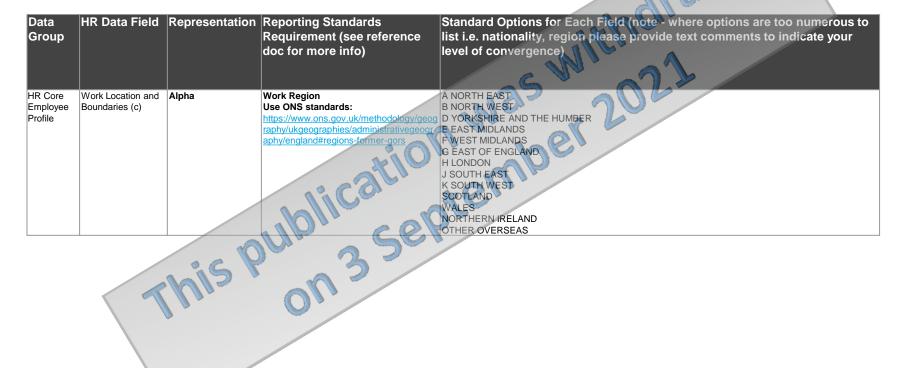| Data Group	HR Data Field	Representation	Reporting Standards Requirement (see reference doc for more info)	Standard Options for Each Field (note - where options are too numerous to list i.e. nationality, region please provide text comments to indicate your level of convergence)
HR Core Employee Profile	Location and Boundaries (a)	**Alpha/ Numeric**	**Work Postcode** 1) There should be two fields. One for work postcode and one for home postcode (see below). This can be used to better understand where people work and live and help to inform workforce planning. 2) Home workers (i.e anyone with a formal home working contract) should record their home postcode in both the work and home fields. 3) If your organisation operates internationally, do ensure you enable the inputting of international postal codes.	WORK POSTAL CODE WITHOUT SPACES E.G. SW1A2HG IF HOMEWORKER WITH FORMAL HOME WORKING CONTRACT, RECORD HOME POSTCODE HERE

1.15 Location and Boundaries (b)

Data Group	HR Data Field	Representation	Reporting Standards Requirement (see reference doc for more info)	Standard Options for Each Field (note - where options are too numerous to list i.e. nationality, region please provide text comments to indicate your level of convergence)
HR Core Employee Profile	Location and Boundaries (b)	**Alpha**	**Home Postcode** Again, if your organisation operates internationally, do ensure you enable the inputting of international postal codes.	HOME POSTCODE

1.16 Work Location and Boundaries (c)

Data Group	HR Data Field	Representation	Reporting Standards Requirement (see reference doc for more info)	Standard Options for Each Field (note - where options are too numerous to list i.e. nationality, region please provide text comments to indicate your level of convergence)
HR Core Employee Profile	Work Location and Boundaries (c)	**Alpha**	**Work Region** **Use ONS standards:** https://www.ons.gov.uk/methodology/geography/ukgeographies/administrativegeography/england#regions-former-gors	A NORTH EAST B NORTH WEST D YORKSHIRE AND THE HUMBER E EAST MIDLANDS F WEST MIDLANDS G EAST OF ENGLAND H LONDON J SOUTH EAST K SOUTH WEST SCOTLAND WALES NORTHERN IRELAND OTHER OVERSEAS

2. Diversity Data

This publication was withdrawn on 3 September 2021

2.1 Socio-Economic Background - Type Of Secondary School Attended

Data Group	HR Data Field	Representation	Reporting Standards Requirement (see reference doc for more info)	Standard Options for Each Field (note - where options are too numerous to list i.e. nationality, region please provide text comments to indicate your level of convergence)
Diversity Data	Socio-Economic Background	**Alpha**	**Type Of Secondary School Attended** 1. What type of school did you mainly attend between the ages of 11 and 16?	● State-run or state-funded school - selective on academic, faith or other grounds ● State-run or state-funded school - non-selective ● Independent or fee-paying school - bursary ● Independent or fee-paying school - no bursary ● Attended school outside the UK ● Don't know ● Prefer not to say ● Other (please specify):

2.2 Socio-Economic Background - Parental Qualification

Data Group	HR Data Field	Representation	Reporting Standards Requirement (see reference doc for more info)	Standard Options for Each Field (note - where options are too numerous to list i.e. nationality, region please provide text comments to indicate your level of convergence)
Diversity Data	Socio-Economic Background	**Alpha**	**Parental Qualification** 2. What is the highest level of qualifications achieved by either of your parent(s) or guardian(s) by the time you were 18?	● At least one has a degree level qualification ● Qualifications below degree level ● No formal qualifications ● Don't know ● Not applicable ● Prefer not to say ● Other (please specify): (free text)

2.3 Socio-Economic Background - Parental Occupation (a)

Data Group	HR Data Field	Representation	Reporting Standards Requirement (see reference doc for more info)	Standard Options for Each Field (note - where options are too numerous to list i.e. nationality, region please provide text comments to indicate your level of convergence)
Diversity Data	Socio-Economic Background	**Alpha**	**Parental Occupation** 3a. Thinking back to when you were aged about 14, which best describes the sort of work the main/ highest income earner in your household did in their main job?	● Modern professional occupations such as: teacher/lecturer, nurse, physiotherapist, social worker, welfare officer, artist, musician, police officer (sergeant or above), software designer ● Clerical and intermediate occupations such as: secretary, personal assistant, clerical worker, office clerk, call centre agent, nursing auxiliary, nursery nurse ● Senior managers and administrators usually responsible for planning, organising and co-ordinating work and for finance such as: finance manager, chief executive ● Technical and craft occupations such as: motor mechanic, fitter, inspector, plumber, printer, tool maker, electrician, gardener, train driver ● Semi-routine manual and service occupations such as: postal worker, machine operative, security guard, caretaker, farm worker, catering assistant, receptionist, sales assistant ● Routine manual and service occupations such as: HGV driver, van driver, cleaner, porter, packer, sewing machinist, messenger, labourer, waiter / waitress, bar staff ● Middle or junior managers such as: office manager, retail manager, bank manager, restaurant manager, warehouse manager, publican ● Traditional professional occupations such as: accountant, solicitor, medical practitioner, scientist, civil/mechanical engineer ● Long term unemployed (claimed Jobseeker's Allowance or earlier unemployment benefit for more than a year) ● Retired ● Not applicable ● Don't know ● Prefer not to say

2.4 Socio-Economic Background - Parental Occupation (b)

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Data Group	HR Data Field	Representation	Reporting Standards Requirement (see reference doc for more info)	Standard Options for Each Field (note - where options are too numerous to list i.e. nationality, region please provide text comments to indicate your level of convergence)
Diversity Data	Socio-Economic Background	**Alpha**	**Parental Occupation** 3b. Thinking back to when you were aged about 14, did the main/highest income earner in your household work as an employee or self-employed?	• Employee • Self-employed with employees • Self-employed/freelancer without employees • Not working • Don't know • Not applicable • Prefer not to say

2.5 Socio-Economic Background - Parental Occupation (c)

Data Group	HR Data Field	Representation	Reporting Standards Requirement (see reference doc for more info)	Standard Options for Each Field (note - where options are too numerous to list i.e. nationality, region please provide text comments to indicate your level of convergence)
Diversity Data	Socio-Economic Background	**Alpha**	**Parental Occupation** 3c. If the highest income earner in your household was employed when you were aged 14, how many people worked for their employer? If they were self-employed and employed other people, how many people did they employ?	• 1-24 • 25 or more • Don't know • Not applicable • Prefer not to say

2.6 Socio-Economic Background - Parental Occupation (d)

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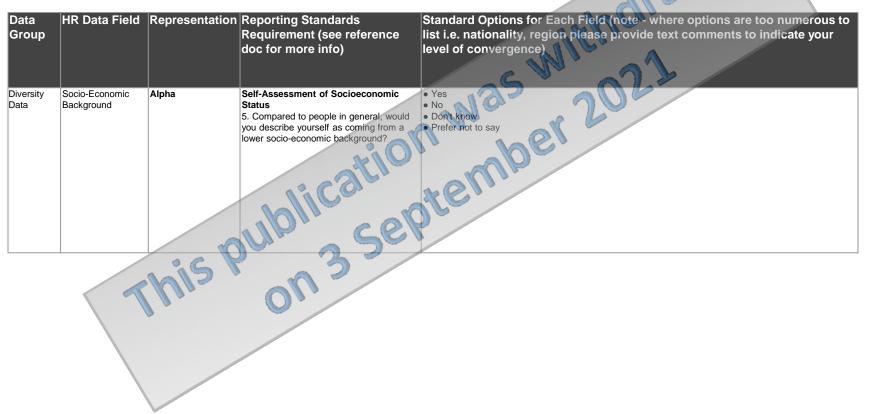| Data Group	HR Data Field	Representation	Reporting Standards Requirement (see reference doc for more info)	Standard Options for Each Field (note - where options are too numerous to list i.e. nationality, region please provide text comments to indicate your level of convergence)
Diversity Data	Socio-Economic Background	**Alpha**	**Parental Occupation** 3d. If the highest income earner in your household was employed when you were aged 14, did they supervise any other employees? A supervisor is responsible for overseeing the work of other employees on a day-to-day basis.	• Yes • No • Don't know • Not applicable • Prefer not to say

2.7 Socio-Economic Background - Free School Meals

Data Group	HR Data Field	Representation	Reporting Standards Requirement (see reference doc for more info)	Standard Options for Each Field (note - where options are too numerous to list i.e. nationality, region please provide text comments to indicate your level of convergence)
Diversity Data	Socio-Economic Background	**Alpha**	**Free School Meals** 4. If you finished school after 1980, were you eligible for Free School Meals at any point during your school years? Free School Meals are a statutory benefit available to school-aged children from families who receive other qualifying benefits and who have been through the relevant registration process. It does not include those who receive meals at school through other means (e.g. boarding school).	• Yes • No • Not applicable (finished school before 1980 or went to school overseas) • Don't know • Prefer not to say

2.8 Socio-Economic Background - Self-Assessment of Socioeconomic Status

Data Group	HR Data Field	Representation	Reporting Standards Requirement (see reference doc for more info)	Standard Options for Each Field (note - where options are too numerous to list i.e. nationality, region please provide text comments to indicate your level of convergence)
Diversity Data	Socio-Economic Background	**Alpha**	**Self-Assessment of Socioeconomic Status** 5. Compared to people in general, would you describe yourself as coming from a lower socio-economic background?	• Yes • No • Don't know • Prefer not to say

2.9 Disability (a)

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Data Group	HR Data Field	Representation	Reporting Standards Requirement (see reference doc for more info)	Standard Options for Each Field (note - where options are too numerous to list i.e. nationality, region please provide text comments to indicate your level of convergence)
Diversity Data	Disability	**Alpha**	**Disability** Do you have a physical or mental health condition, illness, impairment or disability?	• Yes • No • Prefer Not to Say

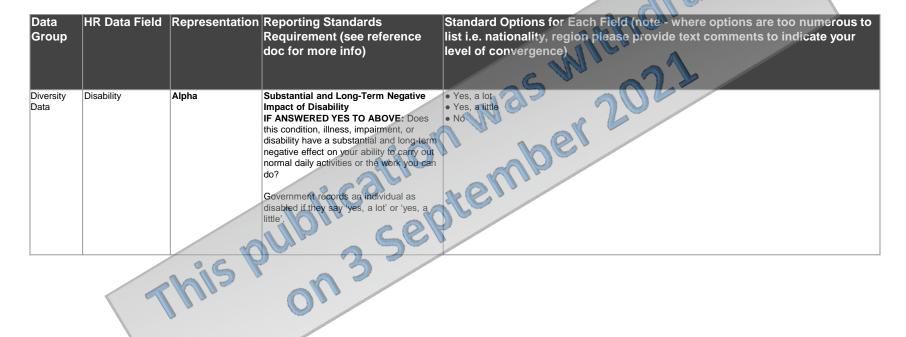This publication was withdrawn on 3 September 2021

2.10 Disability (b)

Data Group	HR Data Field	Representation	Reporting Standards Requirement (see reference doc for more info)	Standard Options for Each Field (note - where options are too numerous to list i.e. nationality, region please provide text comments to indicate your level of convergence)
Diversity Data	Disability	**Alpha**	**Substantial and Long-Term Negative Impact of Disability** **IF ANSWERED YES TO ABOVE:** Does this condition, illness, impairment, or disability have a substantial and long-term negative effect on your ability to carry out normal daily activities or the work you can do? Government records an individual as disabled if they say 'yes, a lot' or 'yes, a little'.	● Yes, a lot ● Yes, a little ● No

2.11 Disability (c)

Data Group	HR Data Field	Representation	Reporting Standards Requirement (see reference doc for more info)	Standard Options for Each Field (note - where options are too numerous to list i.e. nationality, region please provide text comments to indicate your level of convergence)
Diversity Data	Disability	**Alpha**	**Type of Disability/Disabilities** IF ANSWERED YES TO ABOVE: Please select which categories apply to you. Recommended accompanying help/information text: A disability is a physical or mental impairment which has a substantial and long term effect upon a person's ability to carry out normal activities. You can find out more information on GOV.UK (https://www.gov.uk/definition-of-disability-under-equality-act-2010). 'Substantial' is more than minor or trivial, e.g it takes much longer than it usually would to complete a daily task like getting dressed 'Long-term' means 12 months or more, e.g a breathing condition that develops as a result of a lung infection. There are special rules about recurring or fluctuating conditions, e.g arthritis, and progressive conditions. You automatically meet the disability definition under the Equality Act 2010 from the day you're diagnosed with HIV, cancer or multiple sclerosis. Categories information: ● The sections in brackets won't show in the category title but will be available via a help button. ● Users will be able to select multiple options ● Selecting 'Other' will offer the user a free text box Diversity data must be anonymous and disability data is no different. There should not be an automated email to the line manager. Where this is already in place, it should preferably be removed, or at least the user should be given the choice to opt into this.	Select all that apply: ● Deaf or Hard of Hearing ● Learning disability such as Down's Syndrome and Fragile X ● Long-standing, chronic or fluctuating condition or disability (examples include cancer, HIV, diabetes, chronic heart disease, asthma, severe migraines, epilepsy, IBS) ● Mental Health Condition such as depression, anxiety, bipolar, schizophrenia. ● Neurodiverse conditions: Autism Spectrum ● Other neurodiverse conditions such as dyslexia, dyspraxia or AD(H)D ● Physical or Mobility limiting condition or disability (examples include back or joint pain, cerebral palsy, Multiple Sclerosis (MS), acquired spinal injury, arthritis, traumatic brain injury) ● Speech Impairment ● Visible Difference such as facial disfigurement, skin condition, or alopecia ● Visual Impairment or Sight Loss ● Other (please specify - free text box) ● Prefer not to say

2.12 Gender Identity

Data Group	HR Data Field	Representation	Reporting Standards Requirement (see reference doc for more info)	Standard Options for Each Field (note - where options are too numerous to list i.e. nationality, region please provide text comments to indicate your level of convergence)
Diversity Data	Gender Identity	**Alpha**	**Gender Identity** 1) Capture protected characteristics and enable analytics. 2) Reporting on demographic staff profiles. 3) In line with Equality Duty and Equality Act protected characteristics. NOTE: Transgender is a protected characteristic and as such, should be recorded and reported against. New gender identity reporting standards will be published by Cabinet Office soon and our HR data reporting standards will be updated accordingly. **Organisations should avoid changing their gender identity reporting until these new reporting standards have been published.**	MALE TRANSGENDER FEMALE NON-BINARY I IDENTIFY IN ANOTHER WAY PREFER NOT TO SAY

2.13 Sexual Orientation

Data Group	HR Data Field	Representation	Reporting Standards Requirement (see reference doc for more info)	Standard Options for Each Field (note - where options are too numerous to list i.e. nationality, region please provide text comments to indicate your level of convergence)
Diversity Data	Sexual Orientation	**Alpha**	**Sexual Orientation**	HETEROSEXUAL/STRAIGHT GAY MAN GAY WOMAN/LESBIAN BISEXUAL OTHER PREFER NOT TO SAY

This publication was withdrawn on 3 September 2021

2.14 Ethnic Group

Data Group	HR Data Field	Representation	Reporting Standards Requirement (see reference doc for more info)	Standard Options for Each Field (note - where options are too numerous to list i.e. nationality, region please provide text comments to indicate your level of convergence)
Diversity Data	Ethnic Group	**Alpha**	**Ethnic Group** **Ethnic groups reflect ONS standards:** https://www.ons.gov.uk/methodology/classificationsandstandards/measuringequality/ethnicgroupnationalidentityandreligion#ethnic-group	ASIAN OR ASIAN BRITISH - BANGLADESHI ASIAN OR ASIAN BRITISH - INDIAN ASIAN OR ASIAN BRITISH - PAKISTANI ANY OTHER ASIAN BACKGROUND BLACK OR BLACK BRITISH – AFRICAN BLACK OR BLACK BRITISH – CARIBBEAN ANY OTHER BLACK/AFRICAN/CARIBBEAN BACKGROUND CHINESE MIXED WHITE AND ASIAN MIXED WHITE AND BLACK AFRICAN MIXED WHITE AND BLACK CARIBBEAN ANY OTHER MIXED BACKGROUND WHITE – ENGLISH/WELSH/SCOTTISH/NORTHERN IRISH/BRITISH WHITE – IRISH GYPSY OR TRAVELLER WHITE – ANY OTHER WHITE – IRISH OTHER ETHNIC GROUP PREFER NOT TO SAY

2.15 National Identity

Data Group	HR Data Field	Representation	Reporting Standards Requirement (see reference doc for more info)	Standard Options for Each Field (note - where options are too numerous to list i.e. nationality, region please provide text comments to indicate your level of convergence)
Diversity Data	National Identity	**Alpha**	**National Identity** This needs to **allow multiple options as may be more than one in accordance with ONS standards:** https://www.ons.gov.uk/methodology/classificationsandstandards/measuringequality/ethnicgroupnationalidentityandreligion#national-identity	ENGLISH SCOTTISH WELSH NORTHERN IRISH BRITISH OTHER (WITH FREE TEXT) PREFER NOT TO SAY

2.16 Religion or Belief

Data Group	HR Data Field	Representation	Reporting Standards Requirement (see reference doc for more info)	Standard Options for Each Field (note - where options are too numerous to list i.e. nationality, region please provide text comments to indicate your level of convergence)
Diversity Data	Religion or Belief	**Alpha**	**Religion and Belief** Religion and belief list taken from 2011 UK census questions	NO RELIGION CHRISTIAN (INCLUDING CHURCH OF ENGLAND, CATHOLIC, PROTESTANT AND ALL OTHER CHRISTIAN DENOMINATIONS) BUDDHIST HINDU JEWISH MUSLIM SIKH ANY OTHER RELIGION (FREE TEXT)

3. HR Profession, Talent, Performance

3.1 Professions and Functions

Data Group	HR Data Field	Representation	Reporting Standards Requirement (see reference doc for more info)	Standard Options for Each Field (note - where options are too numerous to list i.e. nationality, region please provide text comments to indicate your level of convergence)
HR Profession, Talent, Performance	Professions and Functions	**Alpha**	**Professions and Functions** Organisations should **consult the Civil Service website for the most up to date list of Professions and Functions to use:** https://www.gov.uk/government/organisations/civil-service/about Individuals may align to one or more Professions, but will usually have a core professional anchor. A professional may not always work in the Function directly associated with their Profession, and not all Professions link directly to the Civil Service Functions.	(CATEGORY) PROFESSION OF CURRENT POST (PROVIDE DROP DOWN LIST OF ALL PROFESSIONS) (CATEGORY) PRIMARY PROFESSION OF EMPLOYEE (PROVIDE DROP DOWN LIST OF ALL PROFESSIONS) (CATEGORY) SECONDARY PROFESSION OF EMPLOYEE (PROVIDE DROP DOWN LIST OF ALL PROFESSIONS) (CATEGORY) FUNCTION OF POST [IF APPLICABLE] (PROVIDE DROP DOWN LIST OF ALL FUNCTIONS)

3.2 Job Families

Data Group	HR Data Field	Representation	Reporting Standards Requirement (see reference doc for more info)	Standard Options for Each Field (note - where options are too numerous to list i.e. nationality, region please provide text comments to indicate your level of convergence)
HR Profession, Talent, Performance	Job Family	**Alpha**	**Job Families** Organisations should consider job families as an integral part of their HR structures when implementing system changes as abilities such as Workforce Planning modules, Workforce Modelling and projections for talent activities. This information is critical for successful implementation of position management.	FREE TEXT

3.3 Professional Bodies

Data Group	HR Data Field	Representation	Reporting Standards Requirement (see reference doc for more info)	Standard Options for Each Field (note - where options are too numerous to list i.e. nationality, region please provide text comments to indicate your level of convergence)
HR Profession, Talent, Performance	Name of Professional Body	**Alpha**	**Professional Bodies** 1) Organisations should consider the current need for this level of detail in reporting when entering this data field 2) Organisations should be prepared to add data fields in future to meet reporting and data needs. **Please see up to date professional bodies:** https://www.gov.uk/government/publications/professional-bodies-approved-for-tax-relief-list-3/approved-professional-organisations-and-learned-societies	DROP DOWN MENU OF PROFESSIONAL BODIES WITH OTHER OPTIONS PROVIDE FACILITY TO RECORD MORE THAN ONE ANSWER

3.4 Education Level

Data Group	HR Data Field	Representation	Reporting Standards Requirement (see reference doc for more info)	Standard Options for Each Field (note - where options are too numerous to list i.e. nationality, region please provide text comments to indicate your level of convergence)
HR Profession, Talent, Performance	Education Level	**Alphanumeric**	**Education Level** Education level should be current and editable for review in future as the employee may complete further education throughout their employment. **Levels should be mapped to current government guidance as provided on:** https://www.gov.uk/what-different-qualification-levels-mean/list-of-qualification-levels	ENTRY ONE TWO THREE FOUR FIVE SIX SEVEN EIGHT

3.5 Talent Management -
Fast Streamers and Apprentices

Data Group	HR Data Field	Representation	Reporting Standards Requirement (see reference doc for more info)	Standard Options for Each Field (note - where options are too numerous to list i.e. nationality, region please provide text comments to indicate your level of convergence)
HR Profession, Talent, Performance	Talent Management	**Effective Dated**	**Fast Streamers and Apprentices** Managers should sign off fields if not inputting themselves into employee records. Organisations should consult appropriate talent leads to ensure consistency. Multiple choice should be permitted.	**DROP DOWN** **plus any organisational specific programmes.** **FAST STREAM** 1. FAST STREAM - GENERALIST 2. FAST STREAM - SPECIALIST (COMMERCIAL, DIGITAL, DATA AND TECHNOLOGY, FINANCE, GOVERNMENT COMMUNICATIONS, GOVERNMENT STATISTICAL SERVICE, PROJECT DELIVERY, SCIENCE & ENGINEERING) 3. FAST STREAM - HUMAN RESOURCES 4. FAST STREAM - ANALYTICAL (ECONOMISTS, STATISTICIANS, OPERATIONAL RESEARCH) 5. FAST STREAM - OTHER (DIPLOMATIC SERVICE, DIPLOMATIC SERVICE (ECONOMICS), HOUSES OF PARLIAMENT) **APPRENTICESHIP** 1. APPRENTICESHIP STARTS (EXTERNALLY RECRUITED - FAST TRACKERS, DEPARTMENTAL APPRENTICESHIP PROGRAMMES, STRUCTURED PROGRAMMES THAT HIRE APPRENTICES DIRECTLY) 2. APPRENTICESHIP IN SERVICE (EXISTING CIVIL SERVANT THAT TOOK UP AN APPRENTICESHIP LEARNING PROGRAMMES OFFERED THROUGH CIVIL SERVICE LEARNING PROVIDER) Date started: DDMMYYYY Date completed: DDMMYYYY

4. HR Joining and Leaving

This publication was withdrawn on 3 September 2021

4.1 Civil Service Reckonable Service Start Date

Data Group	HR Data Field	Representation	Reporting Standards Requirement (see reference doc for more info)	Standard Options for Each Field (note - where options are too numerous to list i.e. nationality, region please provide text comments to indicate your level of convergence)
HR Joining and Leaving	Civil Service Reckonable Service Start Date	**Numeric**	**Civil Service Reckonable Service Start Date** A person who has previously served in the Civil service, has left and re-entered should have the latest re-entry date recorded, except in formal reinstatement cases when the previous date of entry should be used. Where a person has moved from Fixed Term Appointment (FTA) to permanent their civil service date of entry will be the start of their FTA. Staff returning from special leave including career breaks should have the date they entered the Civil Service not the date of return from special leave.	DATE OF ENTRY TO BE ENTERED AS: DDMMYYYY

4.2 Organisation Date of Entry

Data Group	HR Data Field	Representation	Reporting Standards Requirement (see reference doc for more info)	Standard Options for Each Field (note - where options are too numerous to list i.e. nationality, region please provide text comments to indicate your level of convergence)
HR Joining and Leaving	Organisation Date of Entry	**Effective Dated**	**Date of Entry** 1) A person who has previously served in the Civil service, has left and re-entered should have the latest re-entry date recorded, except in formal reinstatement cases when the previous date of entry should be used. 2) For a person who becomes a permanent full-time or part-time employee whilst engaged on casual or seasonal work, the date of entry to the Civil Service will normally be the date of taking up permanent employment. 3) Staff returning from special leave including career breaks should have the date they entered the organisation not the date of return from special leave.	DATE OF ENTRY TO BE ENTERED AS: DDMMYYYY

4.3 Civil Service Grade On Entry

Data Group	HR Data Field	Representation	Reporting Standards Requirement (see reference doc for more info)	Standard Options for Each Field (note - where options are too numerous to list i.e. nationality, region please provide text comments to indicate your level of convergence)
HR Joining and Leaving	Civil Service Grade on Entry	**Alpha**	**Grade On Entry** The grade on entry to the Civil Service should be recorded. The grade should be recorded using the central Civil Service grades and not the organisation-specific grading structure. Organisations may therefore need mapping to enable this. A person who has served previously in the Civil Service, left and re-entered, should have the latest re-entry grade recorded, except in reinstatement cases when the previous grade on entry should be used.	SENIOR CIVIL SERVICE - PERMANENT SECRETARY SENIOR CIVIL SERVICE - DIRECTOR GENERAL (PB3) SENIOR CIVIL SERVICE - DIRECTOR (PB2) SENIOR CIVIL SERVICE - DEPUTY DIRECTOR (PB1/1A) GRADE 6 EQUIVALENT GRADE 7 EQUIVALENT SENIOR EXECUTIVE OFFICER (SEO) EQUIVALENT HIGHER EXECUTIVE OFFICER (HEO) EQUIVALENT EXECUTIVE OFFICER (EO) EQUIVALENT ADMINISTRATIVE OFFICER (AO) EQUIVALENT ADMINISTRATIVE ASSISTANT (AA) EQUIVALENT

4.4 HR Joining and Leaving - Recruitment Type

Data Group	HR Data Field	Representation	Reporting Standards Requirement (see reference doc for more info)	Standard Options for Each Field (note - where options are too numerous to list i.e. nationality, region please provide text comments to indicate your level of convergence)
HR Joining and Leaving	Recruitment Type	**Alpha**	**Recruitment Type**	INTERNAL – SAME ORGANISATION - ON SAME GRADE INTERNAL – SAME ORGANISATION - ON PROMOTION INTERNAL – SAME ORGANISATION - ON TEMPORARY PROMOTION INTERNAL – CIVIL SERVICE TRANSFER - ON SAME GRADE INTERNAL – CIVIL SERVICE TRANSFER - ON PROMOTION INTERNAL – CIVIL SERVICE TRANSFER - ON TEMPORARY PROMOTION EXTERNAL

4.5 Temporary Employment End Dates

Data Group	HR Data Field	Representation	Reporting Standards Requirement (see reference doc for more info)	Standard Options for Each Field (note - where options are too numerous to list i.e. nationality, region please provide text comments to indicate your level of convergence)
HR Joining and Leaving - Temporary Appointment	Temporary Employment Anticipated End Date	**Effective Dated**	**Temporary Employment End Dates** Would only need end date as start date is recorded elsewhere. If recruited by 'Exception', end date should be under 2 years with push notification to start dismissal 6 months earlier.	DATE OF LOAN / SECONDMENT / FIXED TERM APPOINTEE (FTA) START: DDMMYYYY DATE OF LOAN / SECONDMENT / FIXED TERM APPOINTEE (FTA) DUE TO END: DDMMYYYY

4.6 Civil Service Date of Exit

Data Group	HR Data Field	Representation	Reporting Standards Requirement (see reference doc for more info)	Standard Options for Each Field (note - where options are too numerous to list i.e. nationality, region please provide text comments to indicate your level of convergence)
HR Joining and Leaving	Civil Service Date of Exit	**Numeric**	**Date Of Exit** A person who has left the Civil Service or current engagement such as through resignation, retirement or dismissal. Include actual and planned date of exit for workforce planning.	DATE OF PLANNED EXIT: DDMMYYYY DATE OF ACTUAL EXIT: DDMMYYYY

4.7 Reason For Leaving Organisation (a)

Government
Shared Services | Civil Service HR

Data Group	HR Data Field	Representation	Reporting Standards Requirement (see reference doc for more info)	Standard Options for Each Field (note - where options are too numerous to list i.e. nationality, region please provide text comments to indicate your level of convergence)
HR Joining and Leaving	Reason for Leaving Organisation	**Alpha**	**Reason For Leaving Organisation**	RESIGNATION PROMOTION (INTERNAL WITHIN ORGANISATION) LATERAL MOVE (INTERNAL WITHIN ORGANISATION) TRANSFER MOVE WITHIN THE CIVIL SERVICE EXTERNAL ROLE RETIREMENT DISMISSAL - CONDUCT - WITH NOTICE DISMISSAL - CONDUCT - WITHOUT NOTICE (SUMMARY) DISMISSAL - SICKNESS ABSENCE DISMISSAL - PERFORMANCE DECEASED EFFICIENCY EXIT VOLUNTARY EXIT SCHEME COMPULSORY RESIGNATION VOLUNTARY REDUNDANCY COMPULSORY REDUNDANCY OTHER (FREE TEXT FIELD)

4.8 Reason For Leaving Organisation (b)

Data Group	HR Data Field	Representation	Reporting Standards Requirement (see reference doc for more info)	Standard Options for Each Field (note - where options are too numerous to list i.e. nationality, region please provide text comments to indicate your level of convergence)
HR Joining and Leaving	Reason for Leaving Organisation	**Alpha**	**Top Two Reasons for Leaving** Primary reason for leaving should be stated. Secondary reason for leaving should be stated.	BETTER PAY AND BENEFITS BULLYING/HARASSMENT WITHIN THE WORKPLACE CONSTANT CHANGE DISCRIMINATION EXIT SCHEME ILL HEALTH JOB UNSUITABLE CAREER CHANGE LESS CONTACT WITH PUBLIC LESS PRESSURE IN NEW ROLE LOOKING AFTER CHILDREN/CARING RESPONSIBILITIES PERSONAL CIRCUMSTANCES POSSIBILITY OF BETTER CAREER PROSPECTS POSSIBILITY OF BETTER PROMOTION ASPECTS POTENTIAL FOR MORE TRAINING OPPORTUNITIES RETIREMENT SITE CLOSING SITE TRANSFERRING TO ANOTHER ORGANISATION TAKING UP FURTHER EDUCATION TRANSFERRED ON PROMOTION UNHAPPY WITH MANAGEMENT WORK RELATIONSHIPS COST OF LIVING IN THE AREA JOB DISSATISFACTION MATERNITY - NOT RETURNING PARENTAL LEAVE (NOT MATERNITY) - NOT RETURNING CAREER BREAK - NOT RETURNING PERCEPTION OF JOB - DID NOT MEET EXPECTATIONS TRAVELLING MORE REWARDING/INTERESTING JOB FOUND MOVING CLOSER TO HOME MOVING FROM THE AREA EMIGRATING OTHER PREFER NOT TO SAY

5. HR Absence

This publication was withdrawn on 3 September 2021

5.1 Absence - Not Related To Sickness

Data Group	HR Data Field	Representation	Reporting Standards Requirement (see reference doc for more info)	Standard Options for Each Field (note - where options are too numerous to list i.e. nationality, region please provide text comments to indicate your level of convergence)
HR Absence	Absence Not Related to Sickness (Other)	**Alpha**	**Absence (Not Related To Sickness)** Organisations should consult their own policies on organisational leave as well as those contained here when defining fields.	MATERNITY LEAVE - CONTRACTUAL PAY MATERNITY LEAVE - STATUTORY PAY PATERNITY LEAVE - CONTRACTUAL PAY PARENTAL/ADOPTION LEAVE - PAID PARENTAL/ADOPTION LEAVE - UNPAID SHARED PARENTAL LEAVE - PAID SUSPENSION – PAID SUSPENSION – UNPAID UNAUTHORISED ABSENCE DAYS – RECOGNISED STRIKE ACTION UNAUTHORISED ABSENCE DAYS – UNRECOGNISED STRIKE ACTION UNAUTHORISED ABSENCE DAYS – NON ATTENDANCE OTHER

This publication was withdrawn on 3 September 2021

5.2 Absence - Special Leave With Pay

Data Group	HR Data Field	Representation	Reporting Standards Requirement (see reference doc for more info)	Standard Options for Each Field (note - where options are too numerous to list i.e. nationality, region please provide text comments to indicate your level of convergence)
HR Absence	Absence Not Related To Sickness (Other) - Special Leave With Pay	**Alpha**	**Special Leave With Pay** Organisations should consult their own policies on leave as well as those contained here when defining fields.	ARMED FORCES SERVICE AWAITING REASONABLE ADJUSTMENT BEREAVEMENT CIVIL SERVICE RELATED ACTIVITIES VOLUNTEERING COMPASSIONATE LEAVE EMERGENCY LEAVE EPIDEMIC/PANDEMIC - CARING RESPONSIBILITY EPIDEMIC/PANDEMIC - OTHER REASONS EPIDEMIC/PANDEMIC - SELF ISOLATION OR QUARANTINE ON OFFICIAL HEALTH ADVICE FURTHER EDUCATION LEAVE JURY SERVICE PARENTAL BEREAVEMENT LEAVE PARENTAL LEAVE PUBLIC, ENVIRONMENTAL AND COMMUNITY INITIATIVES SPORTING EVENTS SPECIAL LEAVE WITH PAY – TRADE UNION RELATED TRANSFER LEAVE OTHER HEALTH/DISABILITY RELATED OTHER

5.3 Absence - Special Leave Without Pay

Data Group	HR Data Field	Representation	Reporting Standards Requirement (see reference doc for more info)	Standard Options for Each Field (note - where options are too numerous to list i.e. nationality, region please provide text comments to indicate your level of convergence)
HR Absence	Absence Not Related To Sickness (Other) - Special Leave Without Pay	Alpha	**Special Leave Without Pay** Organisations should consult their own policies on leave as well as those contained here when defining fields.	ARMED FORCES SERVICE ADDITIONAL MATERNITY LEAVE BEREAVEMENT CARER LEAVE COMPASSIONATE LEAVE EMERGENCY LEAVE FURTHER EDUCATION LEAVE OTHER HEALTH/DISABILITY RELATED PUBLIC, ENVIRONMENTAL AND COMMUNITY INITIATIVES HOLIDAYS TRANSFER LEAVE SPECIAL LEAVE WITHOUT PAY – TRADE UNION RELATED PARENTAL LEAVE PARENTAL BEREAVEMENT LEAVE SPORTING EVENTS CIVIL SERVICE RELATED ACTIVITIES VOLUNTEERING OTHER

5.4 Absence - Absence Start Date

Data Group	HR Data Field	Representation	Reporting Standards Requirement (see reference doc for more info)	Standard Options for Each Field (note - where options are too numerous to list i.e. nationality, region please provide text comments to indicate your level of convergence)
HR Absence	Absence - Start Date	**Numeric**	**Absence Start Date** Organisations should consult their own policies on leave as well as those contained here when defining fields.	DDMMYYYY

5.6 Absence - Sickness Absence

Data Group	HR Data Field	Representation	Reporting Standards Requirement (see reference doc for more info)	Standard Options for Each Field (note - where options are too numerous to list i.e. nationality, region please provide text comments to indicate your level of convergence)
HR Absence	Absence (Sickness)	Alpha	**Sickness Absence** Organisations should consult their own policies on sickness absence in addition to aligning to these agreed fields. **Source:** http://www.iom-world.org/sicknessabsence/saclist.htm	ANXIETY/STRESS/DEPRESSION/OTHER PSYCHIATRIC ILLNESSES ASTHMA BACK PROBLEMS BENIGN AND MALIGNANT TUMOURS, CANCERS BLOOD DISORDERS BURNS, POISONING, FROSTBITE, HYPOTHERMIA CHEST & RESPIRATORY PROBLEMS COLD, COUGH, FLU – INFLUENZA DENTAL AND ORAL PROBLEMS EAR, NOSE, THROAT (ENT) ENDOCRINE/GLANDULAR PROBLEMS EYE PROBLEMS GENITOURINARY & GYNAECOLOGICAL DISORDERS HEADACHE/MIGRAINE HEART, CARDIAC AND CIRCULATORY PROBLEMS INFECTIOUS DISEASES INJURY, FRACTURE NERVOUS SYSTEM DISORDERS PREGNANCY RELATED DISORDERS RESPIRATORY SYSTEM - EPIDEMIC/PANDEMIC SKIN DISORDERS SUBSTANCE ABUSE UNKNOWN CAUSES/NOT SPECIFIED OTHER KNOWN CAUSES – NOT CLASSIFIED OTHER MUSCULOSKELETAL PROBLEMS

ANNEX: Consultation Record

Analysis & Digital Delivery – Cabinet Office
Civil Service Employee Policy (CSEP) – Cabinet Office
Civil Service HR (CSHR) – Cabinet Office
Crown Commercial Function (CCF)
Department for Business, Energy and Industrial Strategy (BEIS)
Department for Communities and Local Government (DCLG)
Department for Culture, Media and Sport (DCMS)
Department for Environment, Food and Rural Affairs (DEFRA)
Department for Exiting the European Union (DExEU)
Department for International Trade (DIT)
Department for International Trade (DIT)
Department for Transport (DfT)
Department for Work and Pensions (DWP)
Department of Health and Social Care (DHSC)
Foreign and Commonwealth Office (FCO)
Government Communications Headquarters (GCHQ)
Government Shared Services (GSS) – Cabinet Office
HM Revenue and Customs (HMRC)
HM Treasury (HMT)
Home Office (HO)
Ministry of Defence (MOD)
Ministry of Justice (MOJ)
Office for National Statistics (ONS)
Serious Fraud Office (SFO)