Field Description	Field Abbreviation	Field Length	Field Type	Field Version
Mode of employment	**XMOEMP01**	**2**	**Char**	**2.1.1**

VALID ENTRIES

01	Full-time
02	Part-time
03	Dormant

ADDITIONAL INFORMATION

This field groups the Staff Contract.MOEMP (Mode of employment) field into the standard HESA staff publication categories of full-time and part-time.

Full-time staff are those whose contracts state that their mode of employment is full-time. This includes staff who work full-time for part of a year and term-time only staff who work full-time during the term.

Part-time staff are those staff that work anything less than full-time. Unless excluded by population (i.e. the HESA staff contract population), part-time includes atypical mode of employment.

Dormant staff are those that whilst holding a contract of employment with the HEI, have not undertaken any work during the reporting period. This includes lecturing staff whose modules were not chosen by any students during the year and kept on zero hour contracts, and those on secondments or sabbaticals for the whole year.

Mode of employment is an attribute of the contract, not the person. Therefore, a contract will be counted as wholly part-time, even if a person holds a number of part-time contracts that sum to one full-time equivalent (FTE). When analysing by full-person equivalent (FPE), using the HESA staff contract population, the FPE allocated to the full-time category will only reflect the people that hold a full-time contract. This is consistent with the treatment of other attributes of the contract.

DEPENDENT FIELDS

none

TECHNICAL SPECIFICATION

Contract.MOEMP (CHAR 1)	XMOEMP01
1, 2	01
3, 4, 5	02
6	03

Revision 2.1.1 2013-02-15 (Valid entry 03 Dormant added to field. Technical specification updated accordingly using Contract.MOEMP=6. Additional information definition of dormant added.)