Field Description	Field Abbreviation	Field Length	Field Type	Field Version
Salary at reference date	**XSALR01**	**7**	**Num**	**2.1.1**

VALID ENTRIES

Up to seven digit number

ADDITIONAL INFORMATION

Salary information is collected either as a salary in pounds sterling (GBP) or as a salary point on a nationally recognised pay spine. This field returns staff salary in pounds sterling using either the basic salary at reference date (Contract.SALREF) or annual lookup table lookup table values based on salary points (Contract.SPOINT).

Salary information is required for all non-atypical contracts (i.e. where Contract.TERMS is not 3). If the basic salary for a contract is based on a nationally negociated pay spine (returned in Contract.SPOINT), then Contract.SALREF does not have to be returned - as salary will be derived from salary point lookup tables.

The lookup tables are created from data provided by the Universities and Colleges Employers Association (UCEA) and other organisations and contain salary values as at the end of the HESA reporting period.

Note to analysts: From 2013/14 - Where Contract.SALREF is null (not applicable) this is derived to 0 (zero) in XSALR01 - as HESA's standard onward analysis removes salary returns of £0 and null. This has enabled the XSALR01 field type to be stored as numeric. (Not applicable includes atypical staff for whom salary data is not required).

Note to developers: The lookup tables are collated into one excel workbook with tabs for each of the four administrations by HESA's Data Quality Assurance (DQA) team. The values are then stored as four Oracle lookup tables by HESA's Software Development team.

DEPENDENT FIELDS

XSALG01, XSALPNT01

TECHNICAL SPECIFICATION

The DQA lookup table is saved in http://cvs/viewvc.cgi/cvsroot/aardvark-staff-xml/operations/derive as Pay_scales_lookup.xls. (Note: these files are usually available just before the collection opens.)

Software Development use the Pay_scales_lookup.xls to create four administration lookup tables in the collection schema for Cyy025, as follows:

t_lookup_cyy025_spoint_e
t_lookup_cyy025_spoint_n
t_lookup_cyy025_spoint_s
t_lookup_cyy025_spoint_w

(Note that the technical specification references cyy025, rather than a specific collection reference such as C13025, to enable re-use of the specification on an annual basis).

These tables consist of the following two columns:
F_SPOINT and
F_SALREF.

(continued)

Technical specification (continued)

Contract. SALREF (CHAR 7)	XINSTC01 (CHAR 1)	Contract. SPOINT (CHAR 3)	XSALR01
1. Null		Null	0
2. Not null			Contract.SALREF
3. Null	S	Found in t_lookup_cyy025_spoint_s.f_spoint	t_lookup_cyy025_spoint_s.f_salref
Null	W	Found in t_lookup_cyy025_spoint_w.f_spoint	t_lookup_cyy025_spoint_w.f_salref
Null	N	Found in t_lookup_cyy025_spoint_n.f_spoint	t_lookup_cyy025_spoint_n.f_salref
Null	E	Found in t_lookup_cyy025_spoint_e.f_spoint	t_lookup_cyy025_spoint_e.f_salref
4. Null	S	Not found in t_lookup_cyy025_spoint_s.f_spoint	Null*
Null	W	Not found in t_lookup_cyy025_spoint_w.f_spoint	Null*
Null	N	Not found in t_lookup_cyy025_spoint_n.f_spoint	Null*
Null	E	Not found in t_lookup_cyy025_spoint_e.f_spoint	Null*

1. If Contract.SALREF and Contract.SPOINT are null then XSALR01=0. (i.e. Atypical contract, neither field completed, then 0 (zero) returned).

2. If Contract.SALREF is not null then XSALR01=Contract.SALREF. (i.e. Basic salary returned for contract not on a nationally negotiated pay spine, or contract on a nationally negotiated pay spine but local salary adjustment made, then Contract.SALREF returned).

3. If Contract.SALREF is null and XINSTC01=S, W, N or E and Contract.SPOINT matches t_lookup s.f_spoint, then XSALR01= t_lookup s.f_salary. (i.e. Contract salary based on nationally negotiated pay spine, not subject to local adjustment, then salary point lookup table salary returned).

4. Else if Contract.SALREF is null and XINSTC01=S, W, N or E and Contract.SPOINT does not match t_lookup s.f_spoint, then XSALR01=Null. (* This is an error, highlighting that a value in the collection's Contract.SPOINT field is not contained in the relevant country's t_lookup_Cyy025_spoint table f_spoint column. This is designed so the derived function does not fail. Nulls are to be identified at impossible values testing to flag the issue to HESA's Data Management team.)

Revision 1.12.1 2013-02-22 (Updated for use with the C12025 XML structure. Additional information and Technical specification text updated accordingly. Default SALREF XXXXXXX and SALPOINT XXX changed to Null. Lookup tables updated for C12025. Step 4. added to the Technical specification: Where Contract.SALPOINT not found in t_lookup_Cyy025_spoint table return Null).

Revision 2.1.1 2014-01-29 (Valid entry XXXXXXX 'Not applicable' removed from the specification. Field type changed to Numeric from Character. Technical specification updated, deriving Contract.SALREF to 0 from XXXXXXX. Accompanying note to analysts added to the Additional information section. Reference in Technical specification to lookup table changed from specific collection to stream 'Cyy025' reference. Change to version 2.1.1 due to valid entry changes).