



## HIGHER EDUCATION DATA COLLECTIONS - STAFF DATA COLLECTION 2016 REPORTING SCHEDULE

*The following reporting schedule should be read in conjunction with the relevant scope documents.*

Requirement	Reporting Year	2016															
		SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
<b>Actual Casual Submission</b>																	
Actual casual staff as at 31 December of the prior calendar year.	2016										30						
<b>Estimated Casual Submission</b>																	
Estimated Casual staff data as at 31 March of the reporting year.	2016										30						
<b>Full-Time and FFT (Fractional Full Time) Submission</b>																	
Full time/fractional full-time staff data as at 31 March of the reporting year.	2016										30						
<b>Staff Verification (a)</b>																	
	2016	<i>Process commences July 15 and sign off due August</i>										15					

Notes:

- (a) For more information about the Verification process see the Verifying your Data toolkit on HEIMSHelp.
- (b) Non university (private) providers are not required to submit staff data