



# Higher Education Staff Data Collection: File Naming Convention for 2019

## Format

All files will need to adhere to the following file naming convention:

**9999xxyyyy.pnnnnn** where:

**9999** = provider code (numeric)

**xx** = abbreviated file type code (e.g. 'EC' or 'ec')

**yyyy** = reporting year (numeric; must be >= 2019)

**p** = reporting period (numeric; 1)

**nnnnn** = submission number (numeric; 00001 to 99999)

## Examples

The test provider code **9998** has been used, and examples refer to the first file of each type reported for 2019.

File Type	Code	Submission Type	File Name Format
Actual Casual	CA	Staff	<b>9998CA2019.100001</b>
Full time & Fractional Full time	FT	Staff	<b>9998FT2019.100001</b>
Estimated Casual	EC	Staff	<b>9998EC2019.100001</b>
Staff Concordance (FC)	FC	Staff	<b>9998FC2019.100001</b>