Staff data submission

Staff data submission

https://www.tcsisupport.gov.au/reporting/new-starter/PIR

Staff data submission

Submit data

Verify data

Sign off data
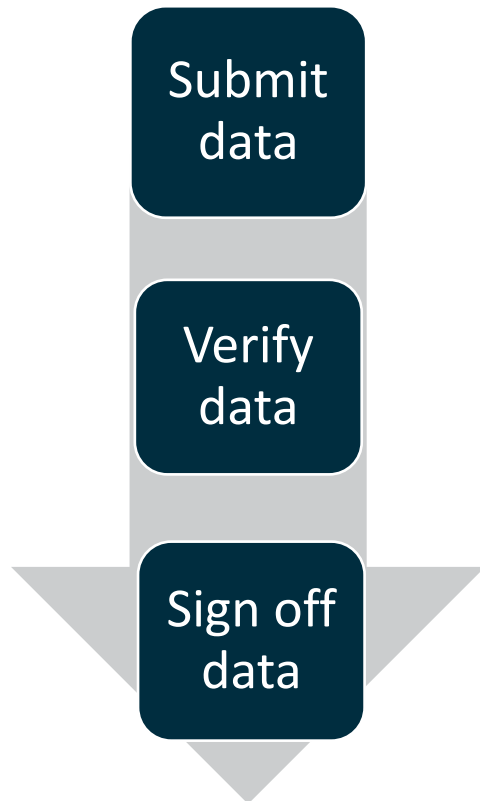
Staff data are due to be submitted and verified by **30 September 2023**.

Non-university higher education providers – please check the PIR Staff requirements:
- Full-time staff packet (PIR) 2023
- Casual staff actuals packet (PIR) 2022
- Casual staff estimate packet (PIR) 2023

If your organisation is **HESA approved**, report staff data using the "**HEP**" header.
If your organisation is **not HESA approved**, report staff data using the "**PIR**" header.
If your organisation received HESA approval in 2022 or 2023 contact TCSI Support.

Staff data submission

Casual staff actuals packet (PIR) 2022

Version Details

Version: 1.00

The casual staff actuals packet is used to report data on staffing resources engaged on a contract basis by a provider throughout the year. Data for casual staff actuals is collected at the organisational unit level.

Scope

Higher education providers are required to report a casual staff actuals packet for each organisational unit that engaged people on a casual work contract basis at any point during the prior calendar year. Data is to be reported in relation to casual staff whose work duties related either solely to higher education, or to both higher education and vocational education and training, with the full-time equivalence expended in relation to work undertaken in both types of work sector being reported.

Data is not to be reported for staff:

- who were members of staff appointed for a limited term with a full-time or fractional full-time work contract

Reading the reporting requirements:
- Description
- Scope
- Reporting deadlines
- Initial reporting requirement
- Uniqueness – especially casual staff actuals
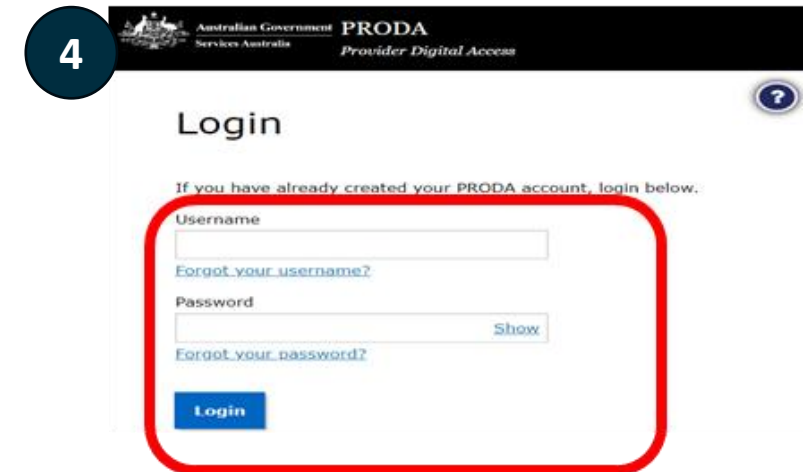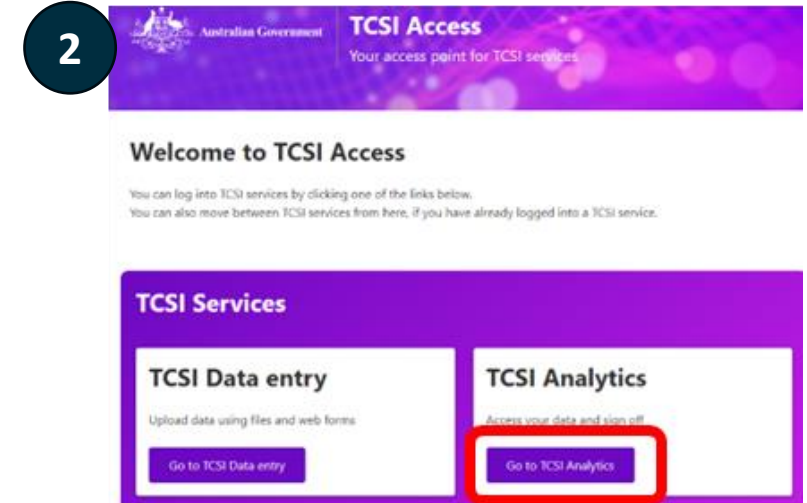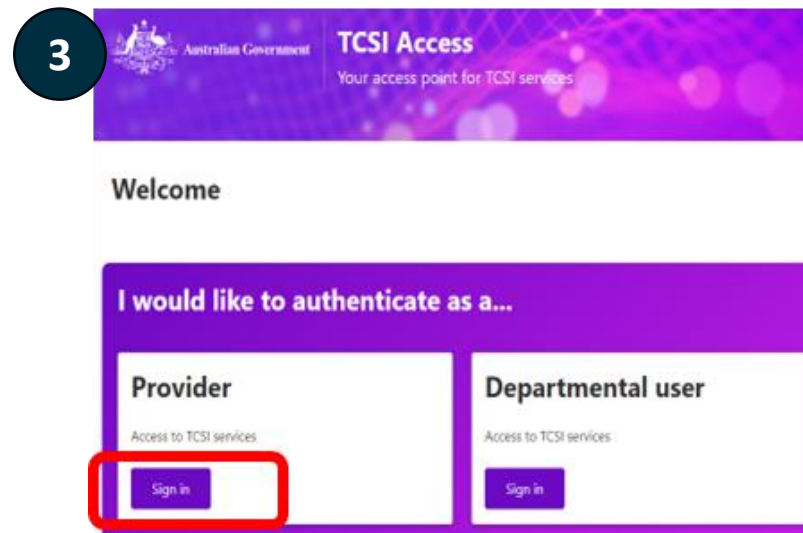- Revising and adding data

Staff data verification

Accessing TCSI Analytics for Verification

TCSI Support website
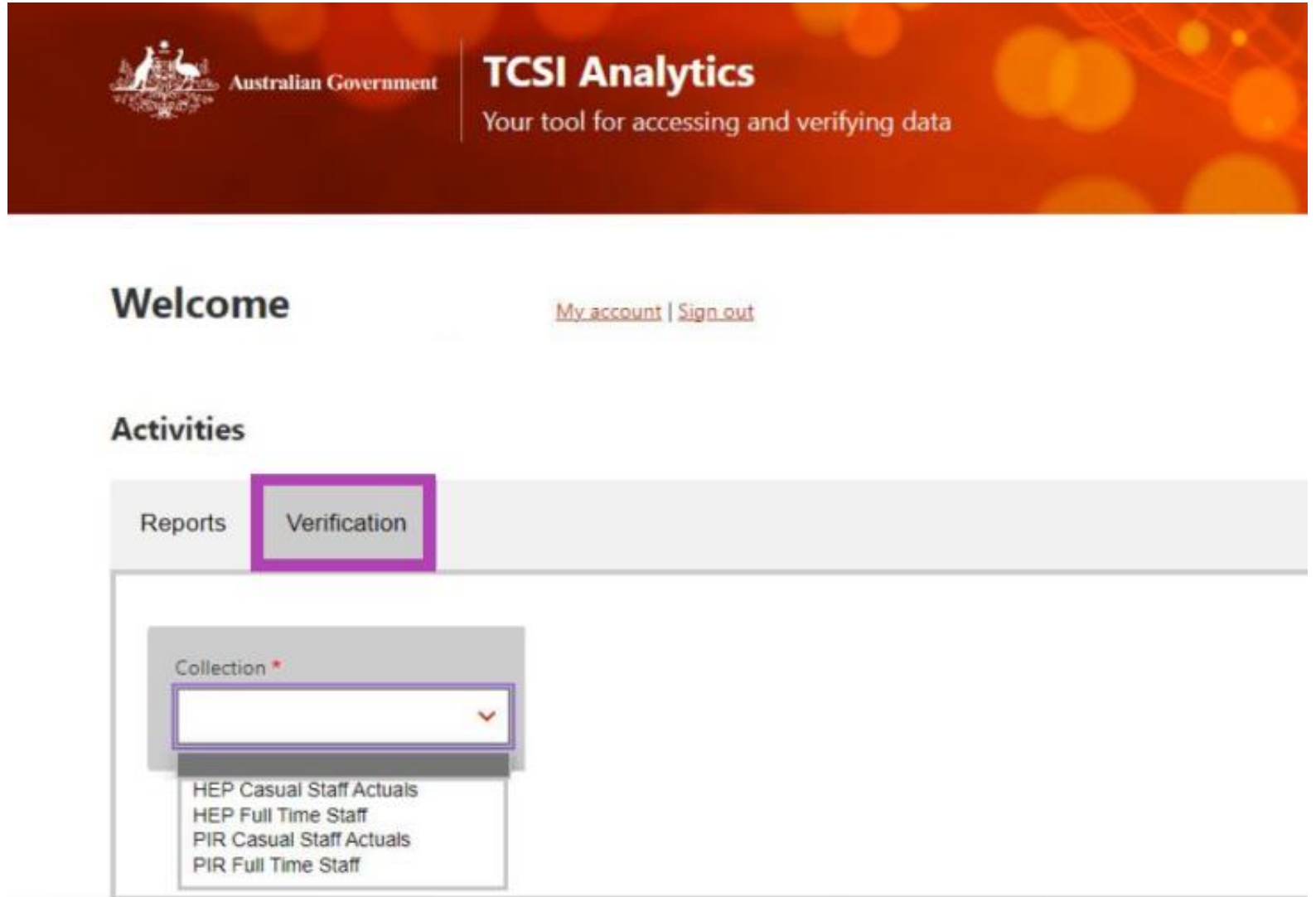TCSI Access button

Log into PRODA using account credentials
- TCSI Analytics – Read
- TCSI Analytics – Verify
- TCSI Analytics – Signoff

Accept terms & conditions

Accessing verification reports

1. Select the right collection before verification

Accessing verification reports

2. Verify each report before signing off a collection

Compare and verify the data

1. Understand the coding notes

- How to read each report
- What is counted and excluded
- https://www.tcsisupport.gov.au/view-data/TCSI-Analytics

2. Confirm live data is accurate before verification

- Data in the verification report is a snapshot of your live data when starts verification
- Any live data update after verification has started requires data refresh and re-start the verification

HEP staff data verification reports 2023	⌄
HEP student data verification reports 2022	⌄
PIR staff data verification reports 2023	⌄
PIR student data verification reports 2022	⌄

Verification Reports	Live Reports and coding notes	Notes last updated
2023 - Staff Full-time Equivalent Verification Report	Staff Full-time Equivalent Live Data Report	15 November 2022
2023 - Staff Numbers Verification Report	Staff Numbers Live Data Report	15 November 2022
2022 - Actual Casual Staff Verification Report	Actual Casual Staff Live Data Report	15 November 2022

Verification process in TCSI Analytics

Provider Verification User Guide

- Access from TCSI Analytics page, or view PDF directly from here
- Page 1 – 13 – overview and accessing verification reports
- Page 14 – 22 – verification process

Action	Collection status	Report status
Before start verification	Activated	Not verified
Start verification	Verifying	Not verified
Verify	Verifying, then Verified	Verified
Refresh (optional)	Refreshing, then Activated	Not verified
Signed off	Signed off	Verified

- Page 23 – 27 – report slicer, data drill-through and percentage changes to the previous year

Be mindful during verification

Data Checking:

- Review and verify ALL reports

- Please click on "***Start verification***" in TCSI Analytics as soon as possible when you are ready to verify and sign off.

- "***Refresh***" button:
  - ➤ Only click when changes are made in your reported live data
  - ➤ Once clicked, data will take overnight to update and capture the latest data. You cannot further verify this report until the next day.
  - ➤ Make sure to click on "Start Verification" button again when you are verifying again after the refresh.

Useful Tools:

- [TCSI Support "TCSI Analytics" page](#)
- [Provider Data Verification User Guide](#)
- Your last year data as comparison

% Change	Variation Colour	Purpose
Less than 10%		Low
Between 10% and 30%		Intermediate
Greater than 30%		High

Remember:

- Raise issues early
- Data needs to be complete and accurate when signing off.
- No changes can be made after your signed-off reports are finalised.

Verification in TCSI

Activated
- **ACTIVATED** status applies when the department opens a collection for verification.
- The **START VERIFICATION** button has been enabled for providers to start verification.

Verifying
- status after the provider has selected the collection and clicks "Start verification"
- Providers verify by checking the accuracy of the data, one report at a time.

Verified
- Status after the provider indicates that the reports within the collection have been checked and **VERIFIED**.
- Requires PRODA role: **TCSI Analytics – Verify**.

Refreshing
- Status after the provider selects **REFRESH DATA** to update the reports.
- Providers refresh their reports when errors are detected and the data has been corrected in TCSI.
- Refresh is an overnight process and the collection will not be available while the refresh is in progress.

Signed Off
- Status of **VERIFIED** appears when the collection is **SIGNED OFF**.
- Requires PRODA role: **TCSI Analytics – Signoff**.
- **RESET REQUEST** updates the status to **RESET** and is used when the sign off was performed in error. The status will return to **VERIYING** if Education accepts the request.
- When all providers have signed off, the Collection is **FINALISED** by Education.

Next Steps for staff data

1. PIR providers - register for the 12 September webinar
- Targeted session for PIR staff data submission and verification

2. Submit your data in TCSI Data Entry or via B2G APIs

3. Respond to Staff verification Request for Information by 13 September
- Seek your plans for completing verification
- Link was be shared in the [TCSI September Newsletter 2023](#)

4. Review your verification reports
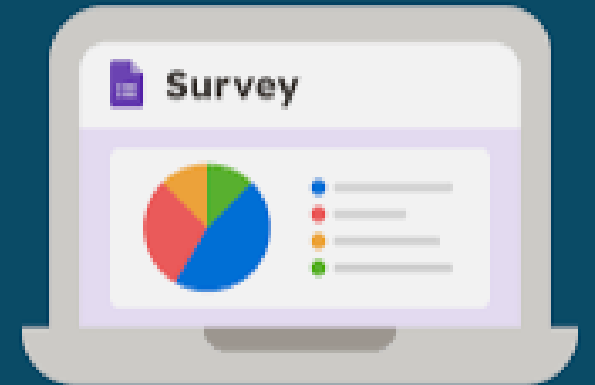
Questions?

Contact us at:

TCSIsupport@education.gov.au