Staff data submission

Staff data submission

GET READY ▶▶▶▶▶

1 Understand reporting requirements

2 Determine your reporting system

3 Register for PRODA

4 Connect to TCSI service in PRODA

5 Conduct tests for reporting data

6 Submit data to TCSI

7 Fix real-time validation errors

8 Check your data in TCSI

9 Fix data in TCSI

10 Continue reporting in TCSI

Join us on 5 June

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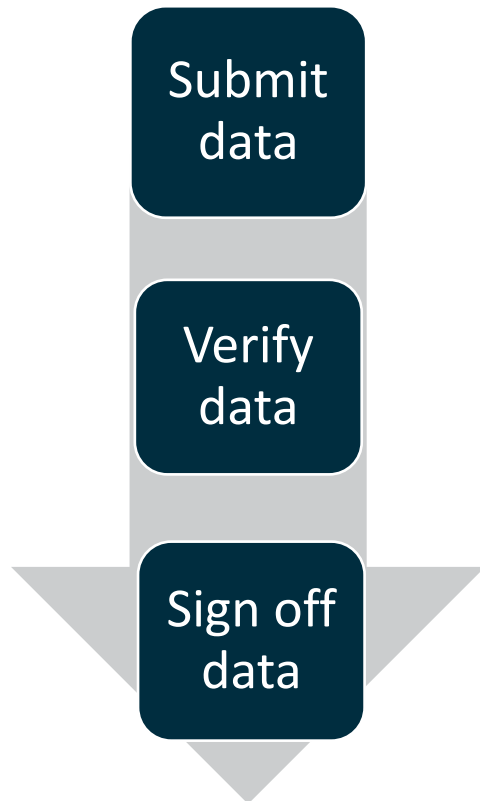
Staff data submission

Submit
data

Verify
data

Sign off
data

Staff data are due to be submitted **and** verified by **28 June 2024**.

Universities – please check the [Higher Education Staff reporting requirements](#)

Full-time staff packet (PIR) 2024

Version Details

Version: 1.00

The full-time staff packet is used to report demographic characteristics and work classification data for each person who is a member of staff at a higher education provider. Each full-time staff packet contains:

- demographic data for the member of staff as at the last reference date
- the primary work classification data for the member of staff on the first reference date for the year in which a full-time staff packet was reported for that person.

Full-time staff group (PIR) 2024

Full-time staff packet (PIR) 2024

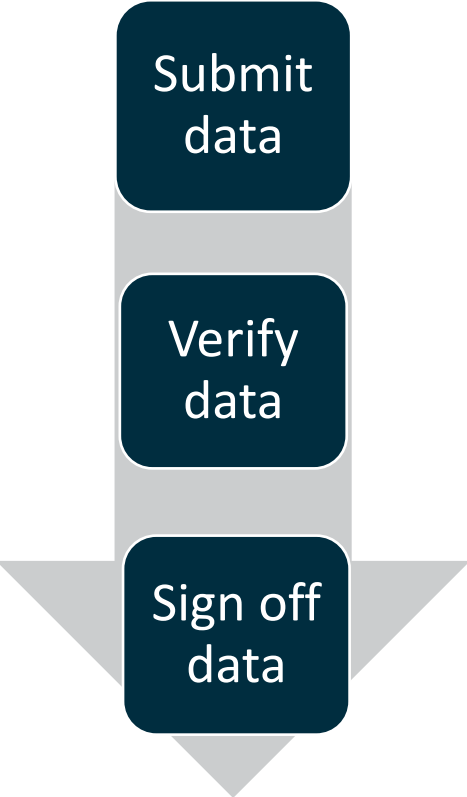Work classifications packet (PIR) 2024

Casual staff actuals group (PIR) 2023

Casual staff actuals packet (PIR) 2023

Casual staff estimates group 2024

Casual staff estimates packet 2024

Staff data submission

Submit data

**Verify data**

Sign off data

Staff data are due to be submitted **and** verified by **28 June 2024**.

Non-university higher education providers – please check the PIR Staff requirements:
- Full-time staff packet (PIR) 2024
- Casual staff actuals packet (PIR) 2023
- Casual staff estimate packet (PIR) 2024

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 2023 or 2024 contact TCSI Support.
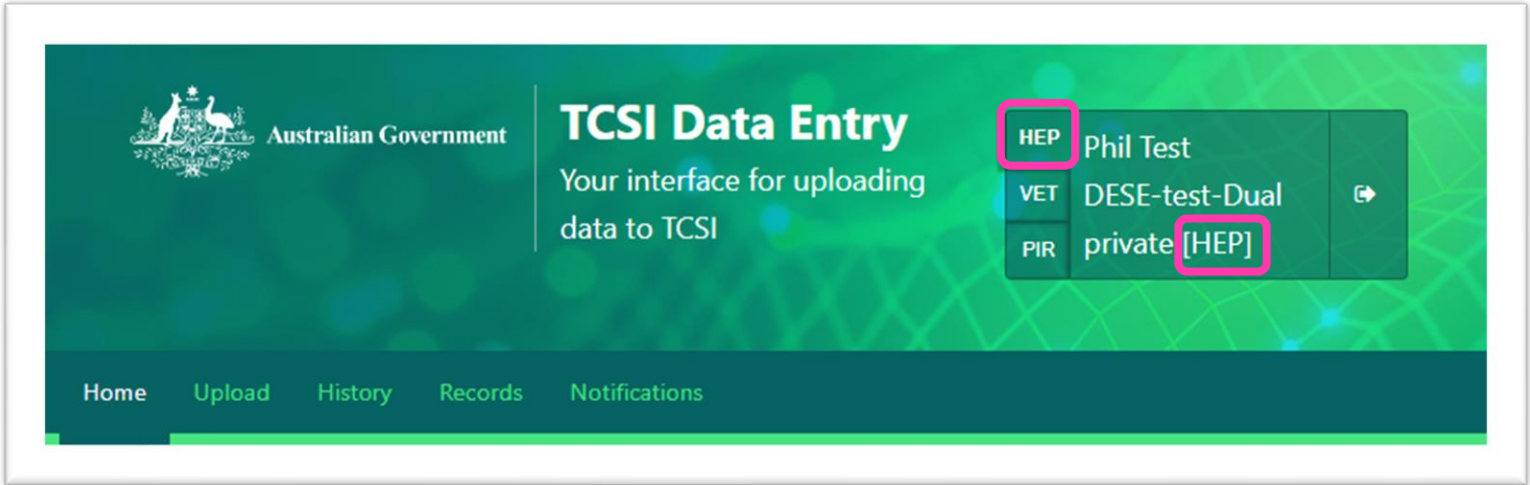
Staff data submission

Casual staff actuals packet (PIR) 2023

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 academic staff on a casual work contract basis at any point during the prior calendar year. Data is to be reported in relation to casual academic 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.

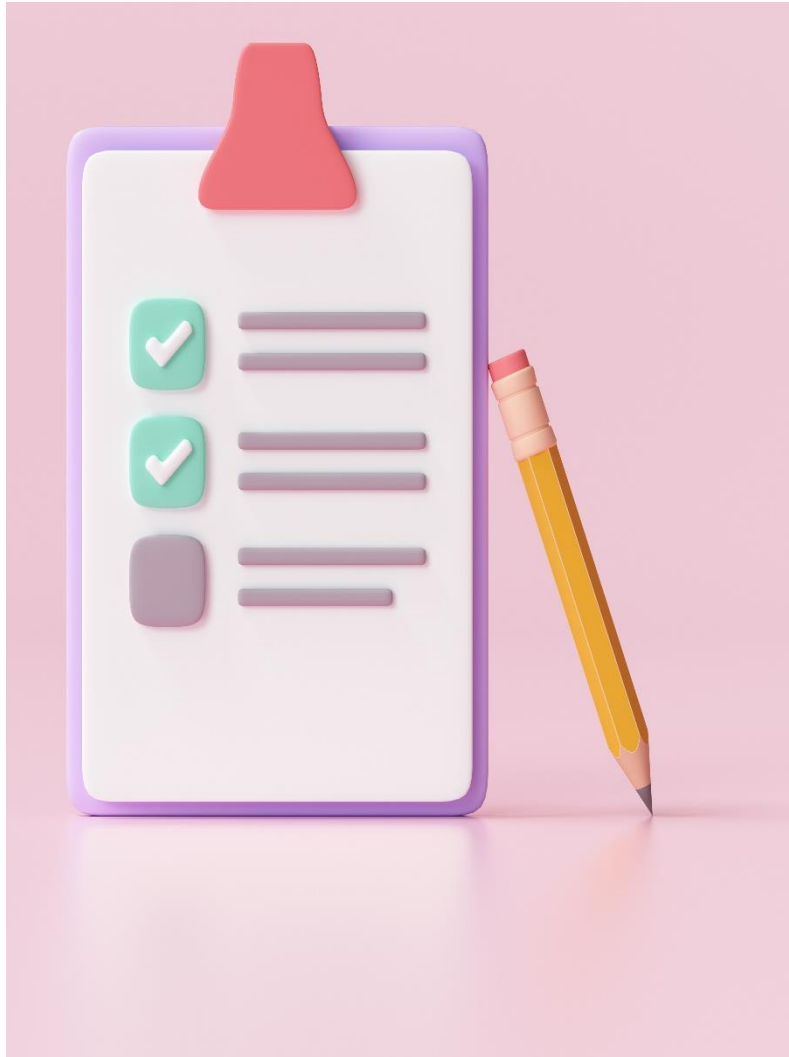Data is not to be reported for staff:

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

File upload demonstration

File upload recap / next steps

1. Read the reporting requirements

2. Download the three templates

3. Compile and check your data

    - Is Reporting year (E415) correct?

    - Are Casual actuals records summed for staff with the same gender code performing the same role?

4. Submit your data in TCSI Data Entry

5. Download the response file and check for errors

6. Re-submit to correct any errors

7. Sign up for the 5 June webinar to learn about checking your reports and signing off

Questions?

Contact us at:

TCSIsupport@education.gov.au