Timing Matrix for 2012 Reporting Year

STAFF SUBMISSIONS for Table A, B and C Higher Education Providers

The following timing matrix should be read in conjunction with the relevant scope documents.

STAFF DATA SUBMISSIONS 2012 DATA REQUIREMENTS				SUBMISSION DATES FOR 2012 REPORTING YEAR																				
Submission	**Files included in submission**	**Data to be included in submission**	**Submissions required**	**2011**					**2012**												**2013**				
				AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
Staff																									
	Full-Time/Fractional Full-Time (FT) File	Full time/fractional full-time staff data as at 31 March of the reporting year of 2012	once each year											**30**											
	Estimated Casual (EC) File	Full time/fractional full-time staff data as at 31 March of the reporting year of 2012																							
	Actual Casual (CA) File	Actual casual staff as at 31 December 2011																							

(**NOTE**: Private providers are not required to submit staff data)