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**Date:** 30 April 2013 16:20:01 BST  
**To:** "[chris.simmonds@hesa.ac.uk](mailto:chris.simmonds@hesa.ac.uk)" <[chris.simmonds@hesa.ac.uk](mailto:chris.simmonds@hesa.ac.uk)>, MCLAREN Susan <[Susan.McLaren@ed.ac.uk](mailto:Susan.McLaren@ed.ac.uk)>  
**Subject:** **C12025 Staff coding manual version 1.5 now live**



Dear Colleague

The 2012/13 Staff coding manual version 1.5 is now live on the HESA website from <http://www.hesa.ac.uk/C12025>.

This release of the manual for the 2012/13 Staff record includes:

**Schema changes**

* [Activity.CCENTRE](http://www.hesa.ac.uk/component/option,com_studrec/task,show_file/Itemid,233/mnl,12025/href,%5E_%5EA%5E_%5ECCENTRE.html/) valid entry 203 'General educational expenditure' has been removed, as this cost centre is only applicable to the FSR with HE-BCI record.
* [Person.BIRTHDTE](http://www.hesa.ac.uk/component/option,com_studrec/task,show_file/Itemid,233/mnl,12025/href,%5E_%5EA%5E_%5EBIRTHDTE.html/) and [Person.SEX](http://www.hesa.ac.uk/component/option,com_studrec/task,show_file/Itemid,233/mnl,12025/href,%5E_%5EA%5E_%5ESEX.html/) coverage statements have been amended to specify that these fields are optional for all non-academic atypical members of staff.
* [Person.ECRSTAT](http://www.hesa.ac.uk/component/option,com_studrec/task,show_file/Itemid,233/mnl,12025/href,%5E_%5EA%5E_%5EECRSTAT.html/) and [Person.REFUOA2014](http://www.hesa.ac.uk/component/option,com_studrec/task,show_file/Itemid,233/mnl,12025/href,%5E_%5EA%5E_%5EREFUOA2014.html/) coverage statements have been amended to exclude staff where [Person.RESAST](http://www.hesa.ac.uk/component/option,com_studrec/task,show_file/Itemid,233/mnl,12025/href,%5E_%5EA%5E_%5ERESAST.html/) is 1.
* [Person.LOCLEAVE](http://www.hesa.ac.uk/component/option,com_studrec/task,show_file/Itemid,233/mnl,12025/href,%5E_%5EA%5E_%5ELOCLEAVE.html/) coverage statement amended to specify that atypical members of staff should be excluded.
* [Persion.PREVHEI](http://www.hesa.ac.uk/component/option,com_studrec/task,show_file/Itemid,233/mnl,12025/href,%5E_%5EA%5E_%5EPREVHEI.html/) valid entry 0007 'Bishop Grosseteste University College Lincoln' label change to 'Bishop Grosseteste University'. Valid entry 0014 'University College Plymouth St Mark and St John' label change to 'University of St Mark and St John'. Valid entry 0017 'University College Falmouth' label change to 'Falmouth University'. Valid entry 0018 'Harper Adams University College' label change to 'Harper Adams University'. Valid entry 0028 'Newman University College' label change to 'Newman University'. Valid entry 0040 'Leeds Trinity University College' label change to 'Leeds Trinity University'. Valid entry 0190 'Norwich University College of the Arts' label change to 'Norwich University of the Arts'. Valid entry 0197 'The Arts University College at Bournemouth' label change to 'The Arts University Bournemouth'. These label changes follow the granting of University status by the Privy Council to the aforementioned HEIs.
* [Person.REGBODY](http://www.hesa.ac.uk/component/option,com_studrec/task,show_file/Itemid,233/mnl,12025/href,%5E_%5EA%5E_%5EREGBODY.html/) Coverage statement amended to enable HEIs to return staff regulated by the Royal College of Veterinary Surgeons (RCVS). Business rule 1 and Business rule 2 amended to reflect the change to the coverage. Valid entry 07 'Health Professions Council (HPC)' label change to 07 'Health and Care Professions Council (HCPC): excluding social workers in England'. Valid entry 08 'General Social Care Council (GSCC)' label change to 08 'Health and Care Professions Council (HCPC): social workers in England'. Additional guidance added to the Notes section, detailing the reasons for these changes.

**Business rule and validation kit changes**

* Amendments to [Contract.CLINSUB](http://www.hesa.ac.uk/component/option,com_studrec/task,show_file/Itemid,233/mnl,12025/href,%5E_%5EA%5E_%5ECLINSUB.html/).BusinessRule.3, [Contract.ENDCON](http://www.hesa.ac.uk/component/option,com_studrec/task,show_file/Itemid,233/mnl,12025/href,%5E_%5EA%5E_%5EENDCON.html/).BusinessRule.1, [Contract.TCHWLH](http://www.hesa.ac.uk/component/option,com_studrec/task,show_file/Itemid,233/mnl,12025/href,%5E_%5EA%5E_%5ETCHWLH.html/).BusinessRule.2, [Person.ECRSTAT](http://www.hesa.ac.uk/component/option,com_studrec/task,show_file/Itemid,233/mnl,12025/href,%5E_%5EA%5E_%5EECRSTAT.html/).BusinessRule.1, [Person.REGBODY](http://www.hesa.ac.uk/component/option,com_studrec/task,show_file/Itemid,233/mnl,12025/href,%5E_%5EA%5E_%5EREGBODY.html/).BusinessRule.1, and [Person.REGBODY](http://www.hesa.ac.uk/component/option,com_studrec/task,show_file/Itemid,233/mnl,12025/href,%5E_%5EA%5E_%5EREGBODY.html/).BusinessRule.2.
* Creation of [Person.ECRSTAT](http://www.hesa.ac.uk/component/option,com_studrec/task,show_file/Itemid,233/mnl,12025/href,%5E_%5EA%5E_%5EECRSTAT.html/).BusinessRule.3, [Person.PREVEMP](http://www.hesa.ac.uk/component/option,com_studrec/task,show_file/Itemid,233/mnl,12025/href,%5E_%5EA%5E_%5EPREVEMP.html/).BusinessRule.2, and [Person.REFUOA2014](http://www.hesa.ac.uk/component/option,com_studrec/task,show_file/Itemid,233/mnl,12025/href,%5E_%5EA%5E_%5EREFUOA2014.html/).BusinessRule.2.
* [COMMIT-stage validation](http://www.hesa.ac.uk/component/option,com_studrec/task,show_file/Itemid,233/mnl,12025/href,commitstagevalidation.html/) has been added under the 'Data collection' section.

**Addition of documentation**

* [Data supply](http://www.hesa.ac.uk/component/option,com_studrec/task,show_file/Itemid,233/mnl,12025/href,data_supply.html/) webpage has been added under the 'Additional guidance' section.
* [Satisfying the muster for 2011/12 leavers](http://www.hesa.ac.uk/component/option,com_studrec/task,show_file/Itemid,233/mnl,12025/href,Staff_muster.html/) has been added under the 'Additional guidance' section.
* [Timescales for data collection](http://www.hesa.ac.uk/component/option,com_studrec/task,show_file/Itemid,233/mnl,12025/href,Timescales.html/) have been added under the 'Data collection' section.
* [Derived field specifications](http://www.hesa.ac.uk/C12025/Derived_field_specifications) have been added under the 'Downloadable files' section.

**Other changes**

The following changes have been made to guidance:

* Additional guidance added to [Person.ACTCHQUAL](http://www.hesa.ac.uk/component/option,com_studrec/task,show_file/Itemid,233/mnl,12025/href,%5E_%5EA%5E_%5EACTCHQUAL.html/), [Person.ETHNIC](http://www.hesa.ac.uk/component/option,com_studrec/task,show_file/Itemid,233/mnl,12025/href,%5E_%5EA%5E_%5EETHNIC.html/), [Person.PARLEAVE](http://www.hesa.ac.uk/component/option,com_studrec/task,show_file/Itemid,233/mnl,12025/href,%5E_%5EA%5E_%5EPARLEAVE.html/), [Person.RELBLF](http://www.hesa.ac.uk/component/option,com_studrec/task,show_file/Itemid,233/mnl,12025/href,%5E_%5EA%5E_%5ERELBLF.html/), and [Person.STAFFID](http://www.hesa.ac.uk/component/option,com_studrec/task,show_file/Itemid,233/mnl,12025/href,%5E_%5EA%5E_%5ESTAFFID.html/).
* Additional guidance added to the [Coverage of the record](http://www.hesa.ac.uk/component/option,com_studrec/task,show_file/Itemid,233/mnl,12025/href,Coverage.html/) and [Validation overview](http://www.hesa.ac.uk/component/option,com_studrec/task,show_file/Itemid,233/mnl,12025/href,Validation.html/) documents.

Full details of all changes to the manual since the release of version 1.4 may be found in the [Revision history](http://www.hesa.ac.uk/component/option,com_studrec/task,show_file/Itemid,233/mnl,12025/href,%5E_%5ERevisionHistory.html/), listed under documentation version 1.5.

If you have any queries relating to this email, please contact [liaison@hesa.ac.uk](mailto:liaison@hesa.ac.uk).

Yours sincerely,

**Institutional Liaison**   
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