Position Occupancy Report for 7200XXXX/7007XXXX - Period 201404 (Current as at 28/07/2014)

Report Purpose
This report will assist you to manage your workforce data and ensure your employees are paid correctly. Line Managers are responsible for the accuracy of all information contained within this report.

The report will identify:-
• Employees Commenced / Terminated
• Position Modifications
• Employee Movements
• Employee Positional Data
• Org Unit Establishment Levels
• Employee Reviews

Instructions
1. Verify Employees Commenced / Terminated
   • Complete and supply the appropriate documentation to action
   • Validate Employees Commenced and Terminated within 14 days by return email to your local Payroll Services hub – please do not change the subject details; select ‘Reply’ and enter your response eg. ‘I verify that the employees Commenced/Terminated details are correct.’ or ‘I verify that the Employees Commenced/Terminated are incorrect – see details below: …..’

2. Verify Employee Allocation to correct position. Sub Group, Hours per FN, Status, Cost Centre. Ensure terminated employees have no employee allocation.
   • To change employee position allocation forward appropriate form from the Payroll and Rostering Intranet Site (PARIS) to your local Payroll Services hub.

3. Follow up Employee Reviews requiring attention.
   • Continuation of contracts for employees belonging to another work unit
     Where an employee or work unit is seeking release or extension of a previously approved movement from another work unit, please negotiate the terms of the agreement with the line manager of the employee’s substantive position.
   • Complete and supply the appropriate documentation to action

4. Verify Org Unit establishment information and occupancy levels of each position.
   • This includes reporting relationships, organisation unit, designation, approved hours/FTE, payment level, cost centre, position description. Position details are highlighted in bold print on the report.
   • Changes to positional information require an authorised Position Maintenance Request Form from the Payroll and Rostering Intranet Site (PARIS) to facilitate the change. Forward the form to your local Payroll Services hub.

For further information please refer to the glossary of abbreviations on
o Employee Movement - Permanent
o Employee Movement - Temporary (higher duties/acting at level)
o Separation Advice (Termination)
**Position Occupancy Report for 7200XXXX - Period 201404 (Current as at 28/07/2014)**

**Employees Commenced Since Last Report (Dated 30/06/2014)**

<table>
<thead>
<tr>
<th>Employee ID</th>
<th>PAN</th>
<th>Name</th>
<th>Position ID</th>
<th>Position Title</th>
<th>Status</th>
<th>Standard Hrs</th>
<th>Wage Rate</th>
<th>Comments</th>
</tr>
</thead>
</table>

**Employees Terminated Since Last Report (Dated 30/06/2014)**

<table>
<thead>
<tr>
<th>Employee ID</th>
<th>PAN</th>
<th>Name</th>
<th>Position ID</th>
<th>Position Title</th>
<th>Status</th>
<th>Standard Hrs</th>
<th>Wage Rate</th>
<th>Comments</th>
</tr>
</thead>
</table>

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Validate Employee Commenced within 14 days by return email to your local Payroll Services Hub – please do not change the subject details; select

- 'Reply' and enter your response e.g. 'I verify that the Employees Commenced details are correct' or 'I verify that the Employees Commenced details are incorrect – see details below…'

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Validate Employee Terminated within 14 days by return email to your local Payroll Services hub – please do not change the subject details; select

- 'Reply' and enter your response e.g. 'I verify that the Employee Terminated details are correct' or 'I verify that the Employees Terminated are incorrect – see details below…'
### Establishment Modifications Since Last Report (Dated 30/06/2014)

<table>
<thead>
<tr>
<th>Position ID</th>
<th>Position Title</th>
<th>Status</th>
<th>Sub Grp</th>
<th>Wage Rate</th>
<th>Approved FTE</th>
<th>Reports To</th>
<th>Designation</th>
<th>Comments</th>
</tr>
</thead>
</table>

Review the modifications section and check to see if this is the action you requested. Contact Payroll Services for any questions relating to submitted Positions Maintenance Request (PMR) forms. Confirm the information in the report (e.g. status, wage rate, approved FTE, reports to).

### Employee Movements/Changes Since Last Report (Dated 30/06/2014)

<table>
<thead>
<tr>
<th>Employee</th>
<th>PAN</th>
<th>Name</th>
<th>Position ID</th>
<th>Position Title</th>
<th>Status</th>
<th>Std Hrs</th>
<th>Wage Rate</th>
<th>Sub Grp</th>
<th>Occ Status</th>
<th>RecLveWeek</th>
<th>Comments</th>
</tr>
</thead>
</table>

Review the movements section and check to see if this is the action you requested by submitting payroll forms to Payroll Services (e.g. employee movement form – permanent, employee movement form – temporary/higher duties, separation advice). Confirm the information (e.g. Employee, Position ID, Position Title, end date if required).
Position Occupancy Report for 7200XXXX - Period 201404 (Current as at 28/07/2014)

(Name of Organisational Unit) - Pay Team: WM1 Office/WM2 Office/SMO Office: Ipswich

<table>
<thead>
<tr>
<th>Position ID</th>
<th>Position Title</th>
<th>Status</th>
<th>Sub Grp</th>
<th>Wage Rate</th>
<th>Costcentre</th>
<th>FTE</th>
<th>% Aggregate</th>
<th>End Date</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>3202XXXXX</td>
<td>Project Officer</td>
<td>PF</td>
<td>DHSEA-Admin</td>
<td>AO6.01-AO6.04</td>
<td>99XXXXX</td>
<td>100</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>00XXXXXX</td>
<td>Smith, John</td>
<td>PF</td>
<td></td>
<td>4</td>
<td>76.00</td>
<td>1.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Organisational Unit: (7200XXXXX)
- Reports To: Manager ($20XXXXX)
- Current Headcount: 1
- Substantive Vacancy: 1.00

This will be populated with all the positions which are associated with the Organisational Unit.

Review all the content in this to ensure it is correct with your current payroll forms submitted (e.g. commencement forms, movement forms, separation forms).

Ensure to check the Position ID, Position Title, employee ID, Employee Name, Status of the position, Wage Rate (including increment level the employee is on), Cost centre, standard hours, FTE, Position End date and employee end date.

Check the comments column as this will note for example if a position is not occupied by an incumbent or if the position is over establishment.

If any of this information is incorrect you will be required to complete and submit a form depending on whether it is regarding the position or the incumbent.
PositionOccupancyReportfor7200XXXX-Period201404(Currentasat28/07/2014)

(Name of Organisational Unit) - Pay Team: WM1 Office/WM2 Office/SMO Office: Ipswich

<table>
<thead>
<tr>
<th>Position ID</th>
<th>Position Title</th>
<th>Status</th>
<th>Sub Grp</th>
<th>Wage Rate</th>
<th>Costcentre</th>
<th>% Aggregate</th>
<th>% End Date</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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<tbody>
<tr>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Position Wage Rate</th>
<th>Current Headcount</th>
<th>Current FTE</th>
<th>Current Hours</th>
<th>Approved FTE</th>
<th>Approved Hours</th>
<th>Variance</th>
<th>Permanent FTE</th>
<th>Permanent Hours</th>
<th>Substantive Vacancy</th>
</tr>
</thead>
<tbody>
<tr>
<td>AO6.01-AO6.04</td>
<td>6</td>
<td>5.16</td>
<td>392.50</td>
<td>2.63</td>
<td>199.88</td>
<td>-2.53</td>
<td>2.00</td>
<td>152.00</td>
<td>0.63</td>
</tr>
<tr>
<td>AO5.01-AO5.04</td>
<td>5</td>
<td>4.80</td>
<td>364.80</td>
<td>4.00</td>
<td>304.00</td>
<td>-0.80</td>
<td>2.00</td>
<td>152.00</td>
<td>2.00</td>
</tr>
<tr>
<td>AO3.01-AO3.04</td>
<td>3</td>
<td>2.70</td>
<td>205.20</td>
<td>2.70</td>
<td>205.20</td>
<td>0.00</td>
<td>1.00</td>
<td>76.00</td>
<td>1.70</td>
</tr>
<tr>
<td>Total:</td>
<td>14</td>
<td>12.66</td>
<td>962.50</td>
<td>9.33</td>
<td>709.08</td>
<td>-3.33</td>
<td>5.00</td>
<td>380.00</td>
<td>4.33</td>
</tr>
</tbody>
</table>

This section is showing a summary of all the positions for this organisational unit grouped by the positions wage rate not the individual wage rates of the employees.

Employees currently in positions

Positions currently active in this organisational unit

Current number of consolidated hours per fortnight for the organisational unit

Approved number of consolidate hour per fortnight for the organisational unit but not all hours may be currently used

Permanent position only FTE

Permanent positions only hours

Total FTE for positions approved for this organisational unit, but not all may be currently occupied

Permanent position currently not occupied or appointed permanently
Position Occupancy Report for 7200XXXX - Period 201404 (Current as at 28/07/2014)

(Name of Organisational Unit) - Pay Team: WM1 Office/WM2 Office/SMO Office: Ipswich

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</table>

**Occ Status**

<table>
<thead>
<tr>
<th>Employee ID</th>
<th>PAN</th>
<th>Name</th>
<th>Description</th>
<th>Date</th>
<th>Action Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>0030XXXX</td>
<td>0030XXXX</td>
<td>Smith, James</td>
<td>End temp contract</td>
<td>31/07/14</td>
<td>If you do not wish this change to be processed please complete the appropriate form and submit to Payroll Services asap</td>
</tr>
<tr>
<td>0013XXXX</td>
<td>0013XXXX</td>
<td>Brown, Jane</td>
<td>End change of hrs</td>
<td>03/08/14</td>
<td>If you do not wish this change to be processed please complete the appropriate form and submit to Payroll Services asap</td>
</tr>
<tr>
<td>0031XXXX</td>
<td>0031XXXX</td>
<td>Shirley, Anne</td>
<td>Temp to Cas Cash Equ</td>
<td>06/09/14</td>
<td>If you do not wish this change to be processed please complete the appropriate form and submit to Payroll Services asap</td>
</tr>
</tbody>
</table>

**Employee Reviews Requiring Attention (Reviews up to 07/09/2014)**

- Continuation of contracts for employees belonging to another work unit

  Where an employee or work unit is seeking release or extension of a previously approved movement from another work unit, please negotiate the terms of the agreement with the line manager of the employee's substantive position.
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<tbody>
<tr>
<td>Occ Status</td>
<td>Employee ID</td>
<td>PAN</td>
<td>Name</td>
<td>RecLveWksRDIndic</td>
<td>Standard Hrs</td>
<td>FTE</td>
<td>End Date</td>
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<tr>
<td></td>
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Glossary

Period: The first four digits identifies the financial year with the last two digits identifying the pay period in that financial year. Eg. 201007 is FY 2010/11 pay period 7
AFT – Approved FTE: Approved Full Time (AFT) which is calculated as the Base Standard funded hours + Permanent funded leave replacement (hours that are funded for permanent appointment to replace leave) divided by Award Fulltime Standard Hours
Occupied FTE: This FTE is calculated by totalling the FTE Hours of each occupant where "Not Current Position" does not appear against the employee divided by Award Fulltime Standard Hours
Permanent FTE: This FTE is calculated by totalling the FTE Hours of each occupant where the Occ Status is "S" and the employee's Status starts with "P" divided by Award Fulltime Standard Hours
Substantive Vacancy: Substantive Vacancy = Approved FTE - Perm Appointed FTE
Occ Status (Occupancy Status): Details the employee's occupancy status in this position
S - Substantive: An employee's substantive position
A - Acting at Level: An employee is temporarily appointed either to another position at the same wage rate or the same position with different hours
H - Higher Duties: An employee is temporarily appointed to a position at a higher wage rate

Status: Details the employee's current employment status with Queensland Health
PF - Permanent Full-time: An employee is a permanent employee and is currently employed in a full-time capacity
PFCS - Permanent Full-time Continuous Shift: An employee is a permanent employee of Q Health and is currently employed in a full-time capacity to do continuous shift work
PP - Permanent Part-time: An employee is a permanent employee and is currently employed in a part-time capacity.
PPS - Permanent Part-time Shift: An employee is a permanent employee and is currently employed in a part-time capacity to do shift work.
PPCS - Permanent Part-time Continuous Shift: An employee is a permanent employee and is currently employed in a part-time capacity to do continuous shift work

TF - Temporary Full-time: An employee is a temporary employee and is currently employed in a full-time capacity
TFCS - Temporary Full-time Continuous Shift: An employee is a temporary employee and is currently employed in a full-time capacity to do continuous shift work

TFT - Temporary Full Time Trainee: An employee is a temporary employee and is currently employed in a full-time capacity as a trainee
tftfts - Temporary Part Time Shift Trainee: An employee is a temporary employee and is currently employed in a part-time capacity as a trainee to do shift work.

CA - Casual: An employee is employed in a casual capacity
CACS - Casual Continuous Shift: An employee is employed in a casual capacity to do continuous shift work

CSB – Casual School Based: An employee is employed in a casual capacity as a school based trainee
APP – Apprentice: An employee is employed in a temporary capacity as an apprentice

RecLveWksRDIndicator: The number of weeks recreation leave that is accrued each year. Prorata for part time employees, RDIndicator identifies RDO/ADO.

Cost Centre: Details the position's default cost centre and cost centre split if the position has more than one cost centre. (e.g. Royal Brisbane Hospital is 89) and the next four (4) digits determine where the wages are costed to within the business area.