



HIGHER EDUCATION DATA COLLECTIONS - STAFF DATA COLLECTION 2018 REPORTING SCHEDULE

The following reporting schedule should be read in conjunction with the relevant scope documents.

Requirement	Reporting Year	2018															
		SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Actual Casual Submission																	
Actual casual staff as at 31 December of the prior calendar year.	2018										30						
Estimated Casual Submission																	
Estimated Casual staff data as at 31 March of the reporting year.	2018										30						
Full-Time and FFT (Fractional Full Time) Submission																	
Full time/fractional full-time staff data as at 31 March of the reporting year.	2018										30						
Staff Verification (a)																	
	2018	<i>Process commences July 15 and sign off due August</i>										15					

Notes:

- (a) For more information about the Verification process see the Verifying your Data toolkit on HEIMSHHELP.
- (b) Non university (private) providers are not required to submit staff data