



Higher Education Staff Data Collection: File Naming Convention for 2017

Format

All files will need to adhere to the following file naming convention:

9999xxyyyy.pnnnnn where:

9999 = provider code (numeric)

xx = abbreviated file type code (e.g. 'EC' or 'ec')

yyyy = reporting year (numeric; must be >= 2017)

p = reporting period (numeric; 1)

nnnnn = submission number (numeric; 00001 to 99999)

Examples

The test provider code **9998** has been used, and examples refer to the first file of each type reported for 2017.

File Type	Code	Submission Type	File Name Format
Actual Casual	CA	Staff	9998CA2017.100001
Full time & Fractional Full time	FT	Staff	9998FT2017.100001
Estimated Casual	EC	Staff	9998EC2017.100001
Staff Concordance (FC)	FC	Staff	9998FC2017.100001