

Data anomaly rules for 2021 reporting period

Anomaly	Type	Possible reasons (if warning)
The percentage of employees who returned to work from parental leave is calculated to allow comparison across organisations and industries. To calculate the percentage for each year, the number of employees who were on parental leave at any point during that year must be provided.	Error	
To analyse the status of women in leadership, data is collected for governing body Chairs and Members separately. The number of governing body Members and/or Chairs is uncommonly high.	Warning	Organisation is a union, Organisation is a religious institution, Organisation is a school, Organisation is a society, Specify a new reason
It is uncommon that employees are either all female or all male.	Notification	
To analyse the status of women in leadership, data is collected on reporting lines. It is uncommon that there are no managers, or that the reporting level of all managers is either 0 and/or '+1'.	Warning	This is a global organisation with no managers in Australia below the level of the CEO or equivalent in Australia, Other managers are employed by other legal entities, Specify a new reason
The 'Other' occupational category is reserved for highly specialised employees of which there should be very few across all organisations. The number of non-managers classified as 'Other' is uncommonly high.	Warning	The roles in this category are highly specialised, Specify a new reason
To compare full-time, part-time and casual employees, base salaries and total remuneration of employees not working full-time must be annualised and converted to the full-time equivalent. It appears that this	Warning	Trainee employees are included, Employees in a disability scheme are included, Some employees are in commission based roles, Some employees are paid a base salary and/or remuneration supplement by another

conversion has not been completed.		organisation, Specify a new reason
To compare remuneration across occupations and industries a range of base salaries has been identified for each category. For this employee, the base salary is below the lowest amount of the range.	Warning	Trainee employees are included, Employees in a disability scheme are included, Some employees are in commission based roles, Some employees are paid a base salary supplement by another organisation, Specify a new reason
To compare remuneration across occupations and industries a range of total remuneration has been identified for each category. For this employee, the total remuneration is higher the the top of the range.	Warning	Some employees received bonuses or discretionary payments, Some employees were paid commission, Some employees were paid above market rate, Some employees were highly specialised, Some employees worked offshore or in remote locations, Specify a new reason
The gap between base salary and total remuneration is calculated to allow comparison across organisations. The most common driver for the gap is the superannuation guarantee. In this case the gap is lower than the superannuation guarantee.	Warning	Superannuation not paid on overtime, Superannuation cap reached, Specify a new reason
When an employee is shown as a 'CE' (casual) in the Employment Type column they must be marked as 'Casual' in the Employee Status column.	Error	
To analyse the status of women in leadership, data is collected on reporting lines. If Manager Category is CEO you must enter '0' in the Reporting Level column.	Error	
The purpose of collecting reporting lines is to analyse women in leadership/management. Non-manager categories should be left blank.	Error	
To analyse the status of women in leadership, data is collected on reporting lines. Manager categories must have a corresponding whole number between 1 and -15.	Error	
Base salary, fixed remuneration and total remuneration must be numeric and greater than or equal to zero.	Error	

Total remuneration must include all payments. Base salary provided is higher than total remuneration.	Error	
Remuneration must be reported on actual earnings not contractual amounts. As such, all data in the Workplace Profile cannot be the same as the previous year.	Error	
The number of female Manager appointments and/or resignations is uncommonly high.	Notification	
It is uncommon to offer this amount of primary or secondary paid parental leave.	Notification	
The proportion of Managers is uncommonly high.	Warning	This organisation has a flat structure, Specify a new reason
Employees counted under the Graduate column should only be those who are employed under a formal Graduate Program. The proportion of Graduates is uncommonly high.	Warning	Graduate program typically has a high intake each year, There was a significant increase in hiring through graduate program this year, Specify a new reason
The percentage of employees on parental leave is calculated to allow comparison across organisations and industries. In this file, the percentage calculated from the numbers provided is uncommonly high.	Warning	The number of managers changed after the Workplace Profile data was compiled, Specify a new reason
So that your organisation can become compliant you must provide all mandatory information. In this file, some mandatory information is missing.	Error	
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The entry in the Manager Category column must be a WGEA defined manager.	Error	
The number of Managers is uncommonly low.	Notification	
ANZSCO codes are used to analyse data in like-for-like roles. The entry in the Occupational Category column must be an ANZSCO defined occupation.	Error	

The data in the Gender column must be one of 'F' (for female), 'M' (for male) or 'X' (for any other non-binary gender).	Error	
The data in the Graduate/Apprentice column must be either 'G' (for Graduate) or 'A' (for Apprentice).	Error	
There are no Graduates or Apprentices in this file for this year and there were in the previous year.	Warning	Graduate / Apprentice programs have been suspended, Graduates / Apprentices are now employed by different organisation, Specify a new reason
The data in the Employment Type column must be one of 'FT' (for full-time), 'PT' (for part-time) or 'CE' (for casual).	Error	
The data in the Employment Status column must be one of 'Permanent', 'Contract' or 'Casual'.	Error	
Year of birth is collected to analyse the age profile of the workforce. The value given for the Year of Birth column does not indicate that the employee is at or above 14 years of age.	Error	
Postcode is collected to analyse data by region. Data in the Postcode column must be between 800 and 7999.	Error	
ANZSIC codes are used to analyse data by industries. The data in the Industry Sub-division column must be a valid two digit number.	Error	
ANZSIC codes are used to analyse data by industries. The data in the Industry Class column must be a valid four digit number.	Error	
If 'PT' (part-time) or 'CE' (casual) is entered into the Employment Type column there must be data in the 'Ordinary Hours' column.	Error	
So that remuneration can be annualised automatically from your STP data an employee start date is required. One or more employee's start date is either not in the correct format or falls after the reporting period end date (31st March).	Error	
Please enter a zero or number.	Error	

Fixed remuneration is reported separately to enable analysis of this component. In this file, it appears that no employees are provided with any fixed remuneration.	Notification	
Data in tables must either be left blank, set to zero or be positive whole numbers.	Error	
A Partnership organisation must have at least one equity or non-equity partner.	Error	
In order to analyse data by individual organisation a valid ABN is required for each employee.	Error	
Workplace profile data is required for all employees in the submission group. One or more of the industries that are covered in this submission is missing from the Workplace Profile.	Error	
One or more of the industries that are covered in this submission for this organisation is missing from the Workforce Management Statistics.	Error	
This file must use only a single ABN belonging to the organisation for which this Workplace Profile has been uploaded, or if the file is a consolidated upload then all ABNs for every organisation in this submission group must be included. There should be no ABN that belongs to any organisation that is not in this submission group.	Error	
To enable comparison of the most senior leaders across organisations each legal entity should have at least one CEO or equivalent, or HOB, or KMP/HOB, or KMP.	Warning	All managers are employed in another entity, This organisation is in administration, Roles are currently vacant, Specify a new reason
ANZSIC codes are used to analyse data by industries. Data in the Industry column is not a valid subdivision for data in the Industry Class column, or if data was not provided in the Workplace Profile column, then for the organisation's default industry class.	Error	

The entry in the Occupational Category column belongs to the ANZSCO major group "Managers" but does not have data for Manager Category.	Error	
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