



Australian Government
Australian Public Service
Commission

2018 APS Remuneration Survey – Business Validation Rules

December 2018

Overview

The Australian Public Service (APS) Remuneration Report (the Report) is an annual snapshot of remuneration across the APS. The Report is based on data collected from all agencies as at 31 December. The Report provides transparency on APS remuneration in the context of spending public money, and includes information on remuneration by classification level, comparisons with the previous year, detail on the key components of remuneration packages and a total APS remuneration picture.

Additionally, Individual Agency Reports are provided to agency heads. These reports show agency specific data in comparison with APS-wide data. Due to the confidential nature of the data in these reports they are only to be provided to the head of the agency.

Both reports are created using data from the Remuneration Survey. The Remuneration Survey is a process where every APS agency sends remuneration data for each of their employees who were active on 31 December (see Box 1 for inclusion and exclusion criteria). The data is checked by the Remuneration team and any discrepancies are referred back to the agency for correction/comment and resubmission. Once the data has been cleansed a summary report is sent to the agency for sign off by an SES officer to confirm the data provided is accurate.

Box 1: APS employees included and excluded in the APS Remuneration Survey

All employees (including SES employees) employed under sections 22 and 72 of the PS Act 1999 should be **included** in the APS Remuneration Survey.

Only the following employees should be **excluded**:

- Employees engaged under section 22(2) (c) of the PS Act 1999 —for duties that are irregular or intermittent (commonly known as casuals).
- Employees at the trainee classification (classification code 60).
- Locally engaged employees engaged under section 74 of the PS Act 1999.
- Employees on leave without pay (LWOP), including employees on maternity LWOP, on the Date of Effect.
- Employees on temporary transfer to another agency on the Date of Effect (as they will be included in data submission of the other agency).
- Employees active in your agency during part of the year but not active on the Date of Effect.
- Agency Heads.

Any employee that was a Graduate during the year should be reported as a Graduate regardless of their classification on the Date of Effect. If they advanced from the Graduate classification before 31 December, please report their remuneration data as at their last day as a Graduate.

Remuneration Survey resources, including the updated Data specifications, are available at the following link: <https://www.apsc.gov.au/aps-remuneration-survey>.

The purpose of the release of the business validation rules for APS Remuneration Survey exists to ensure improved data quality and streamline the remuneration reporting process in the current and future cycles.

If you have any queries regarding the APS Remuneration Survey email Remuneration@apsc.gov.au.

Business validation rules

The business validation rules outlined below are criterion or constraints used in the process of data validation of the APS Remuneration Survey data supplied by Agencies. This validation process ensures that the data received meets the standards, according to the data specifications (<https://www.apsc.gov.au/aps-remuneration-survey>), and also allows to check that data falls into the appropriate parameters (for example ranges checks, negative, and missing or invalid data).

Column header number	Column header name	Field	Validation rule
General global queries			
General	Global validation check for salary, bonuses, allowances and benefits recorded.	Total, Number	Validates that the Base Salary field (and other allowances, bonuses and personal benefits) is not a negative value. Formula: <code>if (BaseSalary ne . and BaseSalary <0)</code> <code>or (AnnualLeaveLoading ne . and AnnualLeaveLoading <0)</code> <code>or allowances or bonuses or personal benefits NE . and < 0</code> (etc.) Error message: The following employees have a negative value in their data. Please remove negative values. Corrections to payments received in the previous year should not be included.
General	Global validation check for salary, bonuses, allowances and benefits recorded.	Total, Number	Validates that the Performance Bonus field (and other allowances, bonuses and personal benefits) is not zero. Formula: <code>if (PerformanceBonusPaid = 0)</code> <code>or (IncomeMaintenanceAllowance = 0)</code> <code>or allowances or bonuses or personal benefits = 0</code> (etc.) Error message: The following employees have a zero value. Please remove zero values. If an employee did not receive a payment for this Data Item the field should be left blank.
Specific queries			
2.B & 56.BD	AGSN	Code, Number	Validates that the Australian Government Staff Number (AGSN) field is not missing. Formula: <code>where missing(AGSN) or missing(AGSNcheck);</code> Error message: The following employees are missing a value for AGSN in either Data Item 2 or 56. Please provide an AGSN in the Remuneration Data for all records in both Data Item 2 and 56.
2.B & 56.BD	ASGN	Code, Number	Validates that the ASGN field is the same as the AGSNcheck field. Formula: <code>where ASGN <> agsncheck and ASGN <>" and AGSNcheck <> "</code> ; Error message: The following employees have an AGSN in Data Item 2 which is different to the AGSN in Data Item 56. Update the Remuneration Data so the same AGSN is in both Data Item 2 and 56.

Column header number	Column header name	Field	Validation rule
3.C	Date of Birth	Date, Date/Time	Validates that the Date of Birth field is not missing. Formula: <i>where</i> missing(DateofBirth); Error message: The following employees are missing a value for Date of Birth. Please provide a Date of Birth in the Remuneration Data for all records.
3.C	Date of Birth	Date, Date/Time	Changes the format of the date of birth to SAS date format (dd/mm/yyyy). Formula: convert (varchar, DateofBirth, 105).
4.D	Base Classification Group	Code, Number	Validates that the Base Classification Group field is not missing or invalid. Formula: <i>where</i> missing(BaseClassificationGroup) or BaseClassificationGroup not in (1,2,3,4,5,6,7,8,9,10,11,12,13,14,65); Error message: The following employees have a missing or invalid value for Base Classification. Please provide a valid value in the Remuneration Data for all employees.
5.E	Acting Classification Group	Code, Number	Validates that the Acting Classification Group field is not the same as Base Classification Group field. Formula: <i>where</i> ActingClassificationGroup = BaseClassificationGroup; Error message: The following employees have a value for Acting Classification Group which is the same as their Base Classification Group. As per the specifications, employees should only be reported as acting if they were on temporary assignment to a higher or lower classification. Please remove or update the acting classification values. If employee is on Partial Higher Duties please consult the data specifications for Data Item 36.
5.E	Acting Classification Group	Code, Number	Validates that the Acting Classification Group field is not missing. Formula: <i>where</i> ActingClassificationGroup is null; Error message: The following employees have a value for Acting Classification Salary but are missing the corresponding value for Acting Classification Group. Please enter an Acting Classification Group in the Remuneration Data.
6.F	Hours per Week	Total, Number	Validates that the Hours per Week field is not missing. Formula: <i>where</i> missing(WeeklyHours) Error message: The following employees are missing a value for the Hours per Week field. Please provide a value for all employees.
6.F	Hours per Week	Total, Number	Validates that the Hours per Week field are not too low. Formula: <i>where</i> not missing(WeeklyHours) and WeeklyHours <= 5

Column header number	Column header name	Field	Validation rule
			Error message: The following employees have a low value in Hours per Week. Please check value. If the Hours per Week is correct enter a comment in Data Item 55.
6.F	Hours per Week	Total, Number	Validates that the Hours per Week field are not too high. Formula: <i>where</i> WeeklyHours >= 45 Error message: The following employees have a high value in Hours per Week. Please check value. If the Hours per Week is correct enter a comment in Data Item 55.
7.G	Permanency Indicator	Code, Number	Validates that the Permanency Indicator field is not missing or invalid. Formula: <i>where</i> missing(PermanencyIndicator) or PermanencyIndicator not in (1,9,10). Error message: The following employees have a missing or invalid value for Permanency Indicator. Please provide a valid Permanency Indicator for all employees as per the data specifications.
11.K	Sex	Code, String	Validates that the Sex field is not missing or invalid. Formula: <i>where</i> sex not in ('M', 'F', 'X'); Error message: The following employees have a missing or invalid value for the Gender field. Please update with a valid value as per the data specifications.
14.N	Primary Employment Instrument	Code, String	Validates that the Primary Employment Instrument field is not missing or invalid. Formula: <i>where</i> PrimaryEmploymentInstrument not in ('EA', 'AWA', 'PSA', 'CLA') Error message: The following employees have a missing or invalid value for Primary Employment Instrument. Please update with a valid value as per the data specifications.
14.N	Primary Employment Instrument	Code, String	Validates that the Primary Employment Instrument field among SES employees with EA as an employment instrument. Formula: <i>where</i> BaseClassificationGroup in (9,10,11) and PrimaryEmploymentInstrument = 'EA'; Error message: The following SES employees have EA as their Primary Employment Instrument. Please check value. If the Primary Employment Instrument is correct enter a comment in Data Item 55.
15.O	Other Employment Instrument	Code, String	Validates that the Other Employment Instrument field is not invalid. Formula: <i>where</i> OtherEmploymentInstrument not in ('IFA', 'PSA', 'CLA', 'N/A', ' ') Error message: The following employees have an invalid value for Other Employment Instrument. Please update with a valid value as per the data specifications.

Column header number	Column header name	Field	Validation rule
15.O	Other Employment Instrument	Code, String	Validates that the Other Employment Instrument field among SES employees with IFA as an employment instrument. Formula: <i>where</i> BaseClassificationGroup in (9,10,11,12,13,14) and OtherEmploymentInstrument = 'IFA' Error message: The following SES employees have an Other Employment Instrument of an IFA. Please check value. If the Other Employment Instrument is correct enter a comment in Data Item 55.
16.P	Base Salary	Total, Number	Validates that the Base Salary field is not missing or invalid. Formula: <i>where</i> missing(BaseSalary); Error message: The following employees are missing a value for Base Salary. Please provide a Base Salary in the Remuneration Data for all employees.
16.P	Base Salary	Total, Number	Validates that the base salary is higher or lower than set out in the Enterprise Agreement. Formula: <i>if</i> minEApaypoint = '' <i>then</i> Outcome = 'classification not on EA'; <i>else if</i> basesalary < minEApaypoint <i>then</i> Outcome = 'less than min paypoint'; <i>else if</i> minEApaypoint le basesalary le maxEApaypoint <i>then</i> Outcome = 'Does NoMatchPayPoint'; <i>else if</i> basesalary > maxEApaypoint <i>then</i> outcome = 'higher than max paypoint'; <i>else</i> outcome = '?'; Error message: Outcome messages (see above in formula section).
20.T & 21.U	Maximum Performance Bonus & Actual Performance Bonus paid in previous 12 months	Total, number	Validates if the Performance Bonus Paid field is higher than Maximum Performance Bonus field. Formula: <i>where</i> PerformanceBonusPaid > MaximumPerformanceBonus. Error message: The following employees have a value of Performance Bonus Paid which is higher than the value of their Maximum Performance Bonus amount. Please correct values so Maximum Performance Bonus is higher than Performance Bonus Paid.
22.V & 23.W	Maximum Retention Bonus & Actual Retention Bonus paid in the previous 12 months	Total, number	Validates if the Retention Bonus Paid field is higher than Maximum Retention Bonus field. Formula: <i>where</i> RetentionBonusPaid > MaximumRetentionBonus. Error message: The following employees have a value of Retention Bonus Paid which is higher than the value of their Maximum Retention Bonus amount. Please correct values so Maximum Retention Bonus is higher than Retention Bonus Paid.
35.AI	Acting Classification Salary	Total, number	Validates that the Acting Classification Salary is low or high value.

Column header number	Column header name	Field	Validation rule
			<p>Formula: if minEApaypoint = '' then outcome = 'classification not on EA';</p> <p>else if actingclassificationsalary < minEApaypoint then outcome = 'lower than min paypoint';</p> <p>else if minEApaypoint le actingclassificationsalary le maxEApaypoint then outcome = 'within EA paypoint range';</p> <p>else if actingclassificationsalary > maxEApaypoint then outcome = 'higher than max paypoint';</p> <p>else outcome = '?';</p> <p>Error message: The following employees have a value of Acting Classification Salary which is outside the range for their Acting Classification Group as stated in your agency's EA. Please check/update Acting Salary and/or Acting Classification. If the Acting Salary is correct enter a comment in Data Item 55. Ensure salary is annualised and FTE.</p>
36.AJ & 16.P	Partial Higher Duties Salary & Base Salary	Total, Number	<p>Validates that the Partial higher duties salary field is higher than the Base Salary field.</p> <p>Formula: where PartialHigherDutiesSalary is not null and PartialHigherDutiesSalary < BaseSalary</p> <p>Error message: The following employees have a value of Partial Higher Duties Salary which is lower than their base salary. Please check Partial Higher Duties Salary. Ensure salary is annualised and FTE.</p>
36.AJ & 5.E	Partial Higher Duties Salary & Acting Classification Group	Total, Number	<p>Validates when the Partial Higher Duties Salary field is used in conjunction with an Acting Classification Group field.</p> <p>Formula: where PartialHigherDutiesSalary is not null and ActingClassificationGroup is not null</p> <p>Error message: The following employees have a value of Partial Higher Duties Salary as well as a value for Acting Classification Group. If an employee is on Partial Higher Duties the Acting Classification Group should be blank. If an employee is on full Higher Duties at a different classification to their Base Classification, the Acting Classification Group and Acting Classification Salary should be completed, and the Partial Higher Duties field left blank. See Data Item 36 in data specifications. Please update file.</p>
44.AR	Individual Flexibility Arrangement	Code, String	<p>Validates that the Individual Flexibility Arrangement field has a corresponding IFA description.</p> <p>Formula: where OtherEmploymentInstrument = 'IFA' and IndividualFlexibilityArrangement = '';</p> <p>Error message: The following employees have an Other Employment Instrument of an IFA but are missing the corresponding description in field Individual Flexibility Arrangement. Please include the description of what benefit the IFA provides to the employee.</p>

Column header number	Column header name	Field	Validation rule
44.AR	Individual Flexibility Arrangement	Code, String	<p>Validate that the Individual Flexibility Arrangement description field has a corresponding Other Employment Instrument of IFA.</p> <p>Formula: <i>where</i> OtherEmploymentInstrument <> 'IFA' and IndividualFlexibilityArrangement <> '';</p> <p>Error message: The following employees have a description in the Individual Flexibility Arrangement field but are missing the corresponding value of IFA in field Other Employment Instrument. If the employee is on an IFA enter IFA in the Other Employment Instrument field. If the employee is not on an IFA remove the text from the IFA description field.</p>
46.AT	Personal Benefits	Total, Number	<p>Validate that the Personal Benefits field has a corresponding Personal Benefit Description.</p> <p>Formula: <i>where</i> PersonalBenefits > 0 and PersonalBenefitsDescription = '';</p> <p>Error message: The following employees have a value for Personal Benefits but are missing the corresponding description in the Personal Benefits Description field. Please include the description of what Personal Benefits are provides to the employee.</p>
47.AU	Personal Benefits	Total, Number	<p>Validate that the Personal Benefits Description field has a corresponding Personal Benefits.</p> <p>Formula: <i>where</i> PersonalBenefits is null and PersonalBenefitsDescription <> '';</p> <p>Error message: The following employees have a description in the Personal Benefits Description field, but do not have a value in the Personal Benefits field. Please enter the total amount the employee received in the Personal Benefits field.</p>
49.AW	Name of Superannuation Fund	Code, String	<p>Validate that the Name of Superannuation Fund field is not missing.</p> <p>Formula: <i>where</i> missing(NameofSuperannuationFund);</p> <p>Error message: The following employees are missing a valid value for the name of Superannuation Fund field. Please provide a valid value (CSS, PSS, PSSap or OTH) for all employees.</p>
49.AW	Name of Superannuation Fund	Code, String	<p>Validate that the Name of Superannuation Fund field in combination with age.</p> <p>Formula: <i>if</i> (NameofSuperannuationFund = 'CSS' and DateOfBirthSASFormat > '31dec1974'd) <i>then</i> Outcome = 'too young for CSS'; <i>else if</i> (NameofSuperannuationFund = 'PSS' and DateOfBirthSASFormat > '31dec1990'd) <i>then</i> Outcome = 'too young for PSS'; <i>else</i> Outcome = 'ok';</p> <p><i>where</i> Outcome in ('too young for CSS', 'too young for PSS');</p>

Column header number	Column header name	Field	Validation rule
			Error message: The following employees have a Superannuation Fund which was closed to new employees when they reached a working age. Please update either the Name of Superannuation Fund or Date of Birth field.
50.AX	Superannuation Salary	Total, Number	Validates that the Superannuation Salary field is not missing. Formula: <code>where missing(SuperAnnuationSalary);</code> Error message: The following employees are missing a value for Superannuation Salary. Please provide a Superannuation Salary for all employees.
50.AX	Superannuation Salary	Total, Number	Validated that the Superannuation Salary field percentage is within the range of not greater than 130% and less than 70%. Formula: <code>where SuperSalaryPctOfSuperBase > 1.3 or SuperSalPctofBaseSal < 0.70 and BaseSalary <> . and superbase <> . and superannuationsalary <> .;</code> Error message: The following employees have a value of Superannuation Salary which appears HIGH or LOW compared to their Base Salary. Please check Superannuation Salary. If the Superannuation Salary is correct enter a comment in Data Item 55. Ensure salary is annualised and FTE.
51.AY	Agency Superannuation Contribution	Total, Number	Validates that the Agency Superannuation Contribution field is not missing. Formula: <code>where missing(AgencySuperannuationContribution);</code> Error message: The following employees are missing a value for Agency Superannuation Contribution. Please enter a value. If the value is correct enter a comment in Data Item 55.
51.AY	Agency Superannuation Contribution	Total, Number	Validates that the Agency Superannuation Contribution proportion is within the range not greater than 25% or less than 7%. Formula: <code>SuperContributionPct = round(AgencySuperannuationContribution/superannuationsalary,0.0001);</code> <code>where SuperContributionPct > 0.25 or SuperContributionPct < 0.07 and AgencySuperannuationContribution <> . and superannuationsalary <> .;</code> Error message: The following employees have a value of Agency Superannuation Contribution which appears HIGH or LOW compared to their Superannuation Salary. Please check the Agency Superannuation Contribution. If this value is correct enter a comment in Data Item 55. Ensure Agency Superannuation Contribution is annualised and FTE. If the employee was acting and the super salary looks appropriate for that amount, do not send query.

Column header number	Column header name	Field	Validation rule
52.AZ & 53.BA	Motor Vehicle Cost/EVS & Cash In Lieu of Motor Vehicle	Total, Number	Validates that the Motor Vehicle Cost/EVS field is used in conjunction with the Cash In Lieu of Motor Vehicle field. Formula: where MotorVehicleCostEVS > 0 and CashInLieuOfMotorVehicle > 0; Error message: The following employees have a value for both Cost of Motor Vehicle and Cash in Lieu of Motor Vehicle. As per the data specifications, only one of these fields can be completed for each employee. For employees who received part Cost of Motor Vehicle and part Cash in Lieu during the year, please show an annualised value in whichever field was of greater value.
52.AZ & 53.BA	Motor Vehicle Cost/EVS & Cash In Lieu of Motor Vehicle	Total, Number	Validates that the Motor Vehicle Cost/EVS field and Cash In Lieu of Motor Vehicle field are not low values (under 15000). Formula: where (MotorVehicleCostEVS < 15000 and MotorVehicleCostEVS <> .) or (CashInLieuOfMotorVehicle < 15000 and CashInLieuOfMotorVehicle <>.); Error message: The following employees have a value of Motor Vehicle Cost or Cash in Lieu of Motor Vehicle which appears LOW. Ensure the value is annualised. If the value is correct enter a comment in Data Item 55.
52.AZ & 53.BA	Motor Vehicle Cost/EVS & Cash In Lieu of Motor Vehicle	Total, Number	Validates that the Motor Vehicle Cost/EVS field and Cash In Lieu of Motor Vehicle field are not high values (over 35000). Formula: where (MotorVehicleCostEVS > 35000 and MotorVehicleCostEVS <> .) or (CashInLieuOfMotorVehicle > 35000 and CashInLieuOfMotorVehicle <>.); Error message: The following employees have a value of Motor Vehicle Cost or Cash in Lieu of Motor Vehicle which appear HIGH. Please check this value. If this value is correct enter a comment in Data Item 55.
52.AZ & 53.BA	Motor Vehicle Cost/EVS & Cash In Lieu of Motor Vehicle	Total, Number	Validates that the Motor Vehicle Cost/EVS field and Cash In Lieu of Motor Vehicle field are for EL2 classifications. Formula: where ((MotorVehicleCostEVS > 0 or CashInLieuofMotorVehicle>0) and BaseClassificationGroup in (1,2,3,4,5,6,7,65)); Error message: The following employees have a value of Motor Vehicle Cost or Cash in Lieu of Motor Vehicle but they are below the EL 2 classification. Please check this value. If this value is correct enter a comment in Data Item 55.
54.BB	Motor vehicle parking	Total, number	Validates that the Motor Vehicle Parking field is high value. Formula: where MotorVehicleParking > 15000; Error message: The following employees have a value for Motor Vehicle Parking which appears HIGH. Please check these values. If the value is correct enter a comment in Data Item 55.
54.BB	Motor vehicle parking	Total, Number	Validates that the Motor Vehicle Parking field is low value. Formula: where MotorVehicleParking < 249 and MotorVehicleParking ne .;

Column header number	Column header name	Field	Validation rule
			Error message: The following employees have a value for Motor Vehicle Parking which appears LOW. Please check these values. If the value is correct enter a comment in Data Item 55. Ensure this amount is annualised and FTE.
Annualised allowance queries			
25.Y	Income Maintenance Allowance	Total, Number	Validates that the Income Maintenance Allowance field is low value. Formula: where IncomeMaintenanceAllowance < 50 and IncomeMaintenanceAllowance ne .; Error message: The following employees have a value for Income Maintenance Allowance which appears LOW. Please check these values. If the value is correct enter a comment in Data Item 55. Ensure this amount is annualised and FTE.
28.AB	Additional Duties/Responsibilities Allowance	Total, Number	Validates that the Additional Duties/Responsibilities Allowance field is low value. Formula: where AdditionalDutiesResponsibilities < 50 and AdditionalDutiesResponsibilities ne .; Error message: The following employees have a value for Additional Duties/Responsibilities Allowance which appears LOW. Please check these values. If the value is correct enter a comment in Data Item 55. Ensure this amount is annualised and FTE.
29.AC	Qualifications and/or Skills Based Allowance	Total, Number	Validates that the Qualifications and/or Skills Based Allowance field is low value. Formula: where QualsSkillsBasedAllowances < 50 and QualsSkillsBasedAllowances ne .; Error message: The following employees have a value for Qualifications and/or Skills Based Allowance which appears LOW. Please check these values. If the value is correct enter a comment in Data Item 55. Ensure this amount is annualised and FTE.
32.AF	Market Related Allowance – Specific Job Allowance	Total, Number	Validates the Market Related Allowance – Specific Job Allowance field is low value. Formula: where MarketRelatedSpecificJob < 50 and MarketRelatedSpecificJob ne .; Error message: The following employees have a value for Market Related Allowance - Specific Job Allowance which appears LOW. Please check these values. If the value is correct enter a comment in Data Item 55. Ensure this amount is annualised and FTE.
33.AG	Market Related Allowance – Specific Individual Allowance	Total, Number	Validates the Market Related Allowance – Specific Job Allowance field is low value. Formula: where MarketRelatedSpecificIndividual < 50 and MarketRelatedSpecificIndividual ne .; Error message: The following employees have a value for Market Related Allowance - Specific Individual Allowance which appears LOW. Please check these values. If the value is correct enter a comment in Data Item 55. Ensure this amount is annualised and FTE.

Column header number	Column header name	Field	Validation rule
34.AH	Superannuation Allowance	Total, Number	<p>Validates the Superannuation Allowance field is low value.</p> <p>Formula: where SuperannuationAllowances < 50 and SuperannuationAllowances ne .;</p> <p>Error message: The following employees have a value for Superannuation Allowance which appears LOW. Please check these values. If the value is correct enter a comment in Data Item 55. Ensure this amount is annualised and FTE.</p>

*ne = not equal.