

School Workforce Census 2010 Errors and Resolutions Version 1.6

Revision history

Doc. Version	Change Description	Date
1.0	Initial Release	03/01/08
1.1	Amended error 5000 from Payroll Absence Category to Absence Category.	16/01/08
1.2	Addition of Autumn errors and resolutions.	01/08/08
1.3	Checked for additional Spring 2009 errors and resolutions	02/10/08
1.4	Checked and added additional errors and resolutions.	20/03/09
1.5	Addition of Autumn 2009 errors and resolutions	17/06/09
1.6	Addition of Spring 2010 errors and resolutions	10/11/09

Introduction

This document has been produced to offer advice and suggestions on how to rectify the various errors/warnings that may be generated when producing the School Workforce Census Spring Return 2010.

We strongly recommend carrying out dry runs in order to ascertain which errors need correcting. You can make use of the direct links from the **Validation Errors Summary** (displayed after validating the School Workforce Census return) which enables you to open the SIMS record that requires correcting/amending.

This document has been produced to help users check and correct School Workforce Census errors and has been provided in addition to our usual user documentation (handbooks and online help). It has not however, been possible to fully check the accuracy of this document within acceptable timescales. To prevent any delay in releasing this document, we have therefore decided to issue it following minimal checking. If you find any errors or inaccuracies in this document, please report them to publications@capita.co.uk.

Using the Validation Errors Summary

Having created and validated a School Workforce Census return, the **Validation Errors Summary** is displayed. The Summary lists all the validation errors and warnings generated by the return. Errors must be corrected whilst warnings should be checked and corrected if you feel they are applicable.

Print

Validation Errors Summary

Schools Workforce Census Validated - 268 Validation rules failed (Number of Errors - 262 and Number of Warnings - 6)

To resolve error : Double click in row to navigate to relevant screen

ALL Search

Type	Error Number	Error Message	Individual Data Item	Solution
F	6540	At least one staff record in this school's return should show		# Check Focus Person Staff for
F	4105	Teacher Number must be seven digits	Teacher Number: 60559162 Name: Blacke	# Go to Focus Person Staff and
F	4220	Ethnicity is invalid	Teacher Number: 60559162 Name: Blacke	# Go to Focus Person Staff and
F	4410	Post is missing	Teacher Number: 60559162 Name: Blacke	# Go to Focus Person Staff and
F	4220	Ethnicity is invalid	Teacher Number: 5995652 Name: Konchal	# Go to Focus Person Staff and
F	4160	Member of workforce with missing NI Number	Teacher Number: 5995652 Name: Konchal	# Go to Focus Person Staff and
F	4410	Post is missing	Teacher Number: 5995652 Name: Konchal	# Go to Focus Person Staff and
F	4220	Ethnicity is invalid	Teacher Number: 7932786 Name: Brown,	# Go to Focus Person Staff and
F	4150	NI Number has invalid format	Teacher Number: 7932786 Name: Brown,	# Go to Focus Person Staff and
F	4410	Post is missing	Teacher Number: 7932786 Name: Brown,	# Go to Focus Person Staff and
F	4220	Ethnicity is invalid	Teacher Number: 8576284 Name: Edward	# Go to Focus Person Staff and


Column	Description
Type	Indicates whether the error is a failure (denoted by an F) which must be corrected, or a warning/query (denoted by a Q).
Sequence	Shows the error number.
Message	Displays the text of the error message.
Location	Lists the specific record containing the error.
Solution	Provides a suggestion on how the error can be corrected.












- Double-click in any row to navigate to the appropriate record (where applicable). This will launch the specific area in SIMS where the record can be amended/corrected.
- Change the order of the summary by clicking on the appropriate column heading. If required, change the width of the columns by dragging the dividing line between the column headings until the required size is achieved.
- Print the summary by clicking the **Print** button noting that a high number of errors will obviously generate a high number of printed pages.













The errors listed will be displayed until they are corrected and the validation routine is run again.








School Workforce Census Errors and Resolutions


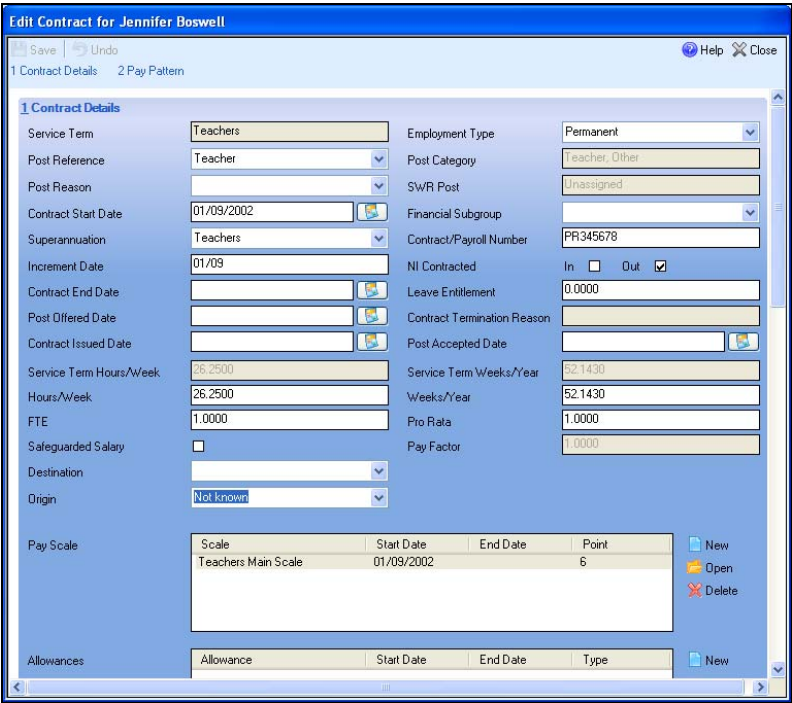



Key:  Indicates an error which must be corrected.









 Indicates a warning which should be checked, but may not need to be corrected.

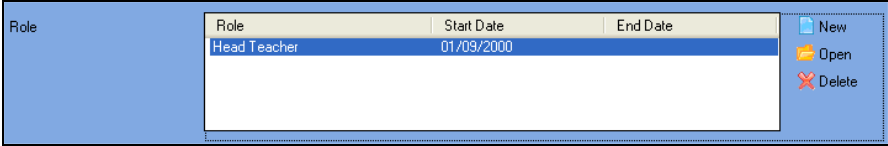

Type	Code	Error Message	Comment/Resolution
	10	Census Name invalid, should be 'School Workforce Census'	This error should not occur. Please contact your Local Support Team.
	20	Term code invalid	Select Routines Statutory Returns Schools Workforce Census and in the browser, select the correct Term .
	30	Year out of range	This error should not occur. Please contact your Local Support Team.
	40	Reference Date, i.e. Census Date, must be provided.	This error should not occur. Please contact your Local Support Team.
	50	Census Date and Term do not match.	Select Routines Statutory Returns Schools Workforce Census and correct the Census Date and/or Term .
	60	Source level is invalid	This error should not occur. Please contact your Local Support Team.
	70	LA number is invalid	Select Focus School School Details . If the LA number is incorrect, please contact your Local Support Unit to request a patch.
	80	School Number is invalid.	Select Focus School School Details . If the Establishment number is incorrect, please contact your Local Support Unit to request a patch.
	85	Estab Number in header is invalid	Select Focus School School Details . If the Establishment number is incorrect, please contact your Local Support Unit to request a patch.
	4100	Qualified Teacher with Teacher Number missing.	If the member of staff is a qualified teacher, then enter a valid Teacher Number in the Employment Details panel of the Employee Details page via Focus Person Staff .
	4105	Teacher number is incorrectly formatted or the first two digits are not in the correct range.	Correct the Teacher Number in the Employment Details panel of the Employee Details page via Focus Person Staff . This should be in the format NN/NNNNN where the first two digits indicate the year in which the person qualified.


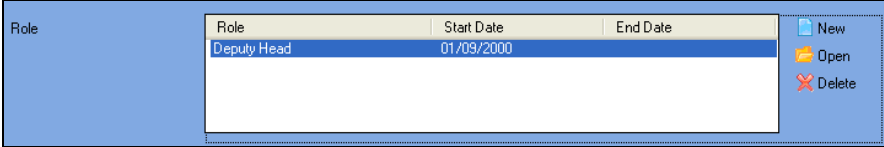


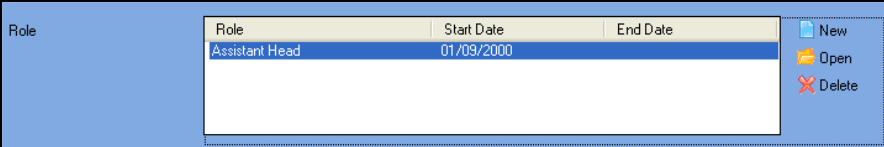

	4110	Surname is missing or incorrectly formatted.	This data is required by default in order to save an employee record. This error should not occur.
	4120	Forename is missing or incorrectly formatted.	This data is required by default in order to save an employee record. This error should not occur.
	4140	Former surname has incorrect format.	This data is required by default in order to save an employee record. This error should not occur.
	4150	NI Number has invalid Format.	Check, and if necessary, correct the NI Number in the Personal Information panel of the Employee Details page via Focus Person Staff . There must be nine characters, where the first two characters must be alpha, the next six characters must be numeric and the final character can be A, B, C, D or space. Also, the first character must not be D, F, I, Q, U or V and the second characters must not be D, F, I, O, Q, U or V.
	4155Q	Please check: Can temporary or non-standard NI Number be resolved?	Check, and if necessary, correct the NI Number in the Personal Information panel of the Employee Details page via Focus Person Staff . The first two characters of the NI Number should not be GB, BG, NK, KN, TN, NT or ZZ.
	4160	Please check: Member of workforce with missing NI Number.	Check, and if necessary, correct the NI Number in the Personal Information panel of the Employee Details page via Focus Person Staff . This should be in the format LL-NN-NN-NN-L where L is a letter and N is a number.
	4180	Gender is missing.	This data is required by default in order to save an employee record. This error should not occur.
	4190	Date of Birth missing or has invalid format.	This data is required by default in order to save an employee record. This error should not occur.
	4200	Age is not within expected range.	Check and if necessary, amend the Date of Birth in the Personal Information panel of the Employee Details page via Focus Person Staff . The age must be over 15 and under 100.
	4210Q	Please check: Person's age expected to be between 16 and 70 years.	Check, and if necessary, amend the Date of Birth in the Personal Information panel of the Employee Details page via Focus Person Staff . The date of birth should be greater than, or equal to 1 st January 70 years prior to the first four digits of the date of birth <u>and</u> prior, or equal to 1 st January 16 years prior to the first four digits of the date of birth.
	4220	Ethnicity is invalid.	Check and if necessary, select the required Ethnicity from the drop-down list in the Personal Information panel of the Employee Details page via Focus Person Staff .
	4225	Disability is invalid	Select Focus Person Staff and select the appropriate choice from the Are day to day activities substantially affected by physical or mental impairment drop-down list.





	4230	QT Status is invalid.	Check and if necessary, select the Qualified Teacher Status from the drop-down list in the Employments Details panel of the Employee Details page via Focus Person Staff .
	4235	Person cannot be shown as having QT status and be under 21 on 1 st January.	Check and if necessary, amend the Date of Birth in the Personal Information panel of the Employee Details page via Focus Person Staff . If the employee has QT Status, their date of birth must be prior to the 1 st January 21 years prior to the first four digits of their date of birth.
	4240	HLTA Status is invalid.	Unlikely, as the HLTA Status check box allows for only a yes or no answer.
	4245	Person cannot be shown as having HLTA status and be under 18 on 1st January.	Check the HLTA Status check box in the Professional panel and the Date of Birth in the Personal Details panel of the Employee Details page via Focus Person Staff . If the employee has HLTA Status then their date of birth must be prior to 1 st January 18 years prior to the first four digits of their date of birth.
	4250	QTS Route is invalid.	Select the correct QTS Route from the drop-down list in the Professional panel of the Employee Details page via Focus Person Staff .
	4260	Absent On Census Day indicator missing.	Spring Census only: This error should not occur. Please contact your Local Support Team.
	4280	LA or School Level indicator missing or invalid.	This error should not occur. Please contact your Local Support Team.

	4310	Contract Type is invalid.	<p>Check the details of the contract. Select the required employee via Focus Person Staff then open the applicable contract from the Employment Details panel. The Edit Contract dialog is displayed.</p>  <p>Select the correct Employment Type from the drop-down list.</p>
	4350	Start Date is missing.	<p>Check the details of the contract. Select the required employee via Focus Person Staff then open the applicable contract from the Employment Details panel. The Edit Contract dialog is displayed. Enter the Contract Start Date. See 4310 for a graphic.</p>
	4355	Contract Start Date cannot be in the future.	<p>Check the details of the contract. Select the required employee via Focus Person Staff then open the applicable contract from the Employment Details panel. The Edit Contract dialog is displayed. Check the Contract Start Date which must be less than or equal to the date of the return. See 4310 for a graphic.</p> <p>If this contract is a future contract and is showing in the return, please contact your Local Support Team.</p>
	4357	Contract/Agreement Start Date more than 50 years ago.	<p>Check the details of the contract. Select the required employee via Focus Person Staff then open the applicable contract from the Employment Details panel. The Edit Contract dialog is displayed. Check the Contract End Date which must be on or later than the 1st January 50 years prior to the first four digits of the survey date.</p>

	4360	Contract has invalid dates for this Census.	<p>Spring Census only: Check the details of the contract. Select the required employee via Focus Person Staff then open the applicable contract from the Employment Details panel. The Edit Contract dialog is displayed. Check the contract dates which must have either a Contract Start Date or Contract End Date between 1st September and 31st December of the previous year OR the end date must be empty or a date after the census date. See 4310 for a graphic.</p> <p>If you believe that this contract should not be showing in the return, please contact your Local Support Team.</p>
	4361	Only Contracts with dates between 1 st January and 30 th April inclusive are required.	<p>Summer Census only: Check the details of the contract. Select the required employee via Focus Person Staff then open the applicable contract from the Employment Details panel. The Edit Contract dialog is displayed. Check the contract dates - either the Contract Start Date or Contract End Date must be between 1st January and 30th April (inclusive) of the current year.</p> <p>If you believe that this contract should not be showing in the return, please contact your Local Support Team.</p>
	4362	Only Contracts with dates between 1 st May and 31 st August inclusive are required.	<p>Autumn Census only: Check the details of the contract. Select the required employee via Focus Person Staff then open the applicable contract from the Employment Details panel. The Edit Contract dialog is displayed. Check the contract dates - either the Contract Start Date or Contract End Date must be between 1st May and 31st August (inclusive) of the current year.</p> <p>If you believe that this contract should not be showing in the return, please contact your Local Support Team.</p>
	4370	Contract End is invalid.	Check the details of the contract. Select the required employee via Focus Person Staff then open the applicable contract from the Employment Details panel. The Edit Contract dialog is displayed. Check the Contract End Date .
	4375	Contract/Agreement end date must be at least a month after the start date, and on or prior to Census Day, for this type of contract or agreement.	Check the details of the contract. Select the required employee via Focus Person Staff then open the applicable contract from the Employment Details panel. The Edit Contract dialog is displayed. Check the Contract End Date . If the contract is not a Fixed Term then the end date must not be prior or equal to the survey date <u>and</u> it must be at least one calendar month after the Contract Start Date of the same contract or service.
	4380	Contract/Agreement Type is Fixed Term therefore Contract End Date must be specified.	Check the details of the contract. Select the required employee via Focus Person Staff then open the applicable contract from the Employment Details panel. The Edit Contract dialog is displayed. For all fixed term contracts, a Contract End Date must be supplied.
	4385	Destination code must be provided for completed contracts.	Check the details of the contract. Select the required employee via Focus Person Staff then open the applicable contract from the Employment Details panel. The Edit Contract dialog is displayed. Where the contract is a regular service teacher contract or agency/SA teacher in regular service contract and a Contract End Date is supplied, you must also select a Contract Termination Reason from the drop-down list.
	4390Q	Please check: Destination code has been provided therefore Contract End Date must be specified.	Check the details of the contract. Select the required employee via Focus Person Staff then open the applicable contract from the Employment Details panel. The Edit Contract dialog is displayed. If you have selected a value from the Contract Termination Reason drop-down list then you should also specify a Contract End Date .

✘	4400	Contract End Date cannot be before Contract Start Date.	This error should not occur as SIMS will not allow you to save a Contract End Date that precedes a Contract Start Date .
✘	4410	Post is missing.	Check the details of the contract. Select the required employee via Focus Person Staff then open the applicable contract from the Employment Details panel. The Edit Contract dialog is displayed. Check that a Post Reference has been selected from the drop-down list. It may be necessary to add an applicable Service Term if it does not already exist.
✘	4414	Post shown as Head Teacher. One of the associated Roles must also be Head Teacher.	<p>Check the details of the contract. Select the required employee via Focus Person Staff then open the applicable contract from the Employment Details panel. The Edit Contract Role dialog is displayed. Scroll down to the Role table as shown in the following graphic:</p>  <p>Ensure that one of the associated roles is Head Teacher by clicking the Open button to amend an existing role, or clicking the New button to create a new role.</p>  <p>Select Head Teacher from the Role drop-down list.</p>

	4415	Post shown as Deputy Head. One of the associated Roles must also be Deputy Head.	<p>Check the details of the contract. Select the required employee via Focus Person Staff then open the applicable contract from the Employment Details panel. The Edit Contract Role dialog is displayed. Scroll down to the Role table as shown in the following graphic:</p>  <p>Ensure that one of the associated roles is Deputy Head by clicking the Open button to amend an existing role, or clicking the New button to create a new role.</p>  <p>Select Deputy Head from the Role drop-down list.</p>
	4416	Post shown as Assistant Head Teacher. One of the associated Roles must also be Assistant Head.	<p>Check the details of the contract. Select the required employee via Focus Person Staff then open the applicable contract from the Employment Details panel. The Edit Contract Role dialog is displayed. Scroll down to the Role table as shown in the following graphic:</p>  <p>Ensure that one of the associated roles is Assistant Head by clicking the Open button to amend an existing role, or clicking the New button to create a new role.</p> <p>Select Assistant Head from the Role drop-down list.</p>
	4417	If Role is HLTA then HLTA Status must be 'Yes'.	Select Focus Person Staff and edit the staff member's HLTA Status or Role .

	4420	Date of Arrival in School is invalid.	Check and if necessary, edit the Employment Start date in the Employment Details panel of the Employee Details page via Focus Person Staff .
	4425Q	Please check: Date of Arrival in School is more than 50 years ago.	Check and if necessary, edit the Employment Start date in the Employment Details panel of the Employee Details page via Focus Person Staff . If provided, the date should be on or later than the 1 st January 50 years prior to the first four digits of survey date.
	4430	Date of Arrival in School must be supplied.	Check and if necessary, edit the Employment Start date in the Employment Details panel of the Employee Details page via Focus Person Staff . Where the contract is a regular service teacher or agency/SA in regular service contract or teaching assistant contract, the Employment Start date must be supplied.
	4440	Date of Arrival in School cannot be later than 1 month after the start of the contract.	Check and if necessary, edit the Employment Start date in the Employment Details panel of the Employee Details page via Focus Person Staff . Where the contract is a regular service teacher or agency/SA in regular service contract or teaching assistant contract, the Employment Start date must be earlier than 1 month after the Contract Start Date .



4460

Pay Scale is invalid.

Spring Census only

Check the details of the contract. Select the required employee via **Focus | Person | Staff** then open the applicable contract from the **Employment Details** panel. The **Edit Contract** dialog is displayed. Scroll down to the **Pay Scale** table as shown in the following graphic:

Scale	Start Date	End Date	Point
Teachers Main Scale	01/09/2002		6

Check the pay scale(s) by highlighting the required scale and clicking the **Open** button to display the **Edit Contract Scale** dialog.

Edit Contract Scale

Contract Scale Details

Scale: Teachers Main Scale

Start Date: 01/09/2002

End Date:

Minimum Scale Point: 1.0

Maximum Scale Point: 6.0

Point: 6.0

Superannuation:






NI Status:

Pay Scale: Other

Regional Pay Spine: Rest of England

OK Cancel

Check the pay scale **End Date**, this should be either null or a date after the Census day. Alternatively, a new scale should be added. It may be necessary to amend the applicable Service Term (Pay Related).

	4470	Pay scale type inconsistent with Qualified Teacher Status.
	4480	Pay scale is invalid for the given Post.
	4490	Pay scale is invalid for the given Post.
	4500	Pay scale is invalid for the given Post.
	4505	Pay scale is invalid for the given Post.

Spring Census only

Check the details of the contract. Select the required employee via **Focus | Person | Staff** then open the applicable contract from the **Employment Details** panel. The **Edit Contract Scale** dialog is displayed. Scroll down to the **Pay Scale** table. Check that the correct value has been selected from the **Scale** drop-down list. It may be necessary to amend the applicable Service Term (Pay Related).



4510

Region Spine is invalid.

Spring Census only

Select the required Service Term from the **Find Service Term** browser via **Tools | Staff | Pay Related**. From the **Pay Awards** panel, highlight the required scale, then click the **Open** button.

2 Pay Awards

Single Pay Spine

Minimum Point

Maximum Point Interval

Code	Description	Minimum Point	Maximum Point
HTG2	Headteacher Group 2	8.0	19.0

Single Pay Spine applies to all scales

Award Date	Point	Amount
01/09/2007	1	34938
01/09/2006	2	35814
01/09/2005	3	36708
01/04/2005	4	37623
01/04/2004	5	38559
01/04/2003		
01/04/2002		

From the **Edit Scale for Leadership** dialog select the required value from the **Regional Pay Spine** drop-down list.

Edit Scale for Leadership

Detail

Code

Description

Hidden

Minimum Point

Maximum Point

PayScale

Regional Pay Spine

OK Cancel


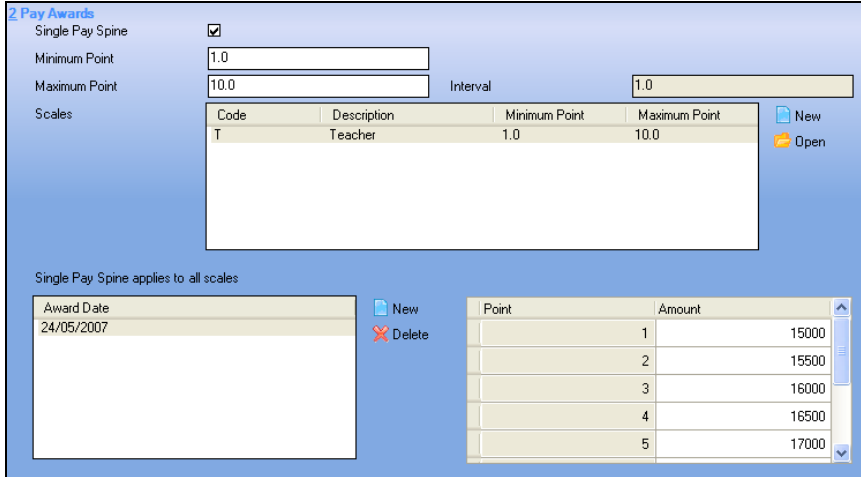








4520











Spine Point is invalid.











Spring Census only



Check, and if necessary, correct the spine points as described in 4510.

	4530	Salary Amount is invalid.	<p>Spring Census only Select the required Service Term from the Find Service Term browser via Tools Staff Pay Related. From the Pay Awards panel, highlight the required scale then edit the incorrect salary amount adjacent to the appropriate scale point.</p> 
	4535	Salary Amount provided is lower than expected for Spine Point and Region.	<p>Spring Census only Select the required Service Term from the Find Service Term browser via Tools Staff Pay Related. From the Pay Awards panel, highlight the required scale then edit the incorrect salary amount adjacent to the appropriate scale point.</p>
	4540	Salary Amount must be provided where Daily Rate is false.	<p>Spring Census only Select the required Service Term from the Find Service Term browser via Tools Staff Pay Related. Where the Salaried check box is selected in the Service Term panel, salary details must be entered in the Pay Award panel.</p>
	4550	Salary Amount must not be provided where Daily Rate is true.	<p>Spring Census only Select the required Service Term from the Find Service Term browser via Tools Staff Pay Related. Where the Salaried check box is selected in the Service Term panel, salary details must be entered in the Pay Award panel. Delete these details in the record by highlighting them and clicking the Delete button.</p>
	4555	Salary Rate must not be provided for both Post and Role for the same Contract/Service Agreement.	<p>Spring Census only This error should not occur. Please contact your Local Support Team.</p>
	4560	Safeguarded Salary is invalid.	<p>Spring Census only This error should not occur. Please contact your Local Support Team.</p>

✘	4565	Payment details are present in two incompatible sections of the return.	<p>Spring Census only This error should not occur. Please contact your Local Support Team.</p>
✘	4570	Daily Rate is invalid.	<p>Spring Census only This error should not occur. Please contact your Local Support Team.</p>
✘	4580	Destination Code is invalid.	<p>Unlikely, as default values are supplied in SIMS. Check the details of the contract. Select the required employee via Focus Person Staff then open the applicable contract from the Employment Details panel. The Edit Contract dialog is displayed. Check the value in the Contract Termination Reason drop-down list.</p>
⚠	4590Q	Please check: If the Contract End Date is before the census date then the Destination code should be supplied.	<p>Check the details of the contract. Select the required employee via Focus Person Staff then open the applicable contract from the Employment Details panel. The Edit Contract dialog is displayed. Where the contract is a regular service teacher contract or agency/SA teacher in regular service contract, and a Contract End Date is supplied, you must also select a Contract Termination Reason from the drop-down list.</p>
✘	4600	Origin is invalid.	<p>Unlikely, as default values are supplied in SIMS. Check the details of the contract. Select the required employee via Focus Person Staff then open the applicable contract from the Employment Details panel. The Edit Contract dialog is displayed. Check the value selected in the Origin drop-down list.</p>
⚠	4610Q	Please check: Origin should be provided.	<p>Check the details of the contract. Select the required employee via Focus Person Staff then open the applicable contract from the Employment Details panel. The Edit Contract dialog is displayed. Select a value from the Origin drop-down list.</p>
✘	4700	No Role details have been supplied.	<p>Check the details of the contract. Select the required employee via Focus Person Staff then open the applicable contract from the Employment Details panel. The Edit Contract dialog is displayed. Click the New button adjacent to the Role area to display the Add Contract Role dialog and add the role details. If a role already exists, check the role End Date.</p> 
✘	4710	Role Identifier is missing.	<p>Please refer to error code 4700.</p>

	4720	Post is inconsistent with Post Identifier.	Open the required record via Focus Person Staff and navigate to the Employment Details panel. Open the required contract and edit the post details. Alternatively, the post details may be incorrect in the service term. To edit, open the required service term via Tools Staff Pay Related and edit the information in the Posts panel.
	4725	Post is inconsistent with Role Identifier.	Open the required record via Focus Person Staff and navigate to the Employment Details panel. Open the required contract and edit the role details. Alternatively, the role details may be incorrect in the service term. To edit, open the required service term via Tools Staff Pay Related and edit the information in the Posts panel.
	4730	Hours per week is invalid.	Open the record through Focus Person Staff and navigate to the Employment Details panel. Open the contract and edit the Hours/Week. It may also be necessary to edit the hours on the service term. Select Tools Staff Pay Related and edit the Hour Worked/Week field.
	4735	Hours worked per week must not be provided for both Post and Role for the same Contract/Service Agreement.	This error should not occur. Please contact your Local Support Team.
	4740	Hours per week is missing.	Open the record through Focus Person Staff and navigate to the Employment Details panel. Open the contract and enter the Hours/Week.
	4750	FTE Hours is invalid.	Open the record through Focus Person Staff and navigate to the Employment Details panel. Open the contract and edit the FTE field. It may also be necessary to edit the hours on the service term. Select Tools Staff Pay Related and edit the Hours Worked/Week field.
	4760	FTE Hours is missing.	Open the record through Focus Person Staff and navigate to the Employment Details panel. Open the contract and enter the FTE in the field. It may also be necessary to edit the hours on the service term. Select Tools Staff Pay Related and edit the Hours Worked/Week field.
	4770	Weeks per year is invalid.	Open the record through Focus Person Staff and navigate to the Employment Details panel. Open the contract and edit the Weeks/Year field. It may also be necessary to edit the weeks on the service term. Select Tools Staff Pay Related and edit the Weeks Worked/Year field.
	4780	Weeks per year is missing.	Open the record through Focus Person Staff and navigate to the Employment Details panel. Open the contract and enter the Weeks/Year . It may also be necessary to edit the weeks on the service term. Select Tools Staff Pay Related and edit the Weeks Worked/Year field.
	4785	Contract/Service Hours are present in two incompatible sections of the return.	This error should not occur. Please contact your Local Support Team.

	4800	Payment Type is invalid.	Spring Census only Open the record through Focus Person Staff and navigate to the Employment Details panel. Open the Contract and then open the required Allowance . Select the correct Category of Additional Payment .
	4810	Where additional payment amount is provided the additional payment type must also be provided.	Spring Census only Open the record through Focus Person Staff and navigate to the Employment Details panel. Open the Contract and then open the required Allowance . Select the correct Category of Additional Payment .
	4820	Additional Payment Amount is invalid.	Spring Census only Open the record through Focus Person Staff and navigate to the Employment Details panel. Open the Contract and then open the required Allowance . Enter the correct Amount .
	4830	Where additional payment type is provided the additional payment amount must also be provided.	Spring Census only Open the record through Focus Person Staff and navigate to the Employment Details panel. Open the Contract and then open the required Allowance . Enter the correct Amount .
	4900	First Day Of Absence is invalid.	Spring Census only Open the record through Focus Person Staff and navigate to the Absences panel. Open the absence record and select an alternative Type/Reason from the drop-down list. Alternatively, enter the correct Start Date .
	4910	First Day of Absence is missing.	Spring Census only Open the record through Focus Person Staff and navigate to the Absences panel. Open the absence record and enter the Start Date . This is mandatory if the Absence End Date, Working Days Lost or Payroll Absence Category have been completed.
	4920	First Day of Absence cannot be in the future.	Spring Census only This error should not occur. Please contact your Local Support Team.
	4930	Last Day Of Absence is invalid.	Spring Census only Open the record through Focus Person Staff and navigate to the Absences panel. Open the absence record and select an alternative Type/Reason from the drop-down list. Alternatively, enter the correct End Date .
	4935Q	Where last day of absence is missing please check absence is ongoing.	Open the record through Focus Person Staff and navigate to the Absences panel. Open the absence record and check the End Date .
	4936	Last Day of Absence must be in the current or preceding calendar year.	Spring Census only Open the record through Focus Person Staff and navigate to the Absences panel. Open the absence record and check the End Date .

	4940	Last Day of Absence cannot be before First Day of Absence.	Spring Census only Open the record through Focus Person Staff and navigate to the Absences panel. Open the absence record and select an alternative Type/Reason from the drop-down list. Alternatively, enter the correct End Date .
	4945Q	Please check: Last Day of Absence should not be after the Census Day.	Spring Census only Open the record through Focus Person Staff and navigate to the Absences panel. Open the absence record and check the End Date of the absence.
	4950Q	Please check - more than one Absence Record without an end date.	Spring Census only Open the record through Focus Person Staff and navigate to the Absences panel. Open the absence record and check the End Date of the absences. There should not be more than one absence record where the End Date is not completed.
	4960Q	Please check: more than one Sickness Absence Record covering the same date(s).	Spring Census only Open the record through Focus Person Staff and navigate to the Absences panel. Open the absence record and correct as necessary.
	4980	Working Days Lost is invalid.	Spring Census only Open the record through Focus Person Staff and navigate to the Absences panel. Open the absence record and correct the Working Days Lost field.
	4990	Where last day of a sickness absence is provided then the number of working days lost must also be provided.	Spring Census only Open the record through Focus Person Staff and navigate to the Absences panel. Open the absence record and add the Working Days Lost .
	5000	Absence Category is invalid.	Spring Census only Open the record through Focus Person Staff and navigate to the Absences panel. Open the absence record and select the appropriate Absence Category from the drop-down list.



6000

Subject is invalid

Autumn Census only

Select the correct **Subject Code** in the **Curriculum** panel on the **Schools Workforce Census Details** page. Alternatively, map the DCSF subject codes via **Tools | Setups | Subjects**.

3 Curriculum

Staff Name	Staff Code	Subject Code	General Subject	Hours Taught	Year Groups Taught
Adrian Blacker	AB	CHM	Chemistry	2	Curriculum Year 10
Milan Konchalski	MK	Code		5	Curriculum Year 11
Milan Konchalski	MK	<Select>		6	Curriculum Year 12
Belinda Pearson	BPE	CHM		5	Curriculum Year 10
Belinda Pearson	BPE	ENG		7	Curriculum Year 13
Belinda Pearson	BPE	GEN		5	Curriculum Year 11
Belinda Pearson	BPE	MAT		4	Curriculum Year 10

NB: Hours Taught is based on the following: Hours Taught in cycle * Days in cycle/5



6100

Subject Identifier is missing.

Autumn Census only

Select the correct **Subject Code** in the **Curriculum** panel on the **Schools Workforce Census Details** page. Alternatively, map the DCSF subject codes via **Tools | Setups | Subjects**.



6110

Subject Hours is invalid

Autumn Census only

Amend the **Hours Taught** in the **Curriculum** panel on the **Schools Workforce Census Details** page. The number entered must be between 0.01 and 40.00. Alternatively, map the DCSF subject codes via **Tools | Setups | Subjects**.

3 Curriculum

Staff Name	Staff Code	Subject Code	General Subject	Hours Taught	Year Groups Taught
Adrian Blacker	AB	CHM	Chemistry	2	Curriculum Year 10
Milan Konchalski	MK	GEN	General Studies	5	Curriculum Year 11
Milan Konchalski	MK	GEN	General Studies	6	Curriculum Year 12
Belinda Pearson	BPE	MAT	Mathematics	5	Curriculum Year 10
Belinda Pearson	BPE	MAT	Mathematics	7	Curriculum Year 13
Belinda Pearson	BPE	MAT	Mathematics	5	Curriculum Year 11
Belinda Pearson	BPE	MAT	Mathematics	4	Curriculum Year 10

NB: Hours Taught is based on the following: Hours Taught in cycle * Days in cycle/5



6120

Subject Hours is missing

Autumn Census only

Add the **Hours Taught** in the **Curriculum** panel on the **Schools Workforce Census Details** page. The number entered must be between 0.01 and 40.00. Alternatively, map the DCSF subject codes via **Tools | Setups | Subjects**.



6130

Year Group (NC Year Group) is invalid.

Autumn Census only

In the **Curriculum** panel on the **School Workforce Census Details** page, select the correct curriculum year from the **Year Groups Taught** column.

3 Curriculum

Staff Name	Staff Code	Subject Code	General Subject	Hours Taught	Year Groups Taught
Adrian Blacker	AB	CHM	Chemistry	2	Curriculum Year 10
Milan Konchalski	MK	GEN	General Studies	5	Curriculum Year 11
Milan Konchalski	MK	GEN	General Studies	6	Description
Belinda Pearson	BPE	MAT	Mathematics	5	Curriculum Year 10
Belinda Pearson	BPE	MAT	Mathematics	7	Curriculum Year 11
Belinda Pearson	BPE	MAT	Mathematics	5	Curriculum Year 12
Belinda Pearson	BPE	MAT	Mathematics	4	Curriculum Year 13
Belinda Pearson	BPE	MAT	Mathematics	4	Curriculum Year 7
Belinda Pearson	BPE	MAT	Mathematics	4	Curriculum Year 8
Belinda Pearson	BPE	MAT	Mathematics	4	Curriculum Year 9

NB: Hours Taught is based on the following: Hours Taught in cycle * Days in cycle

Recalculate
Add
Delete



6140

Teaching Group Identifier is missing.

Autumn Census only

In the **Curriculum** panel on the **School Workforce Census Details** page, select the correct curriculum year from the **Year Groups Taught** column.



6200





Qualification is invalid.








Autumn Census only

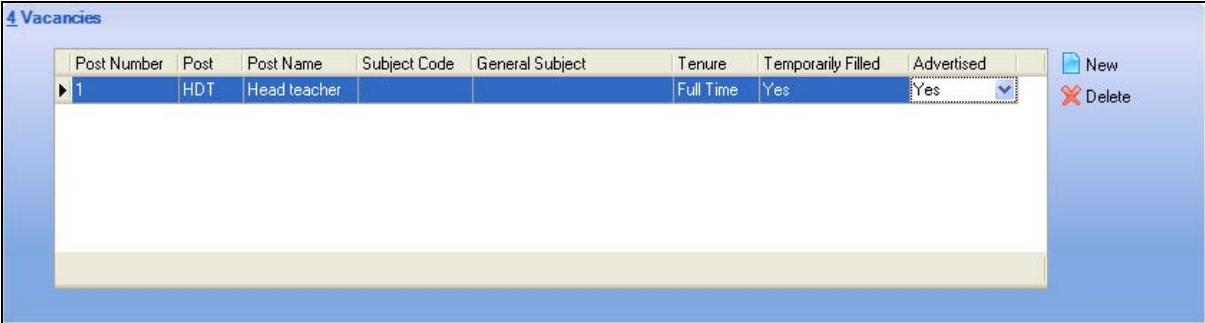
Open the record through **Focus | Person | Staff** and navigate to the **Professional** panel. Select and open the qualification record to display the **Edit Qualification** dialog.











Qualification	Bachelor of Science
Title	BSC
Date Awarded	31/07/1998
Qualification Level	Other First Degree or equivalent
Class Of Degree	Upper second class honours
Comments	
First Subject, Qualified	Biology - C100
Second Subject, Qualified	
Country Of Origin	British
Verified	<input checked="" type="checkbox"/>






Select the correct **Qualification Level** from the drop-down list.

	6210	Qualification Code is missing.	<p>Autumn Census only Open the record through Focus Person Staff and navigate to the Professional panel. Select and open the qualification record to display the Edit Qualification dialog.</p>  <p>Select the correct Qualification Level from the drop-down list.</p>
	6220	Subject Code 1 is invalid.	<p>Autumn Census only Open the record through Focus Person Staff and navigate to the Professional panel. Select and open the qualification record to display the Edit Qualification dialog. Select the correct First Subject, Qualified from the drop-down list.</p> <p><i>NOTE: The Joint Academic Council Principle Subjects (JACS) code set is available for import, if required. Please refer to the Preparing for the Autumn School Workforce Census for details.</i></p>
	6230Q	Subject Code 1 is missing.	<p>Autumn Census only Open the record through Focus Person Staff and navigate to the Professional panel. Select and open the qualification record to display the Edit Qualification dialog. Select the correct First Subject, Qualified from the drop-down list.</p> <p><i>NOTE: The Joint Academic Council Principle Subjects (JACS) code set is available for import, if required. Please refer to the Preparing for the Autumn School Workforce Census for details.</i></p>

	6240	Second Qualification Subject Code 2 is invalid.	<p>Autumn Census only</p> <p>Open the record through Focus Person Staff and navigate to the Professional panel. Select and open the qualification record to display the Edit Qualification dialog. Select the correct Second Subject, Qualified from the drop-down list.</p> <p><i>NOTE: The Joint Academic Council Principle Subjects (JACS) code set is available for import, if required. Please refer to the Preparing for the Autumn School Workforce Census for details.</i></p>
	6245	Qualification Subject Code 1 and Subject Code 2 cannot be the same.	<p>Autumn Census only</p> <p>Open the record through Focus Person Staff and navigate to the Professional panel. Select and open the qualification record to display the Edit Qualification dialog. Select the correct First Subject, Qualified or Second Subject, Qualified from the drop-down list.</p> <p><i>NOTE: The Joint Academic Council Principle Subjects (JACS) code set is available for import, if required. Please refer to the Preparing for the School Workforce Census handbook, also available from SupportNet, for details.</i></p>
	6250	Qualification Verified is invalid.	<p>Autumn Census only</p> <p>Open the record through Focus Person Staff and navigate to the Professional panel. Select and open the qualification record to display the Edit Qualification dialog. Check that the Qualification Verified check box has been correctly selected.</p>
	6260	Qualification Verified is missing.	<p>Autumn Census only</p> <p>Open the record through Focus Person Staff and navigate to the Professional panel. Select and open the qualification record to display the Edit Qualification dialog. Check that the Qualification Verified check box has been selected.</p>
	6500	There is more than one record with the same Teacher Number.	<p>Open the record through Focus Person Staff and navigate to the Employment Details panel. Ensure that the correct teacher number is entered in the Teacher Number field. This should have the format NN/NNNNN.</p>
	6510Q	Please Check: There is more than one record with the same National Insurance Number.	<p>Open the record through Focus Person Staff and navigate to the Professional panel. Edit the NI Number.</p>
	6520Q	Please Check: The same person has a total Full Time Equivalent ratio greater than 1.2 and less than or equal to 1.5.	<p>Open the record through Focus Person Staff and navigate to the Employment Details panel. Open the required contract and edit the value in the FTE field.</p> <p>Where a person has a single role, the FTE ratio for the role (where the FTE ratio is calculated by dividing the Hours Per Week by FTE Hours) should not be greater than 1.2 and should be less than or equal to 1.5.</p> <p>Where the same person has more than one role, either because there is more than one concurrent Contract, or because one or more concurrent contract contains multiple roles, then the total FTE ratio for all Roles (where total FTE ratio for all Roles is calculated by accumulating the FTE ratio for each role, and the FTE ratio for each role is calculated by dividing the Hours Per Week by FTE Hours) should not be greater than 1.2 and should be less than or equal to 1.5.</p>

✘	6530	The same person has a total Full Time Equivalent ratio greater than 1.5.	<p>Open the record through Focus Person Staff and go to the Employment Details panel. Open the contract and review the value in the FTE field. It is unlikely that a FTE over 1.5 is correct.</p> <p>Where a person has a single role, the FTE ratio for the role (where the FTE ratio is calculated by dividing the Hours Per Week by FTE Hours) must not be greater than 1.5.</p> <p>Where the same person has more than one role, either because there is more than one concurrent Contract, or because one or more concurrent contract contains multiple roles, then the total FTE ratio for all roles (where total FTE ratio for all roles is calculated by accumulating the FTE ratio for each role, and the FTE ratio for each role is calculated by dividing the Hours Per Week by FTE Hours) must not be greater than 1.5.</p>
⚠	6540Q	At least one staff record in this school's return should show a role of Head Teacher.	<p>Spring Census only Open the Head Teacher's record through Focus Person Staff and navigate to the Employment Details panel. Open the required contract and add a new Role of Head Teacher.</p>
✘	6999	Etab Number in Vacancies and Staff Information module is invalid.	<p>Spring Census only Select Focus School School Details. If the Establishment number is incorrect, please contact your Local Support Unit to request a patch.</p>
✘	7000	Vacancy Post is invalid.	<p>Spring Census only This error should not occur. Please contact your Local Support Team.</p>
✘	7010	Subject not required for this Vacancy Post.	<p>Spring Census only For some vacancies, subjects are not required, e.g. Head Teacher. Navigate to the Vacancies panel in the School Workforce Census Return Details page. Open the applicable vacancy by double clicking it and delete the subject.</p> 
✘	7020	Subject required for this Vacancy Post.	<p>Spring Census only It is not possible to save a vacancy without a subject. Please contact your Local Support Team if this error occurs.</p>

	7030	Subject is invalid.	Spring Census only Subjects are selected from a drop-down list and this error should therefore not occur. Please contact your Local Support Team.
	7040	Tenure is invalid.	Spring Census only Tenures are selected from a drop-down list and this error should therefore not occur. Please contact your Local Support Team.
	7050	Vacancy Temporarily Filled is invalid.	Spring Census only The vacancy is selected from a drop-down list and this error should therefore not occur. Please contact your Local Support Team.
	7060	Vacancy Advertised is invalid.	Spring Census only The vacancy is selected from a drop-down list and this error should therefore not occur. Please contact your Local Support Team.
	7070	Vacancy Tenure, Vacancy Temporarily Filled and/or Vacancy Advertised is missing.	Spring Census only It is not possible to save a vacancy without this information. Please contact your Local Support Team if this error occurs.
	7080Q	Please check: no vacant posts have been recorded.	Spring Census only If required, add vacancies in the Vacancies panel in the School Workforce Census Details page.
	7100	Some Occasionals Count details are missing or invalid.	Spring Census only This error should not occur. Please contact your Local Support Team if this error occurs.
	7110	Number of Qualified Occasional Teachers present on census day must be a numeric value.	Spring Census only This error should not occur. Please contact your Local Support Team if this error occurs.
	7112	Number of Occasional Teachers where not known if qualified or not and who are present on census day must be a numeric value.	Spring Census only This error should not occur. Please contact your Local Support Team if this error occurs.
	7120Q	Please check: Number of Qualified Occasional Teachers present on census day should be less than 40.	Spring Census only Check the Number of Occasional Teachers (Total) field in Occasional Teachers Information panel.

	7121Q	Please check: Number of Unqualified Occasional Teachers present on census day should be less than 10.	Spring Census only Check the Number of Occasional Teachers (Total) field in Occasional Teachers Information panel.
	7122Q	Please check: Number of Teachers where not known if qualified or not and who are present on census day should be less than 10.	Spring Census only Check the Number of Occasional Teachers (Total) field in Occasional Teachers Information panel.
	7200Q	Please check: No Agency/Third Party Support Count details have been recorded.	Spring Census only For the current return, edit the Third Party Staff Count. Ignore this warning if there are no Third Party service providers.
	7210	Number of Agency/Third Party support staff present on census day must be a numeric value.	Spring Census only Please contact your Local Support Team if this error occurs.
	7220Q	Please check: Number of Agency/Third Party support staff present on census day should be less than 50.	Spring Census only For the current return, edit the Third Party Staff Count. Ignore this warning if there are no Third Party service providers.