Schedule 8   Reporting

1   Reporting

1.1   File Naming Convention

(a)   Reports must be clearly labelled, with the following file naming convention to be applied:

<div align="center">

ABN_Name_Date

</div>

Where:

    ABN   is the Service Provider's ABN, with no spaces

    Name   the Report Name is '[Labour Hire]'.

    Date   is the date of the report using a YYYY_MM format, i.e. for May 2023, the date would be 2023_05.

<div align="center">

The file name would be ABN_LabourHire_2023_05

</div>

1.2   Formatting Standards

(a)   Formatting standards for reporting Labour Hire Services to Finance are detailed in the Report Specifications in Table 2 and Table 3 in clause 1.5, with the following additional formatting standards to apply:

(i)   case sensitivity, where values that are intended to be the same are truly identical and do not differ in case sensitivity or through abbreviation;

(ii)   the letter 'A' in the Format column of a Report Specification indicates the field is text field, and the letters 'AN' in the Format column of a Report Specification indicates the field is text and number field;

(iii)   files are to be provided as comma-separated values (CSV) using semi-colon text delimited format, or any other format reasonably requested by Finance;

(iv)   files must be compatible with Microsoft Excel 2007, and later versions, unless otherwise advised by Finance; and

<blockquote>
(v) reports must not be locked in a manner that prevents Finance from reviewing or analysing raw information in a report, or the information used to generate a report.
</blockquote>

(b) Where agreed by Finance, reports may be password protected for confidentiality or security purposes. Where Finance has agreed to a report being password protected the Service Provider must provide report passwords to Finance.

1.3 Report Timing Requirements

(a) The Service Provider must provide reports in accordance with the applicable Reporting Schedule in Table 1 of this clause 1.3**.**

Table 1: Service Provider Reporting Schedule

Ref.	Report	Reporting Schedule
1	Labour Hire Engagement Report	Within 10 Business Days of execution of an Order or variation with a Commonwealth entity.
2	Labour Hire Worker Time Sheet Report	Within 5 Businesses Days of the end of each fortnight, where a fortnight begins on the Order Commencement Date.

(b) The Service Provider must ensure a Labour Hire Worker Time Sheet Report is submitted for each Labour Hire Worker specified in an Order for each Entity they are engaged by, for the duration of the Order Term.

(c) The Service Provider is not required to submit a Labour Hire Worker Time Sheet Report or a Labour Hire Engagement Report if there have been no new engagements or if there have been no Labour Hire Workers working during a particular period within the respective Reporting Schedules for each of those reports.

(d) Where a Service Provider provides a Timesheet to an Entity, which the Entity does not accept, and is therefore amended (in accordance with clause 28.3(c) of **Schedule 2 (Labour Hire Services)),** the Service Provider must update and resubmit the previously provided Labour Hire Worker Time Sheet Report for the relevant period.

1.4 File Transfer Requirements and Security

(a) Reports are to be transferred (submitted) to Finance electronically or as otherwise notified by Finance.

(b) The Service Provider warrants that all transferred files are free of Harmful Code.

1.5   Reporting to Entities

(a)   An Entity will specify in a Contract the types and frequency of reports to be provided by the Service Provider in respect of Labour Hire Services, and the Service Provider must provide the reports specified in a Contract at the times required by the Entity. Without limitation, the Service Provider may be required by a Contract to report on:

(i)   attendance of Labour Hire Workers over specified periods;

(ii)   attrition rates for Labour Hire Workers;

(iii)   performance of the Labour Hire Workers, including against performance standards (if any);

(iv)   compliance with workplace Laws;

(v)   compliance by the Service Provider with the Integrity Requirements; and

(vi)   any other matters requested by the Entity.

1.6   Reporting to Finance

(a)   The Service Provider must provide to Finance the Labour Hire Engagement Report in the format detailed in the Labour Hire Engagement Report in Table 2 of this clause 1.6.

The Labour Hire Engagement Report is to be provided in accordance with the Reporting Schedule in Table 1 of clause 1.3 of this **Schedule 8 (Reporting)**.

Table 2: Labour Hire Engagement Report Specification

Position	Format	Header Name	Purpose	Reference Table	Notes
A	N	-ABN	To uniquely identify the Service Provider.	12345678910	11-digit number with no spaces *(Refer Schedule 6, Item 1)*
B	AN	SRVC_PRVDR	To uniquely identify the Service Provider.		This is a short name agreed with Finance to uniquely identify the Service Provider and cannot be varied without approval from Finance.
C	AN	ORDER_NO	To identify the Entity Order number		The Order number must be the Order number specified by an Entity in an Order *(Refer Schedule 6, Item 4)*
D	N	ENTITY_ABN	To provide the ABN for the relevant Entity	12345678910	11-digit number with no spaces *(Refer Schedule 6, Item 3)*
E	AN	ENTITY	To identify the relevant Entity		Entity name listed on the Order *(Refer Schedule 6, Item 2)*
F	A	CN_TYPE	To identify if the reporting reflects a new Order, an extension option being exercised or if the item being reported has been varied through a Order variation (add or		New Contracts = N Variation= V

Position	Format	Header Name	Purpose	Reference Table	Notes
			remove labour hire resources)		
G	N	CN_START	To identify the Contract start date	DD/MM/YY	This is the date upon which the worker first attends the Entity's workplace in accordance with the work Order. *(Refer Schedule 6, Item 8)*
H	N	CN_END	To identify the Contract end date	DD/MM/YY	This is the date upon which the worker last attends the Entity's workplace identified in the Order. *(Refer Schedule 6, Item 9)*
I	N	CN_EXT_END	To identify the end date of any extension options		If multiple extensions options apply, the date should reflect the last extension option end date identified in the Order. *(Refer Schedule 6, Item 10)*
J	N	CN_NO_EXT	To identify the number of extension options		This is the total number of extension options identified in the Order. *(Refer Schedule 6, Item 10)*
K	N	PST_WORK_LOCATION	To identify the State or Territory that will be the primary work location		This is the postcode location at which the worker attends the Entity's workplace in identified in the Order. It may be a different location to the office issuing in the Order. *(Refer Schedule 6, Item 21)*
L	AN	APS_EQUIVALENT	To identify the APS equivalent classification level		The equivalent APS classification by which the worker is engaged as identified in the Order. *(Refer Schedule 6, Item 14.1 or 12 or 13, depending on engagement type)*
M	A	SRVC_CAT	To identify the Service Category the role maps to		Service Category as identified in the Order *(Refer Schedue 6, Item 14.4)*
N	A	JOB_FAMILY	To identify the Job Family the role maps to		In accordance with the APSC Job Family Framework identified in the Order. *(Refer Schedule 6, Item 14.5)*
O	A	JOB_ROLE	To identify the Job Role the role maps to		In accordance with the APSC Job Family Framework identified in the Order. *(Refer Schedule 6, Item 14.6)*
P*	A/N	LHW_ID	To identify the Labour Hire Worker assigned to the Order		This is the unique ID assigned to every registered Labour Hire Worker identified in the Order. *(Refer Schedule 6, Item 17)*
Q*	A/N	LHW_REMOVED	To identify the Labour Hire Worker removed from a current Order		This is the unique ID assigned to the Labour Hire Worker that is removed from the Order via an Order Variation. *(Refer Schedule 6, Item 17)*
R*	A/N	LHW_ADDED	To identify the Labour Hire Worker added to a current Order		This is the unique ID assigned to the Labour Hire Worker that is added to the Order via an Order Variation. *(Refer Schedule 6, Item 17)*
S	A/N	CESSATION-REASON	Reason for removing a Labour Hire Workers from an Order		The reason a Labour Hire Worker was ceased prior to the end date identified in the Order. This will be a Finance defined list.
T	N	RTE	Agreed base salary, ex GST		Agreed base salary identified in the Order or Order Variation. *(Refer Schedule 6, Item 14.12 or 6A as applicable)*
U	A	GPM_TYPE	Referred or Non-Referred		GPM Type, either referred or non-referred as identified in the Order *(Refer Schedule 6, Item 14.2)*
V	N	GPM	Gross Profit Margin, ex GST		Gross Profit Margin identified in the Order. *(Refer Schedule 6, Item 14.19)*
W	N	CONVERSION_FEE	Conversion Fee ex GST		Conversion Fee identified in the Order or Order Variation

Position	Format	Header Name	Purpose	Reference Table	Notes
X	N	INTRODUCTION_FEE	Introduction Fee ex GST		Introduction Fee identified in the Order or Order Variation *(Refer Schedule 6, Item 13)*
Y	N	PLACEMENT_FEE	Placement Fee ex GST		Placement Fee identified in the Order or Order Variation *(Refer Schedule 6, Item 12)*
Z	N	TOTAL_PAYABLE	Total Fees Payable under this Order, ex GST		Total Fees Payable under this Order. *(Refer Schedule 6, Item 16)*
AA	A	ENTITY_CONTACT	To identify Entity contact point name		The Entity Representative's name identified in the Order. *(Refer Schedule 6, Item 5)*
AB	N	ENTITY_CONTACT_NO	To identify Entity contact point phone number		The Entity Representative's phone number identified in the Order. *(Refer Schedule 6, Item 5)*
AC	AN	ENTITY_EMAIL	To identify Entity contact point email address		The Entity Representative's email address identified in the Order. *(Refer Schedule 6, Item 5)*
AD	N	COST_CENTRE	To assist with Finance administration fee recovery by Finance		Entity cost centre code identified in the Order. *(Refer Schedule 6, Item 6)*

*These items are only required to be included in the Labour Hire Engagement Report where Finance has introduced the Panel Administration Platform in accordance with clause 5.5.

(b) The Service Provider must provide to Finance the Labour Hire Worker Time Sheet Report in the format detailed in Table 3 of this clause 1.6.

(c) The Labour Hire Worker Time Sheet Report is to be provided in accordance with the Reporting Schedule in Table 1 of clause 1.3 of this **Schedule 8 (Reporting)**.

Table 3: Labour Hire Worker Time Sheet Report Specification

Position	Format	Header Name	Purpose	Reference Table	Notes
A*	A/N	LHW_ID	To identify the Labour Hire Worker assigned to the Order		This is the unique ID assigned to every registered Labour Hire Worker identified in the Order. *(Refer Schedule 6, Item 17)*
B*	N	LHW_NAME	Name of the Labour Hire Worker		
C*	N	SP_ABN	To uniquely identify the Service Provider.	12345678910	11-digit number with no spaces *(Refer Schedule 6, Item 1)*
D*	AN	SRVC_PRVDR	To uniquely identify the Service Provider.		This is a short name agreed with Finance to uniquely identify the Service Provider and cannot be varied without approval from Finance.
E*	N	ENTITY_ABN	To provide the ABN for the relevant Entity	12345678910	11-digit number with no spaces *(Refer Schedule 6, Item 3)*
F*	AN	ENTITY	To identify the relevant Entity		Entity name listed on the Order *(Refer Schedule 6, Item 2)*

Position	Format	Header Name	Purpose	Reference Table	Notes
G*	AN	ORDER_NO	To identify the Entity Order number		The Order number must be the Order number specified by an Entity in an Order *(Refer Schedule 6, Item 4)*
H*	N	TS_DATE*	To capture the date worked	DD/MM/YY	This is the date upon which the worker has provided services in accordance with the work order.
I*	N	TS_START*	To record the start time	HH:MM	This is the time upon which the worker began providing services in accordance with the work order, on the date set out in TS_Date.
J*	N	TS_END*	To record the end time	HH:MM	This is the time upon which the worker ceased providing services in accordance with the work order, on the date set out in TS_Date.
K*	N	TS_TOTAL HRS	To record the total time worked on that day	HH:MM	This is the total time for which the worker provided services in accordance with the work order, on the date set out in TS_Date, excluding breaks/hours not providing service.
L*	AN	TS_PERIOD	To identify the specified Timesheet period		The reporting period specified by Finance or identified in the Order *(Refer Schedule 6, Item 47)*
M*	AN	APS_EQ	To identify the APS equivalent classification level		The equivalent APS classification by which the worker is engaged as identified in the Order. *(Refer Schedule 6, Item 14.1 or 12 or 13, depending on engagement type)*

*These items are only required to be included in the Labour Hire Worker Time Sheet Report where Finance has introduced the Panel Administration Platform in accordance with clause 5.5.