THE UNIVERSITY
of EDINBURGH

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Cost Driver Definition – Staff

1. Data Specification and Source

Units

> FTE of staff on active University contracts as represented in quarterly snapshots averaged over a year:
>
> - Includes guaranteed hours staff by converting to FTE based on hours paid;
> - Excludes the FTE of staff working for subsidiary companies;
> - Staff will be grouped into the following categories with weightings applied:
>   - Job Function (Academic/Professional Services)
>   - Pay Grade Category.
>
> For use as appropriate, raw headcount will also be available.

Data Source

The source data for staff will be extracted from PPIP MI (also known as HR Oracle), the University's HR management system.

Frequency of Collection

Since the Resource Allocation Model needs an actual baseline figure to be fixed early in the academic year, the FTE figure used will be the average of the four quarterly snapshots taken at 31 January, 30 April and 31 July from the previous academic session, and 31 October of the current academic session.

2. Grouping of Staff in the Cost Driver

The staff data will be grouped to enable weightings to be applied as follows:

- Academic posts, grade bands 5 to 9;
- Academic posts, grade bands 10+;
- Professional Services posts, grade bands 1 to 5;
- Professional Services posts, grade bands 6 to 9;
- Professional Services, grade bands 10+.

3. Benefits of Approach

- It is simple in that a staff member either has an active contract or not at each snapshot date;
- There are minimal exclusions;
- It uses the existing convention of converting guaranteed hours staff into FTEs;
- The baseline actual cost driver is known early in the session which it represents, allowing a fixed set of data to be used throughout the planning round;
- The data collection approach is similar to that of the student and space data, maintaining simplicity and transparency of the model;
- Efficiency in the use of resources – it builds on current reporting and forecasting processes.

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Document History

This is a controlled document and all amendments need to be recorded. Once printed, this document will be considered an uncontrolled version.

Version	Action	Modified By	Date
1.00	Initial Version	Jim Nation – RAM Project	25/01/2016

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