Error Code	**Error Message**	**Query or Issue**	**Comment Resolution**
4100Q	Teacher with Teacher Number missing: Please supply a reason in a return level note	Query Only - This will not prevent you from submitting your Workforce Census	The employee's **Teacher Number** must be checked and updated with a valid **Teacher Number** where possible. This field can be found in **HR Record > Workforce Census > HR Record**. You may also click the entry within the **Check Workforce Census** to be directed straight into this window. If you are unable to provide a Teacher Number, supply a reason in a return level note once submitted to COLLECT.
4105Q	Teacher number should be 7 or 8 digits	Query Only - This will not prevent you from submitting your Workforce Census	The employee's **Teacher Number** must be checked. The **Teacher Number** must be 7 or 8 digits. This field can be found in **HR Record > Workforce Census > HR Record**. You may also click the entry within the **Check Workforce Census** to be directed straight into this window. You may be required to supply a reason in a return level note once submitted to COLLECT.
4110	Family Name is missing or has two or more consecutive spaces	Error - Correct issue before submitting your Workforce Census	The employee's **Surname** must be checked. The **Surname** is required and must not have two consecutive spaces. This field can be found in **HR Record > HR Record > Personal Details**. You may also click the entry within the **Check Workforce Census** to be directed straight into this window.

4120	Given Name is missing or has two or more consecutive spaces	Error - Correct issue before submitting your Workforce Census	The employee's **Forename(s)** must be checked. The **Forename(s)** is required and must not have two consecutive spaces. This field can be found in **HR Record > HR Record > Personal Details.** You may also click the entry within the **Check Workforce Census** to be directed straight into this window.
4140	Former Family Name has two or more consecutive spaces	Error - Correct issue before submitting your Workforce Census	The employee's **Previous Name** must be checked. If providing a **Previous Name,** it must not have two consecutive spaces.This field can be found in **HR Record > HR Record > Personal Details**. You may also click the entry within the **Check Workforce Census** to be directed straight into this window.
4150	NI Number has invalid Format	Error - Correct issue before submitting your Workforce Census	The employee's **NI Reference** must be checked. An employee must have a valid **NI Reference** where possible, in the format AA123456A (no spaces are to be used). This field can be found in **HR Record > HR Record > Personal Details**. You may also click the entry within the **Check Workforce Census** to be directed straight into this window.
4155	Temporary NI numbers must not be supplied. This must be replaced or removed	Error - Correct issue before submitting your Workforce Census	The employee's **NI Reference** must be checked. Where a temporary **NI Reference** has been used, then the reference must be replaced or removed. This field can be found in **HR Record > HR Record > Personal Details**. You may also click the entry within the **Check Workforce Census** to be directed straight into this window.

4160Q	Member of workforce with missing NI Number	Error - Correct issue before submitting your Workforce Census	The employee's **NI Reference** must be checked. An employee must have a valid **NI Reference** where possible, in the format AA123456A (no spaces are to be used). This field can be found in **HR Record > HR Record > Personal Details**. You may also click the entry within the **Check Workforce Census** to be directed straight into this window.
4180	Gender is missing or invalid	Error - Correct issue before submitting your Workforce Census	The employee's **Gender** must be checked. All employees require a **Gender.** This field can be found in **HR Record > HR Record > Personal Details**. You may also click the entry within the **Check Workforce Census** to be directed straight into this window.
4190	Date of Birth missing or has invalid format. Format should be CCYY-MM-DD	Error - Correct issue before submitting your Workforce Census	The employee's **Date of Birth** must be checked. A **Date of Birth** is required in the format DD/MM/YYYY. This will be adjusted to the required format on submission.This field can be found in **HR Record > HR Record > Personal Details**. You may also click the entry within the **Check Workforce Census** to be directed straight into this window.
4195Q	Two other members of staff also have a date of birth of 1 January, please confirm if this is correct	Query Only - This will not prevent you from submitting your Workforce Census	The employee's **Date of Birth** must be checked. Where a **Date of Birth** is entered for two or more members of staff of 01/01/YYYY. This may be an incorrect entry, check that this is correct. This field can be found in **HR Record > HR Record > Personal Details**. You may also click the entry within the **Check Workforce Census** to be directed straight into this window. You may be required to supply a reason in a return level note once submitted to COLLECT.

4200	Person's age must be between 13 and 100 years	Error - Correct issue before submitting your Workforce Census	Check the employee's **Date of Birth** and age. An incorrect **Date of Birth** has likely been entered. This field can be found in **HR Record > HR Record > Personal Details**. You may also click the entry within the **Check Workforce Census** to be directed straight into this window.
4220	Ethnicity is missing or invalid	Error - Correct issue before submitting your Workforce Census	Check the employee's **Ethnic Origin.** All employees require an **Ethnic Origin** selected from the drop down. This field can be found in **HR Record > HR Record > Personal Details**. You may also click the entry within the **Check Workforce Census** to be directed straight into this window.
4225	Disability is missing or invalid	Error - Correct issue before submitting your Workforce Census	Check the employee's **Disability**. All employees require an **Disability** selected from the drop down.This field can be found in **HR Record > Workforce Census > HR Record.** You may also click the entry within the **Check Workforce Census** to be directed straight into this window.
4228	Qualified Status is missing for a teacher	Error - Correct issue before submitting your Workforce Census	Check the employee's **QT Status** and/or **Role.** The employee likely has a Teacher **Role** set and therefore the **QT Status** requires a True Entry. This field can be found in **HR Record > Workforce Census > HR Record.** You may also click the entry within the **Check Workforce Census** to be directed straight into this window.

4230	QTS is invalid	Error - Correct issue before submitting your Workforce Census	Check the employee's **QT Status.** The **QT Status** requires a True or False Entry. This field can be found in **HR Record > Workforce Census > HR Record.** You may also click the entry within the **Check Workforce Census** to be directed straight into this window.
4231	EYTS is invalid	Error - Correct issue before submitting your Workforce Census	Check the employee's **Early Years Teaching Status.** The **Early Years Teaching Status** requires a True or False Entry. This field can be found in **HR Record > Workforce Census > HR Record.** You may also click the entry within the **Check Workforce Census** to be directed straight into this window.
4232	QTLS is invalid	Error - Correct issue before submitting your Workforce Census	Check the employee's **QTL Status.** The **QTL Status** requires a True or False Entry. This field can be found in **HR Record > Workforce Census > HR Record.** You may also click the entry within the **Check Workforce Census** to be directed straight into this window.
4235Q	Person is not expected to have QTS and be under 21 years of age on <ReferenceDate>	Query Only - This will not prevent you from submitting your Workforce Census	Check the employee's QT Status. An employee under the age of 21 years old on the Census Date should not have a QT Status of True. Adjust accordingly.This field can be found in HR Record > Workforce Census > HR Record. You may also click the entry within the Check Workforce Census to be directed straight into this window.If correct, you may be required to supply a reason in a return level note once submitted to COLLECT.

4236Q	Person is not expected to have EYTS and be under 21 years of age on <ReferenceDate>	Query Only - This will not prevent you from submitting your Workforce Census	Check the employee's Early Years Teaching Status and/or Date of Birth. An employee under the age of 21 years old on the Census Date should not have an Early Years Teaching Status of True. Adjust accordingly. This field can be found in HR Record > Workforce Census > HR Record. You may also click the entry within the Check Workforce Census to be directed straight into this window. If correct, you may be required to supply a reason in a return level note once submitted to COLLECT.
4237Q	Person is not expected to have QTLS and be under 21 years of age on <ReferenceDate>	Query Only - This will not prevent you from submitting your Workforce Census	Check the employee's **QTL Status** and/or **Date of Birth.** An employee under the age of 21 years old on the Reference date should not have a **QTL Status** of True. Adjust accordingly. This field can be found in **HR Record > Workforce Census > HR Record.** You may also click the entry within the **Check Workforce Census** to be directed straight into this window. If correct, you may be required to supply a reason in a return level note once submitted to COLLECT.
4238Q	HLTA Status is missing for a Teaching Assistant	Query Only - This will not prevent you from submitting your Workforce Census	Check the employee's **HLTA Status** and/or **Role.** The employee likely has a Teaching Assistant **Role** set and therefore the **HLTA Status** requires a True or False Entry.This field can be found in **HR Record > Workforce Census > HR Record.** You may also click the entry within the **Check Workforce Census** to be directed straight into this window.If correct, you may be required to supply a reason in a return level note once submitted to COLLECT.

4240	HLTA Status is invalid	Error - Correct issue before submitting your Workforce Census	Check the employee's **HLTA Status**.The **HLTA Status** requires a True or False Entry. This field can be found in **HR Record > Workforce Census > HR Record.** You may also click the entry within the **Check Workforce Census** to be directed straight into this window.
4245	Person cannot be shown as having HLTA status and be under 18 on <ReferenceDate>	Error - Correct issue before submitting your Workforce Census	Check the employee's HLTA Status and/or Date of Birth. An employee under the age of 18 years old on the Census Date should not have a HTLA Status of True. Adjust accordingly. This field can be found in HR Record > Workforce Census > HR Record. You may also click the entry within the Check Workforce Census to be directed straight into this window.
4250	QTS Route is invalid	Error - Correct issue before submitting your Workforce Census	Check the employee's **QTS Route.** A valid **QTS Route** must be selected from the list of valid enties. This field can be found in **HR Record > Workforce Census > HR Record.** You may also click the entry within the **Check Workforce Census** to be directed straight into this window.
4085Q	Please note that this return contains no contract records. Please ensure that this is correct and that contract data is being supplied to the Department by another source	Query Only - This will not prevent you from submitting your Workforce Census	Check the file created by the **Submit Workforce Census** function. The system will automatically populate your contract information based on each employee's employment history. The file uploaded to COLLECT may be corrupt and so is not populating the contract section. Run the **Submit Workforce Census** function again and resubmit the file to COLLECT.

4280	LA or School Level indicator missing or invalid	Error - Correct issue before submitting your Workforce Census	Check the employee's **LA School Level.** The **LA School Level** is required for all employees and must be set to School. This field can be found in **HR Record > Employment > Employment History > Workforce Census**. Select the appropriate employment history entry. You may also click the entry within the **Check Workforce Census** to be directed straight into this window.
4310	Contract/Service Agreement Type is missing or invalid	Error - Correct issue before submitting your Workforce Census	Check the employee's **Contract Type.** The **Contract Type** is required and can be selected from the drop down. This field can be found in **HR Record > Employment > Employment History > Other**. Select the appropriate employment history entry. You may also click the entry within the **Check Workforce Census** to be directed straight into this window.
4350	Contract/Service Agreement Start Date is missing	Error - Correct issue before submitting your Workforce Census	Check the employee's **Start Date** in their employment history. A **Start Date** is required on every employment history contract. This field can be found in **HR Record > Employment > Employment History > Details.** Select the appropriate employment history entry. You may also click the entry within the **Check Workforce Census** to be directed straight into this window.
4355	Contract/Service Agreement Start Date can not be in the future	Error - Correct issue before submitting your Workforce Census	Check the employee's **Start Date** in their employment history. A **Start Date** has been set in the future on the employment history contract. Any proposed contracts must have the **Include in SWC** set to No.This field can be found in **HR Record > Employment > Employment History > Details.** Select the appropriate employment history entry. You may also click the entry within the **Check Workforce Census** to be directed straight into this window.

4357Q	Contract/Service Agreement Start Date more than 30 years ago	Query Only - This will not prevent you from submitting your Workforce Census	Check the employee's **Start Date** in their employment history. A **Start Date** has been set so that the contract age is more than 30 years. Check that this is correct. This field can be found in **HR Record > Employment > Employment History > Details.** Select the appropriate employment history entry. You may also click the entry within the **Check Workforce Census** to be directed straight into this window. If correct, you may be required to supply a reason in a return level note once submitted to COLLECT.
4360	Contract has invalid end date for this Census.	Error - Correct issue before submitting your Workforce Census	Check the employee's **End Date** in their employment history. The **End Date** specified suggests that the contract is out of scope for the School Workforce Census and the **Include in SWC** must be set to No where the date is correct. This field can be found in **HR Record > Employment > Employment History > Workforce Census**. Select the appropriate employment history entry. You may also click the entry within the **Check Workforce Census** to be directed straight into this window.
4370	Contract End Date is invalid.	Error - Correct issue before submitting your Workforce Census	Check the employee's **End Date** in their employment history. The **End Date** specified is in the incorrect format. This must be DD/MM/YYYY. This field can be found in **HR Record > Employment > Employment History > Details.** Select the appropriate employment history entry. You may also click the entry within the **Check Workforce Census** to be directed straight into this window.

4375	Contract/Service Agreement end date must be at least 27 days after the start date	Error - Correct issue before submitting your Workforce Census	Check the employee's **End Date** in their employment history. The **End Date** specified suggests that the contract is out of scope for the School Workforce Census and the **Include in SWC** must be set to No where the date is correct.This field can be found in **HR Record > Employment > Employment History > Workforce Census.** Select the appropriate employment history entry. You may also click the entry within the **Check Workforce Census** to be directed straight into this window.
4376	Service agreements and temporary contracts that have lasted less than 28 days, as of reference date, will be picked up in the next year's census if they go on to last 28 days or more. Do not include them now.	Error - Correct issue before submitting your Workforce Census	Check the employee's **End Date** in their employment history. The **End Date** specified suggests that the contract is out of scope for the School Workforce Census and the **Include in SWC** must be set to No where the date is correct. This field can be found in **HR Record > Employment > Employment History > Workforce Census.** Select the appropriate employment history entry. You may also click the entry within the **Check Workforce Census** to be directed straight into this window.
4377Q	Contract/Service Agreement end date should be on or prior to Census Reference Date for this type of contract or agreement	Error - Correct issue before submitting your Workforce Census	Check the employee's **End Date** in their employment history.The **End Date** specified suggests that the contract is out of scope for the School Workforce Census and the **Include in SWC** must be set to No where the date is correct. This field can be found in **HR Record > Employment > Employment History > Workforce Census**. Select the appropriate employment history entry. You may also click the entry within the **Check Workforce Census** to be directed straight into this window.

4380	Contract/Service Agreement Type is Fixed Term therefore End Date must be specified	Error - Correct issue before submitting your Workforce Census	Check the employee's **End Date** and/or **Contract Type** in their employment history. An **End date** is required for all contracts with a **Contract Type** set as Fixed Term. This field can be found in **HR Record > Employment > Employment History > Details.** Select the appropriate employment history entry. You may also click the entry within the **Check Workforce Census** to be directed straight into this window.
4385	Destination code must be provided for completed contracts	Error - Correct issue before submitting your Workforce Census	Check the employee's **Destination** and/or **Status.** The **Destination** is required for contracts with a **Status** of Historical. Valid entries can be selected from the drop down.This field can be found in **HR Record > Employment > Employment History > Workforce Census.** Select the appropriate employment history entry. You may also click the entry within the **Check Workforce Census** to be directed straight into this window.
4390Q	Destination code has been provided therefore contract End Date should be specified: If it cannot be supplied, please give a reason in a return level note	Query Only - This will not prevent you from submitting your Workforce Census	Check the employee's **Destination** and/or **End Date.** The **End Date** is required or the **Destination** should be removed depending on whether the Status set is historical. This field can be found in **HR Record > Employment > Employment History > Workforce Census**. Select the appropriate employment history entry. You may also click the entry within the **Check Workforce Census** to be directed straight into this window. If the end date is unavailable, supply a reason in a return level note once submitted to COLLECT.

4400	Contract End Date cannot be before contract Start Date	Error - Correct issue before submitting your Workforce Census	Check the employee's **Start Date** and/or **End Date** on their employment history. Either the **Start Date** or **End Date** is incorrect on the contract. An employee cannot have started a contract after the end date. Adjust accordingly. This field can be found in **HR Record > Employment > Employment History > Details.** Select the appropriate employment history entry. You may also click the entry within the **Check Workforce Census** to be directed straight into this window.
4410	Post is missing or invalid	Error - Correct issue before submitting your Workforce Census	Check the employee's **Post.** A valid **Post** is required, appropriate to the employee's Activity.This field can be found in **HR Record > Employment > Employment History > Workforce Census.** Select the appropriate employment history entry. You may also click the entry within the **Check Workforce Census** to be directed straight into this window.
4413	Post shown as Executive Head. One of the associated Roles must also be Executive Head	Error - Correct issue before submitting your Workforce Census	Check the employee's **Post** and/or **Role**. Where a **Post** of Executive Head is selected, the **Role** must also be Executive Head. This field can be found in **HR Record > Employment > Employment History > Workforce Census**. Select the appropriate employment history entry. You may also click the entry within the **Check Workforce Census** to be directed straight into this window.

4414	Post shown as Head Teacher. One of the associated Roles must also be Head Teacher	Error - Correct issue before submitting your Workforce Census	Check the employee's **Post** and/or **Role.** Where a **Post** of Head Teacher is selected, the **Role** must also be Head Teacher. This field can be found in **HR Record > Employment > Employment History > Workforce Census.** Select the appropriate employment history entry. You may also click the entry within the **Check Workforce Census** to be directed straight into this window.
4415	Post shown as Deputy Head. One of the associated Roles must also be Deputy Head	Error - Correct issue before submitting your Workforce Census	Check the employee's **Post** and/or **Role**. Where a **Post** of Deputy Head is selected, the **Role** must also be Deputy Head. This field can be found in **HR Record > Employment > Employment History > Workforce Census.** Select the appropriate employment history entry. You may also click the entry within the **Check Workforce Census** to be directed straight into this window.
4416 P	Post shown as Assistant Head Teacher. One of the associated Roles must also be Assistant Head	Error - Correct issue before submitting your Workforce Census	Check the employee's **Post** and/or **Role**. Where a **Post** of Assistant Head Teacher is selected, the **Role** must also be Assistant Head Teacher.This field can be found in **HR Record > Employment > Employment History > Workforce Census.** Select the appropriate employment history entry. You may also click the entry within the **Check Workforce Census** to be directed straight into this window.

4417Q	If role is HLTA then HLTA Status is expected to be true	Query Only - This will not prevent you from submitting your Workforce Census	Check the employee's **HLTA Status** and/or **Role.** Where a **Role** of HLTA has been selected, the **HLTA Status** must be set to true. This field can be found in **HR Record > Workforce Census > HR Record.** You may also click the entry within the **Check Workforce Census** to be directed straight into this window. If correct, you may be required to supply a reason in a return level note once submitted to COLLECT.
4420	Date of Arrival in School is invalid	Error - Correct issue before submitting your Workforce Census	Check the employee's **Date Started.** The **Date Started** is invalid and must be adjusted accordingly. The format required is DD/MM/YYYY. This field can be found in **HR Record > Employment > Terms.** You may also click the entry within the **Check Workforce Census** to be directed straight into this window.
4425Q	Date of Arrival in School is more than 40 years ago. Please confirm if this is correct	Query Only - This will not prevent you from submitting your Workforce Census	Check the employee's **Date Started.** The **Date Started** is over 40 years ago. Check that this is correct. This field can be found in **HR Record > Employment > Terms.** You may also click the entry within the **Check Workforce Census** to be directed straight into this window. If correct, you may be required to supply a reason in a return level note once submitted to COLLECT.

4430Q	Date of Arrival in School has not been supplied. Please confirm if this is correct	Query Only - This will not prevent you from submitting your Workforce Census	Check the employee's **Date Started.** The **Date Started** is missing and must be entered, if known.This field can be found in **HR Record > Employment > Terms**. You may also click the entry within the **Check Workforce Census** to be directed straight into this window.If not known, you may be required to supply a reason in a return level note once submitted to COLLECT.
4440Q	Date of Arrival in School should not be later than the start of the contract: If Date of Arrival is later, please supply a reason in a return level note	Query Only - This will not prevent you from submitting your Workforce Census	Check the employee's **Date Started.** The **Date started** should not be after the contract start date in the employment history. Check that this is correct. This field can be found in **HR Record > Employment > Terms.** You may also click the entry within the **Check Workforce Census** to be directed straight into this window. If correct, you may be required to supply a reason in a return level note once submitted to COLLECT.
4460	Pay Range is invalid	Error - Correct issue before submitting your Workforce Census	Check the set up of the **Salary Grade** related to the employee. The **Salary Grade** has an invalid **Pay Range** Selected. The appropriate value must be selected from the drop down. This field can be found in **Personnel > Definitions > Terms and Conditions > Salary Grade.**

4470Q	Qualified Status inconsistent with Pay Range type	Query Only - This will not prevent you from submitting your Workforce Census	Check the set up of the **Salary Grade** related to the employee, and/or the employee's **QT Status.** The **Pay Range** associated to the **Salary Grade** suggests that the **QT Status** set to the employee is incorrect. The **Pay Range** can be checked in **Personnel > Definitions > Terms and Conditions > Salary Grade.**The **QT Status** can be checked in **HR Record > Workforce Census > HR Record.** You may also click the entry within the **Check Workforce Census** to be directed straight into this window.If correct, you may be required to supply a reason in a return level note once submitted to COLLECT.
4480Q	The Pay Range supplied is not valid for a support staff or teaching assistant Post	Query Only - This will not prevent you from submitting your Workforce Census	Check the set up of the **Salary Grade** related to the employee, and/or the employee's **Post.** The **Pay Range** associated to the **Salary Grade** suggests that the **Post** of Support staff or Teaching Assistant is incorrect. If not, it may also mean that the **Pay Range** associated with the **Salary Grade** is incorrect. Check both areas and adjust if required. The **Pay Range** can be checked in Personnel > Definitions > Terms and Conditions > Salary Grade. The **Post** can be checked in **HR Record > Employment > Employment History > Workforce Census.** Select the appropriate employment history entry. You may also click the entry within the **Check Workforce Census** to be directed straight into this window. If correct, you may be required to supply a reason in a return level note once submitted to COLLECT.

4490	Pay Range is invalid for the given Post. Head teachers, Deputy Heads and Assistant Heads must be paid under the 'Leadership Pay Range' or an 'Other Pay Range	Error - Correct issue before submitting your Workforce Census	Check the set up of the **Salary Grade** related to the employee, and/or the employee's **Role.** The **Role** associated to the employee suggests that their **Salary Grade** has an incorrect **Pay Range** Selected. The **Pay Range** for roles such as Head Teachers, Deputy Heads and Assistant Heads must be either 'Leadership Pay Range' or 'Other Pay Range'The **Pay Range** can be found in Personnel > Definitions > Terms and Conditions > Salary Grade.The **Role** can be checked in **HR Record > Employment > Employment History > Workforce Census.** Select the appropriate employment history entry. You may also click the entry within the **Check Workforce Census** to be directed straight into this window.
4495Q	Daily Rate should not be used except for agency or service agreement teachers		Check the employee's **Daily Rate**. The **Daily Rate** is likely not required for the selected employee. This field can be found in **HR Record > Employment > Employment History > Workforce Census.** Select the appropriate employment history entry. You may also click the entry within the **Check Workforce Census** to be directed straight into this window. If correct, you may be required to supply a reason in a return level note once submitted to COLLECT.

4505	Pay Range is invalid for the given post. Leading practitioners must be paid under the 'Leading Practitioners' pay Range.	Error - Correct issue before submitting your Workforce Census	Check the set up of the **Salary Grade** related to the employee, and/or the employee's **Role.** The **Role** associated to the employee suggests that their **Salary Grade** has an incorrect **Pay Range** Selected. The **Pay Range** for roles such as Leading Practitioners must be either 'Leading Practitioners'.The **Pay Range** can be found in **Personnel > Definitions > Terms and Conditions > Salary Grade.**The **Post** can be checked in **HR Record > Employment > Employment History > Workforce Census.** Select the appropriate employment history entry. You may also click the entry within the **Check Workforce Census** to be directed straight into this window.
4570	Daily Rate is invalid	Error - Correct issue before submitting your Workforce Census	Check the employee's **Daily Rate.** The **Daily Rate** selected is invalid, entry must be set to Yes or No. This field can be found in **HR Record > Employment > Employment History > Workforce Census.** Select the appropriate employment history entry. You may also click the entry within the **Check Workforce Census** to be directed straight into this window.
4580	Destination code is invalid	Error - Correct issue before submitting your Workforce Census	Check the employee's **Destination.** The **Destination** code selected is invalid entry must be selected from the drop down. This field can be found in **HR Record > Employment > Employment History > Workforce Census**. Select the appropriate employment history entry. You may also click the entry within the **Check Workforce Census** to be directed straight into this window.

4585	Leaving Reason is invalid	Error - Correct issue before submitting your Workforce Census	Check the employee's **Leaving Reason** on the employment history. The **Leaving Reason** code selected is invalid and must be selected from the drop down.This field can be found in **HR Record > Employment > Employment History > Workforce Census.** Select the appropriate employment history entry. You may also click the entry within the **Check Workforce Census** to be directed straight into this window.
4586	If leaving reason is 'Left for other teaching Post' or 'Still in Education' then Destination must be employment in education	Error - Correct issue before submitting your Workforce Census	Check the employee's **Destination** and/or **Leaving Reason**. The **Destination** selected must be indicative of an employee being employed in another educational establishment or remaining in education thermselves where their **Leaving Reason** is 'Left for other teaching post' or 'still in education'. Adjust accordingly. Both fields can be found in **HR Record > Employment > Employment History > Workforce Census**. Select the appropriate employment history entry. You may also click the entry within the **Check Workforce Census** to be directed straight into this window.
4587	If leaving reason is 'Not Applicable- Change of Contract' then Destination must be the same	Error - Correct issue before submitting your Workforce Census	Check the employee's **Destination** and/or **Leaving Reason.** When the **Leaving Reason** selected is 'Left for other teaching post', the **Destination** must be the same. Adjust accordingly. These fields can be found in **HR Record > Employment > Employment History > Workforce Census.** Select the appropriate employment history entry. You may also click the entry within the **Check Workforce Census** to be directed straight into this window.

4588	If leaving reason is 'Deceased' then Destination must be 'Other'.	Error - Correct issue before submitting your Workforce Census	Check the employee's **Destination** and/or **Leaving Reason**. When the **Leaving Reason** selected is 'Deceased', the **Destination** must be 'Other'. Adjust accordingly. These fields can be found in **HR Record > Employment > Employment History > Workforce Census**. Select the appropriate employment history entry. You may also click the entry within the **Check Workforce Census** to be directed straight into this window.
4600	Origin is invalid	Error - Correct issue before submitting your Workforce Census	Check the employee's **Origin.** The **Origin** selected is invalid and must be selected from the drop down.This field can be found in **HR Record > Employment > Employment History > Workforce Census.** Select the appropriate employment history entry. You may also click the entry within the **Check Workforce Census** to be directed straight into this window.
4610	Origin must be provided for teachers who joined after 2009-08-31	Error - Correct issue before submitting your Workforce Census	Check the employee's **Origin, Role and/or Date Started.** The **Origin** is missing for an employee with a Role of teacher with a **Date Started** after 31/08/2009. This field can be found in **HR Record > Employment > Employment History > Workforce Census.** Select the appropriate employment history entry. You may also click the entry within the **Check Workforce Census** to be directed straight into this window.

4515	No Payment information has been provided	Error - Correct issue before submitting your Workforce Census	Check the file created by the **Submit Workforce Census** function. The system will automatically populate your payment information based on each employee's employment history. The file uploaded to COLLECT may be corrupt and so is not populating the contract section. Run the **Submit Workforce Census** function again and resubmit the file to COLLECT.
4516Q	Teacher should have had a pay review since beginning of previous academic year. If they have not, please supply a reason in a return level note.	Query Only - This will not prevent you from submitting your Workforce Census	Check the employee's the **Pay Review Date** within the employee's employment history. The **Pay Review Date** specified is prior to the last expected **Pay Review Date** of a Teacher. Check that this is correct and update if necessary. This field can be found in **HR Record > Employment > Employment History > Workforce Census.** Select the appropriate employment history entry. You may also click the entry within the **Check Workforce Census** to be directed straight into this window. If correct, you may be required to supply a reason in a return level note once submitted to COLLECT.
4517Q	This return contains no Pay Review Dates, please ensure that this is correct.	Query Only - This will not prevent you from submitting your Workforce Census	Check the employee's the **Pay Review Dat**e within the employee's employment history. The **Pay Review Date** is missing. Check that this is correct.This field can be found in **HR Record > Employment > Employment History > Workforce Census**. Select the appropriate employment history entry. You may also click the entry within the **Check Workforce Census** to be directed straight into this window.If correct, you may be required to supply a reason in a return level note once submitted to COLLECT.

4521Q	Please supply the Framework under which this leadership teacher is being paid, ie 'Pre 2014' framework or '2014' framework	Query Only - This will not prevent you from submitting your Workforce Census	Check the set up of the **Salary Grade** related to the employee. The **Framework** under which the leadership teacher is paid is missing from the **Salary Grade.** This must be selected from the drop down box for Leadership Salary Grades. This field can be found in **Personnel > Definitions > Terms and Conditions > Salary Grade.** If correct, you may be required to supply a reason in a return level note once submitted to COLLECT.
4522Q	Teacher is being paid under 'Pre 2014' framework even though they arrived after 31 August 2014: Please supply a reason in a return level note.	Query Only - This will not prevent you from submitting your Workforce Census	Check the set up of the **Salary Grade** related to the employee. The **Framework** under which the teacher is paid is incorrect within the **Salary Grade.** The correct **Framework** must be selected from the drop down box for Leadership Salary Grades. This field can be found in **Personnel > Definitions > Terms and Conditions > Salary Grade**. If correct, you may be required to supply a reason in a return level note once submitted to COLLECT.
4523Q	Please supply the Pay Range Minimum for this leadership teacher	Query Only - This will not prevent you from submitting your Workforce Census	Check the set up of the **Salary Grade** related to the employee. The **Pay Range Minimum** is missing for the **Salary Grade.** The **Pay Range Minimum** value should be the value of the the first scale point associated to the **Salary Grade.** This field can be found in **Personnel > Definitions > Terms and Conditions > Salary Grade**.If correct, you may be required to supply a reason in a return level note once submitted to COLLECT.

4524Q	Please supply the Pay Range Maximum for this leadership teacher.	Query Only - This will not prevent you from submitting your Workforce Census	Check the set up of the **Salary Grade** related to the employee. The **Pay Range Maximum** is missing for the **Salary Grade** related to the employee. The **Pay Range Maximum** value must be the value of the the last scale point associated to the **Salary Grade**. This field can be found in **Personnel > Definitions > Terms and Conditions > Salary Grade.** If correct, you may be required to supply a reason in a return level note once submitted to COLLECT.
4530	Base Pay is in an invalid format. Format must be 999999.99	Error - Correct issue before submitting your Workforce Census	Check the employee's **Salary.** The **Actual Salary** format is showing in an incorrect format. The format must be 999999.99. The **Actual Salary** will automatically be picked from the value set in the Employment History if present. The Employee must have an **Hours Per Week** greater than Zero. This field can be found in **HR Record > Employment > Employment History > Details.** Select the appropriate employment history entry. You may also click the entry within the **Check Workforce Census** to be directed straight into this window.
4540	If staff member is not paid by a Daily Rate then Base Pay must be provided	Error - Correct issue before submitting your Workforce Census	Check the employee's **Daily Rate.** Where the **Daily Rate** is set to No, The **Actual Salary** must be entered in the Employment History. This will either be entered manually or automatically picked up where a Salary Grade and Scale Point is used and **Hours per Week** greater than zero.This field can be found in **HR Record > Employment > Employment History > Details**. Select the appropriate employment history entry. You may also click the entry within the **Check Workforce Census** to be directed straight into this window.

4545Q	Staff member appears to be paid less than the minimum wage for apprentices, please supply a reason in a return level note	Query Only - This will not prevent you from submitting your Workforce Census	Check the employee's **Salary** and/or **FTE.** The hourly rate calculated for the employee is less than the minimum wage for apprentices. Check that this is correct. There may be an issue with the **Hours per Week, Week Per Year, Whole Time Equivalent or Actual Salary** entered on the Employment History. This field can be found in **HR Record > Employment > Employment History > Details.** Select the appropriate employment history entry. You may also click the entry within the **Check Workforce Census** to be directed straight into this window. If correct, you may be required to supply a reason in a return level note once submitted to COLLECT.
4565Q	Staff member appears to be paid more than the maximum of the local government pay scale, please supply a reason in a return level note	Query Only - This will not prevent you from submitting your Workforce Census	Check the employee's **Salary Grade** and/or **Scale point.** The **Actual Salary** assigned is higher than expected for the employee, based on the local government pay scale. It the Salary Grade and Scale Point are correct, check the **Post** and **Role** assigned. This fields can be found in **HR Record > Employment > Employment History > Details** and **Workforce Census.** Select the appropriate employment history entry. You may also click the entry within the **Check Workforce Census** to be directed straight into this window. If correct, you may be required to supply a reason in a return level note once submitted to COLLECT.

4550	Base Pay must not be provided where Daily Rate is Y	Error - Correct issue before submitting your Workforce Census	Check the employee's **Daily Rate.** Where the Daily Rate is Set to Yes, The Actual Salary must be Nil. This field can be found in **HR Record > Employment > Employment History > Workforce Census**. Select the appropriate employment history entry. You may also click the entry within the **Check Workforce Census** to be directed straight into this window.
4555	Pay (i.e. Base Pay, Pay Range, Pay Framework, Pay Range Minimum and Pay Range Maximum) must not be provided for both Post and Role for the same contract or service agreement	Error - Correct issue before submitting your Workforce Census	The System will not allow the payments to be entered for both **Post** and **Role** and will submit the payment information for only one. IF you receive this error, raise a Support Ticket.
4560	Safeguarded Salary is in an invalid format. Format should be '1' or '0' or 'true' or 'false'	Error - Correct issue before submitting your Workforce Census	Check the **Safeguarded Salary.** The **Safeguarded Salary** must be True or False. This field can be found in **HR Record > Employment > Employment History > Workforce Census**. Select the appropriate employment history entry. You may also click the entry within the **Check Workforce Census** to be directed straight into this window.
4700	No Role details have been supplied	Error - Correct issue before submitting your Workforce Census	Check the employee's **Role.** All contract's require a **Role** selected from the drop down. This field can be found in **HR Record > Employment > Employment History > Workforce Census.** Select the appropriate employment history entry. You may also click the entry within the **Check Workforce Census** to be directed straight into this window.

4710	Role Identifier is missing or invalid	Error - Correct issue before submitting your Workforce Census	Check the employee's **Role**. All contract's require a **Role** selected from the drop down. This field can be found in **HR Record > Employment > Employment History > Workforce Census**. Select the appropriate employment history entry. You may also click the entry within the **Check Workforce Census** to be directed straight into this window.
4720	Post is inconsistent with Role Identifier	Error - Correct issue before submitting your Workforce Census	Check the employee's **Post** and/or **Role.** The **Post** selected does not match the **Role** selected. Check both for inconsistencies. Most **Posts** will have a corresponding **Role** to use.The fields can be found in **HR Record > Employment > Employment History > Workforce Census**. Select the appropriate employment history entry. You may also click the entry within the **Check Workforce Census** to be directed straight into this window.
4722Q	Post appears to be inconsistent with Role Identifier	Query Only - This will not prevent you from submitting your Workforce Census	Check the employee's **Post** and/or **Role**. The **Post** selected does not match the **Role** selected. Check both for inconsistencies. Most **Posts** will have a corresponding **Role** to use. The fields can be found in **HR Record > Employment > Employment History > Workforce Census.** Select the appropriate employment history entry. You may also click the entry within the **Check Workforce Census** to be directed straight into this window.

4723Q	Post appears to be inconsistent with Role Identifier	Query Only - This will not prevent you from submitting your Workforce Census	Check the employee's **Post** and/or **Role**. The **Post** selected does not match the **Role** selected. Check both for inconsistencies. Most **Posts** will have a corresponding **Role** to use. The fields can be found in **HR Record > Employment > Employment History > Workforce Census.** Select the appropriate employment history entry. You may also click the entry within the **Check Workforce Census** to be directed straight into this window. If correct, you may be required to supply a reason in a return level note once submitted to COLLECT.
4725Q	Role of TASS (Teaching Assistant) or HLTA (Higher Level Teaching Assistant) should normally be linked to post of TAS (Teaching Assistant)	Query Only - This will not prevent you from submitting your Workforce Census	Check the employee's **Post** and/or **Role**. Where a **Role** is set to Teaching assistant or Higher Level Teaching Assistant then the **Post** should be Teaching Assistant.The fields can be found in **HR Record > Employment > Employment History > Workforce Census**. Select the appropriate employment history entry. You may also click the entry within the **Check Workforce Census** to be directed straight into this window.If correct, you may be required to supply a reason in a return level note once submitted to COLLECT.

4730	Hours worked per week is in an invalid format. Format must be 99.99	Error - Correct issue before submitting your Workforce Census	Check the employee's **Hours per Week.** The **Hours per Week** must be in a 99.99 format and not have further decimal places. The fields can be found in **HR Record > Employment > Employment History > Details.** Select the appropriate employment history entry. You may also click the entry within the **Check Workforce Census** to be directed straight into this window.
4735	Hours worked per week must not be provided for both Post and Role for the same contract or service agreement	Error - Correct issue before submitting your Workforce Census	Check the employee's **Hours per Week**.The **Hours per Week** must be entered onto the employment history. Providing that the employment history entry has both a post and role, the **Hours per Week** will be populated for both. The fields can be found in **HR Record > Employment > Employment History > Details.** Select the appropriate employment history entry. You may also click the entry within the **Check Workforce Census** to be directed straight into this window.
4740	Hours worked per week is missing	Error - Correct issue before submitting your Workforce Census	Check the employee's **Hours per Week.** The **Hours per Week** must be entered onto the employment history. The fields can be found in HR Record > Employment > Employment History > Details. Select the appropriate employment history entry. You may also click the entry within the Check Workforce Census to be directed straight into this window.

4745Q	Member of staff is working more than 48 hours a week. Please confirm if this is true	Query Only - This will not prevent you from submitting your Workforce Census	Check the employee's **Hours per Week** on all contracts. The **Hours per Week** are over the amount expected. Check this is correct.The fields can be found in **HR Record > Employment > Employment History > Details.** Select the appropriate employment history entry. You may also click the entry within the **Check Workforce Census** to be directed straight into this window.If correct, you may be required to supply a reason in a return level note once submitted to COLLECT.
4746Q	The open contract for this member of staff is for less than 0.5 hours per week. If this is a zero hours contract it should be removed from the return. Please confirm if the hours recorded are correct.	Query Only - This will not prevent you from submitting your Workforce Census	Check the employee's **Hours Per Week.** Zero hours contracted workers do not require a contract return. The **Include in SWC** field must be set to No. This field can be found in **HR Record > Employment > Employment History > Workforce Census.** Select the appropriate employment history entry. You may also click the entry within the **Check Workforce Census** to be directed straight into this window. If correct, you may be required to supply a reason in a return level note once submitted to COLLECT.
4750	FTE Hours per week is invalid	Error - Correct issue before submitting your Workforce Census	Check the set up of the **Whole Time Equivalent** related to the employee. The **Whole Time Equivalent** associated to the employee has an invalid format in the **Hours Per Week.** The **Hours per week** format must be 99.99. This field can be found in **Personnel > Definitions > Terms and Conditions > Whole Time Equivalent.**

4760	FTE Hours per week is missing	Error - Correct issue before submitting your Workforce Census	Check the set up of the **Whole Time Equivalent** related to the employee. The **Whole Time Equivalent** associated to the employee has an invalid format in the **Hours Per Week.** The **Hours per week** format must be 99.99. This field can be found in **Personnel > Definitions > Terms and Conditions > Whole Time Equivalent.**
4765Q	FTE hours normally expected to be at least 24 and no greater than 40	Query Only - This will not prevent you from submitting your Workforce Census	Check the set up of the **Whole Time Equivalent** related to the employee.The **Whole Time Equivalent** associated to the employee has **Hours per Week** set that are less than 24 and greater than 40 Hours. Check that this is correct.This field can be found in Personnel > Definitions > Terms and Conditions > Whole Time Equivalent.If correct, you may be required to supply a reason in a return level note once submitted to COLLECT.
4770	Weeks per year is invalid	Error - Correct issue before submitting your Workforce Census	Check the set up of the **Whole Time Equivalent** related to the employee. The **Whole Time Equivalent** associated to the employee has an invalid format in the **Weeks per Year.** This field can be found in **Personnel > Definitions > Terms and Conditions > Whole Time Equivalent.**
4780	Weeks per year is missing	Error - Correct issue before submitting your Workforce Census	Check the set up of the **Whole Time Equivalent** related to the employee. The **Whole Time Equivalent** associated to the employee requires an entry in **Weeks per Year.** This field can be found in **Personnel > Definitions > Terms and Conditions > Whole Time Equivalent.**

4800	Category of Additional Payment is invalid	Error - Correct issue before submitting your Workforce Census	Check the set up of the **Payment/Deduction**. The **Workforce Census Category** against the **Payment/Deduction** is incorrect. The **Workforce Census Category** must be selected from the drop down. This field can be found in **Payroll > Definitions > Payment/Deduction > Features.**
4810	Where Additional Payment Amount is provided the Category of Additional Payment must also be provided	Error - Correct issue before submitting your Workforce Census	Check the set up of the **Payment/Deduction**. The **Workforce Census Category** against the **Payment/Deduction** is incorrect. The **Workforce Census Category** must be selected from the drop down. This field can be found in **Payroll > Definitions > Payment/Deduction > Features.**
4820	Additional Payment Amount is in an invalid format. Format must be 999999.99	Error - Correct issue before submitting your Workforce Census	Check the employee's **Fixed Payment/Deduction**. The Employee's **Payment/Deduction** is in the incorrect format and must be 99999.99.This field can be found in **HR Record > Payroll Details > Fixed Payments/Deductions.** Select the appropriate payment/deduction entry.
4830	Where Category of Additional Payment is provided the Additional Payment Amount must also be provided	Error - Correct issue before submitting your Workforce Census	Check the employee's **Fixed Payment/Deduction**. The Employee's **Payment/Deduction** value must be entered This field can be found in **HR Record > Payroll Details > Fixed Payments/Deductions.** Select the appropriate payment/deduction entry.
4832	Pay End Date cannot be before Pay Start Date	Error - Correct issue before submitting your Workforce Census	Check the employee's **Fixed Payment/Deduction**. The Employee's **Payment/Deduction Date Range End Date** cannot be prior to the **Date Range Start Date**. This field can be found in **HR Record > Payroll Details > Fixed Payments/Deductions.** Select the appropriate payment/deduction entry.

4833	Start and end dates of TLR3 payment must be provided.	Error - Correct issue before submitting your Workforce Census	Check the employee's **Fixed Payment/Deduction.** The Employee's **Payment/Deduction,** TLR3 is missing a **Date Range Start Date** and/or **Date Range End Date.** This field can be found in **HR Record > Payroll Details > Fixed Payments/Deductions.** Select the appropriate payment/deduction entry.
4834Q	Additional payment start date is before beginning of previous academic year: please supply a reason in a return level note.	Query Only - This will not prevent you from submitting your Workforce Census	Check the employee's **Fixed Payment/Deduction.** The Employee's **Payment/Deduction Date Range Start Date** is out of scope. Check the start date is correct. This field can be found in **HR Record > Payroll Details > Fixed Payments/Deductions.** Select the appropriate Payment/Deduction entry. If correct, you may be required to supply a reason in a return level note once submitted to COLLECT.
4095	Please note that this return contains no absence records. Please ensure that this is correct and that absence data is being supplied to the Department by another source	Error - Correct issue before submitting your Workforce Census	The absence records may not been recorded in the system or the **SWC Absence Categories** have not been mapped to the **Absence Analysis**.This field is found in **Personnel > Definitions > Absence Monitoring > Absence Analysis.**
4900	First Day of absence is invalid	Error - Correct issue before submitting your Workforce Census	Check the employee's **Absence Start Date.** The absence record has an incorrect **Start Date** format. The format used must be DD/MM/YYYY. This field is found in **HR Record > Personal > Absences**. Select the appropriate absence record. You may also click the entry within the **Check Workforce Census** to be directed straight into this window.

4910	First Day of absence is missing	Error - Correct issue before submitting your Workforce Census	Check the employee's **Absence Start Date.** The absence record requires a **Start Date**. The format used must be DD/MM/YYYY. This field is found in **HR Record > Personal > Absences**. Select the appropriate absence record. You may also click the entry within the **Check Workforce Census** to be directed straight into this window.
4920	First Day of absence must be in the previous academic year (01/09/2017 to 31/08/2018	Error - Correct issue before submitting your Workforce Census	Check the employee's **Absence Start Date.** The absence record requires a **Start Date** in range of the Previous Academic Year. The system will automatically exclude absences outside of the Previous Academic Year. This field is found in **HR Record > Personal > Absences**. Select the appropriate absence record. You may also click the entry within the **Check Workforce Census** to be directed straight into this window.
4930	Last Day of absence is in an invalid format. Format must be CCYY-MM-DD	Error - Correct issue before submitting your Workforce Census	Check the employee's **Absence End Date.** The absence record has an incorrect **End Date** format. The format used must be DD/MM/YYYY. This field is found in **HR Record > Personal > Absences**. Select the appropriate absence record. You may also click the entry within the **Check Workforce Census** to be directed straight into this window.
4935Q	Last Day of absence is missing for a non-maternity absence – please confirm if absence is ongoing	Query Only - This will not prevent you from submitting your Workforce Census	Check the employee's **Absence End Date.** The absence record requires an **End Date** unless the absence is still ongoing. Confirm the absence record should not currently have an **End Date.**This field is found in **HR Record > Personal > Absences.** Select the appropriate absence record. You may also click the entry within the **Check Workforce Census** to be directed straight into this window.If correct, you may be required to supply a reason in a return level note once submitted to COLLECT.

4936	Last Day of absence must be in the current or preceding academic year	Error - Correct issue before submitting your Workforce Census	Check the employee's **Absence End Date.** The absence record requires an **End Date** that is either in the current or previous academic year, unless the absence is still ongoing. This field is found in **HR Record > Personal > Absences.** Select the appropriate absence record. You may also click the entry within the **Check Workforce Census** to be directed straight into this window.
4940	Last Day of absence cannot be before First Day of absence	Error - Correct issue before submitting your Workforce Census	Check the employee's **Absence Start Date** and/or **End Date**.The absence record requires the **Start Date** to be prior to the **End Date**, adjust accordingly. This field is found in **HR Record > Personal > Absences.** Select the appropriate absence record. You may also click the entry within the **Check Workforce Census** to be directed straight into this window.
4945Q	Last Day of absence is not expected to be after <ReferenceDate>, except in cases of maternity or paternity leave. Please confirm if last day of absence is correct	Query Only - This will not prevent you from submitting your Workforce Census	Check the employee's Absence End Date. The absence record requires an End Date that is prior to the Census Date unless the absence is a result of maternity and paternity. Check that this is correct. This field is found in HR Record > Personal > Absences. Select the appropriate absence record. You may also click the entry within the Check Workforce Census to be directed straight into this window. If correct, you may be required to supply a reason in a return level note once submitted to COLLECT.

4950Q	More than one absence record without an end date, please confirm if this is correct	Query Only - This will not prevent you from submitting your Workforce Census	Check the employee's **Absence End Date.** There is more than one absence for the employee without an **End Date**. Confirm this is correct.This field is found in **HR Record > Personal > Absences.** Select the appropriate absence record. You may also click the entry within the **Check Workforce Census** to be directed straight into this window.If correct, you may be required to supply a reason in a return level note once submitted to COLLECT.
4960Q	More than one absence record with absence category of sickness or pregnancy related absence covering the same date(s): Please supply a reason in a return level note	Query Only - This will not prevent you from submitting your Workforce Census	Check the employee's **Absence Start Date** and/or **End Date.** There is more than one sickness or pregnancy absence for the employee within the same date range. Confirm this is correct. This field is found in **HR Record > Personal > Absences.** Select the appropriate absence record. You may also click the entry within the **Check Workforce Census** to be directed straight into this window.
4980	Working Days Lost is in an invalid format. Format must be 999.9 and should be to the nearest half-day	Error - Correct issue before submitting your Workforce Census	Check the employee's **Absence Working days.** The absence record has an invalid format for the **Working Days**. **Working Days** will automatically be given an allocation to the nearest half day based on your Entries of **AM/PM**, if entered. The **Working Days** will also automatically calculate in the correct format. Ensure that the **Working Days** has not been overtyped. You can force the calculation by clicking the calculate box next to the field. This field is found in **HR Record > Personal > Absences.** Select the appropriate absence record. You may also click the entry within the **Check Workforce Census** to be directed straight into this window.

4990	Where Last Day of a sickness absence is provided then the number of Working Days Lost must be greater than zero	Error - Correct issue before submitting your Workforce Census	Check the employee's **Absence Working Days.** The absence record must have an entry in the **Working Days** if the record has an **End Date.** This field is found in **HR Record > Personal > Absences.** Select the appropriate absence record. You may also click the entry within the **Check Workforce Census** to be directed straight into this window.
4992	Where Last Day of a pregnancy related absence is provided then the number of Working Days Lost must be greater than zero	Error - Correct issue before submitting your Workforce Census	Check the employee's **Absence Working Days.** The absence record must have an entry in the **Working Days** if the record has an **End Date.**This field is found in **HR Record > Personal > Absences.** Select the appropriate absence record. You may also click the entry within the **Check Workforce Census** to be directed straight into this window.
5000	Absence Category is invalid	Error - Correct issue before submitting your Workforce Census	Check the set up of the **Absence Analysis.** The **SWC Absence Categories** must be mapped to each **Absence Analysis** using the drop down to ensure the Absence Category is valid. This field is found in **Personnel > Definitions > Absence Monitoring > Absence Analysis.**
5010	Absence Category is missing	Error - Correct issue before submitting your Workforce Census	Check the set up of the **Absence Analysis.** The **SWC Absence Categories** must be mapped to each **Absence Analysis** using the drop down to ensure the Absence Category is valid. This field is found in **Personnel > Definitions > Absence Monitoring > Absence Analysis.**

6000	Absence Category is missing	Error - Correct issue before submitting your Workforce Census	Check the set up of the **Absence Analysis.** The **SWC Absence Categories** must be mapped to each **Absence Analysis** using the drop down to ensure the Absence Category is valid. This field is found in **Personnel > Definitions > Absence Monitoring > Absence Analysis.**
6100	Subject Code is missing	Error - Correct issue before submitting your Workforce Census	Check the employee's **Curriculum Entry.** The **Subject Code** is missing for the **Curriculum Entry** against the employee. This field is found in **HR Record > Workforce Census > Curriculum**
6110	Subject Hours is invalid. Subject hours should be in the format 99.99 and should be less than or equal to 40.00	Error - Correct issue before submitting your Workforce Census	Check the employee's **Curriculum Entry.** The **Subject Code** is invalid for the **Curriculum Entry** select the entry from the list provided. This field is found in **HR Record > Workforce Census > Curriculum**
6120	Subject Hours is missing	Error - Correct issue before submitting your Workforce Census	Check the employee's **Curriculum Entry.** The **Subject Hours** is missing for the **Curriculum Entry** against the employee.This field is found in **HR Record > Workforce Census > Curriculum**
6130	Year Group (NC Year Group) is invalid	Error - Correct issue before submitting your Workforce Census	Check the employee's **Curriculum Entry.** The **Year Group** is invalid for the **Curriculum Entry.** Select the entry from the list provided. This field is found in **HR Record > Workforce Census > Curriculum**
6140	Year Group is missing	Error - Correct issue before submitting your Workforce Census	Check the employee's **Curriculum Entry.** The **Year Group** is required for the **Curriculum Entry.** Select the entry from the list provided. This field is found in **HR Record > Workforce Census > Curriculum**

6145	Two or more curriculum records with the same Subject/Year Group combination	Error - Correct issue before submitting your Workforce Census	Check the employee's **Curriculum Entry.** There are two or more entries for the same **Subject** and **Year Group.** Delete the incorrect entry. This field is found in **HR Record > Workforce Census > Curriculum**
6200	Qualification Code is invalid	Error - Correct issue before submitting your Workforce Census	Check the set up of the **Credential** associated to the employee. An incorrect **SWC Qualification Category** has been mapped to the **Credential** field. This field is found in **Personnel > Definitons > Staff Development > Credentials**
6205	Class of Degree must be provided for teachers with a degree arriving in the school. from 1 August 2013	Error - Correct issue before submitting your Workforce Census	Check the employee's **Qualification Class of Degree.** The **Class of Degree** is required for all employees with a **Role** of Teacher with a **Date Started** after 1 August 2013.
6210	Qualification Code is missing	Error - Correct issue before submitting your Workforce Census	Check the set up of the **Credential** associated to the employee. A **SWC Qualification Category** is required to be mapped to the **Credential** field. This field is found in **Personnel > Definitons > Staff Development > Credentials**
6220	Subject Code is invalid	Error - Correct issue before submitting your Workforce Census	Check the employee's **Qualification Subject Codes. Subject Code One** and/or **Two** is invalid on the qualification entry. Select the **Subject Code** from the drop down. This field can be found in **HR Record > Credentials > Qualifications.** Select the appropriate qualification.
6250	Too many Subjects have been recorded for this Qualification. There must be no more than two	Error - Correct issue before submitting your Workforce Census	The system will not allow you to enter more than two **Subject Codes** per qualification.

6245	Qualification Subject Codes cannot be the same	Error - Correct issue before submitting your Workforce Census	Check the employee's Qualification **Subject Codes. Subject Code One** and **Two** have been given the same value. If not a joint subject qualification then **Subject Code Two** must be left blank. This field can be found in **HR Record > Credentials > Qualifications**. Select the appropriate qualification.
6500	There is more than one record with the same Teacher Number	Error - Correct issue before submitting your Workforce Census	Two or more Employee References share the same **Teacher Number.** Check and adjust accordingly. If an employee has more than one HR Record, only one HR Record should be submitted to COLLECT. This may however cause difficulty where contracts should be submitted from both HR Records. This field can be found in **HR Record > Workforce Census > HR Record**. You may also click the entry within the **Check Workforce Census** to be directed straight into this window.
6510	There is more than one record with the same NI Number	Error - Correct issue before submitting your Workforce Census	Two or more Employee References share the same **NI Number**. Check and adjust accordingly. If an employee has more than one HR Record, only one HR Record should be submitted to COLLECT. This may however cause difficulty where contracts should be submitted from both HR Records. This field can be found in **HR Record > Workforce Census > HR Record.** You may also click the entry within the **Check Workforce Census** to be directed straight into this window.

6530Q	The same person has a total Full Time Equivalent ratio greater than 1.5	Query Only - This will not prevent you from submitting your Workforce Census	An Employee's overall **FTE** is calculating as working over 1.5. Possible causes for this may be multiple contracts adding up to an **FTE** of over 1.5 or **Hours per Week/ Weeks per Yea**r being entered that are over those set out in the **Whole Time Equivalent**.The field can be found in **HR Record > Employment > Employment History > Details**If correct, you may be required to supply a reason in a return level note once submitted to COLLECT.
6540Q	At least one staff record in this school's return should show a role of Head Teacher or Executive Head Teacher	Query Only - This will not prevent you from submitting your Workforce Census	There must be at least one employee per location with the **Role** of Head Teacher or Executive Head Teacher. The Field can be found in **HR Record > Employment > Employment History > Workforce Census.** If correct, you may be required to supply a reason in a return level note once submitted to COLLECT.
6550Q	At least one staff record in this school's return should show a role of SENC (SEN Co-ordinator) under a current contract. Where SENCO is missing please add it to the appropriate staff record	Query Only - This will not prevent you from submitting your Workforce Census	There must be at least one employee per location with the **Role** of SEN Co-ordinator The Field can be found in **HR Record > Employment > Employment History > Workforce Census.** If correct, you may be required to supply a reason in a return level note once submitted to COLLECT.