

The following list shows sample Staff Codes and Descriptions, and reveals which Sections and Departments those Staff belong to. The Sort Codes, which are user-defined, assist when searching the database:

STAFF LISTING  
By Reference From ECM01 To FAU01

Reference	Description	Sort Code	Section	Department
ECM01	Alan Dent, Cttee Serv Officer	DENT	0202	02
ECM02	Diane Steel, Committee Clerk	STEEL	0202	02
ESC01	Christine Evans	EVANS	0203	02
ESC02	Joanne Duff, Senior Typist	DUFF	0203	02
ESC03	Jean Rake, Typist	RAKE	0203	02
ESC10	Jackie Marsh, Print Room Super	MARSH	0203	02
ESC11	Howard Rowe, Printing Officer	ROWE	0203	02
EXE01	William Hall, Chief Executive	HALL	0201	02
EXE02	Janet James, P.A. Chief Exec	JAMES	0201	02
FAC01	Alan Charles, Chief Accountant	CHARL	0102	01
FAC02	Martin Davis, Prin. Accountant	DAVIS	0102	01
FAC03	David Hewitt, Accountant	HEWIT	0102	01
FAC04	Susan Wilkinson, Acc. Tech	WILKI	0102	01
FAU01	Simon Jacobson, Chief Int Aud	JACOB	0103	01

Typical details held for an individual member of Staff:

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Staff Ref:          ECM01
Name:              Alan Dent, Cttee Serv Officer
Sort Code:        DENT
Section:          0202      Committee Services Section
Department:      02        Chief Executives Department
Salary:          26        £17,856
Staff On-Cost:    £0.00
Section On-Cost:  0.000%
Unit Label:      HOURS
No. of Minutes per Unit: 0
Timesheet Entry Method: Decimal Units/Hours
Normal Units:    37.00      Contracted Units:    37.00
Timesheet Frequency: 52
Productive Time: 72.0%      Non-Productive Time: 28.0%
Annual Cost:     £17,856
Unit Cost Rate:  £12.89
Mileage Rate:    0.650
Annual Budget Previous: £17,856
Annual Budget Current: £17,856
Annual Budget Next:   £17,856
Budget Setting:   Units
Charge Rate:      1: £17.50  2: £17.50  3: £17.50  4: £17.50  5: £17.50
                  6: £17.50  7: £17.50  8: £17.50  9: £17.50

Email Address:
Datapen ID Code:
Start Date:      01/04/92      Leaving Date:
  
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Reference Codes at this level can be a maximum of 7 alpa/numerics.

