

Work Types are general categories of Work, which group Activities, Tasks and Stages together. Work Types need to be identified as either 'Productive' or 'Non-Productive' (the labels 'Chargeable' and 'Non-Chargeable' may be used if more appropriate). Where a number appears in the 'Stages' column, it indicates the number of Stages relating to that Work Type:

<u>Reference</u>	<u>Description</u>	<u>Productive/Non-Prod.</u>	<u>Stages</u>
101	Financial Advice/Consultancy	Productive	0
102	Budgets	Productive	0
103	Financial Claims & Returns	Productive	0
104	Capital Accounting	Productive	0
105	Final Accounts - Revenue	Productive	0
106	Creditor Payment Services	Productive	0
107	Payroll Services	Productive	0
108	Payments to Creditors	Productive	0
109	Monthly Payroll	Productive	0
110	Audit - Contract	Productive	0
111	Audit - Data Protection	Productive	0
112	Audit - Special Investigations	Productive	0
113	Audit - Systems	Productive	0
201	Committee Support	Productive	0
202	Public Relations	Productive	0
203	Printing & Publishing	Productive	0
204	Secretarial Services	Productive	0
301	Legal Services	Productive	0
302	Legal Administration	Productive	0
303	Estate Management Services	Productive	0
401	Architectural Services	Productive	11
402	Surveys & Investigations	Productive	0
403	Project Admin & Management	Productive	0
404	Agency Services	Productive	5
405	Engineering Services	Productive	12
406	Maintenance	Productive	0
501	Recruitment Services	Productive	0
502	Training Services	Productive	0
503	Establishment	Productive	0
504	Monitoring	Productive	0
601	Analysis/Programming	Productive	0
602	PC Maintenance	Productive	0
603	PC Faults	Productive	0
604	Network Implementation	Productive	9
605	Mainframe Services	Productive	0
606	Mainframe Operations	Productive	0
607	Data Protection Act	Productive	0

Work Types such as Leave and Management are typically 'Non-Productive':

LEA	Leave	Non-Productive	0
LER	LEASE - RENT REVIEW	Productive	0
LES	LEASE - SURRENDER	Productive	0
LEV	LEASE - VARIATION	Productive	0
LOS	Lost Time	Productive	0
MAN	Management & Supervision	Productive	0
NCH	Non-Chargeable Time	Non-Productive	0
NON	Non-Allocatable Time	Non-Productive	0
OHD	Overheads	Non-Productive	0

Work Type Codes are made up of 3 alpha numerics.