Health Service Turnover Reporting 2025

Introduction:

The Health Service Turnover Report is the official record of employment turnover in respect of the public health sector and therefore is a critical dataset where accuracy of data, adherence to timeframes and compliance with these instructions is paramount. This is underpinned by a clear focus on the alignment of the Health Service turnover reporting and Pay Expenditure Reporting, whereby the integration of this data provides key intelligence to inform planning and performance.

Purpose:

Turnover reporting is compiled on a monthly basis in order to support the monitoring of employment in the Health Service Executive and Section 38 Agencies (Voluntary Hospitals and Voluntary agencies).

Turnover is critical to the monitoring of the health service workforce numbers by grade in each service delivery area to:

- inform decision making and analysis in respect of the health service workforce;
- assist workforce planning and the optimisation of workforce skills to deliver safe, effective and efficient services
- to accurately inform the overarching implementation of the annual National Service Plan related to the workforce;
- support service planning, workforce planning and provide key information for research, governance, parliamentary responses together with comparisons with services in other countries.

Definitions:

National Definition of Percentage Turnover Rate:

The national definition of a turnover is based on the numbers of Leavers in a period over the Average headcount for that same period. This measure is expressed as a percentage.

$$\text{Turnover Rate} \quad = \quad \frac{\text{Number of Leavers}}{\text{Average Headcount}} \quad \text{X100}$$

Instructions:

Turnover data is sourced by Strategic Workforce Planning & Intelligence for HSE areas directly from HSE HR reporting systems. Voluntary Section 38 hospitals and agencies submit census data directly by e-mail in excel format.

Deadline:

The deadline for receipt of turnover data is the 13th of the month. Revised/amended returns submitted after the 13th of the month will not be loaded to the Turnover database until the following period.

Accuracy:

Ongoing data quality, data maintenance and accuracy is the responsibility of the employer/submitting agency and is supported by these instructions and National HR. There should be a continuous review of data around all aspects of turnover reporting, particularly around grade/grade codes, leave reasons and in the case of the HSE around locations and function so that service level reporting continues to be improved. It is important that these instructions are followed and that each return is compiled in line with the official instructions and definitions so that reported numbers are collated on a consistent and accurate basis.

Health Service Turnover Reporting 2025

Errors:

When an error is identified in the loading database an agency will be notified immediately and the Starter / Leaver template will be returned to the submitting agency for correction and resubmission. This must be reviewed and returned as a matter of urgency in order to meet required timelines.

Inclusions:

All "employees" (i.e. on your payroll) must be included in the return and reflect the direct employment position for your agency.

Grades: It is vital for reporting accuracy that all staff should be returned on the correct grade/ grade code in-line with the approved pay rates which is reflective of their current position. The National Grade Code list is available https://www.hse.ie/eng/staff/resources/our-workforce/workforce-reporting/

Format of Returns:

For fully operational integrated SAP sites, turnover data will be extracted from SAP HR directly by Strategic Workforce Planning & Intelligence. All other HSE areas and Section 38 agencies are required to submit returns on the Starter/Leaver Template to workforcedata@hse.ie

Updated templates will be supplied to relevant Section 38 hospitals and agencies throughout the year as new grades and upgrades are made to the template. The latest updated templates were sent to Section 38 hospitals in Q4 of 2023 and included new Leaver Reasons and a new "Destination on Leaving" field to be completed going forward.

All sections of the starter/leaver template must be fully completed by Non SAP areas and Section 38 agencies in the approved format as set out below as this format is used as a database upload. Templates with missing data will be considered as a non-return and will be returned back to the agency for completion. No changes are to be made to the Template (either order of the rows/ columns) as this will disable the upload.

Please ensure you follow the approved file format as this format is used as a database upload. Do not change the file format (or order of the columns or rows).

Column	Name	Format	Comment
A	Month/Year of Return	MMM-YY	The period of return (selectable from dropdown)
B	Date Form Completed	dd/mm/yyyy	The date the submitter in filling in this information
B	Completed By	Free text	The name of the submitter of this data
B	Starter / Leaver	Text	Is this person/persons a Starter or a Leaver to your organisation? (selectable from dropdown)
C	Reason	Text	Please see below table 1 showing all acceptable selections from dropdown
D	Destination on Leaving	Text	Please see below table 2 showing all acceptable selections from dropdown
E	Effective Date	dd/mm/yyyy	Date of Start /Exit of employee
F	Total WTE	Numeric Decimal Number	Sum of WTE of person / persons in the action
G	Total Headcount	Numeric Whole Number	Sum of Headcount of person / persons in the action
H	Grade Code	Text	Grade code of relevant Starter / Leaver (selectable from dropdown)

Health Service Turnover Reporting 2025

<u>Table 1</u>
The below table shows the only selectable Reasons as per Column C Comments above

Reasons for Starting	Reasons for Leaving
Fill Existing Vacancy	Commute time / Transport difficulties
Fill New Vacancy	Cost of Living
Convert Agency Staff	Career Opportunity - Different Experience
	Death
	Dismissal
	Emigrating - Better Career Opportunities
	Emigrating - Improved Terms & Conditions
	Emigrating - Travel
	End of Training - Moving to new location
	End of Training - Moving to new role
	End of Contract
	Family Reasons / Caring Reasons
	Further Education - Changing Career
	Further Education - Returning to Full Time Education
	Moving to more Senior Role
	New role offers more opportunity
	Other Health Board / Agency
	Permanent Infirmity
	Reached Maximum Retirement Age
	Reached Minimum Retirement Age
	Unsatisfied in current role
	Voluntary Redundancy
	Work Life Balance

<u>Table 2</u>
The below table shows the only selectable Reasons as per Column D Comments above

Leaving Destination
Irish Public Health Service
Irish Private Healthcare Sector
To a different country to work in Healthcare
Non Healthcare Employment
Taking a break from Employment
Not Applicable

Assistance & Returns

Any queries in relation to these instructions may be directed to:

Strategic Workforce Planning & Intelligence, National HR Directorate, Oak House, Millennium Park, Naas, Co Kildare	Paula McFadden	paula.mcfadden@hse.ie
	Helen Hennessy	helen.hennessy2@hse.ie

Turnover data is a monthly requirement. Please forward your returns by email [no later than the 13th of the month] to: workforcedata@hse.ie