




Workforce Census Preparation Checklist

No.	Before Generating a Dry Run	
1.	<p>Check School Details</p> <p>Check your recorded School Details by selecting School > School Details. Are all fields complete and correct? Ensure that your LA is filled in, Establishment Number, School telephone number and email address, Intake Gender, School phase, School type, Governance type, Intake type and URN all have information present (especially important to check if you have recently become an Academy).</p>	
2.	<p>Check New Staff Details</p> <p>Have all your staff members been entered into Arbor? Is there anybody you know you need to chase for more information?</p>	
3.	<p>Check Past Staff Members Details</p> <p>Have all recently left staff members been recorded on Arbor? If not, go to their Staff Profile > Contracts and click the End Staff Employment button.</p>	
4.	<p>Check NQT Details</p> <p>Have staff who are in their first or second NQT year had this recorded on their staff profile?</p>	
5.	<p>Resolve Duplicate Staff</p> <p>Make sure there are no duplicate staff records in Arbor. You can check this by going to the Data Quality Dashboard (School > Data > Data Quality Dashboard > Suspected Duplicates > Staff). If there are any staff shown in the Unresolved tab, take a look at this article to see how to resolve them.</p>	
6.	<p>Check for Data Gaps</p> <p>Navigate to School > Data > Data Quality Dashboard to check and fill in any gaps in staff data. Go to School > All staff > HR Admin to update HR information.</p>	