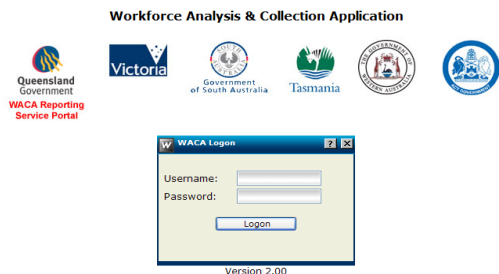


WACA Quick Reference Guide

For Agencies Submitting Human Resource Minimum Obligatory Information Requirements (HRMOIR) Data

1 Logging into WACA

Go to <https://www.waca.org.au>.
Enter your username & password and click 'Login'.
If you are unsure of your username & password, contact stateadministrator@psc.wa.gov.au.

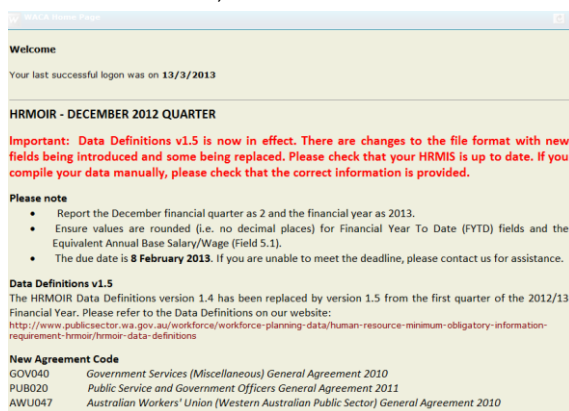


2 Updating your contact details

Ensure all details are up to date and press 'Proceed'.

3 WACA Home Page

Contains information about this census period, submission dates, contacts and links.



4 Uploading your data

From the menu toolbar click 'File' then 'Import'.

Click the 'Browse' button to navigate and select the text (.txt) file. If you need assistance to convert a file to .txt, contact stateadministrator@psc.wa.gov.au.

Click 'Upload' to upload, import and validate your data file in WACA.

5 Validating your data

A validation summary screen will appear after a successful upload.

Field	Previous Collection Value	Current Collection Value
1) Agency	Agency ABC	Agency ABC
2) Number of Records	33	30
3) Year & Quarter	2012, 3	2012, 4
4) Active/Paid Headcount	24	23
5) Separated Headcount	0	0
6) FTE	20.0133	20.5067
7) Number of HR MOIR Only Record	27	27
8) No. of Fatal Error	N/A	7
9) No. of Warning Error	N/A	9

If the file contains 'Fatal Errors', correct the data in your Human Resources Management Information System, create another dataset and upload a new text file.

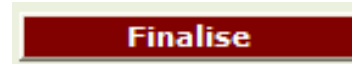
6 FTE Variance

Within the validation summary screen enter an 'FTE Variance Explanation' in the comments box.

The explanation should describe why your agency's FTE has increased or decreased from the previous quarter.

7 Finalising your data

Within the validation summary screen click the 'Finalise' button.

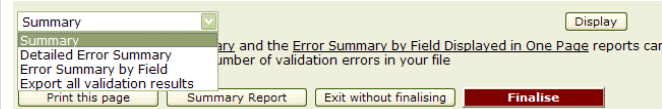


When the confirmation screen appears click 'Yes'.

8 Reports

Validation Reports provide summary details of FTE, headcount and errors present in the data set.

- Select 'View Last Validation', then click the down arrow to select from available reports.



The Agency Summary Report provides an overview of your agency's workforce for management purposes which includes occupation codes and work locations.

- Select 'View Last Validation' or 'Reports' then 'Summary Report'. When the reports window appears press the 'Summary Report' button.

9 User Administration

From the menu Toolbar click 'Admin' then 'User Administration'.

Update personal details as required, then click 'Update User Details' button.

To update password click 'Update Password' button.

10 Logging Off

From the menu toolbar click 'Log Off' to exit the WACA system.

Related Publications

- [HRMOIR Data Definitions](#)
Definitions of all HRMOIR data items that are uploaded into WACA.
- [Maximising Data Quality](#)
Process used by PSC to ensure the quality and integrity of HRMOIR workforce data.

Available on the [Human Resource Minimum Obligatory Information Requirement \(HRMOIR\) webpage](#).

WACA Website

<https://www.waca.org.au/>

WACA Enquiries

For all issues relating to the WACA system, please email stateadministrator@psc.wa.gov.au

WACA Training

If you require training or assistance in the HRMOIR process, contact one of the team at PSC.

Contacts

Alan Lee
State Administrator Workforce Reporting
Phone: 6552 8509
Email: alan.lee@psc.wa.gov.au

Derwin Bong
Project Officer
Phone: 6552 8875
Email: derwin.bong@psc.wa.gov.au

Andrea D'Souza
Project Officer
Phone: 6552 8583
Email: andrea.dsouza@psc.wa.gov.au