

Time Coding

Chapter Overview

**In this
chapter**

The table below lists the sections and annexes in this chapter.

Section	See Page
Section 1 - Introduction	1-1
Section 2 - Industry Codes – Red/Poultry Slaughterhouse, Game Handling Establishments, On Farm Slaughter and Cutting Establishments	2-1
Section 3 – Government Codes – Charged to Government Customers	3-1
Section 4 – Non-Chargeable Codes	4-1

Annexes
Annex A - MHS Industry Time Coding Chart
Annex B – MHS Government Time Coding Chart
Annex C – MHS Non-Chargeable Coding Chart

Section 1 – Introduction

Section Overview

In this section

The table below lists the topics in this section.

Topic	Page
Section Overview	1-1
Reason for Completion and Importance	1-2
Types of Codes Used	1-3
Activity Code Prefixes and how Codes are Re-charged	1-6
Auditing Time Recording	1-8

Reason for Completion and Importance

Time coding purpose

Time codes are used by the MHS so we can:

- make payment to the employee or contractor,
 - correctly charge the Food Business Operators (FBO) and Government customers for the work we have done, and
 - allow our managers to monitor resources and forecast budgets.
-

Accuracy

Using the correct activity code, rate and accurately reflecting the work done is essential for the business of the MHS.

Incorrect timesheet completion can lead to incorrect charges levied against FBOs, incorrect amounts recovered from other Government Departments and incorrect monthly payments to employees and contractors.

If anybody that is required to complete a timesheet is unsure how to complete a particular section, or how to record a particular activity, guidance must be sought before submission by contacting your line manager in the first instance.

Types of Codes Used

Site Codes

Site codes are used by MHS employees and contract staff. These codes describe the type of establishment in which work duties have been carried out by the individual. Site codes also determine the type of charge that should be levied and the customer that should receive the charge.

Note: Site codes are specified by the Finance Department.

Site Code	Premises Description
RSL	Red Meat Slaughterhouse
PSL	Poultry and Rabbit Slaughterhouse
RCP	Red Meat Cutting Plant
PCP	Poultry Cutting Plant
GHE	Game Handling Establishment
OFS	On Farm Slaughter
GCP	Cutting of Wild Game meat
RCS	Co-located cold store premises specifically identified on the approval as a red meat cold store.
PCS	Co-located cold store premises specifically identified on the approval as a poultry meat cold store

Rate Codes

The table below shows the rate codes that are to be applied by **MHS employees only**, depending on the time of day and how many hours have been worked.

Note: Rate codes are specified by the Finance Department.

Continued on next page

Types of Codes Used, Continued

Rate Code	Used for	Details
00	Normal time	Normal working hours included in monthly salary. No additional payments made.
01	Single time overtime	Overtime worked outside normal hours paid at single time. Example: After normal/contractual hours for an Employed OV, deficit hours
02	Time and a half	Overtime paid at time and a half. Examples: <ul style="list-style-type: none"> • After normal/contractual hours for a Meat Hygiene Inspector where there are no deficit hours in the week • Saturdays.
03	Double time	Overtime paid at double time, worked outside normal working hours. Example: Sundays.
04	Double time Bank Holidays and time off in lieu	Used where double time is paid. Example: Bank Holiday work. Basic pay plus single time is paid in the month's salary, and time off in lieu is taken.
05	Triple time Bank Holidays No time off in lieu	Used where triple time is paid. Example: Bank Holiday work. Salary plus double time is paid. NO time off in lieu.

Contractual Overtime

Contractual overtime counts as superannuable pay; it is therefore important to differentiate between ordinary and contractual overtime. Superannuable overtime forms part of an employee's salary for pension purposes.

Rate Code	Overtime paid at
06	Single time
07	Time and a half
08	Double time

Continued on next page

Types of Codes Used, Continued

Contractors	Contractors should use rate code 00 unless otherwise advised.
--------------------	---

Activity Codes

Activity codes are used by MHS employees and contract staff in completing their timesheets. These codes describe the type of work that has been carried out by the individual, the type of charge that should be levied and the customer that should receive the charge.

Activity codes are also used to provide information to MHS management and are a data source on which many high level decisions are based. It is essential that activity codes are used accurately. Activity codes are specified by:

- Finance Department,
 - the Delivery Planning Unit (DPU), or
 - the Service Level Agreement Unit (SLAU).
-

Time Codes Charts

Charts detailing industry, Government and non-chargeable activity codes, and who should use them are shown at Annex A, B and C.

Additional Codes

In addition to those codes listed others are available to cover unusual eventualities. Where additional codes are to be used for a short period of time, specific instructions will be issued as appropriate by:

- the Delivery Planning Unit,
 - Service Level Agreement Unit (SLAU), or
 - Veterinary and Technical Services Unit.
-

Activity Code Prefixes and how Codes are Recharged

Activity Code Prefixes Activity codes are prefixed to indicate who the work is charged to.

Prefix	Charged To	Purpose
G	Government customers, e.g. Defra, FSA. <u>Note:</u> Charges are based on the full cost of the work carried out	Records time spent on activities for Government customers covered by SLAs. <u>Note:</u> G Codes are specified by SLAU.
H	The FBO <u>Note:</u> Charges are based on the full time cost of the work carried out	Records time spent on activities not covered by the charges regulations (i.e. activities which are not official controls). <u>Note:</u> H Codes are specified by DPU.
I	The FBO <u>Note:</u> Charges are calculated on the full time cost of the work carried out, then discounted on a plant/site specific basis	Records time spent on activities that are covered by the charges regulations (i.e. official controls). <u>Note:</u> I Codes are specified by DPU.
N	Non-Chargeable <u>Note:</u> Charges are not passed on but may be included in the overhead calculation	Records time spent on MHS business or management purposes that can not be charged on to anyone else. <u>Note:</u> N Codes are specified by the Finance Department.

Continued on next page

Activity Code Prefixes and how Codes are Recharged, Continued

How to determine which code to use

The table below details the steps to follow to correctly time code work activities.

Step	Action
1	Choose the appropriate Establishment Site in which the work is being undertaken. Examples: RSL, PSL <u>Reference:</u> See Site codes in section 1.
2	Choose the appropriate Rate code to use. Examples: 00, 02. <u>Reference:</u> See Rate code in section 1.
3	Choose the activity code that best describes the work being undertaken. <u>Reference:</u> See Activity codes in section 2 & 3.
4	Log in and complete all boxes on the electronic time sheet.

Who to contact for code enquiries

If you are uncertain of which code to use, in the first instance contact your line manager. Line managers are able to obtain further assistance as specified in the table below if required:

Code	Contact
G	SLA Unit
N	Finance
I, H	DPU

Short term or Project Codes

Some activity codes will be activated for a limited period to carry out specific surveys or projects (for example GFMD). These codes will not always be listed in the MOC due to the limited time they may be in use. Where these codes are to be used, a specific instruction will be issued to participating establishments.

Seeking approval to use a locked code

Certain government activity codes are not available for general use, for example GMLS, GFSA or GDIS. In order to prevent accidental use, these types of codes are locked down by the Finance Department.

If you believe that you need to use a locked code, your line manager should contact the SLA Unit.

Auditing Time Recording

Reasons for audit

The MHS Chief Executive is the Agency Accounting Officer and is responsible to Parliament for the proper use of public funds. He must satisfy himself that adequate internal controls exist in order to manage, at a reasonable level, the risks to the achievement of MHS aims and objectives.

Internal controls are designed to ensure that risks such as fraud, and the inaccurate billing of customers, for example, are minimised.

Who undertakes the audits?

Audits on time recording are carried out by the MHS Verification & Audit Unit (VAU), the National Audit Office (NAO) and some Government customers to ensure that work is recorded accurately and has been correctly charged to our customers.

What will be audited?

The VAU audit team will undertake visits to establishments to gather relevant information, including checking that:

- the Business Hours Agreement is appropriate
- the daybook entries and other operational documents tally with the times and codes recorded on timesheets.
- Finance procedures and policy is being followed

All audit teams (VAU, NAO and Government departments) will undertake visits to HQ to inspect timesheet records and associated transactions.

What happens after the audit?

The findings will provide assurance to the MHS Chief Executive, and other key stakeholders, that funds are being used properly. Any corrective action will be initiated where necessary.

Section 2: Industry Codes - Red/Poultry/Game Meat Slaughterhouse and Cutting Establishments

Chargeable codes The activity codes detailed below relate to activities / time chargeable to all establishments.

Activity code	Description
HASL	Training, assessment and certification of licensed slaughterers.
HLVI	OV Export Certification. Only to be used by the OV when undertaking work to provide certification, allowing meat, meat products and meat preparations to be exported.
IAUD	Time spent undertaking official control of the audit of the FBO's food safety management system, including the preparation work and writing up of audit reports, whether this is undertaken in the premises or elsewhere.
INSP (Slaughterhouses)	Official controls and OV work, within red and poultry meat slaughterhouses. Examples: <ul style="list-style-type: none"> • all requirements of hygiene regulations • animal welfare • HACCP audit • post-mortem health inspection.
INSP (Cutting)	Official controls for positive release work of frozen meat previously contaminated with C.Bovis
IUWT	Official Control hours underutilised on Business Agreement chargeable to the FBO (i.e. not covered by force majeure or the maximum of 2 hours (per person) on two occasions in a charge period)

Section 3: Government Codes – Charged to Government Customers

Codes Not Charged

The activity codes detailed below relate to activities / time that cannot be charged to FBO's, but are charged to Government Customers under an SLAU.

Note: There are no 'G' codes to be used in Game Establishments.

Activity Code	Description
GAUD	Government Audit work (including audits on meat products, minced meat, meat preparation and co-located cold stores)
GAPV	OV time spent accompanying VM/VMHA on approval visits.
GBPS	Time spent on verification of the FBOs Animal By-Products Control. Reference: See Animal By Products Chapter.
GDIS	Notifiable Disease Control. Must be authorised by SLAU.
GDNT	Sheep dentition controls as part of the SRM review.
GFSA	Work undertaken at the request of the FSA. Must be authorised by SLAU. Including EU pig Salmonella survey.
GIMP	Additional Importation checks. All time spent inspecting consignment of imported beef carcasses for the presence of SRM.
GMLS	Miscellaneous Government Work. Must be authorised by the SLAU.
GNED	Horse passport verification and processing.
GOBS	TSE Testing for sheep and goats, all time spent identifying, taking, despatching and completing associated paperwork, including the sampling of DOA sheep in plants required to participate in the survey.

Continued on next page

Section 3: Government Codes – Charged to Government Customers, Continued

Codes Not Charged, (continued)

GOTR	For all time spent when working on OTM and O48M cattle for human consumption or related activities.
GPAS	Cattle Passports: reconciling animals with cattle passports including reading, reconciling, stamping, completing associated paperwork, returns to BCMS, liaising with outside agencies, local authorities.
GSAM	Work carried out under the broiler directive
GSBM	SRM Inspection - Bovines. All time spent monitoring the removal of Bovine SRM as defined in Chapter 2.7 "SRM". Examples: carry out dentition check and completion of associated paperwork.
GSOM	SRM Inspection - Sheep and Goats. All time spent monitoring the removal of SRM as defined in Chapter 2.7 "SRM". It does not include sheep dentition checks. Examples: completion of associated paperwork.
GTBS	TB surveillance work.
GWAG	Monitoring cleansing and disinfection of a percentage of livestock vehicles cleansed and disinfected on site, and monitoring of driver declaration system (England and Wales only). Reference: See Chapter 2.2 Section 5.
GVLA	Survey testing for Campylobacter in broilers.
GVMD	RIM sampling

Section 4: Non-Chargeable Codes

Non-Chargeable Codes

The codes detailed below relate to activities / time that cannot be charged to FBO's or other government customers. These costs lie with the MHS.

Activity Code	Description
NABS	Paid time absent from work authorised by the line manager (excluding holiday and privilege days). Also to be used for all maternity, paternity and parental leave. All staff should record details in the comments box. Not available to contract staff
NADM	Administration time including appraisal interviews and return to work meetings. All staff should record details of the work undertaken in the comments box.
NENF	Any enforcement work following a formal referral for investigation.
NFVO	Additional time spent in FBO premises to assist with FVO Missions.
NHOL	Authorised Annual Leave and Privilege days. Not available to contract staff.
NIDT	Idle time not chargeable to customer, also includes unworked or redundant contractual overtime or downtime within the Business Agreement that is outside the FBOs control (force majeure). For further details of 'force majeure', see the Charges Guide.
NOTH	Other non-chargeable time including time spent on Investors in People issues, ISO audits, Manual for Official Controls user panel and time spent in court as a witness for debt collection. All staff should record details of the work undertaken in the comments box.
NSIC	Sickness absence. Not available to contract staff
NTRG	Training (post-qualification) and travel time as defined in the HRPP Manual Chapter 1. Includes training related travel time.

Continued on next page

Section 4: Non-Chargeable Codes, Continued

Non
Chargeable
Codes,
(continued)

Activity Code	Description
NTRV	All travel time excluding training related travel time. Not available to contract staff.
NTUM	Paid time spent on Trade Union Meetings as set out in the HR Manual HRP8. Not available to contract or casual staff.
NUNP	Authorised unpaid leave as set out in the HR Manual – HRP18 in and any other unpaid absence. Not available to contract or casual staff.
NUWT	Unworked time; up to two hours (per person) on a maximum of two occasions in a charge period; outside the FBOs control. Do not use for downtime due to force majeure.

MHS Industry Time Coding Chart

MHS Manual for Official Controls
 Chapter 8: Time Coding
 Annex A

Working At	Activity	STAFF TYPE/ACTIVITY CODE					
		MT	Poultry Only Qualified Inspectors	Red Only Qualified Inspectors	Dual Qualified Inspectors	OV	LV
Red Slaughter-RSL	Official Controls-Inspection	Not Permitted	Not Permitted	INSP	INSP	INSP	INSP
	Official Controls-Audit	Not Permitted	Not Permitted	Not Permitted	Not Permitted	IAUD	IAUD
	Hours underutilised on Business Agreement	Not Permitted	Not Permitted	IUWT	IUWT	IUWT	IUWT
	LVI Certification for Export	Not Permitted	Not Permitted	Not Permitted	Not Permitted	HLVI	HLVI
	Training, assessment and certification of licensed slaughterers	Not Permitted	Not Permitted	Not Permitted	Not Permitted	HASL	HASL
Red Cutting-RCP	Official Controls-Audit	Not Permitted	Not Permitted	Not Permitted	Not Permitted	IAUD	IAUD
	C.Bovis release	Not Permitted	Not Permitted	INSP	INSP	INSP	INSP

MHS Industry Time Coding Chart- continued

Working At	Activity	STAFF TYPE/ACTIVITY CODE					
		MT	Poultry Only Qualified Inspectors	Red Only Qualified Inspectors	Dual Qualified Inspectors	OV	LV
Poultry Slaughter-PSL	Official Controls-Inspection	Not Permitted	INSP	Not Permitted	INSP	INSP	INSP
	Official Controls-Audit	Not Permitted	Not Permitted	Not Permitted	Not Permitted	IAUD	IAUD
	Hours underutilised on Business Agreement	Not Permitted	IUWT	IUWT	IUWT	IUWT	IUWT
	LVI Certification for Export	Not Permitted	Not Permitted	Not Permitted	Not Permitted	HLVI	HLVI
	Training, assessment and certification of licensed slaughterers	Not Permitted	Not Permitted	Not Permitted	Not Permitted	HASL	HASL
Poultry Cutting- PCP	Official Controls-Audit	Not Permitted	Not Permitted	Not Permitted	Not Permitted	IAUD	IAUD

MHS Industry Time Coding Chart- continued

		STAFF TYPE/ACTIVITY CODE					
Working At	Activity	MT	Poultry Only Qualified Inspectors	Red Only Qualified Inspectors	Dual Qualified Inspectors	OV	LV
On Farm Slaughter-OFS	Official Controls-Inspection	Not Permitted	Not Permitted	Not Permitted	Not Permitted	INSP	INSP
	Official Controls-Audit	Not Permitted	Not Permitted	Not Permitted	Not Permitted	IAUD	IAUD
	Hours underutilised on Business Agreement	Not Permitted	Not Permitted	Not Permitted	Not Permitted	IUWT	IUWT
	Training, assessment and certification of licensed slaughterers	Not Permitted	Not Permitted	Not Permitted	Not Permitted	HASL	HASL

MHS Industry Time Coding Chart- continued

		STAFF TYPE/ACTIVITY CODE					
Working At	Activity	MT	Poultry Only Qualified Inspectors	Red Only Qualified Inspectors	Dual Qualified Inspectors	OV	LV
Game Establishment (Dressing)- GHE	Official Controls- Inspection	Not Permitted	INSP*	INSP*	INSP*	INSP*	INSP*
	Official Controls- Audit	Not Permitted	Not Permitted	Not Permitted	Not Permitted	IAUD*	IAUD*
	Hours underutilised on Business Agreement	Not Permitted	IUWT*	IUWT*	IUWT*	IUWT*	IUWT*
	LVI Certification for Export	Not Permitted	Not Permitted	Not Permitted	Not Permitted	HLVI	HLVI
	Training, assessment and certification of licensed slaughterers	Not Permitted	Not Permitted	Not Permitted	Not Permitted	HASL	HASL
Game Cutting Plants not part of Game Handling Establishments- GCP	Official Controls- Audit	Not Permitted	Not Permitted	Not Permitted	Not Permitted	IAUD	IAUD

Notes:-

"Not Permitted" = Staff should not be doing this type of work either due to their level of qualification, training or authorisation

All travel is now coded to non-chargeable

*** = Staff must have the wild game qualification to work on wild game**

The activities and codes above also apply to Casual staff who should use the chart according to the grade at which they are employed

Co-located cold store audits should be coded to the relevant government code.

MHS Government Time Coding Chart

MHS Manual for Official Controls
Chapter 8: Time Coding
Annex B

		STAFF TYPE/ACTIVITY CODE						
Charge To	Activity	MT	Poultry Only Qualified Inspectors	Dual Qualified Inspectors	Red Only Qualified Inspectors	OV	LV	Inspectors, OVs & LVs at Game Establishments
Defra	OTM Cattle for Human Consumption	GOTR	Not Permitted	GOTR	GOTR	GOTR	GOTR	Not Permitted
	TSE Testing (Sheep and Goats)	GOBS	Not Permitted	GOBS	GOBS	GOBS	GOBS	GOBS (when doing specific work as advised by SLAU)
	Additional tasks arising from Notifiable Disease Control (Must be authorised by the SLA unit)	GDIS	GDIS	GDIS	GDIS	GDIS	GDIS	GDIS
	TB Surveillance work	GTBS	Not Permitted	GTBS	GTBS	GTBS	GTBS	GTBS
	Monitoring cleansing and disinfection of a percentage of livestock vehicles (England & Wales only)	GWAG	GWAG	GWAG	GWAG	GWAG	GWAG	GWAG
	Processing of horse passports	GNED	Not Permitted	GNED	GNED	GNED	GNED	Not Permitted
	For work carried out under the broiler directive	GSAM	GSAM	GSAM	Not Permitted	GSAM	GSAM	Not Permitted
FSA/Defra %age split	Supervision of SRM controls (cattle)	GSBM	Not Permitted	GSBM	GSBM	GSBM	GSBM	Not Permitted
	Time spent on verification of the FBOs Animal By-Products control	Not Permitted	GBPS	GBPS	GBPS	GBPS	GBPS	Not Permitted

MHS Government Time Coding Chart- continued

MHS Manual for Official Controls
Chapter 8: Time Coding
Annex B

		STAFF TYPE/ACTIVITY CODE						
Charge To	Activity	MT	Poultry Only Qualified Inspectors	Dual Qualified Inspectors	Red Only Qualified Inspectors	OV	LV	Inspectors, OVs & LVs at Game Establishments
FSA	SRM additional Import Checks	GIMP	Not Permitted	GIMP	GIMP	GIMP	GIMP	Not Permitted
	Supervision of SRM Controls (Sheep and Goats) excluding supervision of dentition checks	GSOM	Not Permitted	GSOM	GSOM	GSOM	GSOM	Not Permitted
	5% check on the monitoring of sheep and goat dentition	GDNT	Not Permitted	GDNT	GDNT	GDNT	GDNT	Not Permitted
	Work on behalf of the FSA (eg specific surveys) only when directed	GFSA	GFSA	GFSA	GFSA	GFSA	GFSA	GFSA
	Government Audit work (including audits on meat products, minced meat, meat preparation and co-located cold stores)	Not Permitted	GAUD*	GAUD*	GAUD*	GAUD	GAUD	Not Permitted
	Time spent by OV accompanying VMHA on approval visit to stand alone cutting plant	Not Permitted	Not Permitted	Not Permitted	Not Permitted	GAPV	GAPV	Not Permitted

MHS Government Time Coding Chart- continued

MHS Manual for Official Controls
 Chapter 8: Time Coding
 Annex B

		STAFF TYPE/ACTIVITY CODE						
Charge To	Activity	MT	Poultry Only Qualified Inspectors	Dual Qualified Inspectors	Red Only Qualified Inspectors	OV	LV	Inspectors, OVs & LVs at Game Establishments
Split between Defra (95%) & FSA (5%)	Cattle Passports/ID checks	GPAS	Not Permitted	GPAS	GPAS	GPAS	GPAS	Not Permitted

MHS Government Time Coding Chart- continued

MHS Manual for Official Controls
Chapter 8: Time Coding
Annex B

Charge To	Activity	STAFF TYPE/ACTIVITY CODE						
		MT	Poultry Only Qualified Inspectors	Dual Qualified Inspectors	Red Only Qualified Inspectors	OV	LV	Inspectors, OVs & LVs at Game Establishments
VMD	RIM sampling	GVMD	GVMD	GVMD	GVMD	GVMD	GVMD	GVMD
VLA	Survey testing for Campylobacter in broilers	Not Permitted	GVLA	GVLA	Not Permitted	GVLA	GVLA	Not Permitted
Various	Miscellaneous Government Work (authorisation required from the SLA unit prior to use)	GMLS	GMLS	GMLS	GMLS	GMLS	GMLS	GMLS
	Idle/unworked time within Business Agreement Hour where official controls are chargeable to industry	When working in a multi-species plant where there are no SRM checks or other work to do, and you can not be redeployed, use GSOM/GSBM (depending on whether the majority of processing is sheep/goats or cattle). When working in a single species plant, use the appropriate GSOM/GSBM code.	Use relevant G code up to the Business Agreement hours or your contracted hours for the day, if less, if due to work on Government duties	Use relevant G code up to the Business Agreement hours or your contracted hours for the day, if less, if due to work on Government duties	Use relevant G code up to the Business Agreement hours or your contracted hours for the day, if less, if due to work on Government duties	Use relevant G code up to the Business Agreement hours or your contracted hours for the day, if less, if due to work on Government duties	Use relevant G code up to the Business Agreement hours or your contracted hours for the day, if less, if due to work on Government duties	Use relevant G code up to the Business Agreement hours or your contracted hours for the day, if less, if due to work on Government duties

MHS Government Time Coding Chart- continued

MHS Manual for Official Controls
Chapter 8: Time Coding
Annex B

		STAFF TYPE/ACTIVITY CODE						
Charge To	Activity	MT	Poultry Only Qualified Inspectors	Dual Qualified Inspectors	Red Only Qualified Inspectors	OV	LV	Inspectors, OVs & LVs at Game Establishments
Various	Idle/unworked time within Business Agreement Hour when official controls are not chargeable to industry (force majeure & any occasion when FBO claims the flexibility of up to 2 hours on 2 occasions in a charge month)	When working in a multi-species plant where there are no SRM checks or other work to do, and you can not be redeployed, use GSOM/GSBM (depending on whether the majority of processing is sheep/goats or cattle). When working in a single species plant, use the appropriate GSOM/GSBM code.	Use NIDT up to the Business Agreement hours or your contracted hours for the day, if less, if due to work on Government duties	Use NIDT up to the Business Agreement hours or your contracted hours for the day, if less, if due to work on Government duties	Use NIDT up to the Business Agreement hours or your contracted hours for the day, if less, if due to work on Government duties	Use NIDT up to the Business Agreement hours or your contracted hours for the day, if less, if due to work on Government duties	Use NIDT up to the Business Agreement hours or your contracted hours for the day, if less, if due to work on Government duties	Use NIDT up to the Business Agreement hours or your contracted hours for the day, if less, if due to work on Government duties

MHS Government Time Coding Chart- continued

MHS Manual for Official Controls
Chapter 8: Time Coding
Annex B

		STAFF TYPE/ACTIVITY CODE						
Charge To	Activity	MT	Poultry Only Qualified Inspectors	Dual Qualified Inspectors	Red Only Qualified Inspectors	OV	LV	Inspectors, OVs & LVs at Game Establishments
Various	Idle/unworked time outside the Business Agreement	When working in a multi-species plant where there are no SRM checks or other work to do, and you cannot be redeployed, use GSOM/GSBM (depending on whether the majority of processing is sheep /goats or cattle). When working in a single species plant, use the appropriate GSOM/GSBM code.	NIDT to your contracted hours	NIDT to your contracted hours	NIDT to your contracted hours	NIDT to your contracted hours	NIDT to your contracted hours	NIDT to your contracted hours
Various	Re-deployed time	Code to the activity being carried out (this could be any industry, government or non-chargeable code)	Code to the activity being carried out (this could be any industry, government or non-chargeable code)	Code to the activity being carried out (this could be any industry, government or non-chargeable code)	Code to the activity being carried out (this could be any industry, government or non-chargeable code)	Code to the activity being carried out (this could be any industry, government or non-chargeable code)	Code to the activity being carried out (this could be any industry, government or non-chargeable code)	Code to the activity being carried out (this could be any industry, government or non-chargeable code)

Notes:

Not Permitted' = Staff should not be doing this type of work either due to their level of qualification, training or authorisation, or as a result of restrictions arising from the SLA

The activities and codes above also apply to Casual staff who should use the chart according to the grade at which they are employed

*** Only available in wholesale markets and their stalls for meat inspectors**

Codes for disease outbreaks will be issued when required

MHS Non-Chargeable Time Coding Chart

MHS Manual for Official Controls
 Chapter 8: Time Coding
 Annex C
 Amendment 32

ACTIVITY	Staff Type/Activity Code					
	MT	Poultry only Qualified Inspectors	Red Only Qualified Inspectors	Dual Qualified Inspectors	OV	LV
Paid time absent from work authorised by the line manager (excluding Annual Leave and Privilege days (NHOL)). Also to be used for all maternity, paternity and parental leave. All staff should record details of the work undertaken in the comments box	NABS	NABS (not contract staff)	NABS (not contract staff)	NABS (not contract staff)	NABS (not contract staff)	NABS (not contract staff)
Administration time including appraisal interviews and return to work meetings. All staff should record details of the work undertaken in the comments box.	NADM (only for RTW and appraisals)	NADM	NADM	NADM	NADM	NADM
Authorised Annual Leave and Privilege days	NHOL	NHOL (not contract staff)	NHOL (not contract staff)	NHOL (not contract staff)	NHOL (not contract staff)	NHOL (not contract staff)
Idle time not chargeable to customer, also includes unworked or redundant contractual overtime or downtime within the Business Agreement that is outside the FBOs control (force majeure)	See Government Time Coding Chart	NIDT	NIDT	NIDT	NIDT	NIDT
Any enforcement work undertaken following a formal referral for investigation.	Not Permitted	NENF	NENF	NENF	NENF	NENF
Other non-chargeable time including: Investors in People interviews; ISO audits; MOC user panel; time spent as a witness in court for debt recovery	NOTH	NOTH	NOTH	NOTH	NOTH	NOTH
Sickness absence	NSIC	NSIC (not contract staff)	NSIC (not contract staff)	NSIC (not contract staff)	NSIC (not contract staff)	NSIC (not contract staff)
FVO visits	Not Permitted	Not Permitted	Not Permitted	Not Permitted	NFVO	NFVO

MHS Non-Chargeable Time Coding Chart- continued

ACTIVITY	Staff Type/Activity Code					
	MT	Poultry only Qualified Inspectors	Red Only Qualified Inspectors	Dual Qualified Inspectors	OV	LV
Unworked time up to two hours (per person) on two occasions in a charge period outside the FBOs control. Do not use for downtime due to force majeure.	NUWT	NUWT	NUWT	NUWT	NUWT	NUWT
Training (post-qualification) and travel time as defined in the HRPP Manual Chapter 1. Includes training related travel time.	NTRG	NTRG	NTRG	NTRG	NTRG	NTRG
All travel time excluding training related travel time.	NTRV	NTRV (not contract staff)	NTRV (not contract staff)	NTRV (not contract staff)	NTRV (not contract staff)	NTRV (not contract staff)
Paid time spent on trade union activities as defined in Chapter 8 of HRPP Manual.	NTUM (not contract or casual staff)	NTUM (not contract or casual staff)	NTUM (not contract or casual staff)	NTUM (not contract or casual staff)	NTUM (not contract or casual staff)	NTUM (not contract or casual staff)
All unpaid leave as defined in Chapter 18 of HRPP Manual.	NUNP (not contract or casual staff)	NUNP (not contract or casual staff)	NUNP (not contract or casual staff)	NUNP (not contract or casual staff)	NUNP (not contract or casual staff)	NUNP (not contract or casual staff)

Notes:-

Not Permitted' = Staff should not be doing this type of work either due to their level of qualification, training or authorisation