

2004 Annual Survey of Hours and Earnings

Purpose of the Questionnaire

The purpose of this questionnaire is to collect information on the hours, pay and related information for a sample of employees working in your organisation. The Office for National Statistics (ONS) uses this information to produce statistics for national and regional Government to develop policies for the labour market.

Information Required

This questionnaire asks for earnings information relating to a specific employee in your organisation. Your organisation is required by law to complete this questionnaire for the employee named below.

This questionnaire will be scanned, therefore please:

- complete in **black ink**
- ensure letters and numbers are printed and centred within each box
- **do not** use commas or dashes
- **do not** cross sevens or zeros

for example £1,702.50 =

For further assistance please telephone

Section 1 - Employee Details

Name

National Insurance number

Works number, branch, department

1a. On 21 April 2004 was the above person employed by your organisation?

Yes → Go to question **1c**

No → Go to question **1b**

1b. In which month and year did the person leave your organisation?

Month Year → Go to question **10a**

1c. On 21 April 2004, was the above person a paid employee working in Great Britain and receiving a salary or wage?

Great Britain comprises England, Scotland and Wales.

Exclude for example: a company director who does not receive a salary, offshore oil rig workers, self-employed persons.

Yes → Go to question **1d**

No → Go to question **10a**

1d. In which month and year did the employee start working for your organisation?

If the employee has worked in another part of the organisation, or the organisation has changed ownership since the employee first joined, the start date should be the date when they first started work in the organisation.

If the employee has left and was then re-employed, the start date should be the date they were re-employed.

Month Year

Section 2 - Job Details

On 21 April 2004,

2a. *what was the employee's job title?*
Please write a job title that is self-explanatory.

2b. *what was the employee's job description?*
Please be as specific as possible. If the employee was a professional on this date (for example, an accountant, teacher, doctor or dentist), please also write the type of organisation (for example, primary school, hospital or clinic).

2c. *was the employee's job description the same as it was on 21 April 2003?*

Yes

No

2d. *was the employee employed on a permanent basis?*
A permanent contract is one for which the actual duration of the contract has not been agreed in advance.

Yes

No

2e. *did the employee have direct supervisory or managerial control of any other employee(s)?*

Yes

No

Information not available

Section 3 - Workplace and Home Postcodes

3a. *On the 21 April 2004, was the employee's workplace postcode* ?
The postcode should be for the employee's local site or office.

Yes → Go to question **3c**

No → Go to question **3b**

3b. *In the boxes below please write the correct workplace postcode for the employee.*
The postcode should be for the employee's usual local site or office.

3c. On the 21 April 2004, was the employee's home postcode ?

Yes → Go to question 4a

No → Go to question 3d

3d. In the boxes below please write the correct home postcode for the employee.

Section 4 - Length of Pay Period

4a. For the pay period including 21 April 2004 what was the length of the employee's pay period?

One week

Two Weeks

Four Weeks

Calendar Month

Other Please specify

Section 5 - Hours and Earnings for the Pay Period

For the pay period including 21 April 2004,

5a. for how many hours was the employee paid?

If the employee uses a decimal clock, please convert to hours and minutes.
Include any hours paid at shift premium and paid hours even if not worked.

Exclude any hours paid as overtime..... hours minutes

For the pay period including 21 April 2004,

5b. how much basic pay did the employee receive?

Include: pay before deductions for PAYE, National Insurance, pension schemes and voluntary deductions. Include all basic pay relating to the pay period. Include London and other area allowances.

Exclude: all pay that relates to a different pay period, travel and subsistence expenses, and any overtime, shift premium and bonus or incentive pay.....

£ . p

5c. how much overtime pay did the employee receive?

Exclude: any basic, shift premium and bonus or incentive pay.....

£ . p

5d. how many overtime hours does this pay relate to?

If the employee uses a decimal clock, please convert to hours and minutes.
Include the actual number of hours. For example, for 4 hours paid at time and a half, enter 4 not 6. Include any paid meal breaks taken during a period of overtime.

Exclude any hours paid at the basic or shift premium rate. hours minutes

Section 6 - Pension Arrangements

On 21 April 2004,

6a. was the employee contracted out of the state second pension scheme?
When contracted out, the employer and employee pay lower national insurance contributions.

Yes

No

6b. did the employee have any pension provisions in place with your organisation?
Include if the employer or employee is currently on a contribution holiday.

Yes → Go to question **6c**

No → Go to question **7a**

6c. what was the employee's main type of pension provision?

Defined pension scheme: those in which the rules specify the benefits to be paid, some based on final salary and some based on average salary.....

Defined contribution scheme: those in which benefits are determined by contributions paid into the scheme and the investment return on those contributions.....

Group personal pension scheme: an arrangement made of employees to participate in a personal pension scheme on a grouped basis. This is not a single scheme, it is a collecting agreement.....

Stakeholder pension: must meet certain conditions laid down by the Government and be registered with the Occupational Pensions Regulatory Authority (OPRA). Include employer sponsored and other stakeholders....

For the pay period including 21 April 2004,

6d. how much of the employee's pay was pensionable?

Pensionable pay is the pay on which benefits and/or contributions are calculated under the scheme rules..... £ . p

6e. how much did the employee contribute to their main pension?..... £ . p

6f. how much did the employer contribute to the employee's pension?..... £ . p

Section 7 - Gross Annual Earnings

For the tax year ending 5 April 2004,

7a. how much gross annual pay did the employee receive?

Include: pay before deductions for PAYE, National Insurance, pension schemes and voluntary deductions. Include basic, overtime, shift premium and bonus or incentive pay.
Exclude any payments for expenses..... £ . p

7b. how much bonus or incentive pay did the employee receive?

Include: profit sharing, productivity, performance, and other bonus or incentive pay, piecework and commission.
Exclude: basic, overtime, and shift premium pay..... £ . p

For the tax year ending 5 April 2004,

7c. did the employee receive any benefits in kind?

For example, a company car or subsidised housing. Please refer to the employee's Inland Revenue P11D form.

Yes → Go to question 7d

No → Go to question 8a

7d. what was the value of the benefits in kind received by the employee?..... £ p

Section 8 - Annual Leave Entitlement

For the tax year ending 5 April 2004,

8a. what was the employee's annual leave entitlement in days or hours?

Please write the entitlement in the appropriate boxes.

Exclude public and bank holidays..... days or hours

Section 9 - Pay Agreement

For the tax year ending 5 April 2004,

9a. was the employee's pay set with reference to an agreement affecting more than one employee?

For example, pay may be agreed collectively by a trade union or workers' committee.

Yes → Go to question 9b

No → Go to question 10a

9b. What type of agreement was made?

National or industry agreement.....

Sub-national agreement.....

Organisational agreement.....

Workplace agreement.....

National or industry supplemented by a sub-national, organisational or workplace agreement.....

Section 10 - Contact Name and Telephone Number

10a. Who should we call if we have any questions?

Contact Name

Telephone no.

Signature..... Date.....

Section 11 - Comments Box. If you have any comments please write them in the box below:

2005 Annual Survey of Hours and Earnings

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for example £1,702.50 =

For further assistance please telephone

Section 1 - Employee Details

Name

National Insurance Number

Works number, branch, department

1a On 6 April 2005, was the above person employed by your organisation?

Yes → **1d** No → **1b**

1b Has this person ever been employed by your organisation?

Yes → **1c** No → **9**

1c When did the person leave your organisation?

Month Year → **9**

1d On 6 April 2005, was the person a paid employee working in the United Kingdom and receiving a salary or wage? Exclude: for example: a company director who does not receive a salary, offshore oil rig workers, self-employed persons.

Yes → **1e** No → **9**

The United Kingdom includes England, Scotland, Wales and Northern Ireland but excludes the Channel Islands and the Isle of Man.

1e When did the employee start working for your organisation? If the employee has worked in another part of the organisation, or the organisation has changed ownership since the employee first joined, the start date should be the date when they first started work in the organisation. If the employee has left and was then re-employed, the start date should be the date they were re-employed.

Month Year

Section 2 - Job Details

On 6 April 2005,

2a what was the employee's job title?

For example, Primary School Teacher, State Registered Nurse, Television Service Engineer, Chartered Accountant. Please also write the type of organisation, for example, primary school, hospital or clinic.

2b what was the employee's job description?

2c had the employee worked in the same job in your organisation for more than a year?

Yes No

2d was the employee employed on a permanent basis? A permanent contract is one for which the actual duration of the contract has not been agreed in advance.

Yes No

2e did the employee have direct supervisory or managerial control of any other employee(s)?

Yes No Information not available

2006 Annual Survey of Hours and Earnings

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- **do not** cross sevens or zeros

for example £1,702.50 = .

For further assistance please telephone

Section 1 - Employee Details

Name

National Insurance Number

Works number, branch, department

1a On 26 April 2006, was the above person a paid employee in your organisation working in the United Kingdom and receiving a salary or wage?

Exclude: for example, a company director who does not receive a salary, offshore oil rig workers, self-employed people. The United Kingdom includes England, Scotland, Wales and Northern Ireland but excludes the Channel Islands and the Isle of Man.

Yes → **1b** No → **1c**

1b When did this employee start working for your organisation?

If the employee has worked in another part of the organisation, or the organisation has changed ownership since the employee first joined, the start date should be the date when they first started work in the organisation. If this employee has left and was then re-employed, the start date should be the date they were re-employed.

Month Year → **2a**

1c Has this person ever been employed by your organisation?

Yes → **1d** No → **9**

1d When did this person leave your organisation?

Month Year → **9**

Section 2 - Job Details

On 26 April 2006,

2a what was the employee's job title?

For example, Primary School Teacher, State Registered Nurse, Television Service Engineer, Chartered Accountant.

2b what was the employee's job description?

Please also add the type of organisation, for example, secondary school, hospital, hotel, retail trade or shoe factory.

2c had the employee worked in the same job in your organisation for more than a year?

Yes No

2d was the employee employed on a permanent basis?

A permanent contract is one for which the actual duration of the contract has not been agreed in advance.

Yes No

2e did the employee have direct supervisory or managerial control of any other employee(s)?

Yes No Information not available

2007 Annual Survey of Hours and Earnings

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For further assistance please telephone

Section 1 - Employee Details

Name

National Insurance Number

Works number, branch, department

1a On 18 April 2007, was the above person a paid employee in your organisation working in the United Kingdom and receiving a salary or wage?

*Exclude: for example, a company director who does not receive a salary, offshore oil rig workers, self-employed people.
The United Kingdom includes England, Scotland, Wales and Northern Ireland but excludes the Channel Islands and the Isle of Man.*

Yes → **1b** No → **1c**

1b When did this employee start working for your organisation?

If the employee has worked in another part of the organisation, or the organisation has changed ownership since the employee first joined, the start date should be the date when they first started work in the organisation. If this employee has left and was then re-employed, the start date should be the date they were re-employed.

Month Year → **2a**

1c Has this person ever been employed by your organisation?

Yes → **1d** No → **9**

1d Has this person left your organisation?

Yes → **1e** No → **9**

1e When did this person leave your organisation?

Month Year → **9**

Section 2 - Job Details

On 18 April 2007,

2a what was the employee's job title?

For example, Primary School Teacher, State Registered Nurse, Television Service Engineer, Chartered Accountant.

2b what was the employee's job description?

Please also add the type of organisation, for example, secondary school, hospital, hotel, retail trade, shoe factory.

2c had the employee worked in the same job in your organisation for more than a year?

Yes No

2d was the employee employed on a permanent basis?

A permanent contract is one for which the actual duration of the contract has not been agreed in advance.

Yes No

2e did the employee have direct supervisory or managerial control of any other employee(s)?

Yes No Information not available

Section 3 - Workplace and Home Postcodes

On 18 April 2007,

- 3a** if employee's workplace postcode was different from → please write here →
- 3b** if employee's home postcode was different from → please write here →

Section 4 - Hours and Earnings for a Given Pay Period

4a For the pay period including 18 April 2007, what was the length of the employee's pay period?

- One week Two weeks Four weeks Calendar month
- Other Please specify

- STOP**
- All responses to the remaining questions in section 4 should be for the pay period given at 4a. For example, if your pay period is four weeks then please give pay and hours relating to four weeks.
 - For each question, where the value is known to be nil, please write a single zero. If the value is unknown, please leave blank.

4b How much basic pay did the employee receive in the pay period?
Include: pay before deductions for PAYE, National Insurance, pension schemes, paid leave, maternity and sick and voluntary deductions. All basic pay relating to the pay period. London and other area allowances.

Exclude: pay that relates to a different pay period. Shift premium pay, bonus or incentive pay, any overtime pay, travel and subsistence expenses £ . p

4c How many basic hours does the pay in 4b relate to?
If your pay period is calendar month and hours are weekly, multiply the weekly hours by 4.348 to get calendar month hours.

If the employee uses a decimal clock, please convert to hours and minutes.
Include: any hours paid at shift premium and paid hours even if not worked.
Exclude: any hours paid as overtime Hours Minutes

4d How much overtime pay did the employee earn for work carried out in the pay period?

Exclude: any basic, shift premium and bonus or incentive pay..... £ . p

4e How many overtime hours does the pay in 4d relate to?
Include: the actual number of hours. For example, for 4 hours paid at time and a half, enter 4 not 6. Include any paid meal breaks taken during a period of overtime.

Exclude: any hours paid at the basic or shift premium rate.
If the employee uses a decimal clock, please convert to hours and minutes..... Hours Minutes

4f How much shift premium pay did the employee receive in the pay period?

Include: the element of shift premium pay. For example, for a 35 hour pay period, if the basic rate is £10 per hour and the premium rate is £12 per hour, multiply the difference of £2 by the hours worked (i.e. 35 multiplied by 2). The shift premium pay reported would therefore be £70.
Exclude: any basic, overtime and bonus or incentive pay..... £ . p

4g How much bonus or incentive payments did the employee receive in the pay period?

Include: profit sharing, productivity, performance and other bonus or incentive pay, piecework and commission.
Exclude: basic, overtime and shift premium pay..... £ . p

4h How much of the bonus or incentive pay in question 4g above related to work carried out in the pay period?

For example, if the bonus reported in 4g was for a full year, the value should be divided by 12 if the employee was paid on a calendar month basis..... £ . p

2008 Annual Survey of Hours and Earnings

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For further assistance please telephone

Section 1 - Employee Details

Name	National Insurance Number	Works number, branch, department

1a On 16 April 2008, was the above person a paid employee in your organisation working in the United Kingdom and receiving a salary or wage? Yes → **1b** No → **1c**

Exclude: for example, a company director who does not receive a salary, offshore oil rig workers, self-employed people. The United Kingdom includes England, Scotland, Wales and Northern Ireland but excludes the Channel Islands and the Isle of Man.

1b When did this employee start working for your organisation? Month Year → **2a**

If the employee has worked in another part of the organisation, or the organisation has changed ownership since the employee first joined, the start date should be the date when they first started work in the organisation. If this employee has left and was then re-employed, the start date should be the date they were re-employed.

1c Has this person ever been employed by your organisation? Yes → **1d** No → **9b**

1d Has this person left your organisation? Yes → **1e** No → **9b**

1e When did this person leave your organisation? Month Year → **9b**

Section 2 - Job Details

On 16 April 2008,

2a what was the employee's job title? *For example, Primary School Teacher, State Registered Nurse, Television Service Engineer, Chartered Accountant.*

2b what was the employee's job description?

2c had the employee worked in the same job in your organisation for more than a year? Yes No

2d was the employee employed on a permanent basis? *A permanent contract is one for which the actual duration of the contract has not been agreed in advance.* Yes No

2e did the employee have direct supervisory or managerial control of any other employee(s)? Yes No Information not available

Section 3 - Workplace and Home Postcodes

On 16 April 2008,

- 3a** if employee's workplace postcode was different from → please write here →
- The postcode should be for the employee's usual local site or office.
- 3b** if employee's home postcode was different from → please write here →

APQ

APQ

Section 4 - Hours and Earnings for a Given Pay Period

- 4a** For the pay period including 16 April 2008, what was the length of the employee's pay period?
- One week Two weeks Four weeks Calendar month
- Other Please specify

ADE

- STOP**
- All responses to the remaining questions in section 4 should be for the pay period given at 4a. For example, if your pay period is four weeks then please give pay and hours relating to four weeks.
 - For each question, where the value is known to be nil, please write a single zero. If the value is unknown please leave blank.

- 4b** How much basic pay did the employee receive in the pay period?
Include: all basic pay relating to the pay period, before deductions for PAYE, National Insurance, pension schemes and voluntary deductions. Include paid leave, maternity pay and sick pay. Include London and other area allowances.
Exclude: pay that relates to a different pay period. Exclude shift premium pay, bonus or incentive pay, any overtime pay, travel and subsistence expenses
- £ . p

AFG

- 4c** How many basic hours does the pay in 4b relate to?
 If your pay period is calendar month and hours are weekly, multiply the weekly hours by 4.348 to get calendar month hours.
 If the employee uses a decimal clock, please convert to hours and minutes
Include: any hours paid at shift premium and paid hours even if not worked.
Exclude: any hours paid as overtime
- Hours Minutes

AGH

- 4d** How much overtime pay did the employee earn for work carried out in the pay period?
Exclude: any basic, shift premium and bonus or incentive pay
- £ . p

AFG

- 4e** How many overtime hours does the pay in 4d relate to?
Include: the actual number of hours. For example, for 4 hours paid at time and a half, enter 4 not 6. Include any paid meal breaks taken during a period of overtime.
Exclude: any hours paid at the basic or shift premium rate.
 If the employee uses a decimal clock, please convert to hours and minutes
- Hours Minutes

AGH

- 4f** How much shift premium pay did the employee receive in the pay period?
Include: the element of shift premium pay. For example, for a 35 hour pay period, if the basic rate is £10 per hour and the premium rate is £12 per hour, multiply the difference of £2 by the hours worked (ie 35 multiplied by 2). The shift premium pay reported would therefore be £70.
Exclude: any basic, overtime and bonus or incentive pay
- £ . p

AEF

- 4g** How much bonus or incentive payments did the employee receive in the pay period?
Include: profit sharing, productivity, performance and other bonus or incentive pay, piecework and commission.
Exclude: basic, overtime and shift premium pay
- £ . p

AQR

- 4h** How much of the bonus or incentive pay in question 4g above related to work carried out in the pay period?
 For example, if the bonus reported in 4g was for a full year, the value should be divided by 12 if the employee was paid on a calendar month basis
- £ . p

AFG

4j How much pay did the employee receive for other reasons in the pay period?
Include: for example, car allowances paid through the payroll, on call and standby allowances, clothing, first aider or fire fighter allowances.
Exclude: basic, overtime, shift premium, bonus or incentive pay, redundancy, arrears of pay, tax credits, profit share, expenses, paid leave, maternity and sick

£ . p

AFG

4k How much gross pay did the employee receive for work carried out in the pay period?
Include: pay before deductions for PAYE, National Insurance, pension schemes and voluntary deductions. Include basic, overtime, shift premium, bonus or incentive pay and any other pay.
Exclude: any payments for expenses

£ . p

AQR

4l Was the employee's basic pay in the pay period calculated by multiplying the number of hours they worked by an hourly rate of pay?

Yes → **4m** No → **4n**

AKL

4m What was the employee's hourly rate of pay in the pay period?

£ . p

AMN

4n Did the employee earn less in the pay period due to absence from work?
Exclude: losses of overtime pay.

Yes No

AKL

4p Was the employee paid at a reduced rate in the pay period for reasons of training or age?

Yes No

AKL

Section 5 - Pension Arrangements

On 16 April 2008,

5a was the employee contracted out of SERPS or S2P?
When contracted out, lower National Insurance contributions are paid and this should be indicated by the NIC table letter D, E, F, G, L or S on the employee's pay slip.

Yes No

AKL

5b was the employee a member of any pension scheme run or facilitated by your organisation?

Yes → **5c** No → **6a**

AKL

Include: if the employer or employee is currently on a contribution holiday.

5c what was the employee's main type of pension scheme?

Please one box only

Defined benefit: run by the organisation, benefits are determined by the scheme rules, for example based on final or average salary

Defined contribution: run by the organisation, benefits are determined by contributions and investment returns, also known as money purchase

Group personal pension: facilitated but not run by the organisation, an arrangement made for employees to participate in a personal pension scheme on a grouped basis. This is not a single scheme, it is a collecting agreement

Stakeholder pension: facilitated but not run by the organisation, must meet certain conditions and be registered with The Pensions Regulator (TPR). Include employer-sponsored and other stakeholder pensions

SDE



- All responses to the remaining questions in section 5 should be for the pay period at 4a which includes 16 April 2008.
- For each question, where the value is known to be nil, please write a single zero. If the value is unknown, please leave blank.
- Please convert percentages of pensionable pay to monetary values.

5d How much did the employer contribute to the employee's pension?
Exclude: any lump sum contributions that cover more than one employee

£ . p

AOP

5e How much did the employee contribute to their main pension?
Exclude: any additional voluntary contributions (AVCs)

£ . p

AOP

5f How much of the employee's pay was pensionable?
Pensionable pay is the pay on which the above contributions are calculated

£ . p

AOP

Section 3 - Workplace and Home Postcodes

On 22 April 2009,

- 3a** if employee's workplace postcode was different from → please write here →
- The postcode should be for the employee's usual local site or office.*
- 3b** if employee's home postcode was different from → please write here →

XXX

Section 4 - Hours and Earnings for a Given Pay Period

- 4a** For the pay period including 22 April 2009, what was the length of the employee's pay period?
- One week Two weeks Four weeks Calendar month
- Other Please specify

ADE

- STOP**
- All responses to the remaining questions in section 4 should be for the pay period given at 4a. For example, if your pay period is four weeks then please give pay and hours relating to four weeks.
 - For each question, where the value is known to be nil, please write a single zero. If the value is unknown please leave blank.

- 4b** How much basic pay did the employee receive in the pay period?
Include: all basic pay relating to the pay period, before deductions for PAYE, National Insurance, pension schemes and voluntary deductions. Include paid leave, maternity pay and sick pay. Include London and other area allowances.
Exclude: pay that relates to a different pay period. Exclude shift premium pay, bonus or incentive pay, any overtime pay, travel and subsistence expenses
- £ .

AFG

- 4c** How many basic hours does the pay in 4b relate to?
If your pay period is calendar month and hours are weekly, multiply the weekly hours by 4.348 to get calendar month hours.
If the employee uses a decimal clock, please convert to hours and minutes.
Include: any hours paid at shift premium and paid hours even if not worked.
Exclude: any hours paid as overtime
- Hours Minutes

AGH

- 4d** How much overtime pay did the employee earn for work carried out in the pay period?
Exclude: any basic, shift premium and bonus or incentive pay
- £ .

AFG

- 4e** How many overtime hours does the pay in 4d relate to?
Include: the actual number of hours. For example, for 4 hours paid at time and a half, enter 4 not 6. Include any paid meal breaks taken during a period of overtime.
Exclude: any hours paid at the basic or shift premium rate.
If the employee uses a decimal clock, please convert to hours and minutes
- Hours Minutes

AGH

- 4f** How much shift premium pay did the employee receive in the pay period?
Include: the element of shift premium pay. For example, for a 35 hour pay period, if the basic rate is £10 per hour and the premium rate is £12 per hour, multiply the difference of £2 by the hours worked (ie 35 multiplied by 2). The shift premium pay reported would therefore be £70.
Exclude: any basic, overtime and bonus or incentive pay
- £ .

AEF

- 4g** How much bonus or incentive payments did the employee receive in the pay period?
Include: profit sharing, productivity, performance and other bonus or incentive pay, piecework and commission.
Exclude: basic, overtime and shift premium pay
- £ .

AQR

- 4h** How much of the bonus or incentive pay in question 4g above related to work carried out in the pay period?
For example, if the bonus reported in 4g was for a full year, the value should be divided by 12 if the employee was paid on a calendar month basis
- £ .

AFG

2010 Annual Survey of Hours and Earnings

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for example £1,702.50 = .

For further assistance please telephone quoting
 For further guidance and a list of definitions used throughout the questionnaire, see
<http://www.statistics.gov.uk/StatBase/Product.asp?vlnk=15238>.

Section 1 - Employee Details

Name	National Insurance Number	Works number, branch, department

1a On 21 April 2010, was the above person a paid employee in your organisation working in the United Kingdom and receiving a salary or wage? Yes → **2a** No → **1b**

*Exclude: for example, a company director who does not receive a salary, an offshore oil rig worker, a self-employed person.
 The United Kingdom includes England, Scotland, Wales and Northern Ireland but excludes the Channel Islands and the Isle of Man.*

STOP If you answered 'Yes' to question 1a, please go to question 2a. If you answered 'No', please continue to question 1b.

1b Has this person ever been employed by your organisation? Yes → **1c** No → **9b**

1c Has this person left your organisation? Yes → **1d** No → **9b**

1d When did this person leave your organisation? Month Year → **9b**

Section 2 - Job Details

2a When did this employee start working for your organisation? Month Year

If the employee has worked in another part of the organisation, or the organisation has changed ownership since the employee first joined, the start date should be the date when they first started work in the organisation. If this employee has left and was then re-employed, the start date should be the date they were re-employed.

On 21 April 2010,

2b what was the employee's job title? AKL
For example, Primary School Teacher, State Registered Nurse, Television Service Engineer, Chartered Accountant.

2c what was the employee's job description? AKL

2d had the employee worked in the same job in your organisation for more than a year? Yes No AKL

2e was the employee employed on a permanent basis? Yes No AKL
A permanent contract is one for which the actual duration of the contract has not been agreed in advance.

2f did the employee have direct supervisory or managerial control of any other employee(s)? Yes No Information not available AKL

Section 3 - Workplace and Home Postcodes

On 21 April 2010,

- 3a** if employee's workplace postcode was different from → please write here →
- The postcode should be for the employee's **usual local site or office.**
- 3b** if employee's home postcode was different from → →

Section 4 - Hours and Earnings for a Given Pay Period

- 4a** For the pay period including 21 April 2010, what was the length of the employee's pay period?
- One week Two weeks Four weeks Calendar month
- Other Please specify

- STOP**
- All responses to the remaining questions in section 4 should be for the pay period given at 4a. For example, if your pay period is four weeks then please give pay and hours relating to four weeks.
 - For each question, where the value is known to be nil, please write a single zero. If the value is unknown please leave blank.

- 4b** How much basic pay did the employee receive in the pay period?
Include: all basic pay relating to the pay period, before deductions for PAYE, National Insurance, pension schemes, student loan repayments and voluntary deductions. Include paid leave, maternity pay, sick pay and area allowances (e.g. London).
Exclude: pay for a different pay period, shift premium pay, bonus or incentive pay, overtime pay, expenses and the value of salary sacrifice schemes.....
-

- 4c** How many basic hours does the pay in 4b relate to?
If your pay period is calendar month and hours are weekly, multiply the weekly hours by 4.348 to get calendar month hours.
If the employee uses a decimal clock, please convert to hours and minutes.
Include: any hours paid at shift premium and paid hours even if not worked.
Exclude: any hours paid as overtime
- Hours Minutes

- 4d** How much overtime pay did the employee earn for work carried out in the pay period?
Exclude: any basic, shift premium and bonus or incentive pay
-

- 4e** How many overtime hours does the pay in 4d relate to?
Include: the actual number of hours. For example, for 4 hours paid at time and a half, enter 4 not 6. Include any paid meal breaks taken during a period of overtime.
Exclude: any hours paid at the basic or shift premium rate.
If the employee uses a decimal clock, please convert to hours and minutes
- Hours Minutes

- 4f** How much shift premium pay did the employee receive in the pay period?
Include: the element of shift premium pay. For example, for a 35 hour pay period, if the basic rate is £10 per hour and the premium rate is £12 per hour, multiply the difference of £2 by the hours worked (ie 35 multiplied by 2). The shift premium pay reported would therefore be £70.
Exclude: any basic, overtime and bonus or incentive pay
-

- 4g** How much bonus or incentive payments did the employee receive in the pay period?
Include: profit sharing, productivity, performance and other bonus or incentive pay, piecework and commission.
Exclude: basic, overtime and shift premium pay
-

- 4h** How much of the bonus or incentive pay in question 4g above related to work carried out in the pay period?
For example, if the bonus reported in 4g was for a full year, the value should be divided by 12 if the employee was paid on a calendar month basis.....
-

4j How much pay did the employee receive for other reasons in the pay period?
Include: for example, car allowances paid through the payroll, on call and standby allowances, clothing, first aider or fire fighter allowances.
Exclude: basic, overtime, shift premium, maternity, sick, bonus or incentive pay, redundancy, arrears of pay, tax credits, profit share, expenses and paid leave....

AFG

4k How much gross pay did the employee receive for work carried out in the pay period?
Include: pay before deductions for PAYE, National Insurance, pension schemes, student loan repayments and voluntary deductions. Include basic, overtime, shift premium, bonus or incentive pay (from 4h) and any other pay.
Exclude: expenses and the value of salary sacrifice schemes.....

AQR

4l Was the employee's basic pay in the pay period calculated by multiplying the number of hours they worked by an hourly rate of pay?
 Yes → **4m** No → **4n**

AKL

4m What was the employee's hourly rate of pay in the pay period?.....

AMN

4n Did the employee earn less in the pay period due to absence from work?
Exclude: losses of overtime pay.
 Yes No

AKL

4p Was the employee paid at a reduced rate in the pay period for reasons of apprenticeship, training or age?
 Yes No

AKL

Section 5 - Pension Arrangements

On 21 April 2010,

5a was the employee a member of any pension scheme run or facilitated by your organisation?
Include: if the employer or employee is currently on a contribution holiday.
 Yes → **5b** No → **6a**

AKL

5b what was the employee's main type of pension scheme?
Defined benefit: run by the organisation, benefits are determined by the scheme rules, for example based on final or average salary
Defined contribution: run by the organisation, benefits are determined by contributions and investment returns, also known as money purchase
Group personal pension: facilitated but not run by the organisation, an arrangement made for employees to participate in a personal pension scheme on a grouped basis. This is not a single scheme, it is a collecting agreement. Include Self Invested Personal Pensions (SIPPs)
Stakeholder pension: facilitated but not run by the organisation, must meet certain conditions and be registered with The Pensions Regulator (TPR). Include employer-sponsored and other stakeholder pensions

SDE

- STOP**
- All responses to the remaining questions in section 5 should be for the pay period at 4a which includes 21 April 2010.
 - For each question, where the value is known to be nil, please write a single zero. If the value is unknown, please leave blank.
 - Please convert percentages of pensionable pay to monetary values.

5c How much did the employer contribute to the employee's pension?
Exclude: any lump sum contributions that cover more than one employee

AOP

5d How much did the employee contribute to their main pension?
Exclude: any additional voluntary contributions (AVCs)

AOP

5e How much of the employee's pay was pensionable?
Pensionable pay is the pay on which the above contributions are calculated

AOP

5f Was the employee contracted out of SERPS or S2P?
When contracted out, lower National Insurance contributions are paid and this should be indicated by the NIC table letter D, E, F, G, L or S on the employee's pay slip.
 Yes No

AKL

2011 Annual Survey of Hours and Earnings

This questionnaire will be scanned, therefore please:

- complete in **black ink** and ensure that letters and numbers are centred within each box
- **do not** use commas or dashes
- **do not** cross sevens or zeros

for example £1,702.50 = .

For further assistance please telephone **0300 1234 938** quoting
 For further guidance and a list of definitions used throughout the questionnaire, see
<http://www.statistics.gov.uk/StatBase/Product.asp?vlnk=15238>

Section 1 - Employee Details

Name	National Insurance Number	Works number, branch, department

1a On 13 April 2011, was the above person a paid employee in your organisation working in the United Kingdom and receiving a salary or wage? Yes → **2a** No → **1b**

*Exclude: for example, a company director who does not receive a salary, an offshore oil rig worker, a self-employed person.
 The United Kingdom includes England, Scotland, Wales and Northern Ireland but excludes the Channel Islands and the Isle of Man.*

STOP If you answered 'Yes' to question 1a, please go to question 2a. If you answered 'No', please continue to question 1b.

1b Has this person ever been employed by your organisation? Yes → **1c** No → **9b**

1c Has this person left your organisation? Yes → **1d** No → **9b**

1d When did this person leave your organisation? Month Year → **9b**

Section 2 - Job Details

2a When did this employee start working for your organisation? Month Year

If the employee has worked in another part of the organisation, or the organisation has changed ownership since the employee first joined, the start date should be the date when they first started work in the organisation. If this employee has left and was then re-employed, the start date should be the date they were re-employed.

On 13 April 2011,

2b what was the employee's job title? For example, Primary School Teacher, State Registered Nurse, Television Service Engineer, Chartered Accountant.

2c what was the employee's job description?

2d had the employee worked in the same job in your organisation for more than a year? Yes No

2e was the employee employed on a permanent basis? Yes No
A permanent contract is one for which the actual duration of the contract has not been agreed in advance.

2f did the employee have direct supervisory or managerial control of any other employee(s)? Yes No Information not available

AKL
AKL
AJK
AJK
QFG
MOP
MOP
MAB

Section 3 - Workplace and Home Postcodes

On 13 April 2011,

3a if employee's workplace postcode was different from → please write here →

The postcode should be for the employee's **usual local site or office.**

3b if employee's home postcode was different from → →

Section 4 - Hours and Earnings for a Given Pay Period

4a For the pay period including 13 April 2011, what was the length of the employee's pay period?

One week Two weeks Four weeks Calendar month

Other Please specify

- STOP**
- All responses to the remaining questions in section 4 should be for the pay period given at 4a. For example, if your pay period is four weeks then please give pay and hours relating to four weeks.
 - For each question, where the value is known to be nil, please write a single zero. If the value is unknown please leave blank.

4b How much basic pay did the employee receive in the pay period?
Include: all basic pay relating to the pay period, before deductions for PAYE, National Insurance, pension schemes, student loan repayments and voluntary deductions. Include paid leave, maternity pay, sick pay and area allowances (e.g. London).
Exclude: pay for a different pay period, shift premium pay, bonus or incentive pay, overtime pay, expenses and the value of salary sacrifice schemes.....

£ .

4c How many basic hours does the pay in 4b relate to?
If your pay period is calendar month and hours are weekly, multiply the weekly hours by 4.348 to get calendar month hours.
If the employee uses a decimal clock, please convert to hours and minutes.
Include: any hours paid at shift premium and paid hours even if not worked.
Exclude: any hours paid as overtime

Hours Minutes

4d How much overtime pay did the employee earn for work carried out in the pay period?
Exclude: any basic, shift premium and bonus or incentive pay

£ .

4e How many overtime hours does the pay in 4d relate to?
Include: the actual number of hours. For example, for 4 hours paid at time and a half, enter 4 not 6. Include any paid meal breaks taken during a period of overtime.
Exclude: any hours paid at the basic or shift premium rate.
If the employee uses a decimal clock, please convert to hours and minutes

Hours Minutes

4f How much shift premium pay did the employee receive in the pay period?
Include: the element of shift premium pay. For example, for a 35 hour pay period, if the basic rate is £10 per hour and the premium rate is £12 per hour, multiply the difference of £2 by the hours worked (ie 35 multiplied by 2). The shift premium pay reported would therefore be £70.
Exclude: any basic, overtime and bonus or incentive pay

£ .

4g How much bonus or incentive payments did the employee receive in the pay period?
Include: profit sharing, productivity, performance and other bonus or incentive pay, piecework and commission.
Exclude: basic, overtime and shift premium pay

£ .

4h How much of the bonus or incentive pay in question 4g above related to work carried out in the pay period?
For example, if the bonus reported in 4g was for a full year, the value should be divided by 12 if the employee was paid on a calendar month basis.....

£ .



Notice is given under section 1 of the Statistics of Trade Act 1947

Annual Survey of Hours and Earnings (ASHE) 2012

 Office for
National Statistics

This survey is carried out by the Office for National Statistics, the government department responsible for official statistics.

**Please remove this page before returning
the completed questionnaire(s)**

**Please complete the enclosed questionnaire(s)
in black ink:**

From:
Office for National Statistics
Government Buildings
Cardiff Road
Newport
NP10 8XG

Contact for help:

ASHE Survey Team



0300 1234 938

Your reference:

You are required by law to complete this questionnaire for the employee(s) named for the pay period that includes 18 April 2012.

Please complete and return this questionnaire to the above address by **11 May 2012**.

If exact figures are not available, please provide informed estimates.

Please note

- If you do not complete and return this questionnaire, penalties may be incurred (under section 4 of the Statistics of Trade Act 1947).
- You may have been sent ASHE questionnaires before. This is because, in order to achieve the most accurate year on year comparisons and to minimise the sample size, we select the same named individuals each year.
- The completion of question 3b of the questionnaire, which asks for the employee's home postcode, is voluntary.

Additional Information

- Please call 01633 815044 if you would like to use our Minicom service for the Deaf.
- **You may wish to keep a copy of the completed questionnaire(s) to assist with any possible queries.**
- To complete the questionnaire in Euros, please call your contact (see red box above).
- To request a questionnaire in Welsh, call 0300 1234 921. Er mwyn gwneud cais am ffurflen Gymraeg, ffoniwch 0300 1234 921.

ASHE is based on a sample of employees in the United Kingdom and uses the national tax register as its sampling frame. The results of the survey provide an estimate of the levels, distribution and make-up of earnings which are used by Government, employers and other interested parties.

Thank you for your co-operation.

All the information you provide is kept strictly confidential. It is illegal for us to reveal your data or identify your business to unauthorised persons. It will only be used to prepare statistical analyses in accordance with the Statistics of Trade Act 1947.

www.ons.gov.uk

2012 Annual Survey of Hours and Earnings

This questionnaire will be scanned, therefore please:

- complete in **black ink** and ensure that letters and numbers are centred within each box
- **do not** use commas or dashes
- **do not** cross sevens or zeros

for example £1,702.50 =

For further assistance please telephone **0300 1234 938** quoting
 For further guidance and a list of definitions used throughout the questionnaire, see
<http://www.statistics.gov.uk/StatBase/Product.asp?vlnk=15238>

Section 1 - Employee Details

Name	National Insurance Number	Works number, branch, department
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

1a On 18 April 2012, was the above person a paid employee in your organisation working in the United Kingdom and receiving a salary or wage? Yes Go to **2a** No Go to **1b**

*Exclude: for example, a company director who does not receive a salary, an offshore oil rig worker, a self-employed person.
 The United Kingdom includes England, Scotland, Wales and Northern Ireland but excludes the Channel Islands and the Isle of Man.*

STOP If you answered 'Yes' to question 1a, please go to question 2a. If you answered 'No', please continue to question 1b.

1b Has this person ever been employed by your organisation? Yes Go to **1c** No Go to **9b**

1c Has this person left your organisation? Yes Go to **1d** No Go to **9b**

1d When did this person leave your organisation? Month Year Go to **9b**

Section 2 - Job Details

2a When did this employee start working for your organisation? Month Year

If the employee has worked in another part of the organisation, or the organisation has changed ownership since the employee first joined, the start date should be the date when they first started work in the organisation. If this employee has left and was then re-employed, the start date should be the date they were re-employed.

On 18 April 2012,

2b what was the employee's job title? For example, Primary School Teacher, State Registered Nurse, Television Service Engineer, Chartered Accountant.

2c what was the employee's job description?

2d had the employee worked in the same job in your organisation for more than a year? Yes No

2e was the employee employed on a permanent basis? A permanent contract is one for which the actual duration of the contract has not been agreed in advance. Yes No

2f did the employee have direct supervisory or managerial control of any other employee(s)? Yes No Information not available



AKL

AKL

AKL

AJK

AJK

QFG

MOP

MOP

MAB

Section 3 - Workplace and Home Postcodes

On 18 April 2012,

3a if employee's workplace postcode was different from → please write here →

The postcode should be for the employee's **usual local site or office.**

3b if employee's home postcode was different from → please write here →

Section 4 - Hours and Earnings for a Given Pay Period

4a For the pay period including 18 April 2012, what was the length of the employee's pay period?

One week Two weeks Four weeks Calendar month

Other Please specify

STOP

- All responses to the remaining questions in section 4 should be for the pay period given at 4a. For example, if your pay period is four weeks then please give pay and hours relating to four weeks.
- For each question, where the value is known to be nil, please write a single zero. If the value is unknown please leave blank.

4b How much basic pay did the employee receive in the pay period?
Include: all basic pay relating to the pay period, before deductions for PAYE, National Insurance, pension schemes, student loan repayments and voluntary deductions. Include paid leave, maternity pay, sick pay and area allowances (e.g. London).
Exclude: pay for a different pay period, shift premium pay, bonus or incentive pay, overtime pay, expenses and the value of salary sacrifice schemes.....

£ .

4c How many basic hours does the pay in 4b relate to?
If your pay period is calendar month and hours are weekly, multiply the weekly hours by 4.348 to get calendar month hours.
If the employee uses a decimal clock, please convert to hours and minutes.
Include: any hours paid at shift premium and paid hours even if not worked.
Exclude: any hours paid as overtime

Hours Minutes

4d How much overtime pay did the employee earn for work carried out in the pay period?
Exclude: any basic, shift premium and bonus or incentive pay

£ .

4e How many overtime hours does the pay in 4d relate to?
Include: the actual number of hours. For example, for 4 hours paid at time and a half, enter 4 not 6. Include any paid meal breaks taken during a period of overtime.
Exclude: any hours paid at the basic or shift premium rate.
If the employee uses a decimal clock, please convert to hours and minutes

Hours Minutes

4f How much shift premium pay did the employee receive in the pay period?
Include: the element of shift premium pay. For example, for a 35 hour pay period, if the basic rate is £10 per hour and the premium rate is £12 per hour, multiply the difference of £2 by the hours worked (ie 35 multiplied by 2). The shift premium pay reported would therefore be £70.
Exclude: any basic, overtime and bonus or incentive pay

£ .

4g How much bonus or incentive payments did the employee receive in the pay period?
Include: profit sharing, productivity, performance and other bonus or incentive pay, piecework and commission.
Exclude: basic, overtime and shift premium pay

£ .

4h How much of the bonus or incentive pay in question 4g above related to work carried out in the pay period?
For example, if the bonus reported in 4g was for a full year, the value should be divided by 12 if the employee was paid on a calendar month basis.....

£ .



5k Was the employee's basic pay in the pay period calculated by multiplying the number of hours they worked by an hourly rate of pay? Yes Go to 5l No Go to 5m AKL 505

5l If yes, what was the employee's hourly rate of pay in the pay period? . AMN 56

5m Did the employee earn less in the pay period due to absence from work? *Exclude: losses of overtime pay.* Yes No AKL 53

5n Was the employee paid at a reduced rate in the pay period for reasons of apprenticeship, training or age? Yes No AKL 54

In the box below, please write any additional comments regarding the figures you have provided in section 5. 57

Section 6 - Pension Arrangements

On ,

6a was the employee a member of any pension scheme run or facilitated by your organisation? *Include: if the employer or employee is currently on a contribution holiday.* Yes Go to 6b No Go to 7a AKL 506

6b what was the employee's main type of pension scheme? Please one box only

Defined benefit: run by the organisation, benefits are determined by the scheme rules, for example based on final or average salary

Defined contribution: run by the organisation, benefits are determined by contributions and investment returns, also known as money purchase

Group personal pension: facilitated but not run by the organisation, an arrangement made for employees to participate in a personal pension scheme on a grouped basis.....

Group stakeholder pension: facilitated but not run by the organisation, an arrangement made for employees to participate in a stakeholder pension scheme on a grouped basis.....

Group Self Invested Personal Pension (SIPP): facilitated but not run by the organisation, an arrangement made for employees to participate in a SIPP on a grouped basis

National Employment Savings Trust (NEST) 35 MBL

Section 8 - Annual Leave Entitlement

8 What is the employee's paid annual leave entitlement in days?
If the annual leave is recorded in hours, please convert to the equivalent number of days.

Exclude: public and bank holidays Days

85

PBC

Section 9 - Pay Agreement

For the tax year ending 5 April ,

9a was the employee's pay set with reference to an agreement affecting more than one employee?
For example, pay may be agreed collectively by a trade union or workers' committee.

Yes Go to **9b** No Go to **10a**

508

AKL

9b what type of agreement was made?
Please one box only

National or industry Sub-national Organisational Workplace
National or industry, supplemented by a sub-national, organisational or workplace agreement

DRS

Section 10 - Comments and Contact Details

41

10a **Comments Box** If you have any comments on the information you have supplied, please write them in the box below. For example, significant changes compared to previous returns.

1

MAH

10b Please provide details of the person who completed this questionnaire.

Contact Name

Position in business

Telephone Number

Signature..... Date.....



Annual Survey of Hours and Earnings (ASHE) 2014

Please do not discard this important document - your response is legally required

00001 1 101 DM123456
THE HEAD OF PERSONNEL
STATUTORY
OFFICE FOR NATIONAL STATISTICS
GOVERNMENT BUILDINGS
CARDIFF ROAD
NEWPORT
NP10 8XG

Please remove this page before returning
the completed questionnaire(s)

To be completed for:

Please complete and return by 23 May 2014

Dear Sir or Madam,

Please find the 2014 questionnaire for the Annual Survey of Hours and Earnings (ASHE) attached. If actual figures are not available, please provide informed estimates. Once complete the questionnaire can be returned by post or fax using the details in the box below. You are required by law to complete this questionnaire for the employee(s) named for the pay period that includes 9 April 2014.

ASHE is based on a sample of employee's in the United Kingdom and uses the national tax register as its sampling frame. The results of the survey provide an estimate of the levels, distribution and make-up of earnings which are used by Government, employers and other interested parties.

Please note:

- You may have been sent ASHE questionnaires before. This is because, in order to achieve the most accurate year on year comparisons and to minimise the sample size, we select the same named individuals each year.
- The completion of question 4b of the questionnaire, which asks for the employee's home postcode, is voluntary.

You are required by law to complete this questionnaire. If you do not complete and return this questionnaire by 23 May 2014, penalties may be incurred (under section 4 of the Statistics of Trade Act 1947). All the information you provide is kept strictly confidential. It is illegal for us to reveal your data or identify your business to unauthorised persons.

Thank you for your co-operation,
Office for National Statistics

Questionnaire return details

To return via fax: 01633 652707

To return via post: Please use the prepaid envelope provided which is addressed to;
Office for National Statistics, Government Buildings, Cardiff Road, Newport, NP10 8XG

Contact numbers

Er mwyn gwneud cais am ffurflen Gymraeg (To request a questionnaire in Welsh) 0300 1234 921

If you would like to use our Minicom service for the Deaf 01633 815044

To complete the questionnaire in Euros 0300 1234 938

For any other queries, please contact the **ASHE Survey Team** **0300 1234 938**
or go to www.ons.gov.uk/surveys

When contacting the office you may be asked for the following information

Survey code: 141 **Reference number:** 001 DM123 456

- Telephone calls may be recorded for training and quality purposes

2014 Annual Survey of Hours and Earnings

This questionnaire will be scanned, therefore please:

- complete in **black ink** and ensure that letters and numbers are centred within each box
- **do not** use commas or dashes
- **do not** cross sevens or zeros

for example £1,702.50 =

For further assistance please telephone **0300 1234 938** quoting **001 DM123 456**

For further guidance and a list of definitions used throughout the questionnaire, please see <http://bit.ly/1n38Eqg>

Section 1 - Employee Details

Name	National Insurance Number	Works number, branch, department
<input style="width: 95%;" type="text" value="EMPLOYEE NAME"/>	<input style="width: 95%;" type="text" value="DM123456A"/>	<input style="width: 95%;" type="text" value="1234"/>

1 On 9 April 2014, was the above person a paid employee in your organisation working in the United Kingdom and receiving a salary or wage?

Exclude: for example, a company director who does not receive a salary, an offshore oil rig worker, a self-employed person. The United Kingdom includes England, Scotland, Wales and Northern Ireland but excludes the Channel Islands and the Isle of Man.

Yes Go to **3a** No Go to **2a** AKL 502

STOP If you answered 'Yes' to question 1, please go to question 3a. If you answered 'No', please continue to question 2a.

Section 2 - Employee History

2a Has this person ever been employed by your organisation? Yes Go to **2b** No Go to **10b** AKL 509

2b Has this person left your organisation? Yes Go to **2c** No Go to **10b** AKL 510

2c When did this person leave your organisation? Month Year Go to **10b** AJK 25

Section 3 - Job Details

3a When did this employee start working for your organisation?
If the employee has worked in another part of the organisation, or the organisation has changed ownership since the employee first joined, the start date should be the date when they first started work in the organisation. If this employee has left and was then re-employed, the start date should be the date they were re-employed.

Month Year AJK 24

3b On 9 April 2014, what was the full and specific job title for the employee's main job?
For example, Primary School Teacher, State Registered Nurse, Television Service Engineer, Chartered Accountant.

QFG 20

3c Briefly describe what the employee did in their main job.

QFG 20



5k Was the employee's basic pay in the pay period calculated by multiplying the number of hours they worked by an hourly rate of pay? Yes Go to **5l** No Go to **5m** AKL 505

5l If yes, what was the employee's hourly rate of pay in the pay period? £ . AMN 56

5m Did the employee earn less in the pay period due to absence from work? *Exclude: losses of overtime pay.* Yes No AKL 53

5n Was the employee paid at a reduced rate in the pay period for reasons of apprenticeship, training or age? Yes No AKL 54

In the box below, please write any additional comments regarding the figures you have provided in section 5. 57

Section 6 - Pension Arrangements

On 9 April 2014,

6a was the employee a member of any pension scheme run or facilitated by your organisation? *Include: if the employer or employee is currently on a contribution holiday.* Yes Go to **6b** No Go to **7a** AKL 506

6b what was the employee's main type of pension scheme? Please one box only

Defined benefit: run by the organisation, benefits are determined by the scheme rules, for example based on final or average salary

Defined contribution (not including NEST): run by the organisation, benefits are determined by contributions and investment returns, also known as money purchase

National Employment Savings Trust (NEST)

Group personal pension: facilitated but not run by the organisation, an arrangement made for employees to participate in a personal pension scheme on a grouped basis.....

Group stakeholder pension: facilitated but not run by the organisation, an arrangement made for employees to participate in a stakeholder pension scheme on a grouped basis.....

Group Self Invested Personal Pension (SIPP): facilitated but not run by the organisation, an arrangement made for employees to participate in a SIPP on a grouped basis 35 MBL



Section 8 - Annual Leave Entitlement

8 What is the employee's paid annual leave entitlement in days?
If the annual leave is recorded in hours, please convert to the equivalent number of days.

Exclude: public and bank holidays Days

85

PBC

Section 9 - Pay Agreement

For the tax year ending 5 April 2014,

9a was the employee's pay set with reference to an agreement affecting more than one employee?
For example, pay may be agreed collectively by a trade union or workers' committee.

Yes Go to **9b** No Go to **10a**

508

AKL

9b what type of agreement was made?
Please one box only

National or industry Sub-national Organisational Workplace
National or industry, supplemented by a sub-national, organisational or workplace agreement

DRS

Section 10 - Comments and Contact Details

41

10a **Comments Box** If you have any comments on the information you have supplied, please write them in the box below. For example, significant changes compared to previous returns.

1

[Empty text box for comments]

MAH

10b Please provide details of the person who completed this questionnaire.

Contact Name

Position in business

Telephone Number

Signature..... Date.....

STOP If you answered 'Yes' to question 1, please ensure that you have completed Sections 3 to 10 of this questionnaire.

