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 seened therefore places.
	This questionnaire will be scanned, therefore please:
	• complete in <i>black ink</i>
	ensure letters and numbers are printed and centred within each box
	• do not use commas or dashes -
	• do not cross sevens 7 or zeros \emptyset for example £1,702.50 = 1702 . 50
For fu	irther assistance please telephone
Sect	tion 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 \longrightarrow 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 <i>10a</i>
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 <i>1d</i>
	No Go to question <i>10a</i>
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

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Sec	tion 2 - Job Details
	21 April 2004,
2a.	what was the employee's job title? Please write a job title that is self-explanatory.
	ricase write a job title triat is sen-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?
	No 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
Sec	tion 3 - Workplace and Home Postcodes
<i>3a.</i>	On the 21 April 2004, was the employee's workplace postcode The postcode should be for the employee's local site or office. ?
	Yes \longrightarrow Go to question $3c$
	No Go to question <i>3b</i>
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.

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3c.	On the 21 April 2004, was the employee's home postcode ?
	Yes Go to question 4a
	No Go to question <i>3d</i>
3d.	In the boxes below please write the correct home postcode for the employee.
Sec	tion 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 X
	Calendar Month
	Other Please specify
Sec	tion 5 - Hours and Earnings for the Pay Period
For t	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 t	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
5c.	how much overtime pay did the employee receive? Exclude: any basic, shift premium and bonus or incentive pay
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

For t	he pay period including 21 April 2004,
5e.	how much shift premium pay did the employee receive?
	Include the element of shift premium pay. For example, if the basic rate is £10 per hour and the premium rate is £12 per hour please report the difference
	of £70 for a 35 hour pay period.
	Exclude: any basic , overtime and bonus or incentive pay
5f.	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
5g.	how much of the bonus or incentive pay in question 5f above
	related to work carried out in the pay period including 21 April 2004?
	For example, if the bonus reported in 5f was for a full year, the
	value should be divided by 12 if the employee was paid on a calendar month basis£
5h.	how much pay did the employee receive for other reasons? Include for example: car allowances paid through the payroll, on call and standby allowances, clothing and laundry allowances, first
	aider or fire fighter allowances. Exclude: basic, overtime, shift premium and bonus or incentive pay£
	Exclude. basic, over time, shint premium and bonds of incentive pay
5i.	how much gross pay did the employee receive?
	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 specified in question 5h.
	Exclude any payments for expenses£
5j.	was the employee's basic pay calculated by multiplying the number of hours they worked by an hourly rate of pay?
	Yes \longrightarrow Go to question $5k$
	No
5k.	what was the employee's hourly rate of pay? £
For to 51.	he pay period including 21 April 2004, did the employee earn less due to absence from work? Exclude losses of overtime pay.
	Yes
	No X
5m.	was the employee paid at a reduced rate for reasons of training or age?
	Yes
	No X

	110H 6 - Pension Arrangements	
6a.	21 April 2004, was the employee contracted out of the state second pension scheme?	
oa.	When contracted out, the employer and employee pay lower national insurance contributions.	
	Yes	
	No X	
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	
	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	K
	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	<
Eor i	the pay period including 21 April 2004,	
6d.	how much of the employee's pay was pensionable?	
ou.	Pensionable pay is the pay on which benefits and/or contributions	7
	are calculated under the scheme rules£	р
6e.	how much did the employee contribute to their main pension? £	р
6f.	how much did the employer contribute to the employee's pension?	р
	tion 7 - Gross Annual Earnings 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. Evaluate any payments for expenses	р
	Exclude any payments for expenses £	'
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 hasis quartime and chift promium pay.	n
	Exclude: basic, overtime, and shift premium pay Language of the control o	٢

_	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
7d.	what was the value of the benefits in kind received
	by the employee? £
	tion 8 - Annual Leave Entitlement 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
Sec	tion 9 - Pay Agreement
For t	the tax year ending 5 April 2004,
9a.	was the employee's pay set with reference to an agreement affecting more that one employee's For example, pay may be agreed collectively by a trade union or workers' committee.
	Yes Go to question 9b
	No Go to question <i>10a</i>
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
	National of industry supplemented by a sub-national, organisational of workplace agreement
	tion 10 - Contact Name and Telephone Number
10a.	. Who should we call if we have any questions?
	Contact Name
	Contact Name
	Telephone no.
	Signature
Sec	etion 11 - Comments Box. If you have any comments please write them in the box below:
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2005 Annual Survey of Hours and Earnings

	This questionnaire will be scanned, therefore please:									
	• complete in black ink									
	ensure letters and numbers are printed and centred within each b	ox								
	• do not use commas , or dashes -									
	• do not cross sevens 7 or zeros Ø for example	e £ 1,702	2.50 =	1 7	02	. 5 ()			
For fu	rther assistance please telephone									
Sect	tion 1 - Employee Details									
Name	. 3	er		Wo	rks nur	nber, t	oran	ch, de	partn	nent
<i>1a</i>	On 6 April 2005, was the above person employed by your organisation?		Yes	X	→	10	No	X	_	1 2
<i>1b</i>	Has this person ever been employed by your organisation	on?	Yes	X	→	<i>1c</i>	No	X		9
10	When did the person leave your organisation?		Montl	ı П	Yea	ar 📄	П] —	> 9
10	On 6 April 2005, was the person a paid employee working the United Kingdom and receiving a salary or wage? Exclude: for example: a company director who does not receive a salary of softshore oil rig workers, self-employed persons. The United Kingdom includes England, Scotland, Wales and Northern Ireland but excludes the Channel Islands and the Isle of Man.	alary,	Ye	s X	→	1e	No	X	_	> 9
<i>1e</i>	When did the employee start working for your organisal of the employee has worked in another part of the organisation, or the organisation has changed ownership since the employee first joined, 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 date should be the date they were re-employed.	ne the	Monti	n 📗	Yea	ar]	
Sect	tion 2 - Job Details									
	April 2005,									
2	what was the employee's job title?									
24	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?	П	П	\Box				Т		П
							_			
			Ш							
2c	had the employee worked in the same job in your organisation for more than a year?		Ye	s X	No	X				
20	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.		Ye	s X	No	X				
2e	did the employee have direct supervisory or managerial control of any other employee(s)?		Ye	s X	No	X		Infor	matic vailab	

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	tion 3 - W April 2005,	•	e and Home	? Postco	odes										
3a 3b	The postcode or office	e should be	place postcode e for the employee e postcode was	e's usual loo	cal site			Please write here							
Sec	tion 1 - H	ours an	d Farnings f	or a Giu	ven Pay Perio	nd									
<i>3</i>			including 6 Api		_	Ju									
44			he employee's												
	One week	X	Two weeks	X	Four weeks	X	Calen	dar mo	onth	X					
	Other	X	Please specify												
	responses to	a compar	able basis.		4 should be for th			will use	e this	рау р	perioa	l to adj	iust yo	ur	
For t	the pay perio	od given	in question 4a	which in	cludes 6 April 2	2005,									_
<i>4b</i>	Include: pa and voluntar and other ar Exclude: all	y before de ry deduction rea allowar I pay that i	ns. All basic pay i nces. relates to a differe	, National in relating to the ent pay perion	eive? Insurance, pension the pay period. Lo riod, travel and sub tive pay	ndon osistence e	expenses,		£				<u> </u>		Ŗ
4c	Include: an Exclude: an	y hours pa ny hours pa	aid as overtime.	m and paid	e to? I hours even if not rt to hours and min			. Hoι	urs			Mini	utes		
4d	in the pay	period?	-		e receive for wo				£		Ш				ļ
<i>4e</i>	Include: the enter 4 not 6 Exclude: an	e actual nu 6. Include ny hours pa	any paid meal bre aid at the basic or	or example, eaks taken shift premi	e, for 4 hours paid during a period of	f overtime			ırs			Mir	nutes		
4f	Include: the hour and the 35 hour pay	e element o e premium period.	of shift premium p rate is £12 per h	oay. For exa our please	ployee receive? cample, if the basic report the different pay	rate is £7 nce of £70	O for a			£			<u> </u>		ķ
4 g	Include: pro incentive pay	ofit sharing v, piecewori	i, productivity, perfo k and commission.	ormance ai	id the employe			£							F
4h	how much to work ca For example,	of the barried ou if the bon	oonus or incent It in the pay pe Ous reported in 4g	rive pay in priod inclu was for a l	n question 4g a uding 6 April 20 full year, the value endar month basis.	bove rei 005? should	lated		£				<u>.</u>		ķ

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For t	he pay period including 6 April 2005,							
4j	how much pay did the employee receive for other reasons? Include: for example: car allowances paid through the payroll, on call and standby allowances, clothing and laundry allowances, first aider or fire fighter allowances. Exclude: basic, overtime, shift premium and bonus or incentive pay	£].[р
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 specified in question 4j. Exclude: any payments for expenses	£].	
41	was the employee's basic pay calculated by multiplying the number of hours they worked by an hourly rate of pay?	Yes	Χ.	→ (Im No	X	→	41
4m	what was the employee's hourly rate of pay?	£			. 🔲	р		
4n	did the employee earn less due to absence from work? Exclude: losses of overtime pay.	Yes	X	No	X			
4p	was the employee paid at a reduced rate for reasons of training or age?	Yes	X	No	X			
Sect	ion 5 - Pension Arrangements							
On 6	April 2005,							
<i>5a</i>	was the employee contracted out of the state second pension scheme When contracted out, the employer and employee pay lower national insurance contributions	? Yes	X	No	X			
<i>5b</i>	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	X -	→ (oc No	X	→	6a
<i>5c</i>	what was the employee's main type of pension provision? Defined benefit scheme: those in which the rules specify the benefits to be paid, some based on final salary and some based on average salary		X					
	Defined contribution scheme: those in which benefits are determined by contributions paid into the scheme and the investment return on those contributions		X					
	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 sche it is a collecting agreement		X					
	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	le	X					
For t	he pay period given in question 4a which includes 6 April 2005, For each question, where the value is known to be nil, please write a single zero.							
5d	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	£] _k	0
<i>5e</i>	how much did the employee contribute to their main pension?	£	Д	Щ		Щ],	0
5f	how much did the employer contribute to the employee's pension?	£	Ц		Ш.	Ц	k	0

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For ea	tion 6 - Annua ach question, where	the v	value is	kno		be n	il, p	lease	e write	a si	ingle	e zero) .																
6a	the tax year end how much bol Include: profit so piecework and co Exclude: basic, o	nus c haring ommis	or ince g, produ ssion.	entiv Ictivit	ve pa y peri	forma	anco	e and	d other	bor	านร	or inc	cent	ive p	oay,		£].]
6b	how much gro Include: bonus o before deductions deductions. Exclude: any pay	r ince for P	entive p PAYE, N	ay, ba ation	asic, d al Ins	overti suran	ime ce, _l	and pens	shift p ion sch	nem neme	ium es a	n pay. and vo	olun	tary	•	ay	£].]
6C	did the emplo For example, a co to the employee's	mpai	ny car (or su	bsidis	ed ho	ousi			refe	r					Ύ	es	>	(-	→	6	ď	No	2	X		- (7)
6d	what was the	value	of th	e be	enefi	ts in	kil	nd r	eceiv	ed?							£												J
	tion 7 - Annu. The tax year end what was the If the annual lead of days. Exclude: publica	ling s emp ve is r	5 Apri loyee: ecorde	il 200 is pa d in l	05, id an hours	nnua plea:	ıl le se d	eave conve	ert to t	he e	qui	valeni	t nu	mbe		C	ays												
	tion 8 - Pay A the tax year end was the emplo more than on For example, pay	ling s byee: e em	5 Apr 's pay oploye	il 20 set e?	with											`	Yes)	〈	-	8	B	No)	Κ.	-	- (9)
8b	what type of a	igree	ement	wa:	s ma	ide?		V	1															\ <u>\</u>	1				
	National or indu	ıstry	agreen	nent				Х]				S	ub-r	nati	onal	ag	reei	men	t				X					
	Organisational a	greer	nent					X					V	Vorl	kpla	ace a	agre	eem	ent					X					
	National or indu	ıstry	supple	men ⁻	ted b	y a s	ub-	natio	onal, o	rgar	nisa	tiona	l or	. WO	rkp	olace	e ag	ree	mer	nt				X					
Sect	tion 9 - Conta Who should v					•	•			mk	er	-																	
Conta	act Name																												
Teleph	none Number						Ι																						
Ü	ure tion 10 - Con								comr			 olease								oelc	OW.								
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2006 Annual Survey of Hours and Earnings

Section 1 - Employee Details	tmont
 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 = 17 0 2 5 0 For further assistance please telephone Section 1 - Employee Details	tmont
 do not use commas or dashes do not cross sevens or zeros for example £1,702.50 = 17 0 2 5 0 For further assistance please telephone Section 1 - Employee Details	tmont
• do not cross sevens 7 or zeros Ø for example £1,702.50 = 1 7 0 2 . 5 0 For further assistance please telephone Section 1 - Employee Details	-tmont
For further assistance please telephone Section 1 - Employee Details	-tmont
Section 1 - Employee Details	-tmont
Section 1 - Employee Details	-tmont
Name National Insurance Number Works number, branch, depar	-tmont
	unent
On 24 April 2004, was the above person a paid application	
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?	→ (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.	
When did this employee start working for your organisation?	
If the employee has worked in another part of the organisation, or the	→ Za
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.	
Has this person ever been employed by your organisation? Yes No	→ 9
When did this person leave your organisation? Month Year	→ 9
Section 2 - Job Details	
On 26 April 2006,	
what was the employee's job title?	
For example, Primary School Teacher, State Registered Nurse, Television Service Engineer, Chartered Accountant.	
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.	
had the appleves worked in the same ish in your	
had the employee worked in the same job in your organisation for more than a year?	
was the employee employed on a permanent basis?	
A permanent contract is one for which the actual duration of the	
A permanent contract is one for which the actual duration of the contract has not been agreed in advance.	

Section 3 - Workplace and Home Postcodes On 26 April 2006, if employee's workplace postcode was different from The postcode should be for the employee's usual local site please or office. write if employee's home postcode was different from here Section 4 - Hours and Earnings for a Given Pay Period For the pay period including 26 April 2006, what was the length of the employee's pay period? One week Two weeks Four weeks Calendar month Other Please specify 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. 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 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 Minutes 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..... 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. Minutes If the employee uses a decimal clock, please convert to hours and minutes...... 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...... £ 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...... £ 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.....

4 j	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, redundancy, arrears of pay, tax credits and bonus or incentive pay, profit share, expenses, paid leave, maternity and sick	£]. [р
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	£].[
41	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	X	→	4m	No	Χ.	-	4n
4m	What was the employee's hourly rate of pay in the pay period?	£	Ц				р		
4n	Did the employee earn less in the pay period due to absence from work? Exclude: losses of overtime pay.	Yes	X	N	0				
4 p	Was the employee paid at a reduced rate in the pay period for reasons of training or age?	Yes	X	N	o X				
	ion 5 - Pension Arrangements								
	6 April 2006, was the employee contracted out of the state second pension scheme	.2							
5a	When contracted out, the employer and employee pay lower national insurance contributions. For occupational scheme members this will be indicated by the earnings related NIC table letter D, E, F, G, L or S.	Yes	X	N	o X				
5b	did the employee have any pension provisions in place with your organisation? Include: provision even if the employer or employee is currently on a contribution holiday.	Yes Please	X		5c		X	→ (6a
5c	what was the employee's main type of pension provision? Defined benefit scheme: those in which the rules specify the benefits to be paid, some based on final salary and some based on average salary		X	one L	OX O	ily			
•	Defined contribution scheme : those in which benefits are determined by contributions paid into the scheme and the investment return on those contributions		X						
	Group personal pension scheme: an arrangement made for employees to participate in a personal pension scheme on a grouped basis. This is not a single sche it is a collecting agreement		X						
	Stakeholder pension : must meet certain conditions laid down by the Government and be registered with the Pensions Regulator (TPR). Include employer sponsored and other stakeholders	d	X						
For th	he pay period given in question 4a which includes 26 April 2006, For each question, where the value is known to be nil, please write a single zero. If the value is unknown please leave blank.	9							
5 d	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	
5e	how much did the employee contribute to their main pension? Exclude: Any additional voluntary contributions (AVCs)	£].		р	
5	how much did the employer contribute to the employee's pension?	£].		р	

For each	ion 6 - Annua ch question, where ne tax year endi	the v	alue	is k	пои		be	nil,	plea	ase	e wri	ite a	a sir	ngl	le ze	ero.	lf	the	e va	ılue	e is	uni	kno	wn	ple	ease	e le	ave	e bla	ank	•			
6a	how much bon the current em Include: profit sh piecework and con Exclude: basic, on	us on plogrammis	or in yme I, pro ssion.	cen ent? duct	tiv ivity	e p a , per	forn	nan	ice a	anc	d oth	ner	bon	us	or	ince	enti	ive	pay	/,		£			Ι				Γ		Γ].		
6b	how much gros employment? Include: Profit sha overtime and shift Insurance, pension Exclude: any paye	aring prer sche	prod nium emes	ducti pay and	ivity 7. li 1 vo	peri nclud lunta	form le pa	nan ay i ded	ce, l befo lucti	oor ore	nus (ded s.	or ii luct	ncer ions	ntiv fo	ve p or Pi	ay, AYE	ba:	sic, atio	ona	I		£			Ι].		
6c	did the employ For example, a co										nd?										Ye	S	>	(-	> (60		No		X	\dashv	•	7
6d	what was the was the was are													tes	S							£].		
For the Sect For the 8a Sect	ion 7 - Annual he tax year ending what was the end of days. Exclude: public and ion 8 - Pay Agnetax year ending was the employmore than one For example, pay what type of agnetated and ion 9 - Contain who should we in the end of th	ing ! emp may emp may emp may contact co	S Aployee ecord	oril 2 e's e's	200 paiin h ays 200 et v d co was	o6, d ar ours O6, vith ma	ref ref Su Su	al ase fer y by	ence ho	ee onatio	to a de u al	an X	agr n or	eee w	e m e vork	ent er's	t a	mb ffe mr	cti i	ng ee.	Y	es X agı	ree	me		▶ (No	Day	× ×			9
Conta	ct Name													Τ	T	T			Τ	T					Γ							Τ		
Teleph	one Number						[L		I]														
Signatu	ure												Dat	e.																				
	ion 10 - Com ox below. For exa																		mat	tio	n y	ou	hav	e s	up	plie	ed _I	ple	ase	wr	ite	the	m i	in

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2007 Annual Survey of Hours and Earnings

	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 7 or zeros \emptyset for example £1,702.50 = 1702 . 50
For fu	her assistance please telephone
Sect	on 1 - Employee Details
Name	National Insurance Number Works number, branch, department
1 a	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 reland but excludes the Channel Islands and the Isle of Man.
1 b	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.
1c	Has this person ever been employed by your organisation? Yes \times 1d No \times 1
1d	Has this person left your organisation? Yes No No No
1e	When did this person leave your organisation? Month Year
Sect	on 2 - Job Details
On 1	April 2007,
2a	vhat was the employee's job title? For example, Primary School Teacher, State Registered Nurse, Television Service Engineer, Chartered Accountant.
2b	vhat was the employee's job description? Please also add the type of organisation, for example, secondary school, hospital, hotel, retail trade, shoe factory.
2c	nad the employee worked in the same job in your organisation for more than a year?
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	lid the employee have direct supervisory or not available Yes No No No not available

Section 3 - Workplace and Home Postcodes On 18 April 2007, if employee's workplace postcode was different from The postcode should be for the employee's usual local site please or office. write if employee's home postcode was different from here Section 4 - Hours and Earnings for a Given Pay Period 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 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. 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 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 Minutes 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..... 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. Minutes If the employee uses a decimal clock, please convert to hours and minutes...... 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...... £ 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...... £ 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, bonus or incentive pay, redundancy, arrears o pay, tax credits, profit share, expenses, paid leave, maternity and sick].[p
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	f	П				7 . [
41	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	X	→4	No	X	→	4n
4m	What was the employee's hourly rate of pay in the pay period?	£		<u> </u>	Ш	р		
4n	Did the employee earn less in the pay period due to absence from work? Exclude: losses of overtime pay.	Yes	X	No	X			
4 p	Was the employee paid at a reduced rate in the pay period for reasons of training or age?	Yes	X	No	X			
Sect	ion 5 - Pension Arrangements							
On 18	8 April 2007,							
5a	was the employee contracted out of the State Second Pension Scheme 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.	e? Yes	X	No	X			
5b	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	X	→ 5	C No	X	→	6a
	Pl	lease	X	one box	only			
5c	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		X					
	Defined contribution: run by the organisation, benefits are determined by							
	contributions and investment returns, also known as money purchase	 n	X					
STOP	 contributions and investment returns, also known as money purchase	 n 	X					
STOP 5d	 contributions and investment returns, also known as money purchase	 n 	X X				p	
\$10P	 Contributions and investment returns, also known as money purchase	 n 	X X				p p	

For each	ion 6 - Annua th question, where ne tax year endi	the v	/alue	is kr	10W		e nil	, plea	se	writ	e a	sin	gle z	ero.	lf t	the va	alue	is (unki	า๐พ	n, p	leas	e le	eave	e bla	ank.				
6a	how much bone the current job Include: profit she piecework and cor Exclude: basic, over	? aring nmis	g, pro ssion	oducti	vity	perfo	rma	nce ai	nd	oth	er b	onu	ıs or	incer	ntiv	re pa	у,		£									. [I	
	how much gros job? Include: profit sha overtime and shift Insurance, pension Exclude: any pay	aring prer sche	, pro mium emes	ductive n pay. s and	∕ity In vol	perfo clude luntary	rmaı pay y de	nce, b befor ductio	oni e c	us a dedu	r ind uctio	cen ns	tive for P.	oay, b AYE, i	oas Na	ic, itiona	I		£									. [I	
6C	did the employ For example, a cor								in	d?							,	Yes		X] –	▶ (60	1	No	×	(-		
6d	what was the v If exact figures are												es						£									. [
Section 7	ion 7 - Annua What is the em If the annual leave of days. Exclude: public an	nplo e is r	yee recor	e 's pa ded ii	i d i	annu ours p	l al le leas	eave e con	/er	t to	the	eq	uival	ent n	un										[Days	ì			•
	ion 8 - Pay Aç ne tax year endi was the employ more than one For example, pay I	ng ! yee' em	5 April 5 Apri	pril 2 ay se yee?	t w	ith r						-						Ye	es	X]-	▶ (8b		No	×	-	→	9	
8b	what type of ac	jree	me	nt w	as	mad	e?																							
	Please X one	box	onl	y																										
	National or indus	stry	2	X		:	Sub-	natio	na	I	X			Org	an	isatio	onal		X			W	ork	pla	се	X				
	National or indus	stry,	supp	oleme	ente	ed by	a su	ıb-nat	tio	nal,	org	ani	satio	nal c	or '	work	cpla	ce a	agre	em	ent					X				
	ion 9 - Comn elow. For example														for	mati	on <u>y</u>	you	hav	e s	supp	olied	d pl	eas	e w	rite	the	em i	in th	ie
_	ion 10 - Cont Who should we							•			lur	mk	oer																	
	ct Name																			Ι										
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Signatu	ıre										С	ate	e																	

	2009 Annual Survey of Hours and Farnings	
	2008 Annual Survey of Hours and Earnings 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 7 or zeros \emptyset for example £1,702.50 = 1702 . 50	
	irther assistance please telephone	
I	ion 1 - Employee Details	
Name	National Insurance Number Works number, branch, department	
4	On 16 April 2008, was the above person a paid employee in	
1a	your organisation working in the United Kingdom and	AKL
	receiving a salary or wage? Exclude: for example, a company director who does not receive a salary,	
	offshore oil riq 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? If the employee has worked in another part of the organisation, or the	AJK
	organisation has changed ownership since the employee first joined, the	
	start date should be the date when they first started work in the	
Γ	organisation. If this employee has left and was then re-employed, the start date should be the date they were re-employed.	
10	Has this person ever been employed by your organisation?	
1c	Yes No No	AKL
1d	Has this person left your organisation? Yes No	AKL
		AKL
1e	When did this person leave your organisation? Month Year Pb	AJK
Sec	tion 2 - Job Details	
On 1	16 April 2008,	
2a	what was the employee's job title?	
	For example, Primary School Teacher, State Registered Nurse, Television Service Engineer, Chartered Accountant.	
		QFG
2b	what was the employee's job description?	
20		
		QFG
2c	had the employee worked in the same job in your	
	organisation for more than a year?	MOP
2d	was the employee employed on a permanent basis?	
	A permanent contract is one for which the actual duration of the contract Yes No No	MOP
2e	control of any other employee(s)? Yes No Information not available	MAB
-	J I J V	

	tion 3 - Workplace and Home Postcodes 6 April 2008,												٦	
3a	if employee's workplace postcode was different from The postcode should be for the employee's usual local site or office.		leas /rite		→									APQ
3b	if employee's home postcode was different from		ere		→									APQ
Sect	tion 4 - Hours and Earnings for a Given Pay Period													
4a	For the pay period including 16 April 2008, what was the length of the	e en	nplo	oye	e's	pa	ур	eri	od?)				
	One week X Two weeks X Four weeks	S	X				C	Calei	nda	r m	onth	า	X	
	Other Please specify													ADE
STOP	 All responses to the remaining questions in section 4 should be for For example, if your pay period is four weeks then please give pay a For each question, where the value is known to be nil, please write unknown please leave blank. 	and	ho	urs	s re	lat	ing	l to	fou	ır v	veel	ks.		
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	£					Ι	Ι].			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] +	Ηοι	urs		Ι] [Vlinu	ıtes	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	£						Ι].			р		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] _H	Hou	urs] [Vlinu	ıtes	AG⊦
4f	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
4 g	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	£					Τ	T	T	Τ].		р	AQR
4h	How much of the bonus or incentive pay in question 4g above related to work carried out in the pay period?			_	_	_							— '	AUR
	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	£	L					\perp		L		р		AFG

		How much pay did the employee receive for other reasons in the						٦	
	4j	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	£					р	AFG
		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
	41	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	X –	→ 4m	No	X	→ 4n	AKL
	4m	What was the employee's hourly rate of pay in the pay period?	. £	Ш	<u> </u>	ļ)		AMN
	4n	Did the employee earn less in the pay period due to absence from work? Exclude: losses of overtime pay.	Yes	X		No	X		AKL
		Was the employee paid at a reduced rate in the pay period for reasons of training or age?	Yes	X		No	X		AKL
		ion 5 - Pension Arrangements 6 April 2008,							
		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	X		No	X		AKL
		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	X -	5 c	No		→ 6 a	AKL
	UU	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				Pleas	se X	one box only	
		Defined contribution: run by the organisation, benefits are determined by contributions and investment returns, also known as money purchase					X] I	
		grouped basis. This is not a single scheme, it is a collecting agreementStakeholder pension: facilitated but not run by the organisation, must meet certaregistered with The Pensions Regulator (TPR). Include employer-sponsored and other	ain co	nditions	and be		X		SDE
	STOP	 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 writ a single zero. If the value is unknown, please leave blank. Please convert percentages of pensionable pay to monetary value. 							
	5d	How much did the employer contribute to the employee's pension? Exclude: any lump sum contributions that cover more than one employee	. £			. [p	АОР
		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
- 1									

	tion 6 - Annual Earnings In ch question, where the value is known to be nil, please write a single zero. If the value is unknown, please leave blank.	
For t	the tax year ending 5 April 2008,	
6a	how much bonus or incentive payments did the employee receive for the current job? Include: profit sharing, productivity performance and other bonus or incentive pay, piecework and commission. Exclude: basic, overtime and shift premium pay	aqr
6b	how much annual gross pay did the employee receive in their current job? Include: profit sharing, productivity performance, bonus or incentive pay, basic, overtime and shift premium pay. Include pay before deductions for PAYE, National Insurance, pension schemes and voluntary deductions. Exclude: any payments for expenses or previous employment	aqr
6c	did the employee receive any benefits in kind? For example, a company car or subsidised housing. Yes No No The first in kind?	AKL
6d	what was the value of the benefits in kind received? If exact figures are not available, please provide informed estimates	AQR
Sect	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	РВС
	the tax year ending 5 April 2008, 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.	AKL
8b	what type of agreement was made? Please X one box only	
	National or industry Sub-national Organisational Workplace	
Sect 9a	National or industry, supplemented by a sub-national, organisational or workplace agreement ion 9 - Comments and Contact Details 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.	DRS
		FQI
9b	Who should we call if we have any questions?	. (2)
Conta	act Name	
Teleph	none	
Numb	DEF LILLILLILLILLILLI	
Signat	ureDate	

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Name				•		-					Ν	atior	nal I	nsu	ıraı	nce	Νı	umb	er						Wo	rks	s nu	ımb	er, l	bra	anch	n, c	lepa	rtm	nent			
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1 b	Ha	s th	is p	ers	on	eve	er be	e	n em	plo	ye	d by	yo	ur	or	gan	isa	atio	n?				Y	es	X	_	▶(1c	•		No	0	X	→	• (9	b	ļ	AKL
1c	Ha	s th	is p	ers	on	left	t you	ır	orga	nis	ati	on?											Y	es	X	_	▶(1d			No	0	X	→	• (9	b	ļ	AKL
1d	W	hen	dic	l thi	is p	ers	on le	ea	ive yo	our	or	gani	sat	ion	1?									١	/lon	th						Υ	ear	→	9	b	ļ	λJK
Sec	tior	ո 2	- J	ob	De	etai	ils																															
2a	If the organization organizatio	he ei anisa rt da anisa	mple atior ate s atior	oyee n has houl n. If t	ha s ch d b his	s wo nange ne the emp	rked i ed ow e date oloyee	in vne e v	start anoth ership when was left vere re	er p sind they t an	oart ce t / fir: nd w	of ti he ei st sta vas th	ne o mplo irteo	rga oyee d w	nis e fii ork	atioi rst j	n, c oin the	or the ed, t	e he					N	/lon	th						Υ	ear				ļ	ΑJK
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2e	Αp	erm	ane	nt co	ntr	act i	-	f	yed c or whice.		-							e con	itra	ct		Ye	es		X		No	2	X								Ν	ИОР
2 f	did	l the	e er	mpl	oye	ee h	ave (di	rect	sup	er	viso	ry c	or i	ma	na	ge	rial				\/.			V	1	NI-				Info	rm	atic	n		/		

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control of any other employee(s)?

Yes

No

not available

MAB

Sect	tion 3 - Workplace and Home Postcodes	
On 2 3a 3b	2 April 2009, if employee's workplace postcode was different from The postcode should be for the employee's usual local site or office. if employee's home postcode was different from here	XXX
Sect	tion 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 X Two weeks X Four weeks X Calendar month X	
	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
4 c	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	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	AGH
4f 4g	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
	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

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4)	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	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	aqr
41	Was the employee's basic pay in the pay period calculated by multiplying the number of hours they worked by an hourly rate of	AKL
4m	pay? 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.	AKL
4 p	Was the employee paid at a reduced rate in the pay period for reasons of training or age?	AKL
	tion 5 - Pension Arrangements 2 April 2009,	
5a	was the employee a member of any pension scheme run or facilitated by your organisation? Include: if the employee is currently on a contribution holiday.	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	
	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 22 April 2009. For each question, where the value is known to be nil, please write a single zero. If the value is unknown, please leave blank. 	
5c	Please convert percentages of pensionable pay to monetary values. How much did the employer contribute to the employee's pension? Exclude: any lump sum contributions that cover more than one employee.	
	How much did the employee contribute to their main pension?	AOP
5d	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
<u>5</u> f	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.	AKL

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	tion 6 - Annual Earnings ach question, where the value is known to be nil, please write a single zero. If	the value is unknown, please leave bl	ank.	
For t	the tax year ending 5 April 2009,			
6a	how much bonus or incentive payments did the employee refor the current job? Include: profit sharing, productivity performance and other bonus or incerpiecework and commission. Exclude: basic, overtime and shift premium pay	ntive pay,		aqr
6b	how much annual gross pay did the employee receive in the current job? Include: profit sharing, productivity performance, bonus or incentive pay, ba overtime and shift premium pay. Include pay before deductions for PAYE, Insurance, pension schemes and voluntary deductions. Exclude: any payments for expenses or previous employment	sic, National		aqr
6C	did the employee receive any benefits in kind? For example, a company car or subsidised housing.	Yes X -> 6d	No X→7	AKL
6d	what was the value of the benefits in kind received? If exact figures are not available, please provide informed estimates	£		AQR
Sect	tion 7 - Annual Leave Entitlement			
7	What is the employee's paid annual leave entitlement in day If the annual leave is recorded in hours, please convert to the equivalent nu of days. Exclude: public and bank holidays	mber 💮 💮	Days	РВС
Sect	tion 8 - Pay Agreement			
	the tax year ending 5 April 2009, 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' co	Yes X → 8b mmittee.	No X→9a	AKL
Ola Ola	what type of agreement was made?			
8b	Please X one box only	_	_	
	National or industry Sub-national	Organisational X	Workplace X	
	National or industry, supplemented by a sub-national, organisational of	r workplace agreement	X	DRS
Sect 9a	tion 9 - Comments and Contact Details Comments Box If you have any comments on the information you below. For example, significant changes compared to previous return			DKJ
				FQI
9b	Who should we call if we have any questions?			
Conta	act Name			
Teleph Numb				
Signat	tureDate			

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	2010 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 7 or zeros Ø for example £1,702.50 = 1 7 0 2 . 5 0	
For fu	urther assistance please telephone quoting urther guidance and a list of definitions used throughout the questionnaire, see www.statistics.gov.uk/StatBase/Product.asp?vlnk=15238.	
Sect	ion 1 - Employee Details	
Name	e National Insurance Number Works number, branch, department	
1 a	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? 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.	AKL
STOP	If you answered 'Yes' to question 1a, please go to question 2a. If you answered 'No', please continue to question 1b.	
110	Has this person ever been employed by your organisation? Yes ✓ 1c No ✓ → 9b	AKL
1 c	Has this person left your organisation? Yes ✓ 10 No ✓ → 9b	AKL
1 d	When did this person leave your organisation? Month Year → 9b	AJK
Sect	ion 2 - Job Details	
2a	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.	AJK
On 21	1 April 2010,	
2 b	what was the employee's job title?	
49	For example, Primary School Teacher, State Registered Nurse, Television Service Engineer, Chartered Accountant.	
		050
2c	what was the employee's job description?	QFG
•		
2 d	had the employee worked in the same job in your organisation for more than a year?	МОР
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	МОР

Information

not available

MAB

Yes

No

did the employee have direct supervisory or managerial

control of any other employee(s)?

		\neg
	ion 3 - Workplace and Home Postcodes 1 April 2010,	
3a	if employee's workplace postcode was different from The postcode should be for the employee's usual please	
3b	if employee's home postcode was different from here	MQR
Sect	ion 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	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. 	
4 b	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	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	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	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
4 g	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......

ΔH	How much pay did the employee receive for other reasons in the					
U	pay period? Include: for example, car allowances paid through the payroll, on call and strongly allowances, elething first sider or fire fighter allowances.					
	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 scheme student loan repayments and voluntary deductions. Include basic, overtime,	9S,				
_	shift premium, bonus or incentive pay (from 4h) and any other pay. Exclude: expenses and the value of salary sacrifice schemes					AQR
41	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	X → 4m	No	X → 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	X	No	X	AKL
4 p	Was the employee paid at a reduced rate in the pay period for reasons of apprenticeship, training or age?	Yes	X	No	X	AKL
	ion 5 - Pension Arrangements I April 2010,					
5a	was the employee a member of any pension scheme run or facilitated by your organisation?	Yes	X → 5b	No	X → 6a	AKL
	Include: if the employer or employee is currently on a contribution holiday. what was the employee's main type of pension scheme?			Please	X one box only	
5b	Defined benefit: run by the organisation, benefits are determined by the scheme rules, for example based on final or average salary				X	
	Defined contribution: run by the organisation, benefits are determined by contributions and investment returns, also known as money purchase				V	
					X	
	Group personal pension: facilitated but not run by the organisation, an arrator employees to participate in a personal pension scheme on a grouped basis. single scheme, it is a collecting agreement. Include Self Invested Personal Per	ngem This	ent made is not a		X	
	for employees to participate in a personal pension scheme on a grouped basis.	ngem This nsions certain	ent made is not a s (SIPPs) n conditions and	be	X X	SDE
STOP	for employees to participate in a personal pension scheme on a grouped basis. single scheme, it is a collecting agreement. Include Self Invested Personal Per Stakeholder pension: facilitated but not run by the organisation, must meet or registered with The Pensions Regulator (TPR). Include employer-sponsored and or • All responses to the remaining questions in section 5 should be	ngem This nsions certain	ent made is not a s (SIPPs) n conditions and	be	X X	SDE
STOP	for employees to participate in a personal pension scheme on a grouped basis. single scheme, it is a collecting agreement. Include Self Invested Personal Per Stakeholder pension: facilitated but not run by the organisation, must meet or registered with The Pensions Regulator (TPR). Include employer-sponsored and or	ngem This nsions certain ther st	ent made is not a s (SIPPs) n conditions and	be	X X	SDE
STOP 5c	for employees to participate in a personal pension scheme on a grouped basis. single scheme, it is a collecting agreement. Include Self Invested Personal Per Stakeholder pension: facilitated but not run by the organisation, must meet or registered with The Pensions Regulator (TPR). Include employer-sponsored and or • 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.	ngementing This nations certain ther st	ent made is not a s (SIPPs) n conditions and	be	X	SDE
	for employees to participate in a personal pension scheme on a grouped basis. single scheme, it is a collecting agreement. Include Self Invested Personal Per Stakeholder pension: facilitated but not run by the organisation, must meet or registered with The Pensions Regulator (TPR). Include employer-sponsored and of 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 How much did the employer contribute to the employee's pension?	ngementsions This nsions certain ther st	ent made is not a s (SIPPs) n conditions and	be	X	
50	for employees to participate in a personal pension scheme on a grouped basis. single scheme, it is a collecting agreement. Include Self Invested Personal Per Stakeholder pension: facilitated but not run by the organisation, must meet or registered with The Pensions Regulator (TPR). Include employer-sponsored and or • 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 thow much did the employer contribute to the employee's pension? Exclude: any lump sum contributions that cover more than one employee	ngementis	ent made is not a s (SIPPs) n conditions and	be	X	AOP

For eac	n 6 - Annual Earnings n question, where the value is known to be nil, please write a single zero. If the value is unknown, please leave blank.	
	tax year ending 5 April 2010,	
Ua)	now much bonus or incentive payments did the employee receive or the current job? Include: profit sharing, productivity performance and other bonus or incentive pay, piecework and commission. Exclude: basic, overtime and shift premium pay	AQR
•	tow much annual gross pay did the employee receive in their surrent job? Include: profit sharing, productivity performance, bonus or incentive pay, basic, evertime and shift premium pay. Include pay before deductions for PAYE, lational Insurance, pension schemes and voluntary deductions. Exclude: any payments for expenses or previous employment	AQR
M 0 1 0 3	lid the employee receive any benefits in kind? For example, a company car or subsidised housing. Yes X -> 6d No X -> 7	AKL
	what was the value of the benefits in kind received? f exact figures are not available, please provide informed estimates	AQR
7	n 7 - Annual Leave Entitlement 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	PBC
Casti	n O Day Assessment	
	n 8 - Pay Agreement	
8a	tax year ending 5 April 2010, was the employee's pay set with reference to an agreement ffecting more than one employee? For example, pay may be agreed collectively by a trade union or workers' committee. Yes Yes No Yes On Yes On No Yes On No On Yes On No No No No No No No N	AKL
8b	vhat type of agreement was made?	
	Please X one box only	
	lational or industry Sub-national Organisational Workplace	
	lational or industry, supplemented by a sub-national, organisational or workplace agreement n 9 - Comments and Contact Details	DRS
9a	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.	
		7
		FQI
9b	Vho should we call if we have any questions?	
Contac	Name	
Positio	in business	
Teleph	one Number	
Signati	reDate	

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or fu	urther assistand urther guidance www.statistics	and a li	ist of de	efinition	ns used	throu	ghou	t the	quest	ionna	ire, s	see							
Sect	ion 1 - Empl	oyee [Details	;															
Nam	<u> </u>			_	Natio	nal Ir	nsura	nce	Numb	er		7	Wor	ks nu	mber,	brancl	n, dep	artmer	nt
1 a	On 13 April 2 organisation salary or way Exclude: for ean offshore oil The United Kin	workinge? example, rig work	a comp a comp der, a se	e Unite pany dire elf-empl	ed King rector w loyed pe	Idom ho doerson.	and es no	rece	iving	a salary		Yes	X	→(2a	No	X	→(АК
	Ireland but ex	-		_						J111									
ТОР	If you answe									2a.									
	If you answe	red 'No	', pleas	se con	tinue to	que	stion	1b.											
1 b	Has this pers	son eve	r been	emplo	yed by	your	orga	anisa	ation?			Yes	X	→(1c	No	X	→ (9	b AK
1c	Has this pers	son left	your o	rganis	ation?							Yes	X	→(1d	No	X	→ (9	b AK
1d	When did thi	s perso	n leav	e your	organi	satio	n?					N	Month	1			Year	→ (9	b AJ
Sect	ion 2 - Job [etails																	
2a	When did thing of the employer organisation had the start date.	e has wo as chang should b	orked in ged owi e the da	anothe nership ate whe	er part o since th en they f	f the c ne em _l irst sta	organi ploye arted	isatic e firs work	on, or to t joined in the	he d,		ı	Month	1			Year		AJ
	organisation. I		-					mplo	yed, tl	ne									
	start date sho	แน มษ เก	e uale l	ney we	ie ie-eli	ιριυγε	u.												
	3 April 2011, what was the	omala	voc's :	ob title	2														
2b	For example,	-	-			Regis	sterea	l Nur	se, Te	levisio	n Se	rvice E	ngine	er, Cl	hartere	d Acco	ountan	ıt.	
						ΤŤ							Ť						0.5
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	what was the	emplo	yee's j	ob des	scriptio	n?						 				 			
2c																			
2c																			
2c 2d	had the emp					ob in	your	•			`	Yes	X	No	X				МС
		for mo loyee e	re than mploye is one fe	n a yea ed on a for which	r? a permant the ac	anent tual d	basi	is?				Yes Yes	X	No No	X				MC MC

Yes

MAB

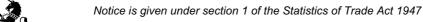
not available

control of any other employee(s)?

Section 3 - Workplace and Home Postcodes On 13 April 2011, If employee's workplace postcode was different from The postcode should be for the employee's usual Incoal site or office. If employee's home postcode was different from The postcode should be for the employee's usual Incoal site or office. If employee's home postcode was different from ADE Section 4 - Hours and Earnings for a Given Pay Period Two weeks Two weeks Four weeks Calendar month monts Ca	Soot	tion 3 Workplace and Home Postcodes		
Section 4 - Hours and Earnings for a Given Pay Period 3 For the pay period including 13 April 2011, what was the length of the employee's pay period? One week Four weeks Calendar month ADE One week Four weeks Calendar month ADE ADE 1 Hours apply the pay period is four weeks then please give pay and hours relating to four weeks. • 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 nit, please write a single zero. If the value is unknown please leave blank. • 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, covertime pay, expenses and the value of salary sacrifice schemes	On 13	3 April 2011, if employee's workplace postcode was different from The postcode should be for the employee's usual pleas		
Section 4 - Hours and Earnings for a Given Pay Period Tor the pay period including 13 April 2011, what was the length of the employee's pay period? One week Two weeks Four weeks Four weeks Calendar month ADE Other Please specify ADE ADE ADE ADE ADE ADE ADE AD	3b	if employee's home postcode was different from here		MQR
One week	Sect	tion 4 - Hours and Earnings for a Given Pay Period		
Other X Please specify ADE Other X Please specify Please specify About Abou	4a	For the pay period including 13 April 2011, what was the length of the employed	e's pay period?	
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. 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		One week X Two weeks X Four weeks X	Calendar month X	
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. Who 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, borus or incentive pay, overtime pay, expenses and the value of salary sacrifice schemes		Other Please specify	A	ADE
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 How many basic hours does the pay in 4b relate to? If your pay period is calendar month nours are weekly, multiply the weekly hours by 4.348 to get calendar month hours. If the employee uses a declimal 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	STOP	For example, if your pay period is four weeks then please give pay and hou For each question, where the value is known to be nil, please write a single	rs relating to four weeks.	
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	4 b	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		AFG
out in the pay period? Exclude: any basic, shift premium and bonus or incentive pay	4c	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 A	AGH
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	4d	out in the pay period?		AFG
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	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.	Hours Minutes A	AGH
the pay period? Include: profit sharing, productivity, performance and other bonus or incentive pay, piecework and commission. Exclude: basic, overtime and shift premium pay	4f	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.		ΆEF
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	4 g	the pay period? Include: profit sharing, productivity, performance and other bonus or incentive pay, piecework and commission.	·	AQR
	46	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		AFG

		\neg
4 j	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
41	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 No	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.	AKL
4p	Was the employee paid at a reduced rate in the pay period for reasons of apprenticeship, training or age?	AKL
	ion 5 - Pension Arrangements 3 April 2011,	
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.	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 13 April 2011. 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.	AKL

	1 6 - Annual Earnings question, where the value is known to be nil, please write a single zero. If the value is unknown, please leave blank.	
	tax year ending 5 April 2011,	
6a	ow much bonus or incentive payments did the employee receive or the current job? Include: profit sharing, productivity performance and other bonus or centive pay, piecework and commission. Include: basic, overtime and shift premium pay	AQR
6b	ow much annual gross pay did the employee receive in their current job? Include: profit sharing, productivity performance, bonus or incentive pay, basic, vertime and shift premium pay. Include pay before deductions for PAYE, ational Insurance, pension schemes and voluntary deductions. Include: any payments for expenses or previous employment	AQR
6c	id the employee receive any benefits in kind? or example, a company car or subsidised housing. Yes X → 6d No X → 7	AKL
6d	hat was the value of the benefits in kind received? exact figures are not available, please provide informed estimates£	AQR
Secti	n 7 - Annual Leave Entitlement I hat is the employee's paid annual leave entitlement in days? the annual leave is recorded in hours, please convert to the equivalent umber of days. xclude: public and bank holidays	PBC
For the 8a	n 8 - Pay Agreement tax year ending 5 April 2011, as the employee's pay set with reference to an agreement feeting more than one employee? or example, pay may be agreed collectively by a trade union or orkers' committee. hat type of agreement was made?	AKL
8b		
	lease X one box only ational or industry X Sub-national X Organisational X Workplace X	
Secti 9a	National or industry, supplemented by a sub-national, organisational or workplace agreement 1 9 - Comments and Contact Details 1 omments Box If you have any comments on the information you have supplied, please write them in the box below. 1 or example, significant changes compared to previous returns.	DRS
6 3	/ho should we call if we have any questions?	FQI
9b		
Conta	Name	
Positi	in business	
Telep	ne Number	
Signa	eDate	





Annual Survey of Hours and Earnings (ASHE) 2012



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: Your reference:

ASHE Survey Team

a

0300 1234 938

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 7 or zeros Ø for example £1,702.50 = 1 7 0 2 . 5 0	
For fu	urther assistance please telephone 0300 1234 938 quoting urther guidance and a list of definitions used throughout the questionnaire, see www.statistics.gov.uk/StatBase/Product.asp?vlnk=15238	
Sect	ion 1 - Employee Details	
Nam		
1 a	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? Exclude: for example, a company director who does not receive a salary,	AK
	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.	
ВТОР	If you answered 'Yes' to question 1a, please go to question 2a. If you answered 'No', please continue to question 1b.	
1 b	Has this person ever been employed by your organisation? Yes X Go to 1c No X Go to 9b	AK
1c	Has this person left your organisation? Yes Go to 1d No Go to 9b	AK
1d	When did this person leave your organisation? Month Year Go to 9b	AJ
Sect	ion 2 - Job Details	
2a	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.	AJ
On 18	3 April 2012,	
2b	what was the employee's job title?	
49	For example, Primary School Teacher, State Registered Nurse, Television Service Engineer, Chartered Accountant.	
		QF
2c	what was the employee's job description?	
49	what was the employee's job description:	
2d	had the employee worked in the same job in your organisation for more than a year?	МС
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	MC
2f	did the employee have direct supervisory or managerial Yes No Information not available	MA

control of any other employee(s)?

MAB

Sect	ion 3 - Workplace and Home Postcodes				
On 18	April 2012, if employee's workplace postcode was different from The postcode should be for the employee's usual local site or office.		please write		
3b	if employee's home postcode was different from —>		here —		М
Sect	ion 4 - Hours and Earnings for a Given Pay Period				
4a	For the pay period including 18 April 2012, what was the	length of the en	nployee's pa	ay period?	
	One week X Two weeks X	Four weeks	X	Calendar month	
	Other Please specify				Α
STOP	 All responses to the remaining questions in section 4 For example, if your pay period is four weeks then ple For each question, where the value is known to be nil unknown please leave blank. 	ease give pay ar	nd hours rela	ating to four weeks.	
4 b	How much basic pay did the employee receive in the pay per Include: all basic pay relating to the pay period, before deduction National Insurance, pension schemes, student loan repayments deductions. Include paid leave, maternity pay, sick pay and are (e.g. London). Exclude: pay for a different pay period, shift premium pay, bonupay, overtime pay, expenses and the value of salary sacrifice so	ons for PAYE, and voluntary a allowances us or incentive	£		A
4c	How many basic hours does the pay in 4b relate to? If your pay period is calendar month and hours are weekly, multi- hours by 4.348 to get calendar month hours. If the employee uses a decimal clock, please convert to hours as Include: any hours paid at shift premium and paid hours even if Exclude: any hours paid as overtime	nd minutes. not worked.		Hours Minutes	Δ
4d	How much overtime pay did the employee earn for work out in the pay period? Exclude: any basic, shift premium and bonus or incentive pay		£		Α
4e	How many overtime hours does the pay in 4d relate to? Include: the actual number of hours. For example, for 4 hours half, enter 4 not 6. Include any paid meal breaks taken during a Exclude: any hours paid at the basic or shift premium rate. If the employee uses a decimal clock, please convert to hours as	paid at time and a period of overtime).	Hours Minutes	A
4f	How much shift premium pay did the employee receive in <i>Include:</i> the element of shift premium pay. For example, for a 3 if the basic rate is £10 per hour and the premium rate is £12 per difference of £2 by the hours worked (ie 35 multiplied by 2). The pay reported would therefore be £70. Exclude: any basic, overtime and bonus or incentive pay	85 hour pay period hour, multiply the e shift premium	! ,		Δ
4 g	How much bonus or incentive payments did the employed the pay period? Include: profit sharing, productivity, performance and other bon pay, piecework and commission. Exclude: basic, overtime and shift premium pay	us or incentive	£		Δ
4h	How much of the bonus or incentive pay in question 4g a related to work carried out in the pay period? For example, if the bonus reported in 4g was for a full year, the be divided by 12 if the employee was paid on a calendar month.	value should	£		Δ

AFG

		_
4j 4k	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: holiday pay, basic, overtime, shift premium, maternity, sick, bonus or incentive pay, redundancy, arrears of pay, tax credits, profit share, expenses and paid leave How much gross pay did the employee receive for work carried out in the pay period?	AFG
	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
41	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 4m No Go to 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.	AKL
4 p	Was the employee paid at a reduced rate in the pay period for reasons of apprenticeship, training or age?	AKL
	ion 5 - Pension Arrangements 3 April 2012,	
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. Please X one box	AKL
5 b	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 18 April 2012. 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
5 d	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	AKL

employee's pay slip.

Section 6 For each que	estion, whe	ere the	value	is kno	wn to l	be nil,	pleas	e wri	te a s	single	e zer	o. It	the	valu	e is	unki	now	n, p	leas	se le	ave	blan	ık.		
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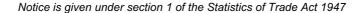
On ,		
3d	had the employee worked in the same job in your organisation for more than a year? Yes No	МОР
3e	was the employee employed on a permanent basis? A permanent contract is one for which the actual duration of the contract has not been agreed in advance. Yes No	MOP
3f	did the employee have direct supervisory or managerial control of any other employee(s)? Yes No Information not available	MAB
3g	was the employee an apprentice? Apprenticeships are paid jobs that incorporate on- and off-the-job training as part of a recognised apprenticeship framework, leading to nationally recognised qualifications. Yes Go to 3h No Go to 4a	AKL
3h	When did the apprenticeship start? Month Year	AJK
Sect	ion 4 - Workplace and Home Postcodes	
On ,		
4 a	if employee's workplace postcode was different from The postcode should be for the employee's usual local site or office. UNKNOWN please write 22	
4b	if employee's home postcode was different from → UNKNOWN here →	MQR
Sect	ion 5 - Hours and Earnings for the Pay Period that Included (ref date)	
5a	For the pay period that included , what was the length of the employee's pay period?	
	One week X Two weeks X Calendar month X	
	Other X please specify 52	ADD
STOP	 All responses to the remaining questions in section 5 should relate to the pay period that included (ref date). For example, if you pay your employee monthly then please give pay and hours for the paid month that included (ref date). 	
	 For each question, where the value is known to be nil, please write a single zero. If the value is unknown please leave blank. 	
5 b	How much basic pay, before deductions, 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 (holiday pay), 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 and benefits in kind	AFG
5c	How many basic hours does the pay in question 5b 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. For example, 4.3 hours should be 4 hours and (0.3 multiplied by 60) minutes = 4 hours 18 minutes. Include: any hours paid at shift premium and paid hours even if not worked.	
	Exclude: any hours paid as overtime	AGH

5d	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 in this period, as well as overtime pay from the previous pay period		AFG
5e	How many overtime hours does the pay in question 5d relate to? If the employee uses a decimal clock, please convert to hours and minutes. For example, 4.3 hours should be 4 hours and (0.3 multiplied by 60) minutes = 4 hours 18 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	AGI
5f	How much shift premium pay did the employee receive in the pay period? <i>Include:</i> 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
5 g	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		AQI
5h	How much of the bonus or incentive pay in question 5g above related to work carried out in the pay period? For example, if the bonus reported in 5g was for a full year, the value should be divided by 12 if the employee was paid on a calendar month basis	170	AFO
51	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: paid leave (holiday pay), basic, overtime, shift premium, maternity, sick, bonus or incentive pay, redundancy, arrears of pay, tax credits, profit share and expenses In the box below, please specify what this pay relates to.	78	AFO
			MAI
5	How much gross pay, before deductions, 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 5h) and any other pay.		

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	X	Go to 5 I	No	X	Go to	5m 505	AKI
51	If yes, what was the employee's hourly rate of pay in the pay period?							56	AM
5m	Did the employee earn less in the pay period due to absence from work? Exclude: losses of overtime pay.	Yes	X		No	X		53	AKI
5n	Was the employee paid at a reduced rate in the pay period for reasons of apprenticeship, training or age?	Yes	X		No	X		54	AKI
	In the box below, please write any additional comments regarding the figure	ures y	ou ha	ve provide	ed in sec	tion 5	5. 5	57	
									MA
Sect	ion 6 - Pension Arrangements								MA
On ,	ion 6 - Pension Arrangements 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	X	Go to 6b	No	X	Go to	7a 506	MA
On,	was the employee a member of any pension scheme run or facilitated by your organisation?	Yes	X	Go to 6b	No Please		Go to one bo	506	
On,	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. what was the employee's main type of pension scheme? Defined benefit: run by the organisation, benefits are determined				Please		one be	506	
On,	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. what was the employee's main type of pension scheme?				Please		one be	506	
On,	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. 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	angen	ment m		Please		one be	506	
On,	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. 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 arra	angem	nent m	ade	Please		one be	506	
Sect 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. 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 arrafor employees to participate in a personal pension scheme on a grouped basis Group stakeholder pension: facilitated but not run by the organisation, an arraforement of the contribution of the contr	angem	nent m	nade t	. Please		one be	506	

STOP	 All responses to the remaining questions in section 6 should be for the pay period at 5a, which includes . 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.	
6c	How much did the employer contribute to the employee's pension? Exclude: any lump sum contributions that cover more than one employee and exclude any employee contributions made through salary sacrifice	AOP
6 d	How much did the employee contribute to their main pension? Exclude: any additional voluntary contributions (AVCs) Include: normal employee pension contributions made through	
	salary sacrifice	AOP
6e	How much of the employee's pay was pensionable? Pensionable pay is the pay on which the above contributions are calculated	AOP
6f	Was the employee contracted out of SERPS or S2P? This only applies to employees in defined benefit schemes. 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. No 34	AKL
6 g	Were employee contributions made through a salary sacrifice arrangement? No N	AKL
Sect	tion 7 - Annual Earnings	
STOP	For each question, where the value is known to be nil, please write a single zero. If the value is unknown, please leave blank.	
For th	he tax year ending 5 April ,	
	how much annual gross pay did the employee receive in their	
/a	current job?	
	Include: profit sharing, productivity performance, bonus or incentive pay, basic, overtime and shift premium pay. Include pay before deductions for PAYE,	
	National Insurance, pension schemes and voluntary deductions.	
	Exclude: any payments for expenses or previous employment	AQF
7 b	how much of the value in question 7a is related to bonus or incentive payments for their current job?	
	Include: profit sharing, productivity performance and other bonus or incentive pay, piecework and commission.	
	Exclude: basic, overtime and shift premium pay	AQF
	84	
	did the employee receive any benefits in kind? Yes Go to 7d No Go to 8	
7 C	did the employee receive any benefits in kind? For example, a company car or subsidised housing. Go to 7d Go to 8 507	AKL
	what was the value of the benefits in kind received?	
7d	If exact figures are not available, please provide informed estimates	AQF
	90	

	\A/lo =4 != 4!								.4:										
	What is the end of the annual le number of days Exclude: public	ave is r s.	ecord	ed in i	hours	pleas	e conve	rt to tl	he equi	/alent					D	ays		85	РВС
Secti	on 9 - Pay A	greer	nent																
or th	e tax year end	ling 5	April ,																
	was the empl affecting mor For example, p workers' comm	e than ay may	one o	empl	oyee'	?				t	Y	es X	Go to	9 b	N	X	Go	to 10 a	AKL
	what type of a	agreen ne box			nade'	?												508	
	National or inc	lustry	X			Sub-n	ational	>	X	Orga	anisatio	nal	X		W	orkpla	ice	X	
		Nat	onal o	r ind	ustry,	suppl	emente	d by	a sub-n	ational	l, orgar	isationa	al or wo	rkplac	e ag	reeme	ent	X	DRS
	on 10 - Con	nmen	s an	d Co	ontac	t Det	ails								_			41	DRS
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0b Contact	Comments E below. For e Please provio	nmenta Sox If the text of the	ils of	the p	ny co t cha	n who	ails ts on the ompare	leted	previou	uestion	nave su ns.		please	write t	hem				





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

റ	uestio	nnaire	return	details
w	ucsuv	ııııaıı e	1 Ctui II	uctans

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)

17 you would like to use our Minicom service for the Deaf

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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

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2b	Has	s th	is p	er	SOI	n le	ft y	our	orç	gan	sat	ion	?										Ye	s	X	Go	to 2	2c	I	No	X	Go	to 1 (0b 510	AKL
2c	Wh	en	did	th	is p	oers	son	lea	ve	you	r oı	rgar	nisa	tio	n?									М	onth	1				Y	ear	Go	to 1 (0 b	AJK
Sect	ion	3 -	Jo	b l	De	tail	s																												
3a	If the organized	en e anis star anis anis	mpl atic rt da atic	oye on h ate on.	ee h nas sho If th	nas cha ould nis e	wor inge be imp	ked ed o the loye	in a wne date e ha	noti ershi e wh as le	ner p p sii en t eft a	part nce they nd v	of tl the firs vas	ne o em t sta	orga ploy arte n re	anis yee ed w	satic firs vork	on, o et jo e in i	or th ined the	ne I,				Mo	onth	n [Y	´ear			24	AJK
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On 9	April 2014,						
3d	had the employee worked in the same job in your organisation for more than a year?	Yes	X	o X		14	МОР
3e	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	X	o X		13	МОР
3f	did the employee have direct supervisory or managerial control of any other employee(s)?	Yes	X	o X	Information not available	X	MAB
3g	was the employee an apprentice? Apprenticeships are paid jobs that incorporate on- and off-the-job training as part of a recognised apprenticeship framework, leading to nationally recognised qualifications.	Ye	s X Go	o to 3h	No X Go	15 o to 4a	AKL
3h	When did the apprenticeship start?		Month		Year	17	AJK
Sect	ion 4 - Workplace and Home Postcodes		_				
On 9	April 2014,						
4a	if employee's workplace postcode was different from The postcode should be for the employee's usual local site or office.	NOT KNOWN	please write			22	
4b	if employee's home postcode was different from →	NOT KNOWN	here —				MQR
Sect	ion 5 - Hours and Earnings for the Pay Period that	Included 9 Ap	oril 2014			23	
5a	For the pay period that included 9 April 2014, what was th	he length of the	employee	's pay pe	eriod?		
	One week X Two weeks X Four	weeks		Calendar	month X	51	
	Other X please specify					52	ADD
STOP	 All responses to the remaining questions in section 5 9 April 2014. For example, if you pay your employee n month that included 9 April 2014. 						
	 For each question, where the value is known to be nil, unknown please leave blank. 	, please write a s	single zer	o. If the	value is		
5b	How much basic pay, before deductions, did the employee resolved: all basic pay, relating to the pay period, before deduction National Insurance, pension schemes, student loan repayments and deductions. Include paid leave (holiday pay), maternity pay, sick allowances (e.g. London). Exclude: pay for a different pay period, shift premium pay, bonus pay, overtime pay, expenses and the value of salary sacrifice schenefits in kind	ons for PAYE, and voluntary a pay and area s or incentive themes and	period?			77	AFG
5 c	How many basic hours does the pay in question 5b relate to If your pay period is calendar month and hours are weekly, multiple hours by 4.348 to get calendar month hours. If the employee uses a decimal clock, please convert to hours and example, 4.3 hours should be 4 hours and (0.3 multiplied by 60) 18 minutes.	ply the weekly nd minutes. For minutes = 4 hours	·				
	Include: any hours paid at shift premium and paid hours even if a Exclude: any hours paid as overtime			Hour	rs N	linutes 61	AGH

)	How much gross pay, before deductions, 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 5h) and any other pay. Exclude: expenses and the value of salary sacrifice schemes	t								. [M A
	In the box below, please specify what this pay relates to.											30	
	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: paid leave (holiday pay), basic, overtime, shift premium, maternity, sick, bonus or incentive pay, redundancy, arrears of pay, tax credits, profit share and expenses	£							.[78	A
)	How much of the bonus or incentive pay in question 5g above related to work carried out in the pay period? For example, if the bonus reported in 5g was for a full year, the value should be divided by 12 if the employee was paid on a calendar month basis	£							. [170	
)	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	£								. [ļ
)	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	d, e	: [] .					76	ļ
)	How many overtime hours does the pay in question 5d relate to? If the employee uses a decimal clock, please convert to hours and minutes. For example, 4.3 hours should be 4 hours and (0.3 multiplied by 60) minutes = 4 hours 18 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	Э.				F	Ηου	ırs		N	linu	tes	,
	out in the pay period? Exclude: any basic, shift premium and bonus or incentive pay in this period, as well as overtime pay from the previous pay period	£	: [71	,

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? Go to 5I	No	X	Go to 5m	AK
51	If yes, what was the employee's hourly rate of pay in the pay period? \mathfrak{L}			56	ΑN
5m	Did the employee earn less in the pay period due to absence from work? Exclude: losses of overtime pay. Yes	No	X	53	AK
5n	Was the employee paid at a reduced rate in the pay period for reasons of apprenticeship, training or age?	No	X	54	AK
	In the box below, please write any additional comments regarding the figures you have provide	led in sec	tion (5. 57	
					MA
Secti	ion 6 - Pension Arrangements				MA
	ion 6 - Pension Arrangements April 2014,				MA
On 9		. No	X	Go to 7a 506	
On 9 /	April 2014, 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 <i>Please</i>	X		
On 9	April 2014, 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 what was the employee's main type of pension scheme? Defined benefit: run by the organisation, benefits are determined	Please	X	one box	
On 9	April 2014, 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 what was the employee's main type of pension scheme?	Please	X X X	one box	
On 9	April 2014, 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. 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 (not including NEST): run by the organisation, benefits are determined	Please	X	one box	
On 9	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. 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	Please	X	one box	
	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. 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	Please	X	one box	AK

STOP	 All responses to the remaining questions in section 6 should be for the pay period at 5a, which includes 9 April 2014. 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. 	
6c	How much did the employer contribute to the employee's pension? Exclude: any lump sum contributions that cover more than one employee and exclude any employee contributions made through salary sacrifice	AOP
6d	How much did the employee contribute to their main pension? Exclude: any additional voluntary contributions (AVCs) Include: normal employee pension contributions made through salary sacrifice	AOP
6e	How much of the employee's pay was pensionable? Pensionable pay is the pay on which the above contributions are calculated£	AOP
6f	Was the employee contracted out of SERPS or S2P? This only applies to employees in defined benefit schemes. 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
6g	Were employee contributions made through a salary sacrifice Yes No No No No	AKL
For th	For each question, where the value is known to be nil, please write a single zero. If the value is unknown, please leave blank. ne tax year ending 5 April 2014, how much annual gross pay did the employee receive in their current job?	
	Include: pay before deductions for PAYE, National Insurance, pension schemes and voluntary deductions. Include basic, overtime, shift premium, profit sharing, productivity performance and bonus or incentive pay. Exclude: any payments for expenses or previous employment£	AQR
710	how much of the value in question 7a is related to bonus or incentive payments for their current job? Include: profit sharing, productivity performance and other bonus or incentive pay, piecework and commission. Exclude: basic, overtime and shift premium pay	AQR
7 c	did the employee receive any benefits in kind? For example, a company car or subsidised housing. Yes X Go to 7d No X Go to 8 507	AKL
70	what was the value of the benefits in kind received? If exact figures are not available, please provide informed estimates£	AQR

What is the e If the annual le number of day. Exclude: publi	ave is s.	reco	rded	d in h	ours,	pleas	se co	nve	ert to tl	he eq	uiva	lent								ays			8	5
on 9 - Pay A	gree	me	nt																					
e tax year end	ding 5	Арі	ril 20	014,																				
was the emplaffecting mon For example, p workers' comm	re tha	n on	e er	mplo	yee?	•								Yes	X	Gd	o to 9b)	N	0	(Go	to 10	ľ
what type of Please X	agree			as m	ade?	•																	5	80
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