



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



Monthly Wages and Salaries Survey (MWSS)

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

00001 45320
CONTACT NAME
OFFICE FOR NATIONAL STATISTICS
GOVERNMENT BUILDINGS
CARDIFF ROAD
NEWPORT
NP10 8XG
***** EXAMPLE PRINT *****

Please write any changes to your name and address in the box below, using black ink

To be completed for: THE BUSINESS NAMED ABOVE

Please complete and return by 9 February 2015

Dear Sir or Madam,

Please find the January 2015 questionnaire for the MWSS attached. Please complete for the period 1 January 2015 to 31 January 2015. 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.

The MWSS forms the basis of the Average Weekly Earnings measure which is a major economic indicator used by the Government and the Bank of England.

Data from the survey are also used to estimate the wages and salaries component of the Labour Cost Index required by Eurostat.

We guarantee that while your employment is less than 10, you will receive no more than 15 monthly questionnaires for this one ONS business survey. You must complete and return all questionnaires on time, after which you will be excluded from all business surveys for at least 3 years. The Annual Survey of Hours and Earnings is not covered by this guarantee.

You are required by law to complete this questionnaire. If you do not complete and return this questionnaire by 9 February 2015, penalties may be incurred (under section 4 of the Statistics of Trade Act 1947). All the information you provide is kept strictly confidential. It is illegal for us to reveal your data or identify your business to unauthorised persons.

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

Questionnaire return details

To return via fax: 01633 652707

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

Contact numbers

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

If you would like to use our Minicom service for the Deaf 01633 815 044

To complete the questionnaire in Euros 0300 1234 926

For any other queries, please contact the **Respondent Relations Team** 0300 1234 926
or go to www.ons.gov.uk/surveys

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

Survey code: 134 **Reference number:** 4990 0000 000 **Period:** 201501

- Telephone calls may be recorded for training and quality purposes

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MWSS MIX



PLEASE READ THESE NOTES AND THE NOTES ON THE BACK PAGE BEFORE COMPLETING THIS QUESTIONNAIRE

This questionnaire will be scanned, therefore please:

- complete in **black ink**
- ensure letters and numbers are printed and centred within each box
- **do not** use commas or dashes
- **do not** cross sevens or zeros
- round your answer to the nearest £ or €, (but omit pence) for example £1,702.70p =

1. Contact Name and Telephone Number

Who should we call if we have any questions?

Contact Name

Position in business

Telephone Number

Signature Date

2. Weekly paid employees (see notes on back page)

(if fortnightly payroll - divide gross pay by 2 to show weekly equivalent in box 50).

January 2015

- 2a. Number of weekly paid employees paid the last week of the month (those whose pay is included in box 50) 40 NFJ
- * £ (omit pence)**
- 2b. Total Gross pay paid to employees in the last week of the month (see 4c and notes) 50 NHJ
- 2c. Advanced holiday pay **included** in Total Gross pay 60 NHJ
- 2d. Pay award arrears **included** in Total Gross pay 70 NHJ
- 2e. Bonus/commission **included** in Total Gross pay 80 NHJ

*If you wish to complete in Euros please request a Euro questionnaire from your contact on page 1.

3. Significant Changes to Weekly Pay

This information will help us to validate your data and should reduce the need to query the figures with you. 90

Please put a cross in the boxes to indicate significant changes to **weekly paid** employees *delete as appropriate

More/Less * overtime More/Fewer * temps Redundancies Industrial action

New pay rates Other change

Please give details below *Please specify in comments box at question 6*

For New Pay rates: % Day Month Year

Percentage increase (if possible) 100 If back dated, from when? 110

Who received it (e.g. percentage of staff, or number of staff affected) 120



IMPORTANT: Please read these notes before completing this questionnaire

Weekly paid employees

- If the last week of the month is affected by holidays please use a more representative week.

Question 2a - box 40 - Number of weekly paid employees

- Include all employees in Great Britain, (that is England, Scotland and Wales) both full and part-time who received pay in the relevant period.

Question 2b - box 50 - Total Gross pay

- Include overtime and shift allowance payments, holiday pay, pay awards, bonus/commission and voluntary employee contributions to, and annual profit from, profit related pay schemes (PRP).

Question 2c - box 60 - Holiday pay

- Holiday pay, paid in advance included in Total Gross pay 2b (estimate if necessary).

Question 2d - box 70 - Pay award arrears

- Arrears of pay owing to pay awards included in Total Gross pay 2b.

Question 2e - box 80 - Bonus/commission

- Bonuses, commissions, performance pay (e.g. productivity bonuses), annual profit from profit related pay schemes (PRP), long service awards, appearance money (sporting professions) included in Total Gross pay 2b.

Monthly paid employees

- If your pay pattern is different from those shown please ring your contact on page 1 for advice.
- If there are two pay days in the same month only give details for one.

Question 4b - box 140 - Number of monthly paid employees

- Include all employees in Great Britain, (that is England, Scotland and Wales) both full and part-time who received monthly, 4 weekly or 5 weekly pay in the relevant period.

Question 4c - box 151 to 153 - Total Gross pay

- Include overtime and shift allowance payments, pay awards, bonus/commission and voluntary employee contributions to, and annual profit from, profit related pay schemes (PRP).

Question 4d - box 171 to 173 - Pay award arrears

- Arrears of pay owing to pay awards included in Total Gross pay 4c.

Question 4e - box 181 to 183 - Bonus/commission/annual PRP profit

- Bonuses, commissions, performance pay (e.g. productivity bonuses), annual profit from profit related pay schemes (PRP), long service awards, appearance money (sporting professions) included in Total Gross pay 4c.

Exclude (for weekly and monthly paid)

- Trainees on Government schemes
- Directors' fees
- Employer's NI and contribution to pension schemes
- Employees working abroad unless paid directly from this business's GB payroll
- Signing on fees (*sporting professionals*)
- Payment in lieu of notice
- Redundancy pay (taxable and non-taxable)
- Accrued holiday pay
- Employees in Northern Ireland
- Benefits employees receive through pay e.g. family working tax credit
- Expenses payments for attending meetings e.g. councillors

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