

Annual Survey of Hours and Earnings

This questionnaire will be scanned, therefore please:

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

for example 1,702.50 = .

For further assistance please telephone quoting

For further guidance and a list of definitions used throughout the questionnaire, please see

<http://www.ons.gov.uk/ons/guide-method/method-quality/specific/labour-market/annual-survey-of-hours-and-earnings/annual-survey-of-hours-and-earnings/index.html>

Section 1 - Employee Details

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

1 On , was the above person a paid employee in your organisation working in the United Kingdom and receiving a salary or wage?
Exclude: for example, a company director who does not receive a salary, an offshore oil rig worker, a self-employed person.
The United Kingdom includes England, Scotland, Wales and Northern Ireland but excludes the Channel Islands and the Isle of Man.

Yes Go to 3a No Go to 2a

502

AKL

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

Section 2 - Employee History

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

509

AKL

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

510

AKL

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

25

AJK

Section 3 - Job Details

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

Month Year

24

AJK

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

20

QFG

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

On ,

3d had the employee worked in the same job in your organisation for more than a year? Yes No 14 MOP

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 13 MOP

3f did the employee have direct supervisory or managerial control of any other employee(s)? Yes No Information not available 15 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 16 AKL

3h When did the apprenticeship start? Month Year 17 AJK

Section 4 - Workplace and Home Postcodes

On ,

4a if employee's workplace postcode was different from UNKNOWN → please write here → 22 MQR

4b if employee's home postcode was different from UNKNOWN → 23 MQR

Section 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 Two weeks Four weeks Calendar month Other 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.

5b 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. 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 77 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 Hours Minutes 61 AGH

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

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

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

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

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

Section 6 - Pension Arrangements

On ,

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

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

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

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

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

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

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

National Employment Savings Trust (NEST) 35 MBL

Section 8 - Annual Leave Entitlement

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

Exclude: public and bank holidays Days

85

PBC

Section 9 - Pay Agreement

For the tax year ending 5 April ,

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

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

508

AKL

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

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

DRS

Section 10 - Comments and Contact Details

41

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

1

MAH

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

Contact Name

Position in business

Telephone Number

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