

2009 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

Section 1 - Employee Details

Name

National Insurance Number

Works number, branch, department

- 1a** On 22 April 2009, was the above person a paid employee in your organisation working in the United Kingdom and receiving a salary or wage?

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

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

Yes → **2a** No → **1b**

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

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

Yes → **1c** No → **9b**

- 1c** Has this person left your organisation?

Yes → **1d** No → **9b**

- 1d** When did this person leave your organisation?

Month Year → **9b**

Section 2 - Job Details

- 2a** When did this employee start working for your organisation?

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

On 22 April 2009,

- 2b** what was the employee's job title?

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

- 2c** what was the employee's job description?

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

Yes No

- 2e** was the employee employed on a permanent basis?

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

Yes No

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

Yes No Information not available

AKL

AKL

AKL

AJK

AJK

QFG

MOP

MOP

MAB

Section 3 - Workplace and Home Postcodes

On 22 April 2009,

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

XXX

Section 4 - Hours and Earnings for a Given Pay Period

- 4a** For the pay period including 22 April 2009, what was the length of the employee's pay period?

One week ☒ Two weeks ☒ Four weeks ☒ Calendar month ☒

Other ☒ Please specify

ADE

STOP

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

- 4b** How much basic pay did the employee receive in the pay period?

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

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

£ .

AFG

- 4c** How many basic hours does the pay in 4b relate to?

If your pay period is calendar month and hours are weekly, multiply the weekly hours by 4.348 to get calendar month hours.

If the employee uses a decimal clock, please convert to hours and minutes.

Include: any hours paid at shift premium and paid hours even if not worked.

Exclude: any hours paid as overtime

Hours Minutes

AGH

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

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

£ .

AFG

- 4e** How many overtime hours does the pay in 4d relate to?

Include: the actual number of hours. For example, for 4 hours paid at time and a half, enter 4 not 6. Include any paid meal breaks taken during a period of overtime.

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

If the employee uses a decimal clock, please convert to hours and minutes

Hours Minutes

AGH

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

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

Exclude: any basic, overtime and bonus or incentive pay

£ .

AEF

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

Include: profit sharing, productivity, performance and other bonus or incentive pay, piecework and commission.

Exclude: basic, overtime and shift premium pay

£ .

AQR

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

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

£ .

AFG

<p>4j How much pay did the employee receive for other reasons in the pay period? <i>Include: for example, car allowances paid through the payroll, on call and standby allowances, clothing, first aider or fire fighter allowances.</i> <i>Exclude: basic, overtime, shift premium, bonus or incentive pay, redundancy, arrears of pay, tax credits, profit share, expenses, paid leave, maternity and sick</i></p>	<p>£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/></p>	AFG
<p>4k How much gross pay did the employee receive for work carried out in the pay period? <i>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.</i> <i>Exclude: any payments for expenses</i></p>	<p>£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/></p>	AQR
<p>4l Was the employee's basic pay in the pay period calculated by multiplying the number of hours they worked by an hourly rate of pay?</p>	<p>Yes <input checked="" type="checkbox"/> → 4m No <input checked="" type="checkbox"/> → 4n</p>	AKL
<p>4m What was the employee's hourly rate of pay in the pay period?</p>	<p>£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/></p>	AMN
<p>4n Did the employee earn less in the pay period due to absence from work? <i>Exclude: losses of overtime pay.</i></p>	<p>Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/></p>	AKL
<p>4p Was the employee paid at a reduced rate in the pay period for reasons of training or age?</p>	<p>Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/></p>	AKL
<p>Section 5 - Pension Arrangements On 22 April 2009,</p>		
<p>5a was the employee a member of any pension scheme run or facilitated by your organisation? <i>Include: if the employer or employee is currently on a contribution holiday.</i></p>	<p>Yes <input checked="" type="checkbox"/> → 5b No <input checked="" type="checkbox"/> → 6a</p>	AKL
<p>5b what was the employee's main type of pension scheme?</p>	<p>Please <input checked="" type="checkbox"/> one box only</p>	
<p>Defined benefit: run by the organisation, benefits are determined by the scheme rules, for example based on final or average salary</p>	<p><input checked="" type="checkbox"/></p>	
<p>Defined contribution: run by the organisation, benefits are determined by contributions and investment returns, also known as money purchase</p>	<p><input checked="" type="checkbox"/></p>	
<p>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</p>	<p><input checked="" type="checkbox"/></p>	
<p>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</p>	<p><input checked="" type="checkbox"/></p>	SDE
<p>STOP</p> <ul style="list-style-type: none"> • 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. • Please convert percentages of pensionable pay to monetary values. 		
<p>5c How much did the employer contribute to the employee's pension? <i>Exclude: any lump sum contributions that cover more than one employee</i></p>	<p>£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/></p>	AOP
<p>5d How much did the employee contribute to their main pension? <i>Exclude: any additional voluntary contributions (AVCs)</i></p>	<p>£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/></p>	AOP
<p>5e How much of the employee's pay was pensionable? <i>Pensionable pay is the pay on which the above contributions are calculated</i></p>	<p>£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/></p>	AOP
<p>5f was the employee contracted out of SERPS or S2P? <i>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.</i></p>	<p>Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/></p>	AKL

For each question, where the value is known to be nil, please write a single zero. If the value is unknown, please leave blank.

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

£

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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

£

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6c did the employee receive any benefits in kind?

For example, a company car or subsidised housing.

Yes **X** → **6d** No **X** → **7**

 what was the value of the benefits in kind received?

If exact figures are not available, please provide informed estimates

£

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7 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

For the tax year ending 5 April 2009,

8a 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 **X** → **8b** No **X** → **9a**

gh what type of agreement was made?

Please **X** one box only

National or industry

Sub-national

Organisational

Workplace

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

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.

9b Who should we call if we have any questions?

Contact Name

Telephone
Number

Signature.....

Date.....