

New Earnings Survey 2004

IMPORTANT: All information given on this form will be treated in the strictest confidence

Employee details:

Comments: If you have any comments about the answers given on this form, write these in this box only

1

Name

NI No.

Works number, Branch,
Department etc.

- Please complete the form in **BLOCK CAPITALS** using **BLACK INK**.
- Only write in the boxes provided. If a question is not applicable please leave **blank**.

This form concerns the employment, earnings and working hours of the employee named above for the pay-period that included **21 April 2004**. The enclosed guidance notes will help you to complete the form correctly and ensure you give the information we require. Please read them.
For further assistance, please telephone

1. Exemption (see page 3, guidance note 1)

If the person named above is in one of the exemption categories listed on the enclosed guidance notes, (for instance 'no longer employed by your firm', 'self employed') please indicate in the box which category code applies.

2

- If this employee cannot be traced please ring for assistance.
- If this employee is exempt, please disregard questions 2 to 12 and just sign and date the form and return in the pre-paid envelope supplied.

2. Occupation (see page 3, guidance note 2)

(a) State the employee's job title and grade, giving a brief description.

Full Job title/
grade

Job
description

Please enter the appropriate code in the boxes;

(b) Is the person employed on a permanent or temporary basis?

Permanent - 1

Temporary - 2

1 3

(c) Has the employee worked in the same job in your organisation for more than a year?

Yes, one year or more - 1

No, less than one year - 2

1 4

(d) Is the employee a
Supervisor/Manager of staff?

Yes - 1

No - 2

1 5

3. Place of Work /Home Address (see page 3, guidance note 3)

(a) If **employee's** workplace postcode is different from → Please enter (Site/office location postcode, **not** head office).

→ 2 2

(b) If **employee's** home postcode is different from → here

→ 2 3

4. Start date for employee (see page 4, guidance note 4)

In which month and year did the employee start working for your organisation?
(If the employee has worked in another unit of the organisation, the start date should be the date when they first started work in the organisation).

Month Year 2 4

5. Pension arrangements (see page 4, guidance note 5)

What pension provision has the employee made within your company?

(for stakeholder pensions see note 5).

- Please use the guidance notes on page 4 to identify the code to enter here.

3 1

6. Stakeholder Pensions (see page 4, guidance note 6)

(a) Does the employee have a stakeholder pension? Yes - 1 No - 2 3 2

(b) Is it paid through payroll deductions? Yes - 1 No - 2 3 3

7. Collective agreement (see page 5, guidance note 7)

If the employee's pay is set with reference to a collective agreement please look at the enclosed guidance notes and enter the appropriate code in the box.

4 1

For parts (a), (b) and (c) enter the appropriate code in the boxes.

(a)	Indicate the length of the pay-period which includes 21 April 2004 that you will use below and in these questions, to give details of the employee's earnings.	One week	- 1	Four weeks	- 3	<input type="text"/>	5 1
		Two weeks	- 2	Calendar month	- 4	<input type="text"/>	
		If other please specify			<input type="text"/>	5 2	
	• This length of pay-period will be used in later questions.						
(b)	Were the employee's earnings for the pay-period affected by absence?	Yes, earnings were affected	- 1	<input type="text"/>	5 3		
		No, earnings not affected	- 2	<input type="text"/>			
(c)	At what pay rate do you regard the employee as being paid?	Full adult rates	- 1	<input type="text"/>	5 4		
		Trainee/junior rates	- 2	<input type="text"/>			

9. Hours of work (see page 6, guidance note 9)

(a) **Basic weekly hours of work.** During the pay-period, what was the weekly average number of hours paid at basic rate of pay? (Include all guaranteed hours, even if not worked).

	hours	minutes	
	<input type="text"/>	<input type="text"/>	6 1

(b) **Overtime hours.** During the pay-period how many overtime hours, including paid meal breaks, were worked? (The hours must be consistent with overtime earnings in question 10(a)).

	hours	minutes	
	<input type="text"/>	<input type="text"/>	6 2

10. Earnings for the pay-period (see page 6, guidance note 10)

For the pay-period that included **21 April 2004** give a breakdown of the employee's earnings for the pay-period in question 8(a) using the categories (a to d) below (give the gross figures before any deductions. If none, leave blank).

(a) **Overtime:** Give the full amount for the pay-period, not just the premium element (ensure this payment is consistent with the hours in question 9(b)).

£ p 7 1

(b) **Incentive payments:** (Include piecework, commission, profit sharing/productivity and other incentives/bonuses).

- where payments are made in every pay-period, enter the amount **paid** in this pay-period.

£ p 7 4

- where payments are made less often than every pay-period, enter the amount that **relates** to this pay-period.

£ p 7 5

(c) **Shift premium etc. payments:** (Premium payments (not total pay) during the pay-period for shift work and for night or weekend work not treated as overtime).

£ p 7 6

(d) **Basic Pay:** (**Include** payments not shown above. Include London or other area allowances, stand by and on call allowances. **Exclude** any housing, rent or meal allowances or any payments/benefits in kind).

£ p 7 7

11. Gross annual earnings (see page 6, guidance note 11)

[illegible]

12. Hourly rate: If the employee's basic pay was calculated by multiplying the number of hours of work by an hourly rate of pay what was the employee's hourly rate of pay?

£

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Who should we call if we have any questions? Please include name and telephone number.

[illegible]

Telephone no

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Signature Date

Guidance notes for completing form NES 2004

These guidance notes contain *general* advice on how to reply to each question. Should you require further assistance in completing the form(s), please telephone the contact on the letter. Please send completed form(s) to: Office for National Statistics, Newport, Gwent NP10 8XG.

The NES questionnaires are processed using 'scanning' technology. Please follow the guidelines below:

- print clearly using black ink;
- ensure characters are centred within the boxes and do not touch the lines;
- print text in block capitals;
- do not write in any other areas of the form, only in the boxes provided, or the scanner will not detect it.

For example:

A I H 7 8 9

1. Exemption categories

- 1 A person who you know will never work again because they are deceased or severely disabled.
- 2 A person who is very unlikely to work again, e.g. because they retired early due to ill health.
- 3 A person who is likely to be working elsewhere now, or who may work again in the future, e.g. someone who left voluntarily or at the end of their contract.
- 4 A former employee now retired and receiving an occupational pension (but not a wage or salary) or pension scheme.
- 5 A company director who does not receive a salary.
- 6 A wife working for or assisting her husband/partner, or a husband working for or assisting his wife/partner.
- 7 A person employed outside the UK (includes offshore oil rig workers).
- 8 A private domestic servant who resides at their place of work (e.g. Nanny).
- 9 A person covered by the Government's New Deal without a contract of employment.
- 10 A person who is self employed.
- 11 A temporary worker employed by an Employment Agency but not working during the relevant pay-period.

2. Occupation

(a) Job title:

Please give a job title which is self-explanatory - do not use such terms as 'Grade B' or 'Group 3' on their own. Please be as specific as possible.

If the employee is a **working proprietor** or a **company director** who also receives a salary, please give their status and describe the job for which they receive the salary.

Job description:

Please be as specific as possible, and ensure that the details are for the **main** occupation only.

If the employee is a professional (teacher (including supply teacher), doctor, dentist etc.) please state the type of establishment at which the employee is employed e.g. primary school, secondary school, nursery, hospital, doctors surgery, clinic etc.

- (b) If the person is employed on a permanent (1) or temporary (2) basis, please enter either **1** or **2** in the box provided. For the purposes of this survey permanent employees are defined as having a contract of employment for which the actual duration of the contract has not been agreed in advance; temporary employees have a time-constrained or casual employment contract which has an agreed length (e.g. an actual end date; or, when a certain task or training programme is completed; or, when another employee who they are replacing returns to work).
- (c) Has the employee worked in the same job for more than a year?
If the employee has been **promoted** within the last twelve months, then this should be regarded as being employed for less than one year.
- (d) If the employee has direct supervisory or managerial control of any other employee(s), please enter 1 in the box.

3. Place of work/home address (These questions **must** be completed)

- (a) Please check the postcode entered in the box. If incorrect enter the correct postcode of the employee's place of work. If the employee is in a mobile job, e.g. salesman, enter the postcode of their usual base location.
- (b) Please check the postcode entered in the box. If incorrect enter the correct employee's home postcode as held on your records.

Guidance notes for completing form NES 2004 (continued)

4. Start date for employee

- (a) If the employee's organisation has changed ownership since the employee first joined, but their conditions of employment did not change, the start date should be the date when they first started work in the organisation.
- (b) If the employee was made redundant and then re-employed by the new owners, the start date should be the date when they were re-employed.

5. Pension arrangements

This question concerns current membership of an occupational pension scheme or a group personal pension arrangement. Other types of personal pension, additional voluntary contributions and free standing additional voluntary contributions should NOT be included. (See question 6 for stakeholder pensions). We are interested in current pension provision where the employee and/or the employer are currently making contributions. (Note that an employee should be included as having current pension provision if the employer or the employee are currently on a contribution holiday). Information on the employee's current pension provision should generally be available on their pay and/or personnel records. If the arrangements for the firm are organised by an insurance company, you should obtain the details from them.

The following definitions may be helpful in deciding which codes apply:

Occupational pensions are organised by the employer to provide employees with a pension and/or benefits when they retire from work. Usually the employer makes contributions for each employee who has joined the scheme. There are two main types of occupational pension scheme: **salary related**, where the retirement benefits are based on the length of service and salary, and **money purchase**, where benefits are based on money invested during membership.

Group Personal Pensions (GPPs) are personal pension plans that an employer has organised, usually with an insurance company, or bank or building society **for a group of employees**. Employers may make contributions to these employee's personal pension plans.

Contracting out refers to contracting out of the State Earnings Related Pension Scheme (SERPS). For occupational pension schemes the employee and the employer pay lower National Insurance (NI) contributions. If the employee is in a Group Personal Pension arrangement, you may need to contact the provider to establish whether the employee is contracted out of SERPS or not.

Employees who are members of Contracted Out Mixed Benefit Schemes (COMBS) should be assigned to the relevant category according to the method by which the individual employee is contracted out.

Employees who are members of not contracted out salary related schemes with a money purchase underpin should be assigned to Code 3. Employees who are members of not contracted out money purchase schemes with a salary related underpin should be assigned to Code 4.

If the employee is a member of an **occupational pension scheme and a GPP**, please assign the employee to the relevant category for the occupational pension scheme.

If the employee is in an occupational pension scheme, enter one of the following codes (please include here any employee who is also in a GPP);

- 1 contracted-out salary related scheme (COSR) - relevant ERNIC contribution categories are D or E;
- 2 contracted-out money purchase scheme (COMP) - relevant ERNIC contribution categories are F or G;
- 3 not contracted-out salary related scheme;
- 4 not contracted-out money purchase scheme;
- 5 contracted out salary related scheme **and** a not contracted out occupational pension;
- 6 contracted out money purchase scheme **and** a not contracted out occupational pension;

If the employee is in a Group Personal Pension arrangement ONLY, enter one of the following codes (please do not include personal pension plans that are not part of GPP arrangements);

- 7 GPP - employee is contracted out of SERPS;
- 8 GPP - employee is not contracted out of SERPS;

If the employee is in NONE of the above, enter code;

- 9 none of the above.

6. Stakeholder pensions

These are a new way for employees to save for their retirement. They are simple, low-charge pensions taken out with a financial organisation nominated by the employer.

Guidance notes for completing form NES 2004 (continued)

7. *Collective agreement*

If the employee's pay is set with reference to any collective agreement, please enter the appropriate number from the list below:

British Broadcasting Corporation

465 National joint agreement

Local authorities' service

England and Wales

448 Local Authority Single Status National Agreement

442 Craft and associated employees JNC

Scotland

410 Local authority single status agreement

411 Craft operatives JNC

London Regional Transport

420 Railways, general and operating grades

National Health Service

429 Hospital doctors and dentists

430 Other doctors and dentists

431 Administrative and clerical staffs Whitley Council

432 Nurses and midwifery staff

433 Ancillary staffs Whitley Council

434 Maintenance staff

427 Professional and technical staff A Whitley Council

428 Professional and technical staff B Whitley Council

463 Ambulancemen Whitley Council

Police and Fire Services

456 Police service - ranks below superintendent only

457 Fire service - operational ranks below station officer

458 Fire service - operational ranks from station officer to senior divisional officer

459 Fire service - control room and non-operational staff

Prison Service

415 Prison service - prison officers

Civil Service

412 Inland Revenue

Post Office

491 Royal Mail clerical

492 Royal Mail supervisory/specialist

493 Royal Mail engineering and allied

494 Royal Mail manuals

495 Counters clerical

496 Parcelforce manuals

Teaching

England and Wales

435 Primary, secondary and special schools

438 Staff in sixth form colleges JNC

Scotland

437 Primary and secondary schools SJNC

Universities (old)

460 Clinical academic staff

461 Computer operators

466 Academic and academic related staff

467 Clerical staff

468 Technical staff

469 Manual staff

Universities (new)

470 Administrative, professional, technical and clerical staff

471 Lecturers

479 Manual staff

Others (not included in other categories listed)

401 National/industry agreement

402 District agreement

403 Company agreement

404 Establishment agreement

405 National/industry agreement supplemented by district, company or establishment

NB. If the employee's pay is set with reference to a collective agreement, and that agreement does not fall under any main category, use those listed under '**Others**'.

Abbreviations:

JNC - (National) Joint Negotiating Committee/Council

JC - Joint Committee or Joint Conference

SJNC - Scottish National Negotiating Committee

8. *Pay-period, absence and pay rates*

- (b) Employee's earnings for the pay period affected by absences. (For example, sickness, maternity, holiday or other absence, short-time working or employment lasting only part of the pay-period). Ignore any losses of overtime. Absences which did not affect the earnings because of guaranteed payments should also be ignored.

NB. **Local authorities** If the employee works for the Education Department and the pay-period is affected by school holidays, please give information on earnings for the most recent pay-period not affected by holidays.

Guidance notes for completing form NES 2004 (continued)

9. Hours of work

If you use a decimal clock, please convert to hours and minutes.

Basic weekly hours of work

(a) Include:

- all guaranteed basic hours, even if they were not worked during the pay-period.
- any extra time worked if it was paid at the basic rate.

Exclude:

- any hours worked and paid as overtime even if they are worked regularly or part of the contract. These should be entered at question 9 (b).

Overtime hours

(b) Give the actual number of hours, e.g. for 4 hours worked at time and a half, enter 4 not 6. If none, leave blank.

Include:

- overtime hours during pay period indicated in question 8 (a). Any overtime hours reported must be consistent with the overtime earnings to be given in question 10 (a).
- any paid meal breaks taken during a period of overtime.

10. Earnings for the pay-period

Give gross figures, before deductions of PAYE, national insurance, pension schemes and any voluntary deductions.

Include:

- salaries paid to working proprietors and company directors;
- all payments, whenever they are made, that relate to the pay-period;
- any pay paid by the employer that relates to the pay-period.

Exclude:

- all payments made during this pay-period which relate to a previous pay-period (e.g. arrears of pay);
- payments of travelling or subsistence expenses;
- all payments to working proprietors and company directors (other than salaries), such as fees, housing allowances;
- payments in kind except for agricultural or catering workers (in these cases give the amount deducted from the wages for meals, accommodation etc. supplied by the employer);
- all holiday pay if not relating to the pay period.

(a) Overtime pay: Any overtime pay (including weekend and Bank Holiday working) reported here must be consistent with the overtime hours given in question 9 (b) and the pay-period given in question 8 (a).

(b) Incentive payments:

Where payments are made in every pay-period, enter the amount paid in this pay period.

Where payments are not paid in each pay-period, include the appropriate fraction of the payments relating to the pay-period stated in the answer to question 8(a). These should be calculated by dividing the last payment (or next payment if known) by the number of pay-periods it covers (e.g. for monthly paid staff, divide annual or quarterly payment by 12 or 3 respectively. For weekly paid staff divide annual or monthly payment by 52 or 4 respectively).

(c) Shift premium etc. payments: The extra pay for working a different pattern to normal working hours.

(d) Gross basic pay and all other payments: Basic pay should **exclude** all pay reported above and **include** pay not recorded elsewhere.

11. Gross annual earnings (This question **must** be completed)

- (a)** Record here the total gross pay for the tax year **6 April 2003 to 5 April 2004**, if known, otherwise the amount for the time employed by you. Please include pension contributions paid by employee, but exclude amounts paid in respect of expenses.