



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

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 815044

To complete the questionnaire in Euros

0300 1234 938

For any other queries, please contact the **ASHE Survey Team**
or go to www.ons.gov.uk/surveys

0300 1234 938

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

2014 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 example £1,702.50 =

For further assistance please telephone **0300 1234 938** quoting **001 DM123 456**

For further guidance and a list of definitions used throughout the questionnaire, please see <http://bit.ly/1n38Egg>

Section 1 - Employee Details

Name

National Insurance Number

Works number, branch, department

EMPLOYEE NAME

DM123456A

1234

1 On 9 April 2014, 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 **X** Go to **3a**

No **X** Go to **2a**

502

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

2b Has this person left your organisation?

Yes ☒ Go to **2c**

No **X** Go to **10b**

510

2c When did this person leave your organisation?

Month Year

Go to **10b**

25

Section 3 - Job Details

23 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

3b On 9 April 2014, 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.

[illegible]

20

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

[illegible][illegible]

3d	had the employee worked in the same job in your organisation for more than a year?	Yes	<input checked="" type="checkbox"/>	No	<input checked="" type="checkbox"/>	14	MOP
3e	was the employee employed on a permanent basis? <i>A permanent contract is one for which the actual duration of the contract has not been agreed in advance.</i>	Yes	<input checked="" type="checkbox"/>	No	<input checked="" type="checkbox"/>	13	MOP
3f	did the employee have direct supervisory or managerial control of any other employee(s)?	Yes	<input checked="" type="checkbox"/>	No	<input checked="" type="checkbox"/>	Information not available <input checked="" type="checkbox"/>	15 MAB
3g	was the employee an apprentice? <i>Apprenticeships are paid jobs that incorporate on- and off-the-job training as part of a recognised apprenticeship framework, leading to nationally recognised qualifications.</i>	Yes	<input checked="" type="checkbox"/>	Go to 3h	No	<input checked="" type="checkbox"/>	Go to 4a 16 AKL
3h	When did the apprenticeship start?	<div style="border: 1px solid black; width: 40px; height: 30px;"></div>		Month	<div style="border: 1px solid black; width: 80px; height: 30px;"></div>		Year 17 AJK

On 9 April 2014,

4a	if employee's workplace postcode was different from <i>The postcode should be for the employee's usual local site or office.</i>	→	NOT KNOWN	→	please write here →			22
4b	if employee's home postcode was different from	→	NOT KNOWN	→	here →			23

5a For the pay period that included 9 April 2014, what was the length of the employee's pay period?

One week ☒ Two weeks ☒ Four weeks ☒ Calendar month ☒ 51

Other ☒ please specify 52

STOP

- All responses to the remaining questions in section 5 should relate to the pay period that included 9 April 2014. For example, if you pay your employee monthly then please give pay and hours for the paid month that included 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.

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. 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

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



- 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? Yes ☒ No ☒ AKL 53
Exclude: losses of overtime pay.
- 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 9 April 2014,

- 6a** was the employee a member of any pension scheme run or facilitated by your organisation? Yes ☒ Go to **6b** No ☒ Go to **7a** AKL 506
Include: if the employer or employee is currently on a contribution holiday.
- 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 (not including NEST):** run by the organisation, benefits are determined by contributions and investment returns, also known as money purchase ☒
- National Employment Savings Trust (NEST)** ☒
- 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 ☒ 35 MBL



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

£ .

38

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.....

£ .

37

AOP

6e

How much of the employee's pay was pensionable?

Pensionable pay is the pay on which the above contributions are calculated

£ .

36

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 ☒

34

AKL

6g

Were employee contributions made through a salary sacrifice arrangement?

Yes ☒

No ☒

39

AKL

Section 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 the tax year ending 5 April 2014,

7a

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

£ .

81

AQR

7b

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

£ .

84

AQR

7c

did the employee receive any benefits in kind?

For example, a company car or subsidised housing.

Yes ☒

Go to 7d

No ☒

Go to 8

507

AKL

7d

what was the value of the benefits in kind received?

If exact figures are not available, please provide informed estimates

£ .

90

AQR



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 2014,

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



41

DRS

Section 10 - Comments and Contact Details

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.....



If you answered 'Yes' to question 1, please ensure that you have completed Sections 3 to 10 of this questionnaire.

