

2005 Annual Survey of Hours and Earnings

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

for example £1,702.50 =

For further assistance please telephone

Section 1 - Employee Details

Name

National Insurance Number

Works number, branch, department

1a On 6 April 2005, was the above person employed by your organisation?

Yes → **1d** No → **1b**

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

Yes → **1c** No → **9**

1c When did the person leave your organisation?

Month Year → **9**

1d On 6 April 2005, was the person a paid employee 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 persons.

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

Yes → **1e** No → **9**

1e When did the 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 the employee has left and was then re-employed, the start date should be the date they were re-employed.

Month Year

Section 2 - Job Details

On 6 April 2005,

2a what was the employee's job title?

For example, Primary School Teacher, State Registered Nurse, Television Service Engineer, Chartered Accountant. Please also write the type of organisation, for example, primary school, hospital or clinic.

2b what was the employee's job description?

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

Yes No

2d 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

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

Yes No Information not available

Section 3 - Workplace and Home Postcodes

On 6 April 2005,

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

Section 4 - Hours and Earnings for a Given Pay Period

- 4a** For the pay period including 6 April 2005, what was the length of the employee's pay period?

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

Other ☒ Please specify

All responses to the remaining questions in section 4 should be for this pay period. We will use this pay period to adjust your responses to a comparable basis.
For each question, where the value is known to be nil, please write a single zero.

For the pay period given in question 4a which includes 6 April 2005,

- 4b** how much basic pay did the employee receive?
Include: pay before deductions for PAYE, National Insurance, pension schemes and voluntary deductions. All basic pay relating to the pay period. London and other area allowances.
Exclude: all pay that relates to a different pay period, travel and subsistence expenses, and any overtime, shift premium and bonus or incentive pay..... £ . p
- 4c** how many basic hours does this pay relate to?
Include: any hours paid at shift premium and paid hours even if not worked.
Exclude: any hours paid as overtime.
If the employee uses a decimal clock, please convert to hours and minutes..... Hours Minutes
- 4d** how much overtime pay did the employee receive for work carried out in the pay period?
Exclude: any basic, shift premium and bonus or incentive pay..... £ . p
- 4e** how many overtime hours does this pay 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
- 4f** how much shift premium pay did the employee receive?
Include: the element of shift premium pay. For example, if the basic rate is £10 per hour and the premium rate is £12 per hour please report the difference of £20 for a 35 hour pay period.
Exclude: any basic, overtime and bonus or incentive pay..... £ . p
- 4g** how much bonus or incentive payments did the employee receive?
Include: profit sharing, productivity, performance and other bonus or incentive pay, piecework and commission.
Exclude: basic, overtime and shift premium pay..... £ . p
- 4h** how much of the bonus or incentive pay in question 4g above related to work carried out in the pay period including 6 April 2005?
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..... £ . p

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Yes **X** \rightarrow **4m** No **X** \rightarrow **4n**

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Yes ☒ No ☒

Yes ☒ No ☒

Yes ☒ No ☒

Yes ☒ No ☒

Yes ☒ No ☒

Yes **X** → **5c** No **X** → **6a**

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For the tax year ending 5 April 2005,

Exclude: basic, overtime and shift premium pay

Exclude: any payments for expenses.....

Yes  →  No  → 

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Exclude: public and bank holidays Days

Days

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For example, pay may be agreed collectively by a trade union or worker's committee.

Yes **X** → **8b** No **X** → **9**

National or industry agreement

Sub-national agreement

Organisational agreement

Workplace agreement

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

Contact Name

Telephone Number

Signature.....

Date.....

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