

2006 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 26 April 2006, 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 ☒ → **1b** No ☒ → **1c**

- 1b** 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 → **2a**

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

Yes ☒ → **1d** No ☒ → **9**

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

Month Year → **9**

Section 2 - Job Details

On 26 April 2006,

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

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

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

Please also add the type of organisation, for example, secondary school, hospital, hotel, retail trade or shoe factory.

- 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 26 April 2006,

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

Section 4 - Hours and Earnings for a Given Pay Period

4a For the pay period including 26 April 2006, what was the length of the employee's pay period?

One week ☒ Two weeks ☒ Four weeks ☒ Calendar month ☒
Other ☒ Please specify

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

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

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

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 £ . p

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

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 (i.e. 35 multiplied by 2). The shift premium pay reported would therefore be £70.

Exclude: any basic, overtime and bonus or incentive pay £ . p

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 £ . p

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 £ . p

- 4j** How much pay did the employee receive for other reasons in the pay period?
Include: for example, car allowances paid through the payroll, on call and standby allowances, clothing, first aider or fire fighter allowances.
Exclude: basic, overtime, shift premium, redundancy, arrears of pay, tax credits and bonus or incentive pay, profit share, expenses, paid leave, maternity and sick £ p
- 4k** How much gross pay did the employee receive for work carried out in the pay period?
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.
Exclude: any payments for expenses..... £ 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? Yes ☒ → **4m** No ☒ → **4n**
- 4m** What was the employee's hourly rate of pay in the pay period?..... £ p
- 4n** Did the employee earn less in the pay period due to absence from work? Yes ☒ No ☒
Exclude: losses of overtime pay.
- 4p** Was the employee paid at a reduced rate in the pay period for reasons of training or age? Yes ☒ No ☒

Section 5 - Pension Arrangements

On 26 April 2006,

- 5a** was the employee contracted out of the state second pension scheme?
 When contracted out, the employer and employee pay lower national insurance contributions. For occupational scheme members this will be indicated by the earnings related NIC table letter D, E, F, G, L or S. Yes ☒ No ☒
- 5b** did the employee have any pension provisions in place with your organisation? Yes ☒ → **5c** No ☒ → **6a**
Include: provision even if the employer or employee is currently on a contribution holiday.
- 5c** what was the employee's main type of pension provision?
Defined benefit scheme: those in which the rules specify the benefits to be paid, some based on final salary and some based on average salary ☒
Defined contribution scheme: those in which benefits are determined by contributions paid into the scheme and the investment return on those contributions..... ☒
Group personal pension scheme: 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..... ☒
Stakeholder pension: must meet certain conditions laid down by the Government and be registered with the Pensions Regulator (TPR). Include employer sponsored and other stakeholders..... ☒

Please ☒ one box only

For the pay period given in question 4a which includes 26 April 2006,

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

- 5d** how much of the employee's pay was pensionable?
 Pensionable pay is the pay on which benefits and/or contributions are calculated under the scheme rules..... £ p
- 5e** how much did the employee contribute to their main pension?
Exclude: Any additional voluntary contributions (AVCs) £ p
- 5f** how much did the employer contribute to the employee's pension?..... £ p

For the tax year ending 5 April 2006,

Exclude: basic, overtime and shift premium pay £

--	--	--	--	--	--	--	--

 .

--	--

 p

Exclude: any payments for expenses £

										.			p
--	--	--	--	--	--	--	--	--	--	---	--	--	---

Yes **X** → **6d** No **X** → **7**

If exact figures are not available, please provide informed estimates..... £

--	--	--	--	--	--	--	--

 .

--	--

 p

Exclude: public and bank holidays Days

Yes **X** → **8b** No **X** → **9**

Please **X** one box only

National or industry	<input checked="" type="checkbox"/>	Sub-national	<input checked="" type="checkbox"/>	Organisational	<input checked="" type="checkbox"/>	Workplace	<input checked="" type="checkbox"/>
National or industry, supplemented by a sub-national, organisational or workplace agreement							<input checked="" type="checkbox"/>

9 Who should we call if we have any questions?

[illegible][illegible]

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