



**On ,**

- |    |  |  |                                     |   |                                     |   |                       |
|----|--|--|-------------------------------------|---|-------------------------------------|---|-----------------------|
| 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?<br><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<br>MAB             |
| 3g | was the employee an apprentice?<br><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<br>16<br>AKL |
| 3h | When did the apprenticeship start?   | <div> <div></div> <div></div> </div> Month |                                     | <div> <div></div> <div></div> <div></div> <div></div> </div> Year |                                     | 17  | AJK                   |

## Section 4 - Workplace and Home Postcodes

On .

- 4a** if employee's workplace postcode was different from → UNKNOWN

*The postcode should be for the employee's **usual local site or office.***

→      

please write here →       22

**4b** if employee's home postcode was different from → UNKNOWN

→      

here →       23

## Section 5 - Hours and Earnings for the Pay Period that Included (ref date)

- 5a

For the pay period that included , 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 5 should relate to the pay period that included (ref date). For example, if you pay your employee monthly then please give pay and hours for the paid month that included (ref date).
  - 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 .....*

Hours


Minutes

5d

**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 in this period, as well as overtime pay from the previous pay period.....*

71

AFG

5e

**How many overtime hours does the pay in question 5d relate to?**

*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: 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 .....*

Hours

Minutes

62

AGH

5f

**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 .....*

76

AEF

5g

**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 .....*

170

AQR

5h

**How much of the bonus or incentive pay in question 5g above related to work carried out in the pay period?**

*For example, if the bonus reported in 5g was for a full year, the value should be divided by 12 if the employee was paid on a calendar month basis.....*

171

AFG

5i

**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: paid leave (holiday pay), basic, overtime, shift premium, maternity, sick, bonus or incentive pay, redundancy, arrears of pay, tax credits, profit share and expenses .....*

78

AFG

In the box below, please specify what this pay relates to.

80

MAH

5j

**How much gross pay, before deductions, did the employee receive for work carried out in the pay period?**

*Include: pay before deductions for PAYE, National Insurance, pension schemes, student loan repayments and voluntary deductions. Include basic, overtime, shift premium, bonus or incentive pay (from 5h) and any other pay.*

*Exclude: expenses and the value of salary sacrifice schemes.....*

92

AQR

141X1 D

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

X

Go to 5l

No

X

Go to 5m

505

AKL

5l

If yes, what was the employee's hourly rate of pay in the pay period?

.

56

AMN

5m

Did the employee earn less in the pay period due to absence from work?  
*Exclude: losses of overtime pay.*

Yes

X

No

X

53

AKL

5n

Was the employee paid at a reduced rate in the pay period for reasons of apprenticeship, training or age?

Yes

X

No

X

54

AKL

In the box below, please write any additional comments regarding the figures you have provided in section 5.

57

MAH

## Section 6 - Pension Arrangements

On ,

6a

was the employee a member of any pension scheme run or facilitated by your organisation?  
*Include: if the employer or employee is currently on a contribution holiday.*

Yes

X

Go to 6b

No

X

Go to 7a

506

AKL

6b

what was the employee's main type of pension scheme?

Please

X

one box only

Defined benefit: run by the organisation, benefits are determined by the scheme rules, for example based on final or average salary .....

X

Defined contribution: run by the organisation, benefits are determined by contributions and investment returns, also known as money purchase .....

X

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.....

X

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.....

X

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 .....

X

National Employment Savings Trust (NEST) .....

X

35

MBL



**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 .....

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Days

85

PBC

## Section 9 - Pay Agreement

**For the tax year ending 5 April ,**

**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**

AKI

508

**9b** 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



DRS

41

## 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

[illegible]

### Position in business

[illegible]

Telephone Number

[illegible]

Signature.....

Date.....