



Annual Survey of Hours and Earnings (ASHE) 2018

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)



Please complete the enclosed questionnaire(s) in black ink

Please complete and return by 18 May 2018

Dear Sir or Madam,

Please find the 2018 questionnaire for the ASHE attached. If actual figures are not available, please provide informed estimates. Once complete, the questionnaire can be returned by post 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 18 April 2018.

ASHE is based on a sample of employees 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 3b 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 18 May 2018, 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 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

15

16

17

Section 3 - Workplace and Home Postcodes

On 18 April 2018,

22

23

Section 4 - Hours and Earnings for the Pay Period that Included 18 April 2018

4a For the pay period that included 18 April 2018, what was the length of the employee's pay period?

51

52

4b What was the start date of this pay period?

Day Month Year

511

A.JA

STOP • All responses to the remaining questions in section 4 should relate to the pay period that included 18 April 2018. For example, if you pay your employee monthly then please give pay and hours for the paid month that included 18 April 2018.

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

4c 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/paternity pay, sick pay and area allowances (e.g. London).

7

AFG

4d How many basic hours does the pay in question 4c 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.

6

AGH



4e

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

£ .

71

AFG

4f

How many overtime hours does the pay in question 4e 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

4g

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

4h

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

4i

How much of the bonus or incentive pay in question 4h above related to work carried out in the pay period?

For example, if the bonus reported in 4h was for a full year, the value should be divided by 12 if the employee was paid on a calendar month basis.....

£ .

171

AFG

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: paid leave (holiday pay), basic, overtime, shift premium, maternity/paternity, 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

MUV

4k

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 4i) and any other pay.

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

£ .

79

AQR

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 ☒ Go to 4m No ☒ Go to 4n

505

AKL

4m

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

£ .

56

AMN



4n Did the employee earn less in the pay period due to absence from work? *Exclude: losses of overtime pay.* Yes ☒ No ☒ 53 AKL

4o Was the employee paid at a reduced rate in the pay period for reasons of apprenticeship, training or age? Yes ☒ No ☒ 54 AKL

In the box below, please write any additional comments regarding the figures you have provided in section 4. 57

Section 5 - Pension Arrangements

On 18 April 2018,

5a had the employee been automatically enrolled into a workplace pension by your organisation before this date? *Answer this question even if the employee does not currently pay into, has opted out of, or is no longer a member of a pension scheme.* Yes ☒ No ☒ 512 AKL

5b 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 ☒ Go to 5c No ☒ Go to 6a 506 AKL

5c 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	<input checked="" type="checkbox"/>
Defined contribution (not including NEST): run by the organisation, benefits are determined by contributions and investment returns, also known as money purchase	<input checked="" type="checkbox"/>
National Employment Savings Trust (NEST)	<input checked="" type="checkbox"/>
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.....	<input checked="" type="checkbox"/>
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.....	<input checked="" type="checkbox"/>
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	<input checked="" type="checkbox"/>

35 MBL

- STOP**
- All responses to the remaining questions in section 5 should be for the pay period at 4a, which includes 18 April 2018.
 - 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.



5d 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

5e 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

5f How much of the employee's pay was pensionable?
Pensionable pay is the pay on which the above contributions are calculated £ . 36 AOP

5g Were employee contributions made through a salary sacrifice arrangement? Yes ☒ No ☒ 39 AKL

Section 6 - 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 2018,

6a 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

6b how much of the value in question 6a 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

6c did the employee receive any benefits in kind?
For example, a company car or subsidised housing. Yes ☒ Go to 6d No ☒ Go to 7 507 AKL

6d what was the value of the benefits in kind received?
If exact figures are not available, please provide informed estimates £ . 90 AQR

Section 7 - Annual Leave Entitlement

7 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.
Please provide the number of days to 1 decimal place.
For example, if the employee is entitled to 25 days paid annual leave, then enter . Days
Exclude: public and bank holidays Days 85 PBC



Section 8 - Pay Agreement

For the tax year ending 5 April 2018,

8a 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 **8b**

No

☒

Go to **10a**

508

AKL

8b 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 9 - Employee History - only complete if you have answered 'No' to question 1.

9a Has the person named in Section 1 ever been employed by your organisation?

Yes

☒

Go to **9b**

No

☒

Go to **10b**

509

AKL

9b Has this person left your organisation?

Yes

☒

Go to **9c**

No

☒

Go to **10b**

510

AKL

9c When did this person leave your organisation?

Month

Year

Go to **10b**

25

AJK

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.....

