



# Annual Survey of Hours and Earnings (ASHE) 2017

**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 26 May 2017**

Dear Sir or Madam,

Please find the 2017 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 26 April 2017.

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 26 May 2017, 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 <b>ASHE Survey Team</b> or go to <b><a href="http://www.ons.gov.uk/surveys">www.ons.gov.uk/surveys</a></b>	<b>0300 1234 938</b>

## 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





**2i** did the employee have direct supervisory or managerial control of any other employee(s)? Yes ☒ No ☒ Information not available ☒ MAB

**2j** **was the employee an apprentice?**  
*Apprenticeships are paid jobs that incorporate on- and off-the-job training as part of a recognised apprenticeship framework, leading to nationally recognised qualifications.*

Yes ☒ Go to **2k**      No ☒ Go to **3a**

**2k** When did the apprenticeship start?   Month     Year 17 AJK

**On 26 April 2017,**

**3a** if employee's workplace postcode was different from → NOT KNOWN → please write here [ ] [ ] [ ] [ ] [ ] [ ]

**3b** if employee's home postcode was different from → NOT KNOWN → here [ ] [ ] [ ] [ ] [ ] [ ]

**4a** For the pay period that included 26 April 2017, what was the length of the employee's pay period?

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

Other ☒ please specify  52

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

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

**STOP**

- All responses to the remaining questions in section 4 should relate to the pay period that included 26 April 2017. For example, if you pay your employee monthly then please give pay and hours for the paid month that included 26 April 2017.
- 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).  
**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 .....

**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.

**Exclude:** any hours paid as overtime .....

Hours   
   Minutes   
 AGH





**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 26 April 2017,

**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 ..... ☒

**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 5 should be for the pay period at 4a, which includes 26 April 2017.
  - 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 2017,

**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 2017,

**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.....

141 0001

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