



Annual Survey of Hours and Earnings (ASHE) 2014

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)

To be completed for:

Please complete and return by 23 May 2014

Dear Sir or Madam,

Please find the 2014 questionnaire for the Annual Survey of Hours and Earnings (ASHE) attached. If actual figures are not available, please provide informed estimates. Once complete the questionnaire can be returned by post or fax 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 9 April 2014.

ASHE is based on a sample of employee's 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 4b 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 23 May 2014, 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 fax: 01633 652707

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** **0300 1234 938**
or go to www.ons.gov.uk/surveys

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

2014 Annual Survey of Hours and Earnings

This questionnaire will be scanned, therefore please:

- complete in **black ink** and ensure that letters and numbers are 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 **0300 1234 938** quoting **001 DM123 456**

For further guidance and a list of definitions used throughout the questionnaire, please see <http://bit.ly/1n38Eqg>

Section 1 - Employee Details

Name	National Insurance Number	Works number, branch, department
EMPLOYEE NAME	DM123456A	1234

1 On 9 April 2014, 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, an offshore oil rig worker, a self-employed person. The United Kingdom includes England, Scotland, Wales and Northern Ireland but excludes the Channel Islands and the Isle of Man.

Yes Go to **3a** No Go to **2a** AKL 502

STOP If you answered 'Yes' to question 1, please go to question 3a. If you answered 'No', please continue to question 2a.

Section 2 - Employee History

2a Has this person ever been employed by your organisation? Yes Go to **2b** No Go to **10b** AKL 509

2b Has this person left your organisation? Yes Go to **2c** No Go to **10b** AKL 510

2c When did this person leave your organisation? Month Year Go to **10b** AJK 25

Section 3 - Job Details

3a 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 AJK 24

3b On 9 April 2014, what was the full and specific job title for the employee's main job?
For example, Primary School Teacher, State Registered Nurse, Television Service Engineer, Chartered Accountant.

QFG 20

3c Briefly describe what the employee did in their main job.



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 Go to **5l** No Go to **5m** AKL 505

5l If yes, what was the employee's hourly rate of pay in the pay period? £ . AMN 56

5m Did the employee earn less in the pay period due to absence from work? *Exclude: losses of overtime pay.* Yes No AKL 53

5n Was the employee paid at a reduced rate in the pay period for reasons of apprenticeship, training or age? Yes No AKL 54

In the box below, please write any additional comments regarding the figures you have provided in section 5. 57

Section 6 - Pension Arrangements

On 9 April 2014,

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 Go to **6b** No Go to **7a** AKL 506

6b 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



Section 8 - Annual Leave Entitlement

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 Days

85

PBC

Section 9 - Pay Agreement

For the tax year ending 5 April 2014,

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**

508

AKL

9b 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 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.....

STOP If you answered 'Yes' to question 1, please ensure that you have completed Sections 3 to 10 of this questionnaire.

