



# Annual Survey of Hours and Earnings (ASHE) 2016

**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 20 May 2016**

Dear Sir or Madam,

Please find the 2016 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 13 April 2016.

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 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 20 May 2016, 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



## 2016 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 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/1n38Egg>

## Section 1 - Employee Details

Name

National Insurance Number

Works number, branch, department

EMPLOYEE NAME

**DM123456A**

1234

**1** On 13 April 2016, 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 **X** Go to **3a**

No **X** Go to **2a**

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 **X** Go to **10b**

509

**2b** Has this person left your organisation?

Yes ☒ Go to **2c**

No  Go to **10b**

510

**2c** When did this person leave your organisation?

Month Year

Go to **10b**

25

### Section 3 - Job Details

**22 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

24

**3b** On 13 April 2016, 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.*

[illegible]

20

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

[illegible][illegible]

On 13 April 2016,

- 3d** had the employee worked in the same job in your organisation for more than a year? Yes ☒ No ☒ 14 MOP
- 3e** 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 ☒ 13 MOP
- 3f** did the employee have direct supervisory or managerial control of any other employee(s)? Yes ☒ No ☒ Information not available ☒ 15 MAB
- 3g** 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 3h No ☒ Go to 4a 16 AKL
- 3h** When did the apprenticeship start?   Month     Year 17 AJK

#### Section 4 - Workplace and Home Postcodes

On 13 April 2016,

- 4a** if employee's workplace postcode was different from → NOT KNOWN please write here →       22 MQR
- 4b** if employee's home postcode was different from → NOT KNOWN please write here →       23

#### Section 5 - Hours and Earnings for the Pay Period that Included 13 April 2016

- 5a** For the pay period that included 13 April 2016, what was the length of the employee's pay period?  
One week ☒ Two weeks ☒ Four weeks ☒ Calendar month ☒ 51 ADD  
Other ☒ please specify  52
- 5b** What was the start date of this pay period?  
Day Month Year  
      511 AJA
- STOP**
- All responses to the remaining questions in section 5 should relate to the pay period that included 13 April 2016. For example, if you pay your employee monthly then please give pay and hours for the paid month that included 13 April 2016.
  - For each question, where the value is known to be nil, please write a single zero. If the value is unknown please leave blank.
- 5c** 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* ..... £           77 AFG



5d

**How many basic hours does the pay in question 5c 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

61

AGH

5e

**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

5f

**How many overtime hours does the pay in question 5e 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

5g

**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

5h

**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

5i

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

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

£

.

171

AFG

5j

**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

80

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

80

MUV

5k

**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 5i) and any other pay.

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

£

.

79

AQR



- 5l** 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 **5m** No ☒ Go to **5n** AKL 505
- 5m** If yes, what was the employee's hourly rate of pay in the pay period? £    .   AMN 56
- 5n** Did the employee earn less in the pay period due to absence from work? Yes ☒ No ☒ AKL 53  
*Exclude: losses of overtime pay.*
- 5o** 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 13 April 2016,

- 6a** had the employee been automatically enrolled into a workplace pension by your organisation before this date? Yes ☒ No ☒ AKL 512  
*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.*
- 6b** was the employee a member of any pension scheme run or facilitated by your organisation? Yes ☒ Go to **6c** No ☒ Go to **7a** AKL 506  
*Include: if the employer or employee is currently on a contribution holiday.*
- 6c** 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

141 0001

1 4 1 X 1 E

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STOP

- All responses to the remaining questions in section 6 should be for the pay period at 5a, which includes 13 April 2016.
- 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.

6d

**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

6e

**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

6f

**How much of the employee's pay was pensionable?**

Pensionable pay is the pay on which the above contributions are calculated .....

£         .

36

AOP

6g

**Were employee contributions made through a salary sacrifice arrangement?**

Yes



No



39

AKL

## Section 7 - 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 2016,

7a

**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

7b

**how much of the value in question 7a 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

7c

**did the employee receive any benefits in kind?**

For example, a company car or subsidised housing.

Yes



Go to 7d

No



Go to 8

507

AKL

7d

**what was the value of the benefits in kind received?**

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

£           .

90

AQR



## 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 2016,

- 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.....



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

