

2011 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
For further guidance and a list of definitions used throughout the questionnaire, see
<http://www.statistics.gov.uk/StatBase/Product.asp?vlnk=15238>

Section 1 - Employee Details

Name <input style="width: 95%;" type="text"/>	National Insurance Number <input style="width: 95%;" type="text"/>	Works number, branch, department <input style="width: 95%;" type="text"/>
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1a On 13 April 2011, was the above person a paid employee in your organisation working in the United Kingdom and receiving a salary or wage? Yes ☒ → **2a** No ☒ → **1b**

***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.*

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

1b Has this person ever been employed by your organisation? Yes ☒ → **1c** No ☒ → **9b**

1c Has this person left your organisation? Yes ☒ → **1d** No ☒ → **9b**

1d When did this person leave your organisation? Month Year → **9b**

Section 2 - Job Details

2a When did this employee start working for your organisation? Month Year

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.

On 13 April 2011,

2b what was the employee's job title?
For example, Primary School Teacher, State Registered Nurse, Television Service Engineer, Chartered Accountant.

2c what was the employee's job description?

2d had the employee worked in the same job in your organisation for more than a year? Yes ☒ No ☒

2e 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 ☒

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

Section 3 - Workplace and Home Postcodes

On 13 April 2011,

3a if employee's workplace postcode was different from → please write here →
The postcode should be for the employee's **usual** local site or office.

3b if employee's home postcode was different from → →

Section 4 - Hours and Earnings for a Given Pay Period

4a For the pay period including 13 April 2011, 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 4 should be for the pay period given at 4a. For example, if your pay period is four weeks then please give pay and hours relating to four weeks.
 - For each question, where the value is known to be nil, please write a single zero. If the value is unknown please leave blank.

4b How much basic pay 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, 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.....

£ .

4c How many basic hours does the pay in 4b 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.
Include: any hours paid at shift premium and paid hours even if not worked.
Exclude: any hours paid as overtime

Hours Minutes

4d 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

£ .

4e How many overtime hours does the pay in 4d relate to?
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.
If the employee uses a decimal clock, please convert to hours and minutes

Hours Minutes

4f 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

£ .

4g 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

£ .

4h How much of the bonus or incentive pay in question 4g above related to work carried out in the pay period?
For example, if the bonus reported in 4g was for a full year, the value should be divided by 12 if the employee was paid on a calendar month basis.....

£ .

4j	<p>How much pay did the employee receive for other reasons in the pay period? <i>Include: for example, car allowances paid through the payroll, on call and standby allowances, clothing, first aider or fire fighter allowances.</i> <i>Exclude: basic, overtime, shift premium, maternity, sick, bonus or incentive pay, redundancy, arrears of pay, tax credits, profit share, expenses and paid leave....</i></p>	£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>	AFG
4k	<p>How much gross pay did the employee receive for work carried out in the pay period? <i>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 4h) and any other pay.</i> <i>Exclude: expenses and the value of salary sacrifice schemes.....</i></p>	£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>	AQR
4l	<p>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?</p>	Yes <input checked="" type="checkbox"/> → 4m No <input checked="" type="checkbox"/> → 4n	AKL
4m	<p>What was the employee's hourly rate of pay in the pay period?</p>	£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>	AMN
4n	<p>Did the employee earn less in the pay period due to absence from work? <i>Exclude: losses of overtime pay.</i></p>	Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/>	AKL
4p	<p>Was the employee paid at a reduced rate in the pay period for reasons of apprenticeship, training or age?</p>	Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/>	AKL
<p>Section 5 - Pension Arrangements On 13 April 2011,</p>			
5a	<p>was the employee a member of any pension scheme run or facilitated by your organisation? <i>Include: if the employer or employee is currently on a contribution holiday.</i></p>	Yes <input checked="" type="checkbox"/> → 5b No <input checked="" type="checkbox"/> → 6a	AKL
5b	<p>what was the employee's main type of pension scheme? Defined benefit: run by the organisation, benefits are determined by the scheme rules, for example based on final or average salary Defined contribution: run by the organisation, benefits are determined by contributions and investment returns, also known as money purchase 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. This is not a single scheme, it is a collecting agreement. Include Self Invested Personal Pensions (SIPPs) Stakeholder pension: facilitated but not run by the organisation, must meet certain conditions and be registered with The Pensions Regulator (TPR). Include employer-sponsored and other stakeholder pensions</p>	<p style="text-align: right;">Please <input checked="" type="checkbox"/> one box only</p> <div style="display: flex; justify-content: flex-end;"> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> </div>	SDE
<p>STOP</p> <ul style="list-style-type: none"> All responses to the remaining questions in section 5 should be for the pay period at 4a which includes 13 April 2011. 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. 			
5c	<p>How much did the employer contribute to the employee's pension? <i>Exclude: any lump sum contributions that cover more than one employee</i></p>	£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>	AOP
5d	<p>How much did the employee contribute to their main pension? <i>Exclude: any additional voluntary contributions (AVCs)</i></p>	£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>	AOP
5e	<p>How much of the employee's pay was pensionable? <i>Pensionable pay is the pay on which the above contributions are calculated</i></p>	£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>	AOP
5f	<p>Was the employee contracted out of SERPS or S2P? <i>When contracted out, lower National Insurance contributions are paid and this should be indicated by the NIC table letter D, E, F, G, L or S on the employee's pay slip.</i></p>	Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/>	AKL

Section 6 - Annual Earnings

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 2011,

6a how much bonus or incentive payments did the employee receive for the current job?

Include: profit sharing, productivity performance and other bonus or incentive pay, piecework and commission.

Exclude: basic, overtime and shift premium pay

£ .

AQR

6b how much annual gross pay did the employee receive in their current job?

Include: profit sharing, productivity performance, bonus or incentive pay, basic, overtime and shift premium pay. Include pay before deductions for PAYE, National Insurance, pension schemes and voluntary deductions.

Exclude: any payments for expenses or previous employment

£ .

AQR

6c did the employee receive any benefits in kind?

For example, a company car or subsidised housing.

Yes ☒ → 6d No ☒ → 7

AKL

6d what was the value of the benefits in kind received?

If exact figures are not available, please provide informed estimates

£ .

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.

Exclude: public and bank holidays

. Days

PBC

Section 8 - Pay Agreement

For the tax year ending 5 April 2011,

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 ☒ → 8b No ☒ → 9a

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 ☒

DRS

Section 9 - Comments and Contact Details

9a 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.

FQI

9b Who should we call if we have any questions?

Contact Name

Position in business

Telephone Number

Signature..... Date.....