

Notice is given under Article 5 of The Statistics of Trade and Employment (Northern Ireland) Order 1988.

Please write any changes to your name / address below:

LIKKG PYRFOOY  
HMFQDS X U BAQGML & KD  
81-85 BUIRDF VHDIQD  
GGSJTWFB  
EW PIMFDE  
NQ60 2DU



Blank box for name/address changes, overlaid with a large diagonal watermark reading "Sample Only - Not to be Used".

To be completed for:

THE BUSINESS NAMED ABOVE

From:

NISRA Department of Finance  
Economic and Labour Market Statistics  
PO Box 4971  
LANCING, BN99 6SL

## Annual Survey of Hours and Earnings - 2021

Reference Number: **49900009021**

Return Due By: **21 May 2021**



If you would prefer to complete this survey electronically, please register online:

[www.surveys.finance-ni.gov.uk](http://www.surveys.finance-ni.gov.uk)

Survey: **Annual Survey of Hours and Earnings**

eform Registration Code: **20205**

You are required to complete this form, which provides information important to the Government's economic planning.

Given the importance of this inquiry, it is conducted on a statutory basis under **The Statistics of Trade and Employment (Northern Ireland) Order 1988**, which creates a legal obligation on your business / organisation to make a return. A prompt response will ensure we do not trouble you with reminder forms. **Please note that failure to make a return can incur penalties under Article 8 of the Order.**

The information you provide is kept secure via a range of data security arrangements and disclosure control methods. It is illegal for us to reveal your business data to unauthorised persons. Further information and the Privacy Notice is available at: <https://www.nisra.gov.uk/statistics/nisra-economic-and-labour-market-statistics-elms/statistical-protocols-and-compliance>

Guidance notes are provided throughout the questionnaire. If you require further assistance, please contact us on telephone **0300 200 7832** or email [ashehelpline@finance-ni.gov.uk](mailto:ashehelpline@finance-ni.gov.uk) quoting the above Reference Number.

Thank you for your co-operation.

**G COLGAN**  
Senior Principal Statistician





### Section 1 - Employee Details

Name	National Insurance Number	Works number, branch, department
NNOOPP Q	BC216114C	1631223

1 On 21 April 2021, was the above person a paid employee in your organisation working in the United Kingdom and receiving a salary or wage?  
 Include: an employee who was furloughed.  
 Exclude: for example, a company director not receiving a salary, an offshore oil rig worker, a self-employed person.  
 United Kingdom includes England, Scotland, Wales and Northern Ireland, but excludes Channel Islands and Isle of Man.

Yes  Go to 2a      No  Go to 9a

**STOP**

If you answered 'Yes' to question 1, please continue to question 9a.

If you answered 'No' to question 1, please go to question 9a.

### Section 2 - Job Details

2a 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 

--	--	--	--

2b On 21 April 2021, 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.


2c Briefly describe what the employee did in their main job.


On 21 April 2021

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 was the employee on a contract that did not guarantee a minimum number of hours work?

For example, a zero hours contract.  
Include: casual contracts.

Yes  Go to 2i No  Go to 2g

2g was the employee paid on a pro rata basis?

For example, if the employee was on a term time contract but their payments were spread over 52 weeks/12 months.

Yes  Go to 2h No  Go to 2i

2h what was the employee's pro rata contract in weeks per year?

Weeks per year

2i was the employee furloughed (either fully or partly) for any of the pay period that included 21 April 2021?

Yes  No  Information not available

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

### Section 3 - Workplace and Home Postcodes

On 21 April 2021,

3a if employee's workplace postcode was different from

The postcode should be for the employee's usual local site or office.

please write below

3b if employee's home postcode was different from

please write below

### Section 4 - Hours and Earnings for the Pay Period that Included 21 April 2021

4a For the pay period that included 21 April 2021, what was the length of the employee's pay period?

One week  Two weeks  Four weeks  Calendar Month

Other  Please specify

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

Day   Month   Year

**STOP**

\* All responses to the remaining questions in section 4 should relate to the pay period that included 21 April 2021. For example, if you pay your employee monthly then please give pay and hours for the paid month that included 21 April 2021.

\* 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, including any **furlough** 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 **furloughed**, include all hours the pay is based on, regardless of whether worked or not. If your pay period is calendar month and hours are weekly, multiply the weekly hours by 4.348 to get calendar month hours. If a decimal clock is used, 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

**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.

£   ,    .

**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

**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.

£  ,    .

**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.

£   ,    .

**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.

£  ,    .

**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.

£   ,    .



In the box below, please specify what the pay in question 4j relates to.

**4k How much gross pay, before deductions, did the employee receive for the pay period?**

**Include:** pay for worked hours and any furloughed hours 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.

£   ,    .

**4l Was the employee contracted on an hourly rate of pay, which when not impacted by sickness, special leave or furlough, is multiplied by hours worked to calculate basic pay?**

Yes  Go to 4m No  Go to 4n

**4m If yes, what was the employee's contracted hourly rate of pay in the pay period?**

£   .

**4n Did the employee earn less in the pay period due to absence from work?**

**Include:** any type of absence, e.g. sickness, maternity, being furloughed, that led to less pay.

**Exclude:** losses of overtime pay.

Yes  No

**4o Was the employee paid at a reduced rate in the pay period for reasons of apprenticeship, training or age?**

Yes  No

**STOP**

**Furloughed employees** - In the box below, please state if the employee was furloughed using the word **furloughed** and provide details of:

1. How many of the basic hours (reported at Q1d) were actually worked?
2. For the hours not worked, what percentage of normal pay rate was paid?  
(This will typically be 80% from Coronavirus Job Retention Scheme unless the employer topped it up.)

**Section 5 - Pension Arrangements**

On 21 April 2021,

**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

**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



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

### STOP

- \* All responses to the remaining questions in section 5 should be for the pay period 2020/21, which includes 21 April 2021.
- \* 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.

£   ,    .

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.

£  ,    .

5f How much of the employee's pay was pensionable?

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

£   ,    .

5g Were employee contributions made through a salary sacrifice arrangement?

Yes

No

## 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 2021 ,



**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.

£ [ ] [ ] [ ] , [ ] [ ] [ ] . [ ] [ ]

**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.

£ [ ] [ ] [ ] , [ ] [ ] [ ] . [ ] [ ]

**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

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

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

£ [ ] [ ] [ ] , [ ] [ ] [ ] . [ ] [ ]

**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 2 decimal places. For example, if the employee is entitled to 25 days paid annual leave, then enter: Days [ ] [ 2 ] [ 5 ] . [ 0 ] [ 0 ]

**Exclude:** public and bank holidays.

Days [ ] [ ] [ ] . [ ] [ ]

**Section 8 - Pay Agreement**

For the tax year ending 5 April 2021,

**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 next page

**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

**Section 9 - Employee History – only to be completed if you 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 next page

**9b Has this person left your organisation?**

Yes  Go to 9c No  Go to next page

**9c When did this person leave your organisation?**

Month [ ] [ ] Year [ ] [ ] [ ] [ ] Go to next page



