

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



Empty 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 - 2022

Reference Number: **49900009021**

Return Due By: **20 May 2022**



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

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 quoting the above Reference Number.

Thank you for your co-operation.

G COLGAN
Senior Principal Statistician



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 27 April 2022?

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 27 April 2022,

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 27 April 2022

4a For the pay period that included 27 April 2022, 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 27 April 2022. For example, if you pay your employee monthly then please give pay and hours for the paid month that included 27 April 2022.

* 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 27 April 2022,

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 of 12 months, which includes 27 April 2022.
- * 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 2022,



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 2022,

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



