

Annual Survey of Hours & Earnings (ASHE) – webform guidance

The below step-by-step guide has been designed to help you access, navigate through, complete and return your ASHE online questionnaire (or webform).

Accessing your ASHE webform

1. Click on the weblink provided in your survey invitation email, or copy the address into your web browser.
2. On the '**Access My Survey**' webpage, enter the login details provided in your invitation email.
3. If copying and pasting the login credentials, please ensure that you do not inadvertently include a space at the beginning or end of the Reference Number, Document ID or Email Address.
4. It does not matter if the email address is entered in lower or upper case (whether pasted or typed).
5. Should you have **any difficulties** accessing your webform, please check our [webform troubleshooting guidance](#).

Navigating and completing your ASHE webform

1. Progress through the form by clicking on the '**Next >>**' button (bottom right) on each page. Correctly completed sections will show a tick beside them.
2. The '**Introduction**' page contains important information about the survey.
3. The '**Your Details**' page contains the contact information that we hold for your business. On this page you can provide a new contact name, business name, business address, or email address.
4. On the '**Employees**' page, click on the '**Name**' hyperlink of the (first) employee named in the table shown. The full questionnaire for that employee will then open up.
5. Answer all the compulsory questions (indicated by *****) in each section of the employee questionnaire in turn, then click '**Next >>**'. Guidance notes are provided at the start of sections 1, 3, 5, 6, 7 and 8. Relevant guidance information is also printed beneath most of the questions, and additional help is available for some questions by clicking on '**?**' buttons. A message may pop up if you enter invalid or incomplete data, asking you to correct the error. Please note that questions may appear or disappear, depending on

your answers to certain filter questions.

6. When you reach the '**Employee Summary**' page, please ensure that all sections are displaying ticks, and then click on the '**Save & Exit**' button to return to the '**Employees**' page.
7. In the table shown on the '**Employees**' page, the employee whose questionnaire you have just completed will now have a 'Yes' in the '**Completed**' column.
8. Repeat steps 4 to 6 for any other employees named in the table.
9. Once all employees' questionnaires have been completed, click on '**Next >>**' to move on to the '**Comments**' section. This has a box for comments where you can tell us anything you think might help us regarding the information you have provided.
10. In the '**Contact Details**' section, please provide your information, so that we can get in touch with you, should we have any queries. Clicking on '**Next >>**' will take you to the '**Submit Your Survey**' page.

Returning your ASHE webform

1. On the '**Submit Your Survey**' page, you **must** click on the '**SUBMIT**' button to encrypt and securely return your data.
2. You can also click on '**Save**' to ensure that all your data have been saved, and you may use the '**SAVE PDF**' button to save a local copy for your records.
3. Please note that if any of the webform is incomplete (e.g., an employee questionnaire), you will not be able to submit your return. You will see an error message asking you to return to the relevant part(s) of the webform, to provide the missing information.
4. Once you have successfully completed and submitted your ASHE webform, you will not be able to make any changes to the information you have supplied.
5. If you need to change any of your answers, you can either email the **ASHE Helpdesk** at ashehelpline@finance-ni.gov.uk, or telephone us on **0300 200 7832** and select survey option **2** (Monday to Friday, 9.00am - 5.00pm). You will need to provide your 11-digit Reference Number. This can be found in your survey invitation email, and usually begins with the digits "49...", "50..." or "99...".