

1. How do I make sure my data is correct?

View our [data checklist document](#) to see all details regarding your data upload. For a quicker upload, our data template already contains column headers that match the labels used in the app.

2. How do I use the mapping tool?

The mapping tool is a useful feature to link your data's column headers to labels in the GPG app. In the mapping tool, simply click on a column header listed on the left pane and select a label to map it to. If you do not see a label that matches your data type, click the pencil icon on the right to change the column type. You can also create custom labels to map any additional datapoints.

For more information, watch [our Learning Hub video](#).

3. What are the key reportable figures for GPG reporting and where can I find them?

Key reportable figures for GPG legislation are:

- Average gender pay gap as mean average
- Average gender pay gap as median average
- Proportion of men and women employees by quartiles (i.e. when divided into four groups ordered from lowest to highest pay)
- Average bonus gender pay gap as a mean average
- Average bonus gender pay gap as a median average
- Proportion of men and women employees receiving bonus payments

You can find all these under the Headline Figures section of your Pay and Bonus tabs in Detailed Analysis. All these figures are also included in the downloadable report.

4. What does Workforce tab do? Why is it useful?

The Workforce tab shows the proportion of men and women in different groups of employees throughout your entire company. For example, if you're looking at the Workforce tab by Job Level, then the representation of men and women within each Job Level will be shown.

This is useful to see identify what problem areas exist in your organisation that might be causing your pay gap – and you can look at this in terms of representation, which could be due to job segregation. If for example, there are subgroups with high pay gaps and low representation of women, you can build recruitment strategies into your organisation for women in those groups.

5. What does Pay Gap tab do? Why is it useful?

The Pay Gap tab allows you to look at pay gaps of different groups of employees throughout your entire company. For example, if you look at the Pay Gap tab by Business Unit, then each Business Unit's mean and median pay gap will be shown.

This is useful to understand which subgroups in your organisation have the biggest pay variances between men and women. This could mean that a group either has low representation of women, or that women are not progressing within these groups. Understanding where the issues are will help you create targeted strategies to close your overall company pay gap.

6. What Does Pay Data tab do? Why is it useful?

When viewing the Pay Data tab by Quartile, you will get an understanding of how salaries are distributed through the organisation. You can also view Pay Data by any other column you've mapped – for example, viewing it by Job Level shows you the pay distribution within each Job Level in your company.

This is useful to understand how pay varies within groups, and further contextualise your pay gap. You will be able to see areas where pay could be low, or spot outliers whose pay creates a wider pay gap.

7. What does Contribution tab do? Why is it useful?

The contribution tab tells you which groups contribute most to your organisation's pay gap. Each employee group has a pay gap of its own – for example, each Business Unit has a pay gap. The accumulation of these pay gaps across your organisation contributes to an overall pay gap.

Using the Contribution tab, you can pinpoint groups that need the most attention to close your overall gap. When you upload multiple datasets, you can also track progress to see if the top groups contributing to your pay gap in one year has lowered its contribution to the gap in the next year.

8. How do I download reports?

There are 3 ways to download reports. From your dashboard, click the button under Download Report – this will automatically download your latest gender pay gap report.

If you have multiple uploads, click on View Your Uploads on the dashboard. Click on the triple dots on the top right of a dataset, and you'll find an option to download the report for that specific dataset.

Alternatively, when viewing the detailed analysis of a dataset, you will find a download report option on the top right.

For more information, watch [our Learning Hub video](#)

9. What is included in the downloadable report?

All the figures required for gender pay gap reporting is in your report. Additionally, all the graphs from your Detailed Analysis section are included; you can therefore further contextualise your headline figures. The more labels you map in the app, the more detailed your report will be.

10. How can I find out why I have a pay gap?

From your dashboard, after uploading and mapping a dataset, click the button under See Results. This will take you into the Detailed Analysis section.

We recommend looking at your workforce by Quartiles first, which can help you pinpoint which parts of your organisation have an underrepresentation of women. For example, if the upper quartile has a low percentage of women, this could mean that there is an issue with progression.

You can then look at which Job Level or Business Unit contributes most to your pay gap using the Contribution tab, and progressively explore these groups using the Contribution tab as guidance.

11. What are the key reasons that I have a pay gap?

Common reasons why a company could have a pay gap include:

- Issues with progression, for example women could be getting promoted slower than men
- Issues with pay, for example women could be starting at a lower pay than men for the same roles
- Issues with representation, for example more men are hired into the upper quartiles than women

Using our Detailed Analysis feature, you can explore these issues using different system labels and custom labels that you have mapped. For example, by mapping tenure, you can see if women's salaries increase slower than men's salaries the longer they work in the company. This could signify issues with progression.

12. How do I download tables and graphs?

Hover over the graph you'd like to download and click on the triple dots that appear on the top right. You will then see options to download the graph.

13. How can I see detailed analysis of the bonus gap?

The Detailed Analysis feature automatically takes you to look at pay gaps. Click on the Bonus tab next to the Pay tab at the top of the page to see detailed analysis of bonus gaps.

14. How do I view previous uploads of my data?

There are 2 ways to see your previous uploads. From your dashboard, click on the "View Your Uploads" button. You can also click "Data Manager" on the left pane of the app.

15. What does the Pay Type system label do?

The Pay Type system label is used when employees in your dataset are paid at different frequencies. For example, you could have employees who are paid monthly and other employees who are paid weekly in the same dataset. You will therefore need a column specifying the frequency at which each employee receives their salary. The Pay Type can be hourly, daily, weekly, biweekly, four-weekly, monthly and yearly.

16. Where can I go for more help?

You can find all resources in using the GPG app within the Learning Hub. Click on the Learning Hub icon on the left pane of the app. For enquiries on upgrading to the PRO app, schedule a meeting with our team at <https://calendly.com/gail-elhalaby/upgrade-to-pro>.