



Gapsquare Comply completion instructions

Updated: 5 January 2023

Fields marked with red are mandatory.

Employee ID

- Most customers use a payroll/employee number to submit an ID for everyone.
- You must submit one line of data per individual, not per job role.

Gender

- Gender column – Male or Female. Do you have anyone who does not identify as a male or female? if yes, they will be **omitted** from the submission.

Gross Basic Pay

Please ensure you are entering data covering the month of the snapshot date:

- Public authority employers must use a snapshot date of 31 March. They must report and publish their gender pay gap information by 30 March of the following year
- Private, voluntary, and all other public authority employers must use a snapshot date of 5 April. They must report and publish their gender pay gap information by 4 April of the following year. These employers must also include a written statement.

where this is included in your payroll data, this is before tax, before PAYE, **but after salary sacrifice deductions** – this is what the regulations state but important to note!

Included Pay Elements (not required if already included in gross basic pay)

- Any allowances or bonuses (for the pay period only) and car allowance can be entered here, only for the month covering the snapshot date, otherwise this can be included in **GROSS BASIC SALARY**, so must not be duplicated in this column. Pay bonus (pay period only – snapshot date). This is for bonus received in the pay period, covering the snapshot date, some individuals may not have received a bonus in the snapshot date but received a bonus prior to this, then you will show your bonus in the 12-month bonus column in the spreadsheet. If within the snapshot date an individual received a commission bonus covering a 3-month period, then you will need to divide that amount by 3.

Deducted Pay Elements (not required if already deducted from gross basic pay)

- Payments for overtime, redundancy payments or in lieu of leave, non-money remuneration, any benefits in kind, the value of salary sacrifice benefits, expenses, and arrears of pay.

Please enter figures as a plus and not a minus otherwise the algorithm will produce a double negative.

Annual Bonus

- Enter the value of all bonus payments made in the 12 months ending with the snapshot date. If no data is entered here, you will not see your Gender Bonus Gap. **Note:** bonus may take the form of money, vouchers, securities, securities options, or interests in securities. The last three forms, dealing with securities, should be treated as per “taxable earnings” or “taxable specific income” as defined by these regulations.

Includes: remuneration received and earned in relation to profit sharing, productivity, performance and other bonus or incentive pay, piecework, commission. Long-term incentives plan payments, whether cash or shares, should also be included.

Excludes: base pay, overtime payments, redundancy payments.

You also need to provide 12-month bonus data for any individuals on reduced pay as they would still be included within the bonus gap calculations.

Relevant Employees

- We should see majority of individuals as ‘True (Yes)’. This includes full time, or part time staff if they are in receipt their FULL pay.

A reduced pay employee classed as a status “False (No)” would include anyone **NOT** receiving their full pay, i.e., maternity, paternity, sick leave, or sabbatical (anyone receiving less pay than they are contracted to receive). **Reduced pay employees do not get included in the Gender Pay Gap reporting calculations. However, if they were in receipt of an annual bonus, they will be included in your bonus gap calculations.**

For contractors: If you have their hours AND pay, and they are included in your UK payroll, then these staff can be classed as a full pay employee which is a status “True”. If these rules do not apply, then they would be excluded.

Weekly Hours Worked

- Enter the number of hours the individual is contracted to work in a week. Employees with normal working hours: enter the number of weekly working hours as defined by the employee’s contract of employment on the snapshot date.

Employees without normal working hours, i.e., on a “zero hours” contract: where an employee has no normal working hours an average number of weekly working hours, calculated over the preceding 12 weeks where hours were worked, should be entered. If this calculation is not possible then an estimated figure (based on expected hours and the hours of comparable co-workers) should be entered.

Employees paid on the basis of piecework: enter the number of hours of output work as calculated for National Minimum Wage regulations.

FTE% (only if weekly worked hours is not available**)**

- If part-time what percentage of a full-time does this employee work.

Pay Frequency

- Are your employee's paid i.e. monthly, weekly, fortnightly, four weekly or other.

Pay Frequency in Days

- If choosing 'other' to pay frequency, please specify how many days.

Date of Birth/Age

- Either enter DOB 01/01/1980 or age 42. This data can be used to analyse pay gaps relating to age or age brackets of the workforce.

Department

- Can be used to review pay gaps etc by each job department/function or business unit

Date of Joining Organisation

- Date individual started working for the organisation. For employees who transferred into the organisation, use original start date (as if calculating for eg redundancy). *If the individual **was not in employment on the snapshot date you do not need to include them.***

Job Level

- Job level is the organisation's internal method for classifying roles by size and many organisations supply grade information in this column.

Location

- Location - can be city/town/site name, region or post code.

Custom Label

- Example of a custom label could be performance rating.