



Gapsquare PRO completion instructions

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, Female, non-binary or other

Gross Basic Pay

- Please enter whatever month/year's salary in which you are analysing.

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

- Any allowances, bonuses and car allowance can be entered here. You can enter as many included pay elements as you need to. You may want to add them in different column headings or add them altogether as one.

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. As above you can separate them out or add them altogether in one.

Annual Bonus

- Enter the value of all bonus payments made in the 12 months.

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).

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.

Ethnicity

- Decisions on which ethnic groupings to use may depend on the size of the organisation, institutional priorities, and geographical locations. Some organisations report on two categories of White and other ethnic backgrounds, however combining the data for other ethnic backgrounds can mask pay gaps between ethnic groups. Using the [ONS Census's](#) five ethnicity categories (Asian, Black, Mixed White and Other) or an 18-category breakdown, allows for greater comparison. Low numbers of staff in these categories can however limit the disclosure of figures and should not be reported if less than 10 individuals in a category, to avoid identifying individuals and contravening data protection.

Disability

- In the UK, the disability definition in the Equality Act 2010 provides: a person is 'disabled' if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities, so organisations could consider using physical and mental impairment categories. For further information see [Disability & Employment | Factsheets | CIPD](#).

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.

Job Function

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

Department

- As above can be used to look at gaps in different departments.

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/Grade

- 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.

Education Level

- If you have access to this information, it could be another way to refine your data.

Custom Label

- Example of a custom label could be performance rating.

Updated: 16 December 2022