

JERSEY AVERAGE EARNINGS – JUNE 2024

Notice is given under Article 14 of the Statistics and Census (Jersey) Law 2018



Example Company
Address 1
Address 2
Address 3
Address 4
Postcode

Ref: X4MPL

To be completed by **Example Company**, undertaking code **00000**.

You are required by law to complete this questionnaire.
Failure to comply with this requirement may result in criminal prosecution.

Please complete and return this questionnaire by **9 August 2024**.

Statistics Jersey has carried out this survey for over 20 years to compile the Index of Average Earnings. This is an extremely important economic indicator which is used to up-rate state pensions and benefits.

The survey relates to wages and salaries paid in June 2024. You are required to complete the survey if you paid any employees (including if you are self-employed) during this time. If you did not pay any employees during this period, please contact us.

If you would prefer to complete this questionnaire online, you can do so at the following address:

www.gov.je/Earnings

You will need to enter your unique reference code: **X4MPL**

Contact for assistance:

Callum Christie



01534 448742

Email: statistics@gov.je

Legal obligations:

- If you provide false information or you do not complete and return this questionnaire, penalties may be incurred under Article 18 of the Statistics and Census (Jersey) Law 2018. Such penalties may make you liable to a fine of level two on the standard scale.
- If you wilfully obstruct or impersonate any person employed or engaged by Statistics Jersey in the exercise of their functions under the Law, penalties may be incurred under Article 19 of the Statistics and Census (Jersey) Law 2018. Such penalties may make you liable to imprisonment for a term of six months and a fine of level three on the standard scale.

Your information is protected under the Statistics and Census (Jersey) Law 2018. The information provided is strictly confidential and will only be used to produce aggregate numbers. Statistics Jersey will not pass your information to anyone outside of Statistics Jersey.

1. Notes

- All information provided is strictly confidential.
- Please complete this survey if you paid any Jersey employees in the month of June, even if not trading.
- Include all staff that received pay, even if they were not working.

For gross wages and salaries (2a and 3a):

- **Include** only employees based in Jersey who received remuneration in the specified pay period.
- **Include** overtime, Jersey weighting allowances, non-contractual gifts, commission.
- **Exclude** bonuses, director's fees, redundancy payments and employer's contributions to insurance or pension schemes.
- Provide figures **before deductions** for employee's contributions to pension funds, social security or insurance.
- Provide figures **before deductions** for food and accommodation for minimum wage employees.

Holiday pay: payments in advance for holidays taken outside the specified pay period.

Arrears: retrospective payments relating to another pay period e.g. delayed pay award on basic pay or delayed overtime payments/allowances.

Overtime: any additional work performed by an employee in excess of their contracted hours.

2. Monthly paid employees

If the figures provided below do not relate to the full month, please specify dates covered:

2a. Total gross wages and salaries paid to monthly-paid employees in the month ending 30 June 2024:

2b. How much of the amount stated above was for:

Holiday pay

Overtime pay

Arrears of pay

2c. Total number of monthly-paid employees whose wages and salaries are included in question 2a:

- ▶ **full time** is more than 25 hours per week
- ▶ **part time** is 25 hours per week or less

Full time staff

Part time staff

3. Weekly paid employees

For employees paid at another interval (e.g. fortnightly), complete the questions below, specifying the pay frequency here:

3a. Total gross wages and salaries paid to weekly-paid employees in the final week of June (week ending 28 June 2024):

3b. How much of the amount stated above was for:

Holiday pay

Overtime pay

Arrears of pay

3c. Total number of weekly-paid employees whose wages and salaries are included in question 3a:

- ▶ **full time** is more than 25 hours per week
- ▶ **part time** is 25 hours per week or less

Full time staff

Part time staff

2d. Average weekly hours worked in June 2024 for:

- ▶ **full time** is more than 25 hours per week
- ▶ **part time** is 25 hours per week or less

Full time staff	<input type="text"/>
Part time staff	<input type="text"/>

3d. Average weekly hours worked in the final week of June (week ending 28 June 2024):

- ▶ **full time** is more than 25 hours per week
- ▶ **part time** is 25 hours per week or less

Full time staff	<input type="text"/>
Part time staff	<input type="text"/>

4. Pay rates

4a. Have employees received a pay rise during the last 12 months?

- ▶ for example: cost-of-living and / or performance-linked pay rises
- ▶ implemented between 1 July 2023 and 30 June 2024
- ▶ pay rises in **basic pay** only; do not include pay rises due to increased overtime or bonuses
- ▶ tick one box that best describes the situation in your company overall

- Yes - all / most employees received a pay rise
- Yes - some employees received a pay rise
- No - no employees received a pay rise
- Don't know

4b. For employees that received a pay rise, estimate the average percentage increase:

<input type="text"/>	%
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5. Any relevant comments

Provide details of any exceptional circumstances that may have affected the figures provided.

For example:

- significant **pay-rises or cuts** since the previous year
- more / less **overtime** worked during the pay period
- company **restructuring**
- highly paid members of staff joining or leaving the company

6. Declaration and signature

Contact name

Position in business

Telephone number

Email address

I confirm that the information given in this survey is true, complete and accurate, to the best of my knowledge.

Signature

Date

Providing false information in this survey is a criminal offence under Article 18 of the Statistics and Census (Jersey) Law 2018.

Please complete and return this questionnaire by **9 August 2024**.

You may find it useful to retain a copy of this questionnaire for future reference, or to answer any questions or queries that may arise.