

Gender Pay Gap Reporting Service

Government regulation covering Gender Pay Gap Information came into force on 1st October 2016. The regulation has been introduced to highlight the differences in gross pay and bonuses between female and male employees (*please note this is distinct from any legislation on equal pay or pay discrimination*).

Information requirement

Employers with 250 or more employees must publish specific information about their gender pay gap results. Reporting requirements include the following information for male and female employees.

- > Gross salary (including basic pay, paid leave, maternity pay and sick pay)
- > Bonus payments (including car or other allowances)

Reporting by quartile pay bands

Employers will have to divide their overall pay range into four pay bands or quartiles each containing an equal number of employees. For example if you have 400 employees you will have 4 groups of 100 employees each. Employers will be required to report on the number of men and women in each of these quartiles taking into account the full range of payments made to each.

Key dates

Gender pay gap information must be published on the government's reporting website for the following periods:

- > 30th April 2017: collation of all data required for analysis.
- > 30th April 2018: deadline for publication of results.

Thereafter employers will be expected to complete this exercise every 12 months.

Need help?

Pay Check can calculate your company's quartile and pay gap information. If you would like us to quote for this additional service please call us on 020 7498 1133 or email us on paycheck@paycheck.co.uk

Further useful information can be found on the ACAS website. Please visit <http://www.acas.org.uk/index.aspx?articleid=5768>

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