# GENDER PAY GAP DATA CHECKLIST

XpertHR
GAPSQUARE

## Getting Started

1. Use this document to understand what HR and Payroll data you need to extract

2. Extract this data from your HR and Payroll systems

3. Populate the template with the data you have extracted, as per the guidance

## Formatting your Data

- Each data file should be in xlsl or csv format

- Do not leave spaces between rows or empty rows

- Ensure the first rows are column names

- Treat one row per employee

| Type of data | Description | Required vs Optional |
|---|---|---|
| **Person/job/ grade information for each individual** | | |
| Employee Number | Unique identifier needed for each employee. | Optional |
| Job Level | Used for work rated as equivalent. | This can be scrambed by employer for anomyisation |
| Gender | | Required |
| Date of Birth | Used for analysing pay by age. | Optional – can be converted to a number rather than a date for anonymisation prior to upload |
| Directorate,Dept, Branch etc | Organisational details, as appropriate for your analysis. | Optional |
| Location | If relevant for your analysis. | Optional |
| Full-pay Relevant Employees | Exclude employees not on full pay. Include relevant employees in Bonus section if they are employed on the snapshot date and are paid a bonus in the calendar year prior to the snapshot date. | Required – This can be uploaded as a Boolean Column for the True (Include) or False (Exclude) |

| Type of data | Description | Required vs Optional |
|---|---|---|
| **Pay And Hours Worked** | | |
| Gross basic salary | For the purposes of GPGR, pay is the amount paid on the snapshot date defined as (but not limited to):<br>• Basic Pay<br>• Allowances, such as London weighting, recruitment or retention allowances, on-call allowances, car allowances)<br>• Pay for piecework<br>• Pay for leave (if employee is on full pay only)<br>• Shift premium pay<br>• Pro-rated bonus if annual or one-off bonus is paid in the snapshot month<br>Excluded pay is (but not limited to):<br>• Overtime<br>• Redundancy<br>• Pay in lieu of leave<br>• Benefits in kind<br>• Expenses<br>This is gross figure prior to any deductions on the snapshot date. Can be uploaded into Gapsquare in hourly, weekly, fortnightly, lunar, monthly or yearly amounts. Gapsquare will convert into an hourly rate for comparison.<br>These can be separated into separate columns to analyse separately. | Required |

| Type of data | Description | Required vs Optional |
|---|---|---|
| Included Pay Elements | For the purposes of GPGR, pay is the amount paid on the snapshot date defined as (but not limited to):<br>• Basic Pay<br>• Allowances, such as London weighting, recruitment or retention allowances, on-call allowances, car allowances)<br>• Pay for piecework<br>• Pay for leave (if employee is on full pay only)<br>• Shift premium pay<br>• Pro-rated bonus if annual or one-off bonus is paid in the snapshot month<br>Excluded pay is (but not limited to):<br>• Overtime<br>• Redundancy<br>• Pay in lieu of leave<br>• Benefits in kind<br>• Expenses<br>This is gross figure prior to any deductions on the snapshot date. Can be uploaded into Gapsquare in hourly, weekly, fortnightly, lunar, monthly or yearly amounts. Gapsquare will convert into an hourly rate for comparison.<br>These can be separated into separate columns to analyse separately. | Required |

| Type of data | Description | Required vs Optional |
| --- | --- | --- |
| Pay Type | The type of pay employees receive i.e., monthly, yearly, etc.<br><br>If your dataset contains multiple pay types, include a column to specify what each employee's base salary relates to (e.g. Weekly, Monthly or Yearly) | Optional |
| Education level | This can be broken down into education levels (no formal education, high school diploma or equivalent, further-education or equivalent, Bachelor's degree, Master's degree, Doctoral or professional degree etc) | You will be able to look at pay gaps across education level and see how education level corresponds to salary and other metrics.<br>Useful for adjusted / equal pay analysis. |
| Annual Bonus | Under GPGR, the bonus pay gap is calculated by collating and summing all bonuses paid in the year preceding the snapshot date. | Required |
| Contract hours worked (weekly) | | Required |

| Type of data | Description | How it helps |
|---|---|---|
| FTE% | Full Time Equivalent – the representation of an employee's Worked Hours expressed as a percentage of the week. An FTE% of 1 represents a full-time employee, while FTE% of 0.5 represents an employee working only 50% of a full-time employee's working hours. | Required only if Worked Hours has not been otherwise included |
| Deducted Pay Elements | For GPGR, this is any deduction taken from the Gross Pay prior to tax, NI or other deductions. Will include (but not limited to):<br>• Childcare vouchers<br>• Cycle to work<br>• Pension through salary sacrifice<br><br>The value of salary sacrifice is deducted from the definition of pay. These should be represented as positive values e.g. a childcare voucher of £600 should say 600 rather than –600. | Required |
| Date Of Joining Organisation | Service in the organisation/grade or job is often a cause of pay gaps | Optional – can be converted to a number rather than a date for anonymisation prior to upload. |

Gapsquare does not support non-roman and unicode character sets. Please ensure your dataset is clear from these characters.

Any other questions? Visit our Learning Hub