



Using the YWCA Equal Pay Awards Audit Tool is easy!!

1. Enter data for the four mandatory fields in the YWCA Equal Pay Awards Audit Tool
2. Upload your completed file to your YWCA Equal Pay Awards entry – at <https://equalpay.awardsplatform.com>

INSTRUCTIONS

1. Save the File (YWCA Equal Pay Awards Audit Tool 2019) to your network drive
2. Enter the mandatory data in the "Data Input Sheet"
 1. Staff Level - Tier 1 / Tier2 / Tier 3 / Tier 4
 2. Gender - M/F/O
 3. Hourly Pay rate (\$/h)
 4. Employment status - Full time or Part time

Please note; only the mandatory data is required for judging purposes. You do not need to provide your company name unless you choose to complete the optional fields to be provided with a more comprehensive dashboard if you have opted-in to receive this from Strategic Pay

3. Save the file to your network and upload your completed file as part of your Awards entry.

If you have any queries or need further assistance, please email: surveys@strategicpay.co.nz



“At Strategic Pay we understand the confidential nature of participants’ data and as is the case with all our remuneration reports, information submitted to us for Award analysis is kept strictly confidential. All data is collated and aggregated within a secure environment and results are not attributable to any individual role or organisation. This strict confidentiality extends to the party commissioning the report and we will not share any individual data submissions or details with anyone outside our organisation.”

DATA ENTRY FIELDS	DEFINITIONS/ACTIONS
Employee ID	Enter the employee number / unique identifier / PIN / initials / full name. (Optional)
Employee Job Title	Enter the identifier for each position, usually the actual title of the position. (Optional)
Department / Division / Section (Mandatory)	Enter the department or section title to which the position belongs, e.g. Marketing, HR, Finance, Production.
Staff Level - Tier 1 / Tier2 / Tier 3 / Tier 4 (Mandatory)	Please identify staff level i.e. CEO (Tier 1) Senior Management (Tier 2) Middle Management (Tier 3) Professional / General Staff (Mandatory)
Start Date in company dd/mm/yy	Please enter the date when the employee started in your organisation. (dd/mm/yyyy).
Birthdate dd/mm/yy	Please enter the birthdate of the employee (dd/mm/yyyy).
Gender - M/F/O (Mandatory)	Please enter the employee's gender status M - Male F - Female O - Other (Mandatory)
Performance Rating	Enter this individuals performance rating achieved during the last performance review period. Use your internal performance rating terms/values/definitions. (Optional)
Recent % Salary Increase	Enter this individual's recent % salary increase. (Optional)
Value of Fixed benefits (\$/a)	Enter the value of all current benefits provided over the past twelve months for any fixed benefits to the employee. Exclude FBT. (Optional)
Value of Bonus / Short term incentives (\$/a)	Annualised - Value of actual payments made during the past year, or in the case of a new incumbent the annual rate based on existing performance levels. (Optional)
Hourly Pay rate (\$/h) (Mandatory)	\$/h hourly pay rate, including guaranteed payments (e.g. bonus or inconvenience payments). Exclude payments for variable allowances (e.g. incentive payments, bonuses) & salary sacrificed items.
Base Salary (\$/a)	Annualised - Hourly pay rate times 2080 hours = annual base salary. Exclude payments for variable allowances (e.g. incentive payments, bonuses) & salary sacrificed items.
Fixed Remuneration (\$/a)	Annualised - Base Salary, plus all fixed benefits such as phone allowance, income protection, car parking, car allowance, extra leave, employer contribution to Kiwisaver.
Total Remuneration (\$/a)	Annualised - The sum of all remuneration items Base, Cash and Benefits Annualised. This definition excludes any overtime payments. It includes all benefits which are subject to FBT or other tax measures. (Optional)
Employment status - Full time or Part time (Mandatory)	Indicate if employee is a Part Time or Full Time. (Mandatory)
Staff band level / SP Grade / JE Points	Staff internal salary band/grade or job evaluation points for each position.
ANZSCO code/ MUPC code / Job code classification	Add the employees classification code. Job code or MUPC code or Australian and New Zealand Standard Classification of Occupations code. (Optional)
Comments	If you wish to add additional information or notes specific to the incumbent, please add them in this column.