

# Civica HR & Payroll

## Gender Pay Gap Report

For use with Civica Payroll to automatically calculate and report on an organisation's Gender Pay Gap.

### Generate Gender Pay Gap reports faster and more easily

The Gender Pay Gap report plug-in automatically calculates the values required for Gender Pay Gap reporting using data held in Civica Payroll software. The resulting report can be output in an attractive graphical format ready for submitting online and making available on your website.

### What is Gender Pay Gap Reporting?

The gender pay gap is the difference between the average earnings of men and women, expressed relative to men's earnings. Any organisation that is classed as a 'relevant employer', that is one that has 250 or more employees, must publish and report specific figures about their gender pay gap. This applies to both private and public sector organisations. If your organisation is a 'relevant employer' and runs multiple payrolls you must merge relevant data from all your payrolls and report one set of figures for your organisation. Private sector organisations that are part of a group must report individually if they are 'relevant employers'. If your organisation has fewer than 250 employees, it can publish and report voluntarily but is not obliged to do so.

### When and where is data published?

Employers must both publish their gender pay gap data and a written statement on their public-facing website and report their data to government online - using the gender pay gap reporting service. The figures must be calculated using a specific reference date - this is called the 'snapshot date'.

### Main benefits

- ▶ **Easy to use** - no specialist report writing knowledge required
- ▶ **Increased efficiency** - no need to spend time and effort extracting data and creating custom reports
- ▶ **Future-proof** - handles any changes in payroll and company structure
- ▶ **Improved compliance** - automatically output the reports required by law.

The snapshot date each year is:

- ▶ 31 March for public sector organisations
- ▶ 5 April for businesses and charities.

Organisations must publish within a year of the snapshot date.

### Easy and flexible set-up

A small amount of set-up is required initially to align your payroll input and absence codes to the various categories defined by the Gender Pay Gap calculation. This is done within the user interface.



User-friendly  
custom analytics



Improved efficiency  
& data availability



Improved compliance  
& reduced risk

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The categories are as follows:

- ▶ **Defining full-pay relevant employees -**  
The plug-in will identify 'relevant' employees, that is those that were employed on the snapshot date and were on full pay, i.e. were not on leave. Simply select the absence codes that will count towards the Gender Pay Gap definition of "leave" in your organisation.
- ▶ **Defining ordinary pay and bonuses -**  
HMRC provides comprehensive guidelines as to what should be counted as 'ordinary pay' and what is a 'bonus'. Select the relevant payroll input codes that will count towards these in your organisation.
- ▶ **Defining weekly working hours -** Gender pay gap reporting requires you to record the weekly working hours for each full-pay relevant employee in the pay period that covers the snapshot date – excluding paid or unpaid overtime. Select the input codes that count towards the number of hours an employee actually works.

## Creating your personalised report

Once you have defined the codes, it is simply a case of running a calculation and printing the report. The full set of calculated values are available to display on screen and can be adjusted if needed before printing. The Gender Pay Gap guidance allows for some discretion in calculating hourly rates of pay under certain circumstances, such as where the defined calculations are not appropriate for an employee.

The standard report contains all the information which you are required to submit online. There is no fixed format for this, but ours is based on the guidance and best-practice. If preferred you can take the figures and charts from our report and copy them into your own design.

The Civica Gender Pay Gap report displays:

- ▶ Mean gender pay gap
- ▶ Media gender pay gap
- ▶ Mean bonus gap
- ▶ Media bonus gap
- ▶ Bonus proportions
- ▶ Quartile pay bands in graphical format

## Dealing with multiple pay groups and companies

The report has standard facilities for grouping pay groups and also for reporting for groups of companies.

## Alternatives to this plug-in

It is possible to use the in-built report writer in Civica Payroll to create a report or reports to output pay data from your system's payroll archive history and then use this to make the necessary calculations.

## Next steps

There is a one off cost for this extension of £500. For further information please contact your Account Manager or email our team on [hpsales@civica.co.uk](mailto:hpsales@civica.co.uk).

