

PERSONNEL SERVICES

University Offices, Wellington Square, Oxford OX1 2JD
 Director of Human Resources



To: heads of division, divisional secretaries, heads of departments and institutions, faculty board chairmen, and departmental administrators

Ref. EMS/6,
 EMS/33

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cc. Mr Morgan, Ms Killick, Mrs Kinahan, Mrs Zaccheo, Ms Mitchell, Mrs Drew, HR Business Partners

Mandatory gender pay gap reporting

In January 2017 the government published draft regulations on mandatory gender pay gap reporting for public sector employers, including universities, in England. The regulations will come into force on 31 March 2017 and cover all employers with 250 or more employees.

The University is therefore legally required to report its gender pay gap for relevant employees based on the “snapshot date” of 31 March 2017. It has 12 months from that date to publish the pay information.

The regulations define a “relevant employee” as all those employed by the University on the snapshot date of 31 March 2017 and casual workers and requires the University to report based on hourly rates. It is vital therefore that the University captures the hours worked by all casual workers to enable accurate annual reporting.

1. Action required of departments

Departments are asked to:

- (a) Note the information contained in this circular on the University’s legal obligations to report its gender pay gap. and
- (b) Ensure that the revised process for recording casual worker hours is followed for all casual payment claims submitted for payment in April onwards.

2. Background

The Government has published draft regulations on mandatory gender pay gap reporting for public sector employers, including universities, in England. The draft regulations were published on 20 January this year and will come into force on 31 March 2017.

As an employer with more than 250 employees it will be a legal requirement for the University to report its gender pay gap based on the “snapshot date” of 31 March 2017. The University will then have twelve months from the snapshot date in which to publish the pay information.



Data will need to be reported on the following metrics for relevant employees:

- median and mean gross hourly pay gaps;
- median and mean bonus pay gaps;
- percentage of female and percentage of male relevant employees who received bonus pay;
- percentage of female and percentage of male relevant employees in each pay quartile.

The regulations define a “relevant employee” as all those employed by the University on the snapshot date of 31 March 2017 and casual workers.

The CoreHR system holds comprehensive data on the majority of “relevant employees” covered by the regulations. However, we will need the assistance of departments to capture the information required by the regulations for casual workers.

To include casual workers we will need departments to record the weekly hours worked for **all** casual workers on the casual payment submission spreadsheet (this information is currently only mandatory for anyone on a tier 4 visa). The revised process for paying casual workers is set out in section 3 and takes effect for casual payroll forms submitted for payment from April 2017 onwards i.e. for work completed in March 2017 (and earlier if applicable).

3. Revised process to pay casual workers

The University is currently rolling out a new process for the administration of casual workers, which devolves the responsibility for creating the CoreHR record to departments and introduces a new spreadsheet for submitting casual payments to Payroll by email. By 1 April 2017 all departments will be utilising this new process.

To enable us to meet the Government’s mandatory gender pay gap reporting requirements, the casual payment submission spreadsheet will be updated. The new version will only accept hours worked against an hourly rate and prompts the user to ensure that hours are recorded on a weekly basis (i.e. one row per week worked). The new spreadsheet (version 4) will be available from the [Using HRIS website](#) from Monday 6 March 2017. Please ensure that you use the new spreadsheet (version 4) for all submissions for payment in April 2017 and thereafter.

4. Seeking further advice

A set of frequently asked questions will soon be available at:
www.admin.ox.ac.uk/personnel/reward/jobeval/epa/genderpaygapreporting/

In the meantime if you have any questions please contact Sarah Kilgour
(sarah.kilgour@admin.ox.ac.uk).

May I take the opportunity to thank you in assisting us in capturing this information in order to ensure we meet our legal obligations.

Mr Julian Duxfield

SJT/SJK