

Gender Pay Gap Reporting (GPGR) Additional Service Description				
Steps	Activity	Responsibility	Charges	Notes
1	Request GPGR Service.	Client	<p>£400.00 per report per payroll - Acceptance of this charge must be confirmed in writing before work can commence</p>	All request must be a minimum of 90 days prior to the required day of the report needing to be delivered. This request must be submitted each year. The supplier will not act this service without a request being received in the required timeline.
2	Confirm snap shot date.	Client		All request must be raised a minimum of 90 days prior to the required date the report is to be delivered.
3	Create adjustment heading report from IQ and send to Client.	Supplier		GPGR service activities will only be completed between 1st working day and the 15th working day of a month.
4	Provide confirmation which pay headings on the report that should be classed as ordinary, bonus or ignored.	Client		This must be returned within 5 working days of being sent by the supplier, any delay in return of this information may delay the production of the GPGR. If amendments are required to the data at this stage, please see steps 14 /15/16/17 below.
5	Update the IQ pay headings with regards to which should be classed as ordinary, bonus or ignored.	Supplier		GPGR service activities will only be completed between 1st working day and the 15th working day of a month.
6	Create snap shot extract.	Supplier		GPGR service activities will only be completed between 1st working day and the 15th working day of a month.
7	Check extract - ensure all employees have weekly hours included and request missing details from the Client.	Supplier		GPGR service activities will only be completed between 1st working day and the 15th working day of a month.
8	Confirm weekly hours missing.	Client		This must be returned within 2 working days of being sent by the supplier, any delay in return of this information may delay the production of the GPGR.
9	Check starred employees that appear on the extract in case not receiving full months' pay, if these employees as excluded i.e. pro-rated starters, pro-rated leavers, employees on statutory leave.	Supplier		GPGR service activities will only be completed between 1st working day and the 15th working day of a month.
10	Check other pay elements that may have reduced pay i.e. unpaid sick, unpaid absence and exclude the employee.	Supplier		GPGR service activities will only be completed between 1st working day and the 15th working day of a month.
11	Send exported data in excel, with details of which employees have been included and which have been excluded.	Supplier		GPGR service activities will only be completed between 1st working day and the 15th working day of a month.
12	Check export data and confirm no further changes required.	Client		This must be returned within 5 working days of being sent by the supplier, any delay in return of this information may delay the production of the GPGR. If amendments are required at this stage please see steps 14 /15/16/17 below.
13	Generate report and send to the Client.	Supplier		This must be returned within 2 working days of being sent by the supplier, any delay in return of this information may delay the production of the GPGR.
Export Amendments				
14	Request changes to be made to the export data.	Client	<p>Time & Materials basis of £200.00 per hour Minimum charge £100.00 Charges are applied per payroll per report amendment request Acceptance of this charge must be confirmed in writing before amendments can commence</p>	This must be returned within 2 working days of being sent by the supplier, any delay in return of this information may delay the production of the GPGR.
15	Update export with changes requested & re-send.	Supplier		GPGR service activities will only be completed between 1st working day and the 15th working day of a month.
16	Check export data and confirm no further changes required.	Client		This must be returned within 2 working days of being sent by the supplier, any delay in return of this information may delay the production of the GPGR.
17	Generate report and send to the Client.	Supplier		GPGR service activities will only be completed between 1st working day and the 15th working day of a month. If amendments are required at this stage please see steps 18 /19/20 below.
Report Amendments				
18	Request changes to be made to the report.	Client	<p>Time & Materials basis of £200.00 per hour Minimum charge £100.00 Charges are applied per payroll per report amendment request Acceptance of this charge must be confirmed in writing before amendments can commence</p>	This must be returned within 2 working days of being sent by the supplier, any delay in return of this information may delay the production of the GPGR.
19	Complete updates, re-produce the report & re-send.	Supplier		GPGR service activities will only be completed between 1st working day and the 15th working day of a month.
20	Check report and confirm no further changes required.	Client		This must be returned within 2 working days of being sent by the supplier, any delay in return of this information may delay the production of the GPGR.
<p>* NB should Cintra IQ not hold the full 12 months of data which is required for annual bonuses, these will need to be provided by the client so that the supplier can add these manually. This manual activity will be charged on top of the standard price and will be based on a T&M basis at £200.00 per hour, minimum charge £100.00</p>				
<p>* NB Time and materials is calculated on the estimated time it will take to complete the amendments</p>				