

DATA CHECKLIST

In order to begin calculating your gender pay gap, you will need a specific set of information for each person within your organisation.

Use this checklist to ensure you have captured all the information that you will need.

SNAPSHOT DATE

- Have you chosen a snapshot date?
- All data used should be from your snapshot date and reflect the previous 12-month period

WORKFORCE DATA

- A list of all employees who have an employment agreement (include part time and fixed term employees employed on your snapshot date)
- Include your Chief Executive
- Include Equity Partners (if your organisation is a Partnership)
- Workforce gender across four categories – women/men/gender-diverse/did not disclose
- Have you converted part time workers into full time employees?

You do not need to include Contractors

PAY DATA FOR EACH EMPLOYEE

- Total base pay for each person (using either hourly rate or annual salary)
- The number of contracted hours each week
- Paid overtime (in the past 12 months)
- KiwiSaver contributions
- Bonuses or performance based pay in the last 12 months (amount paid, not the eligible amount)
- Higher duties allowance
- Shift pay
- On call pay
- Tenure, retention or signing bonus
- Any allowances (such as car, transport or accommodation) offered as cash payment
- Equity payments
- Profit share
- Any other cash payments



Tools and resources to help you calculate and take action on your organisation's gender pay gap can be found at women.govt.nz/GPGtoolkit