




# Top Tips: 7 Steps for Reporting Your Gender Pay Gap

All businesses with 250 employees or more are required to report their Gender Pay Gap by April 5 2018. However, this is likely to be extended to smaller organisations in the near future.

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## 01 **Nominate Someone in Your Organisation**

Have a designated person to manage your organisation's gender pay gap.



## 02 **Register Your Organisation on the Government's Online Reporting Service**

🖱️ [gender-pay-gap.service.gov.uk/go/register](https://gender-pay-gap.service.gov.uk/go/register)

Use your employer reference and security code to fast track your registration.



### 03 Gather Your Pay Data From the Snapshot Date

You should start gathering data a year before the deadline. You will need: employee gender, working hours and bonus awarded.

### 04 Calculate Your Gender Pay Gap

This must include:

- Mean gender pay gap
- Median gender pay gap
- Mean bonus gender pay gap
- Median bonus gender pay gap
- Proportion of males and females receiving a bonus
- Proportion of males and females in each quartile band

Your data must be accurate and calculated in accordance with the regulations.

### 05 Get Senior Sign-Off

You need to provide a written statement confirming that your calculations are accurate. This must be signed by an appropriate senior person. This will be your CEO, a director, or equivalent senior executive.

### 06 Publish Your Gender Pay Gap Figures on Your Own Website

### 07 Publish on the Government's Online Reporting Service

[www.gov.uk/report-gender-pay-gap-data](http://www.gov.uk/report-gender-pay-gap-data)

