

PMS Annex 3 - Employment

Case no.:	AD0075
Company name:	Example PLC
POI	01/10/2024 - 30/09/2025
Injury period (IP):	01/10/2021 - 30/09/2025

Instructions

- Complete the table below with information concerning the hours worked and labour costs information of your employees by type of job.
- Cells highlighted in yellow are automatically calculated.
- For any reference source documents used, provide supporting evidence as an appendix and cite the corresponding number given to the evidence.
- **The first row has been entered as an example - please delete before submission.**
- Add more rows, if necessary within the table or copy an existing row to the end of the table.

Accounting currency: RMB State your accounting currency

Employment information										Evidence
No. (1 to n)	Job title	Job title	Total Annual paid hours	Standard Annual hours for 1 FTE	Number of employees (FTE)	Total Annual cost	Annual unproductive hours	Annual Productive hours [3]-[7]	Productive hourly cost (currency) [6]/[8]	Supporting evidence (cite appendix number(s))
[1]	[2]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]	[10]
[Redacted - commercially sensitive information]	[Redacted - commercially sensitive information]	[Redacted - commercially sensitive information]	[Redacted - commercially sensitive information]	[Redacted - commercially sensitive information]	[Redacted - commercially sensitive information]	[Redacted - commercially sensitive information]	[Redacted - commercially sensitive information]	[Redacted - commercially sensitive information]	[Redacted - commercially sensitive information]	Employment Worksheet

Notes:

- [1] Add a number for each job name.
- [2] Job Title given to the person by your organisation.
- [3] Includes Base hours + overtime + any additional hours worked and recorded.
- [4] Standard annual hours worked for 1 Full-Time Equivalent (FTE). Calculate as standard hours worked x52 weeks, e.g. 37x52=1,924 hours per year.
- [5] Automatically calculated - Do NOT enter anything here. Calculated as Total Annual paid hours divided by Standard Annual hours for 1 FTE so [3]/[4].
- [6] Includes gross Annual salary (Base wages), employer costs (pension, social insurance, payroll taxes) and other
- [7] Includes sickness, holidays, meetings, admin, downtime etc. The data should be for all employees in the job title.
- [8] Automatically calculated - Do NOT enter anything here.
- [9] Automatically calculated - Do NOT enter anything here. Productive hourly cost = Total Annual Cost/ Annual productive hours.
- [10] Brief description of any supporting evidence and cite the appendix number(s) for any supporting evidence provided.