Work Voice Pay:
HOW TO USE
THE UNITE PAY CLAIM GENERATOR

National Organising & Leverage Department
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Accessing the Pay Claim Generator

You can gain access to the Pay Claim Generator from the main Unite web site.

- Go to http://www.unitetheunion.org or enter Unite the union into your search engine. You’ll see The Union’s Home Page:

Select “Work, Voice, Pay” from the options at the top of the page. This will bring you to the Work, Voice, Pay areas, as shown on the next page.
You will need a login and a password to access the Pay Claim Generator.

- From the menu of options on the left-hand side, choose “Pay Claim Generator”.
- You will see a log-in screen that looks like the one that follows:

1. Click in the first box and type in your WVP Username
2. Click in second box and type in your WVP Password
3. Click on the “Login” button

- If the details you’ve entered are correct, you will see a page that looks like the one on the next page.
Entering the Name of Your Employer & Year of Claim

On the pay claim page you will have to enter the name of the employer the claim relates to and some details about your bargaining group.

Note: You will not be able to generate a pay claim until all these fields have been filled in.

Your first task is to type in the name of the employer.

- Click on the Employer box and type in the name.
- Use the full name if possible (the better the name the better the result).
- When you do this you will be presented with a comprehensive dropdown list of UK registered companies including the registered postcode, as illustrated below.

Note: The list may take a bit of time to appear if there are many possible companies in the FAME database

- At the top will be the name of the best match with the highest turnover.
- Click on the correct company name for the pay claim.
- When you have selected your company a green tick will appear next to the employer box.
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Underneath the box you will see the name selected, the turnover, the ultimate owner, the owners’ turnover and the month of submission for accounts that the information comes from.

Next click on the ‘Year of claim’ box. A dropdown will allow you to choose the financial year for the claim appearing on the cover.
Entering Information About Your Bargaining Group

Underneath the ‘Year of claim’ box you will see 4 boxes relating to your bargaining group:

- **The Unite Sector**: Select the Unite sector to be used for comparative pay from a dropdown menu.

![Unite Sector Dropdown](image)

- **Occupations in your Bargaining Group**: Select the Standard Occupational Classification (SOC) groups for the Comparative Pay section from a dropdown.

![Occupations Dropdown](image)
HOW TO USE THE UNITE PAY CLAIM GENERATOR

- When selected you will be asked if your pay is less than the median for this group. If this box is ticked the amount will be used in the Comparative Pay section. The claim will also include year-on-year percentage rises if they are higher than RPI.

![Occupations in your Bargaining Group](image1)

- **Industrial Classifications**: select from a dropdown then tick if your pay is lower than the median. As above, year-on-year percentage rises will also be included if they are higher than RPI.

![Industrial Classifications](image2)

- **Region**: This makes it possible to compare pay with the median for the UK Government Region. Tick if you are lower – percentages are included as above.

![Region](image3)
Selecting Pay and Pensions Issues for Your Pay Claim

The only thing left for you to do is to select the issues for your pay claim.

You will need to click the button next to all the issues you want to include in the pay claim. They will then turn green as illustrated below.

**Increase in Pay (across all grades and allowances)**

The first item you can chose for your pay claim is an Increase in Pay (across all grades and allowances).

After you have selected this item you can select the demand from the dropdown menu as illustrated above.

The menu will allow you to ask for a “Substantial” increase or to choose values that are between 0.5% and 10% above RPI.
Secure Pension Income for Members

If you choose to demand a secure pension income for members you will be given a choice of 5 options on another dropdown menu depending on current pension arrangements with your employer, as illustrated below.

Once you have selected the type of pension your demand relates to you will need to choose the employer contribution being demanded from another dropdown menu (this does not apply to a defined benefit scheme).
Selecting Other Issues for Your Pay Claim

Continue to click the button next to all the issues you want to include in the pay claim. They will then turn green.
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Use the dropdown menus to select additional days of holiday...

...and to select the month to harmonize anniversary dates for pay negotiations.

You will also see an option to generate your own claim item with a head of claim and a box to write a short (max. 200 word) explanation under it.

Once you have selected all the items for your claim click on the blue “Preview Pay Claim” button.
Previewing Your Pay Claim

Once you have clicked on the blue “Preview Pay Claim” button you will see a preview of the pay claim as illustrated.

Scroll down to read through the preview. If you want to change something use the back button on your browser to go back and make changes. If you are happy with the text, scroll down to the end and press the download button.

Check your printer settings (select booklet and double-sided for a nice finish) then print your pay claim!
Thresholds used to Generate the Claim

The Cost of Living

The Cost of Living content will change every month when the latest RPI figures are released. It will always quote current RPI.

The RPI Basic Items Table is based on data from the Office for National Statistics (ONS).

<table>
<thead>
<tr>
<th>Retail Prices Index (RPI) Changes for the 12 months to November 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>RPI BASIC ITEMS</strong></td>
</tr>
<tr>
<td>ALL ITEMS</td>
</tr>
<tr>
<td>Food</td>
</tr>
<tr>
<td>Alcohol &amp; tobacco</td>
</tr>
<tr>
<td>Electricity</td>
</tr>
<tr>
<td>Motoring expenditure</td>
</tr>
<tr>
<td>Clothing &amp; footwear</td>
</tr>
<tr>
<td>Consumer durables</td>
</tr>
<tr>
<td>Fares &amp; other transport costs</td>
</tr>
<tr>
<td>Household goods</td>
</tr>
<tr>
<td>All goods</td>
</tr>
<tr>
<td>All services</td>
</tr>
</tbody>
</table>

It will contain items that are important to our members. Where an item in the table increases by less than -1% below the RPI for that month it will be removed. Where the current year’s RPI has fallen compared to the previous year, we will remove the year-on-year comparison.

The claim will always include RPI data and text about key items such as Food, Transport and Electricity that have risen significantly over the last year. Where the cost of these items increases by an amount greater than that month’s RPI, the following text will appear “This is higher than the UK’s overall RPI figure.”

Ability to Pay

The text of the claim is different for Ability to Pay depending on the reported profit margin of the employer using the following thresholds.

- **LOW** Any company with a minus Profit Margin
- **MEDIUM** Any company with between 0 – 5% Profit Margin
- **HIGH** Any company with 5%+ Profit Margin
Key Financial Figures Table

The financial data for this table is imported from the FAME database mentioned earlier. The table will always include turnover and will only include current and previous year’s data for other accounts items when they positive and help the claim.

Comparative Pay

The “Comparative Pay” section of the Pay Claim Generator will also include a table with the best recent pay increases for their sector from the Work Voice Pay site. These will be preselected to ensure they are above RPI. You also have an option to exclude one or all of them if they don’t help your claim.

This section also uses data imported from the ONS Annual Survey of Hours and Earnings (ASHE). There is data available for:

- UK Wide Median Earnings
- Regional Median Earnings
- Occupational Median Earnings
- Median Earnings by Sector

The claim will only include percentages that are higher than RPI. The user selects whether the median figures in pounds sterling will be included by saying whether their pay is currently below the figure displayed.
secure WORK strong VOICE decent PAY