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Federal Department of Home Affairs FDHA
Federal Office for Gender Equality FOGE

Logib – the federal government's equal pay self-test tool to verify wage equality between women and men

Logib Standard Analysis Tool Module 1

Quick guide to providing data in the Excel data sheet

Version 2023.1

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Logib Module 1 uses a statistical method (multiple regression analysis) to check to what extent non-discriminatory personal and workplace characteristics determine wages and to what extent, if any, gender influences wages. For statistical reasons, this module is particularly suitable for larger companies (with 50 or more valid data sets).

Bern, February 2023

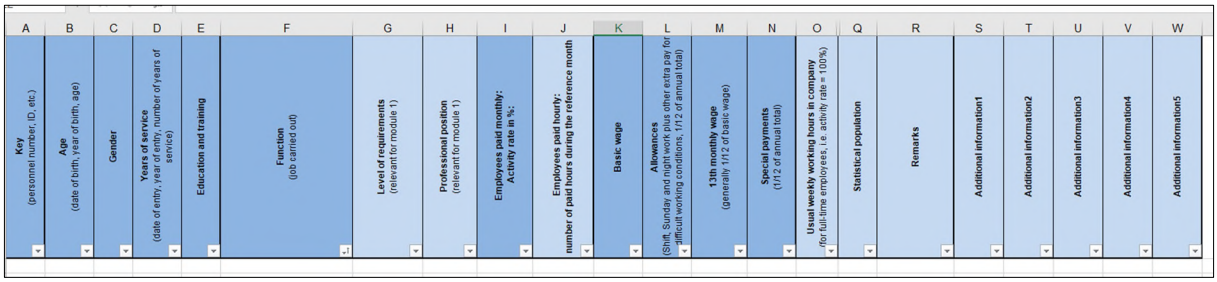
General notes:

- This **Quick Guide** will help you provide your employee data in the Excel data sheet entitled "Datalist_e.xslx". For all other steps, please follow the instructions in the webtool.
- You can find further, more detailed information on the instrument and explanations on handling **special cases** in the **Guideline**.
- The structure of the data sheet must **not be changed**. The columns must remain in the given order. It is not permitted to delete columns. Unused columns should be left blank.
- As soon as the data has been read in, you can revise and add to the data in the webtool. You can then export all the changes made as an Excel file again before closing the browser. Save this file locally as it will otherwise be deleted automatically when you close the browser.

Persons to be entered in the system

Enter **all persons employed by you in the reference month**, i.e. all employees who were employed by the company and actually received a salary in the reference month (including owners who play an active role in the company, and members of the executive board). Certain groups of employees with a special employment situation are specifically indicated and excluded from the analysis in order to avoid distorting the results of the analysis (e.g. apprentices, see column Q).

The following explanations should help you fill in the data sheet correctly:



Personal data (columns A to E)

- **Column A: Key:** Enter a unique key or identifier for each employee.
- **Column B: Age:** Enter the age of employees either in years (YY) or the year of birth as 4 digits (YYYY) or the complete date of birth in the following format: (DD.MM.**YYYY**). **The age entered must match that of the reference year.**
- **Column C: Gender:** Use the coding 1 = male and 2 = female. If you use a different coding, you can indicate this in the "Additional information" step in the webtool.
- **Column D: Years of service:** Enter the number of years of service as an integer or the year of entry (YYYY) or the precise date of entry to the company in the following format: DD.MM.YYYY. The years of service entered must match those of the reference year.

- **Column E:** Enter the **highest educational level** attained for each employee as a number from 1 to 8 in line with the following definitions:
  1 = Master's degree[1]
  2 = Bachelor's degree
  3 = Higher vocational training with Federal PET diploma, advanced or master craftsman diploma, diploma from a technical college (TS, HF etc.)
  4 = Teaching certificate at various levels: former primary teacher's training college or equivalent
  5 = Academic baccalaureate, vocational baccalaureate, specialised baccalaureate or equivalent
  6 = Completed vocational education and training (Federal VET certificate EFZ), VET programme (Federal VET diploma EBA) or equivalent
  7 = In-house vocational training not recognised by the State Secretariat for Education, Research and Innovation (SERI)
  8 = Compulsory schooling without professional qualification

Function- and workplace-related data (columns F to H)

- **Column F: Function:** This is where you enter a function for each employee (see box below "What is a function?")
  Tip: Draw up a list of functions in advance, which you can then assign to the respective employees in the Excel data sheet. When entering a function, please make sure to avoid typing errors as these will otherwise automatically be recognised as two different functions.

What is a function? Functions are specific work activities that can generally be separated from the people who perform them ("jobs"). Jobs which essentially contain similar tasks and responsibilities are generally combined to form a single function. This deliberately ignores the fact that people within functions created in this way may have varying additional or ancillary tasks. In other words, there are generally far fewer functions within a company than employees. *Examples: Senior Project Manager, Head of Administration, Administrative Officer, Carpenter-Assembler, Painter-Decorator, Cleaner, Logistics Specialist, Sheltered Housing Assistant, Auxiliary Staff, Sales Representative, Draughtsman/woman, Construction Foreperson, Site Manager, etc.*

- **Column G: Level of requirements:** Level of requirements is used to enter, for each function, the **requirements for the work or function being performed**. The classification may be based on the job profile and functional specifications (tasks), and on the skills profile (required skills). Enter numbers from 1 (functions with the highest requirements) to 4 (functions without particular requirements) as follows:

  1 = an activity with the most complex problem-solving/decision-making tasks;
  a position that includes extremely demanding and difficult tasks
  2 = an activity with rather complex technical or practical tasks;
  a position that requires very independent and skilled work
  3 = an activity with tasks that require professional or specialist knowledge;
  a position that requires professional or specialist knowledge
  4 = an activity with simple manual or routine tasks;
  a position with simple and/or repetitive activities

[1] Alternatively, codes 1 and 2 can be differentiated by type of institution (1=University degree; 2= University of applied sciences degree) rather than by type of degree (Master's vs. Bachelor's) if that is more suitable for your company.

- **Column H: Professional position:** Professional position is used to enter the **responsibility** associated with each function (management responsibility, specialist responsibility or responsibility for human life, etc.) The company's organisation chart may provide a basis for the classification. Enter numbers from 1 (functions with the highest responsibility) to 5 (functions without added responsibility) as follows:

  1 = Senior management / Functions with highest responsibility
  2 = Middle management
  3 = Lower management
  4 = Lowest management
  5 = Employees with no management function/ Functions without added responsibility

Please note: As a rule, a function should always have the same grading for both level of requirements and professional position.

When subsequently entering the data for **activity rate and wage**, it is important that the information for every single employee is coherent. In other words, the wage components entered for each person must relate to the given activity rate (i.e. work-time percentage) to ensure that the necessary standardisation (i.e. conversion to full-time equivalent and most frequent usual weekly working hours in the company) does not result in any distortion.

For **special cases** please refer to the **Guideline**.

Data on work-time percentage (columns I and J)

Enter the work-time percentage for each employee in accordance with their level of employment **either in column I or column J** (*not* in both columns at the same time[2]):

- **Column I** for **employees paid monthly: Activity rate.** Enter a decimal number (examples: 100% or 22.5% should be entered as 100 or 22.5 respectively). This number must correspond to the contractual activity rate (i.e., without any overtime and extra hours).

  Or:

- **Column J** for **employees paid hourly: number of hours worked in the reference month**. Enter a decimal number.

Wage data (columns K to N)

Four columns – K to N – are available for entering wage data. Enter all wage components as gross amounts. Please also refer to the detailed explanations of the individual wage components in the Appendix to the **Guideline**.

- **Column K, Basic wage:** This is where you enter the basic wage.
  - For *employees paid monthly,* enter the basic wage that corresponds to the activity rate entered in column I; this figure will be converted automatically.

[2] You have two options for employees who received both a monthly wage and an hourly wage in the reference month: you either include the additional hours in the activity rate and enter the adjusted activity rate in column I, or you convert the contractual work-time percentage into hours and enter these hours together with the additional paid hours in the hourly wage in column J.

- For *employees paid hourly*, enter the wage paid for the hours worked, without compensation for holidays and public holidays, corresponding to the number of hours paid in the reference month.

- **Column L, Allowances:** This is where you enter extra pay for difficult working conditions, e.g. allowances for shift work, on-call service and any other hardship allowances, which corresponds to the work-time percentage in the reference month entered in either the "activity rate" column or the "number of paid hours" column.
- **Column M, 13th monthly wage:** If you pay a 13th (14th, etc.) monthly wage, enter one-twelfth of the amount here.
- **Column N, Special payments:** This is where you enter all special payments, such as performance bonuses and other bonuses, by filling in the pro rata amount for the reference period (one-twelfth of the annual amount).

Family allowances, child allowances and reimbursed expenses are generally not to be included.

Entering different usual working hours (Column O; optional)

If all employees have the same usual weekly working hours for an activity rate of 100%, column O can be left blank.

- **Column O:** If a particular person has **different usual working hours**, enter the usual weekly working hours applicable to that person in relation to a full-time position (activity rate of 100%) in column O.

Entering employees with special employment contracts (column Q: optional)

- **Column Q:** The "statistical population" column defines which employees are included in the analysis and which ones are excluded or not considered.

  1 = "Normal" employment contract (normal case, included in the Logib analysis).

  If you leave this cell blank, code 1 will be assumed for the person in question when the data is read in.

  For employees with special employment contracts, please enter the following codes:

  2 = Apprenticeship
  3 = Traineeship
  4 = Expat (employee's permanent workplace abroad, contract with Swiss business unit)
  5 = Other (e.g. invalidity insurance recipients whose performance in their current job is limited and who thus receive a reduced wage, persons paid hourly who did not work or receive a wage in the reference month).

  Codes 2 to 5 are excluded from the analysis.

Entering remarks and additional information (columns R to W; optional)

- **Column R:** This is where you can enter remarks on individual employees.
- **Columns S to W:** Optional additional columns; you can leave them blank or, if required, enter further company-specific information that may help you to understand the analysis later (wage classes, locations, etc.).