



Estimation Of Earnings Tool

The estimation of earnings tool is an Excel based tool that will produce an estimated income for a client.

You must ensure that you have exhausted all possible sources available for gathering a paying parent's income before the tool is used.

The estimation tool can only be used where there is either insufficient evidence of a paying parent's income, or the evidence required is unavailable. We must also know the paying parent's occupation.

The following information must be input into the tool before an accurate estimation can be produced:

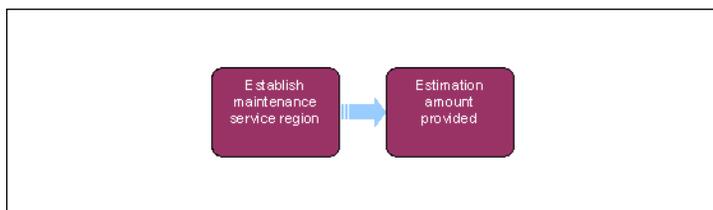
- Effective date of the case
- Gender of the Client
- Postcode
- Working Hours
- Job Description

This procedure will guide you through the process to enable an accurate estimation of earnings to be produced.



Using the Estimation of Earnings tool will require a Welfare of the Child Decision.

For more information refer to the Policy, Law and Decision Making Guidance. 



This procedure uses the terms receiving parent and paying parent.

The receiving parent is the parent who receives or who is expected to receive child maintenance, known as the parent with care (PWC) or person with care (PeWC) on the system and in legislation. The paying parent is the parent who pays or who is expected to pay child maintenance, known as the non resident parent (NRP) on the system and in legislation.

The estimation of earnings tool is held on the intranet – from the homepage access Operational Resources then select **Calculation Tools** from the drop down list or access the following link - [Calculation Tools](#).

Perform job search

1. Access the estimation of earnings tool (EET) and enable macros.

For more information on estimating earnings refer to the Law and Policy Handbook. 

2. Record the following mandatory case information into the relevant fields:

- Client Name
- Client Reference number (SCIN)
- Effective Date
- Post Code - minimum first half e.g. B98, LS1
- Working Pattern – if the working hours are unknown, they should be considered as full time. If a paying parent works less than 30 hours per week they are defined as being part time.

- Gender

3. Enter one or two words relevant to the paying parent's job description in the **Search Term** field, these can be either the nature of the work being undertaken (e.g. cleaner) where it is performed (e.g. hospital) or if required the level at which it is performed (e.g. assistant, manager, director).
4. Select **Search**. The tool will then perform a search for the exact match of the information provided. Each job description found will have a **Standard Occupational Classification (SOC)** code reference number against it.

 Where no matches or more than 20 matches are found, a warning message will be displayed.

5. Where no matches are found, or where there are in excess of 20 matches found, check the spelling of the words entered for the job description. You can also select a three character SOC code and input this into the SOC code box. Also consider if any abbreviations have been used and where there is still no match found you should attempt all possible variations of the paying parent's occupation. Examples provided in the table below:

Description	Format Required
Admin	Administrative or Administrator
Control, Controlling	Controller
Deliver, Deliveries	Deliveryman
Dispatch, Dispatches	Dispatcher
Exec	Executive
Hand, Handler	Some job descriptions use one, some use the other - so if the one you have used doesn't produce a match, try the other
Rep	Representative

6. Where only one match is found, select the **Description** and then select the **Select SOC** button. The EET will then calculate an accurate estimate of the paying parent's income.
7. Where more than one job description is found, the EET will present a job selection screen listing the professions that match the job search. You may need to contact the receiving parent (the parent who receives or who is expected to receive child maintenance, known as the parent with care (PWC) or person with care (PeWC) on the system and in legislation) or paying parent for further information or evidence.
8. Where there is insufficient information regarding which job description applies to the paying parent, you may have to consider whether a decision can be made based upon all the evidence held and if necessary fully document any decision made.

Produce earnings estimate

9. Once a job description and SOC code have been selected the EET will return to the main page which will now show the estimate in the search results screen

 It may be possible that there is insufficient statistical data to provide an estimate of earnings. If this is the case an error message will display which states '**No earnings data available for your selected job type**'. If this message is displayed then a default maintenance decision (DMD) should be considered.

For more information refer to [Calculation - Non HMRC](#).

For more information on DMDs refer to the Policy, Law and Decision Making Guidance. 

10. The search result table is structured with a hierarchy that details the following information:

- 4 digit regional
- 4 digit national
- 3 digit regional
- 3 digit national

 The most detailed estimate is 4 digit regional however this will not always be available. If it is not, the tool will look for the most detailed estimate that is available. This must be used. This is the only earnings amount that will be displayed any other values will be shown as **0.00** and should not be used.

11. If you have chosen to assign a 3 digit SOC code in the **Job Selection Screen** then the search results will display the following hierarchy:

- 3 digit regional
- 3 digit national
- 2 digit regional
- 2 digit national



The best return on the table is 3 digit regional however the tool will not necessarily return this dependent upon the data being referenced and will look for the next best level. Only one of the possible four entries will provide an earnings figure and will be the most detailed information available. This is the value that must be used.

12. The search results will display the following:

- job description that the estimate is based on
- the SOC code assigned with that description
- the estimated earnings associated with that SOC code
- the frequency of those earnings (Weekly or Annual)
- the SOC and earnings table referenced e.g. SOC 2000 ASHE 2003

13. You should:

- check that the client details submitted to obtain the estimate are correct
- Select the **Print** button to produce a hardcopy report. The printed output will also confirm which earnings area the information has been based on - i.e. regional with the region displayed or national
- close the tool by selecting the **Close** button
- scan the printed document and associate the scanned document with the case. For more information refer to [Scanning - Local](#).
- Record the gross estimated earnings within the system



Where a search produces no matches you will be unable to print a copy of the results – the system should be updated with this information

NICMS replaces CMG in Northern Ireland

[ATNIC Summary](#)

[Calculation - Initial](#)

[Calculation - Non HMRC](#)

[Terminology Changes](#)