



Methodological questionnaire

Statistics of employment, wages and hours of work derived from establishment surveys

The objective of this questionnaire is to obtain information about the most important features of the establishment survey(s) carried out in your country since 1990, that are used as sources of statistics of employment, wages and/or hours of work.

Please use as many questionnaires as there are establishment sources for these statistics. For each type of survey, please respond with reference to the latest (most recent) exercise. If you have any questions on which surveys should be covered by this questionnaire, please contact sources@ilo.org before completing the questionnaire. In case the most recent survey was conducted before 1990, please complete only section *A. Identification*.

This questionnaire is designed to require only a minimum of textual response. The use of pre-coded responses facilitates response but increases the number of pages in the questionnaire. The accompanying document provides international definitions and links to international classifications mentioned in this questionnaire.

We welcome any comments regarding this questionnaire (item J1. "Additional comments"). You can save and print the completed questionnaire at your convenience. Once finished, you can send it to us by clicking the submit button at the end of the questionnaire or by sending a saved copy of the completed questionnaire to sources@ilo.org.

Thank you for your cooperation.

A. Identification

A1. Country

Republic of Belarus

A2. Title of the survey

Data collection on the number of employees in organisations is based on state statistical report forms

A3. Organisation(s) responsible

Main Department of Labour Statistics, National Statistical Committee of the Republic of Belarus

A4. Website where additional information can be found:

A8. Date in which this questionnaire is filled

July 2012

B. Periodicity and coverage

B1. Periodicity: The survey is carried out ...

- Once a year, continue to B2
- Two times a year/half yearly, continue to B2
- Every quarter, continue to B2
- Every month, go to B3
- Every months, continue to B2
- Every years, go to B3
- Ad hoc survey, continue to B2

Further comments or explanations (if needed):

Data on the number of employed population and wages and salaries of employed in organisations are available for 1990-2010; data on hours worked are available for 2000-2010.

B2. Months of the survey: the survey is carried out in the following months ...

- January
- February
- March
- April
- May
- June
- July
- August
- September
- October
- November
- December

B3. Year the survey started:

1990

B4. Industry coverage: The survey includes establishments in the following ISIC rev. 4 groups

- | | | | |
|--|---|--|---|
| A. Agriculture, forestry and fishing | <input checked="" type="radio"/> Yes <input type="radio"/> No | L. Real estate activities | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| B. Mining and quarrying | <input checked="" type="radio"/> Yes <input type="radio"/> No | M. Professional, scientific and technical activities | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| C. Manufacturing | <input checked="" type="radio"/> Yes <input type="radio"/> No | N. Administrative and support support service activities | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| D. Electricity, gas, steam and air conditioning supply | <input checked="" type="radio"/> Yes <input type="radio"/> No | O. Public administration; compulsory social security | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| E. Water supply, sewerage, waste management and remediation act. | <input checked="" type="radio"/> Yes <input type="radio"/> No | O. Defense | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| F. Construction | <input checked="" type="radio"/> Yes <input type="radio"/> No | P. Education | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| G. Wholesale and retail trade; repair of motor vehicles | <input checked="" type="radio"/> Yes <input type="radio"/> No | Q. Human health and social work activities | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| H. Transportation and storage | <input checked="" type="radio"/> Yes <input type="radio"/> No | R. Arts, entertainment and recreation | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| I. Accomodation and food service activities | <input checked="" type="radio"/> Yes <input type="radio"/> No | S. Other service activities | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| J. Information and communication | <input checked="" type="radio"/> Yes <input type="radio"/> No | T. Activities of household as employers | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| K. Financial and insurance activities | <input checked="" type="radio"/> Yes <input type="radio"/> No | U. Activities of extraterritorial organizations and bodies | <input type="radio"/> Yes <input checked="" type="radio"/> No |

Further comments or explanations (if needed):

For the years 1990 to 2010 data are shown according to the classification of branches of national economy (OKONH); starting from 2011, data are presented according to the all-state classification of economic activities (OKED) which is currently in effect in Belarus.

B5. Size coverage: The survey covers ...

- All establishments of any size
- All establishments with at least workers/employees
- Other size coverage:

Data collection from legal persons with average number of employees 16 and more of all types of ownership (excluding small non-governmental organisations) are based on a monthly state statistical reports. Data collection

B6. Geographical coverage: The survey covers the ...

- Whole country
- Whole country, excluding the following remote/marginal areas:
- Capital city (can include surrounding areas)
- The following main cities:
- Only urban areas
- Other geographical coverage:

B7. Worker coverage: The survey covers the following **status in employment** categories ...

- (a) All persons in the payroll Yes No
- (b) Only Paid employees Yes No
- (c) Only Manual / blue collar workers/wage earners/ production workers/ operatives, etc. Yes No
- (d) Only Non-manual /white collar/administrative workers Yes No
- (e) Paid employees and working proprietors (i.e., own account workers or employers) Yes No
- (f) All persons engaged (Paid employees, working proprietors and unpaid family workers) Yes No

The following groups are included:

- | | | | |
|--|---|--|---|
| Pieceworkers | <input checked="" type="radio"/> Yes <input type="radio"/> No | Apprentices | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Part time employees | <input checked="" type="radio"/> Yes <input type="radio"/> No | Trainees | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Seconded employees | <input checked="" type="radio"/> Yes <input type="radio"/> No | Employees absent from work the entire reference period without pay | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Workers from temporary work agencies | <input checked="" type="radio"/> Yes <input type="radio"/> No | Employees on probation | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Casual and temporary employees | <input checked="" type="radio"/> Yes <input type="radio"/> No | Foreign employees | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Supervisors | <input checked="" type="radio"/> Yes <input type="radio"/> No | Workers paid on commission | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Managers | <input checked="" type="radio"/> Yes <input type="radio"/> No | Homeworkers | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Non-adults/workers below a certain age | <input checked="" type="radio"/> Yes <input type="radio"/> No | Subcontracted workers | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Volunteer workers | <input type="radio"/> Yes <input checked="" type="radio"/> No | | |

Other workers not mentioned above:

Further comments or explanations (if needed):

The number of employed includes persons working under employment agreements (contracts) and civil law contracts, for whom this work is the only one; individual entrepreneurs; persons engaged in providing agro-ecotourism services and craft activities; persons doing work (helping) with organization, the founder (shareholder) of which is their relative; and persons engaged in market-oriented production in personal subsidiary plot, for whom this job is the main one. Data on wages and salaries are provided for workers of organizations of all ownership types; data on hours worked pertain to workers of organizations of all ownership types except small business entities of non-state ownership. Employees being on a maternity leave, on a leave connected with the adoption of a child under 3 months of age and being

B8. Institutional sector coverage: The survey covers ...

- Establishments in the the private sector Yes No
- Establishments in the the public sector Yes No
- Unincorporated establishments Yes No
- Non-profit institutions Yes No
- Foreign establishments located within the country Yes No
- Establishments which did not operate part of the reference period Yes No
- National establishments located abroad Yes No

B9. Other coverage: The survey includes or excludes other types of establishments not already mentioned above

Data on the number of employed population, wages and salaries, and hours worked are compiled for organizations of all ownership types.

C. Concepts and operational definitions

C1. EMPLOYMENT

C1a. The survey measures EMPLOYMENT Yes, continue to C1b No, go to C2

C1b. Operational definition: EMPLOYMENT relates to ...

- The total number of workers, on:
 - A specific day:
 - The month of the survey
 - The quarter of the survey
 - The whole year
 - Other:
- The average number of workers during:
 - A specific pay period
 - The month of the survey
 - The quarter of the survey
 - The whole year
 - Other:
- Other:

C1c. The worker coverage is ...

- The same as the survey coverage (c.f. B7.)
- A different coverage:

C1d. Further comments
or explanations (if
needed):

Data on the number of employed population are calculated once a year and are shown in the labour force balance.

C2. Earnings

C2a. The survey measures **EARNINGS** Yes, continue to C2b No, go to C3a

C2b. **EARNINGS** relates to:

GROSS earnings (before any deductions are made by the employer in respect of taxes, contributions of employees to social security and pension schemes, union dues, life insurance premiums, etc.)

NET earnings -> Deductions are made for:

Workers' contributions to compulsory social security schemes Yes No

- Health related Yes No

- Pension Yes No

- Unemployment Yes No

Union dues Yes No

Advanced contributions to income tax Yes No

Other:

C2c. The **worker coverage** is ...

The same as the survey coverage

A different coverage:

C2d. and the **reference period** is ...

The same reference period as employment

A specific week

A specific month

Another reference period:

C2e. Earnings includes:

(a) Payments in kind

Yes No

(b) Cost of living allowances

Yes No

(c) Family allowance allowances

Yes No

(d) Other allowances in cash

Yes No

(e) Payments for time not worked

Yes No

(f) Overtime payments

Yes No

(g) End of year bonuses

Yes No

(h) Profit sharing bonuses

Yes No

(i) Other regular bonuses paid every pay period

Yes No

(j) Bonuses paid irregularly

Yes No

(k) Payments for periods outside the reference period

Yes No

(l) Payments for items required by the job

Yes No

(m) Tips and gratuities distributed by the employer

Yes No

(n) Severance and termination pay

Yes No

(o) Employers' contributions to workers' social security schemes

Yes No

(p) Other components not mentioned above

Further comments or explanations (if needed):

C3. Wage rates

C3a. The survey measures **WAGE RATES** Yes, continue to C3b No, go to C4

C3b. Time unit: **WAGE RATES** are requested ...

- per hour
- per day
- per week
- per month
- other time unit:

C3c. Concept:

- Minimum or standard wage rates, fixed by or in pursuance of ...
 - ... laws Yes No
 - ... regulations Yes No
 - ... collective agreements Yes No
 - ... arbitral awards Yes No
- Wage rates actually paid

C3d. The **worker coverage** is ...

- The same as the survey coverage
- A different coverage:

C3e. and the **reference period** is ...

- The same reference period as employment
- A specific week
- A specific month
- Another reference period:

Average monthly wages are calculated by large and medium organisations on a monthly basis. Average monthly wages by total number of organisations is calculated once a year.

C3f. Wage rates includes:

- (a) *Payments in kind* Yes No
- (b) *Cost of living allowances* Yes No
- (c) *Family allowances* Yes No
- (d) *Other allowances in cash* Yes No
- (e) *Payments for time not worked* Yes No
- (f) *Overtime payments* Yes No

(g) *Other components not mentioned above*

Further comments or explanations (if needed):

Data on wages and salaries refer to wages and salaries accrued by organizations, in money terms or in-kind, which include: piece rate or pay rate compensation for work done and hours worked; incentives and compensations, payments for hours not worked; other payments included in the wage fund, including income tax.

C4. Compensation of employees or Labour Cost

C4a. The survey measures **COMPENSATION OF EMPLOYEES or LABOUR COST**

Yes, continue to C4b No, go to C5

C4b. The **worker coverage** is ...

- The same as the survey coverage
- A different coverage:

C4c. and the **reference period** is ...

- The same reference period as employment
- A specific week
- A specific month
- A different reference period:

C4d. Compensation of employees or Labour cost includes:

- (a) Payments in kind Yes No
- (b) Cost of living allowances Yes No
- (c) Family allowance allowances Yes No
- (d) Other allowances in cash Yes No
- (e) Payments for time not worked Yes No
- (f) Overtime payments Yes No
- (g) End of year bonuses Yes No
- (h) Profit sharing bonuses Yes No
- (i) Other regular bonuses paid every year Yes No
- (j) Bonuses paid irregularly Yes No
- (k) Payments for periods outside the reference period Yes No
- (l) Payments for items required by the job Yes No
- (m) Tips and gratuities distributed by the employer Yes No
- (n) Severance and termination pay Yes No
- (o) Employers' contributions to workers' social security schemes Yes No
- (p) Workers' social benefits provided by the employer Yes No
- (q) Employers' cost of training Yes No
- (r) Employers' expenses for welfare services Yes No
- (s) Taxes paid by the employer on employment payrolls, etc. Yes No
- (t) Employment related subsidies received by the employer Yes No
- (u) Other components not mentioned above

Further comments or explanations (if needed):

Employer's labour costs are the sum of money or in-kind compensations for hours worked and not worked; additional expenses to provide employees with housing; for health-improving activities; professional training; cultural and personal services; social contributions, insurance premiums as well as labour force-related taxes.
 Employer's labour costs include: compensation for work done and hours worked, including regular and guaranteed incentive payments, compensative payments related to working conditions and work schedule; payment for hours not worked; non-recurring incentive payments; payment for meals, housing or fuel to be included in wages and salaries; employer's expenses to provide employees with housing; employer's expenses on social protection of employees; expenditures on professional training of employees; expenditures on cultural and personal services; other labour force expenditures (business travel expenses, expenses on uniform or special clothing, etc.);

C5. Contractual/Normal hours of work

C5a. The survey measures **CONTRACTUAL/NORMAL HOURS OF WORK** Yes, continue to C5b No, go to C6

C5b. **CONTRACTUAL/NORMAL HOURS OF WORK** relates to hours fixed by:

- Laws or regulations Yes No
- Collective agreements Yes No
- Establishments' internal regulations Yes No
- Other

C5c. Information is requested about normal hours

- per day
- per week
- per pay period
- per month
- other:

C5d. Information is requested in

- Days
- Half days
- Hours
- Minutes
- Other time unit:

C5e. The reference period is ...

- The same reference period as for wages
- Another reference period:

C5f. And the worker coverage is ...

- The same as for wages
- Another coverage:

C6. Hours paid for

C6a. The survey measures **HOURS PAID FOR** Yes, continue to C6b No, go to C7

C6b. Information is requested in

- Days
- Half days
- Hours
- Minutes
- Other time unit:

C6c. The reference period is ...

- The same reference period as for wages
- Another reference period:

C6d. And the worker coverage is ...

- The same workers as for wages
- Another coverage:

C6e. Hours paid for includes time paid due to

(a) Overtime

- Paid at special rates
- Paid at normal rates
- Compensated with time off

Yes No

Yes No

Yes No

Yes No

(b) Work at home

Yes No

(c) Travelling time required by the job

Yes No

(d) Meal breaks

Yes No

(e) Commuting time

Yes No

(f) Time for preparation

Yes No

(g) Training time

Yes No

(h) Down time (including stand by time)

Yes No

(i) Time not worked (absence from work)

Yes No

- Vacation time

Yes No

- Sick leave

Yes No

- Occupational injuries

Yes No

- Labour disputes

Yes No

- Other time not worked

Yes No

(j) Other:

Further comments or explanations (if needed):

C6f. The survey measures **ABSENCE FROM WORK** separately Yes No

C6g. The survey measures **OVERTIME** separately Yes No

C7. Hours actually worked

C7a. The survey measures **HOURS ACTUALLY WORKED** Yes, continue to C7b No, go to C8

C7b. Information is requested in

- Days
- Half days
- Hours
- Minutes
- Other time unit:

both days and hours

C7c. The reference period is ...

- The same reference period as for wages
- Another reference period:

Monthly by man-hours worked similar to wages. Yearly by man-day worked in agriculture, industry, transport and

C7d. And the worker coverage is ...

- The same workers as for wages
- Another coverage:

Excluding profit organisations with number of employees up to 100 persons, non-profit organisations with number of employees up to 16 persons.

C7e. Hours actually worked includes time paid due to

- (a) Overtime
 - Paid at special rates Yes No
 - Paid at normal rates Yes No
 - Compensated with time off Yes No
 - Unpaid and not compensated with time off Yes No
- (b) Work at home Yes No
- (c) Travelling time required by the job Yes No
- (d) Meal breaks Yes No
- (e) Commuting time Yes No
- (f) Time for preparation Yes No
- (g) Training time Yes No
- (h) Down time (including stand by time) Yes No
- (i) Time not worked (absence from work)
 - Vacation time Yes No
 - Sick leave Yes No
 - Occupational injuries Yes No
 - Labour disputes Yes No
 - Other time not worked Yes No
- (j) Other:

Further comments or explanations (if needed):

The number of hours worked includes all hours actually worked by employees including overtime and hours worked on state holidays, holiday (non-work) days and scheduled days off, both in primary employment and in secondary employment with the same organization, including hours worked while in business travels.

C7f. The survey measures **ABSENCE FROM WORK** separately Yes No

C7g. The survey measures **OVERTIME** separately Yes No

C8. Other topics

C8a. The survey measures **LABOUR TURNOVER** Yes, continue to C8b No, go to C9a

C8b. LABOUR TURNOVER includes the following components

- Workers who were hired Yes No
- Workers who were fired Yes No
- Workers who resigned Yes No
- Workers who retired Yes No

Other

Data on labour turnover refer to organizations of all ownership types except small business entities of non-state

C8c. The reference period is ...

- The same reference period as hours paid/hours actually worked
- Another reference period:

C8d. and the worker coverage is ...

- The same workers as hours paid/hours actually worked
- Another coverage:

C9a. The survey measures **VACANCIES** Yes, continue to C11b No, go to C10

C9b. VACANCIES are defined as:

C10. Other topics: The survey measures **other topics** not mentioned above, namely ...

D. Classifications

D1. Establishment size: The establishment size categories used to group establishments are ...

The number of employed includes persons working under employment agreements (contracts) and civil law contracts, for whom this work is the only one; individual entrepreneurs; persons engaged in providing agro-ecotourism services and craft activities; persons doing work (helping) with organization, the founder (shareholder) of which is their relative; and persons engaged in market-oriented production in personal

D2a. Industry (branch of economic activity): The classification used to code industry is (based on) ...

- ISIC rev 2
- ISIC rev 3, 3.1
- ISIC rev 4
- NACE, NAICS

National classification:

National classification of kinds of economic activity harmonized at the 4-digit level.

Other:

D2b. Number of groups distinguished at the most detailed level when coding industry groups

D2c. Computer assisted/automatic coding is used Yes No

D2d. If not using ISIC, it is convertible to ISIC:

Yes, to

- ISIC, rev. 2
- ISIC, rev. 3
- ISIC, rev. 4
- No

D2e. The most important deviations between the classification used and the international classification (at the Section - one digit - level) are:

D3a. Occupation: If information by occupation is collected, the classification used to code occupation is (based on):

- ISCO-68
- ISCO-88
- ISCO-08
- National classification:
- Other:

D3b. Number of groups distinguished at the most detailed level when coding occupation groups

D3c. Computer assisted/automatic coding is used Yes No

D3d. If not using ISCO, it is convertible to ISCO

Yes, to

- ISCO-68
- ISCO-88
- ISCO-08
- No

D3e. The most important deviations between the classification used and the international classification (at the Major Group - one digit - level) are:

D4a. Labour cost components: If measuring labour cost, the classification of labour cost components is the **International Standard Classification of Labour Cost**

Yes No **D4b.** If no, the most important differences between the national classification and the international classification are:

- Payments in kind (group IV) include Cost of workers' housing borne by employers (group V) and Cost of welfare services (group VIII)
- Direct wages and salaries (group I) and Remuneration for time not worked (group II) are merged
- Other differences:

D5. The survey uses other classifications, as follows:

- Geographical regions
- Legal status of the establishment (i.e., institutional sector, type of ownership, etc.).
Cooperatives are separately identified Yes No

Others:

D6. Further comments or explanations (if needed):

E. Questionnaire design

E1. Number of questionnaires: the survey uses ...

- One questionnaire
- Different types of questionnaires for different types of economic units:

Different forms of state statistical observations are used depending on an average number of employees in organisation.

One questionnaire for the economic unit as a whole, one for workers individually

Other:

Data on the number of employed population are compiled on the basis of statistical reports received from organizations and administrative data of ministries; data on wages and salaries and hours worked are compiled on the basis of statistical reports of organizations.

E2. The unit(s) of observation: Information is obtained ...

- For the establishment as a whole (go to E3) Yes No
- For (groups of) occupations within the establishment (go to E3) Yes No
- For each individual worker in the establishment (go to E4) Yes No
- For a sample of workers in the establishment (go to E4) Yes No

E3. The survey collects information separately by

Disaggregations	Employment	Wages concept (earnings, wage rates, etc	Working time concepts
Sex	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Age group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Education level categories	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Occupation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manual/non-manual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Full-time/part-time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Skilled/semi-skilled/unskilled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Casual/permanent worker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Apprentices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adults/young workers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other disaggregation:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

go to E5

E4. When information is obtained for individual workers, the survey collects information about their:

- Sex
- Age (adults/young)
- Education level
- Occupation
- Full time/part time schedule
- Casual/permanent status
- Apprentices
- Other information:

E5. Wage components: the survey obtains information separately for ...

	Wage rates	Earnings	Compensation of employees or labour cost
Payments in kind	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cost of living allowances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Family allowances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overtime payment		<input type="checkbox"/>	<input type="checkbox"/>
Employers' social security contributions			<input type="checkbox"/>
Workers' social security contributions		<input type="checkbox"/>	<input type="checkbox"/>
Other deductions of workers (e.g., for income tax)		<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

F. Sample design

F1. The sampling unit(s) is/are ... (all relevant options are indicated)

Enterprise

Establishment

Employee

Other:

F2. The sample frame is ... (all relevant options are indicated)

Business register

Employee or population register

Area frame

F3. The sources of information used to construct the register are ... (all relevant options are indicated)

Economic, Industrial, Establishment census

Agricultural census

Registers kept by the government

Industrial/business directories

Licence records

Sales tax records

Income tax records

Unemployment insurance records

Pension coverage records

Other, namely:

Statistical register of organisations

Records of workers or employers' associations

Field operations

Other, namely:

F4. Frame coverage: The percentage of all paid employees and/or economic units covered by the sample frame ...

% of all employees, and/or

% of all economic units

F5. Updating frequency: The sample frame is updated ...

Every months

Every years

Continually

Not updated with a specific frequency

Never updated

F6. Type of sample

Complete enumeration, go to F10

Random sample, go to F7

Purposive sample, go to F10

Other, go to F10:

F7. The sample is stratified

Yes:

No

By region/location

By industry

By public and private sectors

By size (or number of workers) -- the strata are the same as those indicated in D1 above: Yes: No

Establishments **above this size** are included with certainty in the sample

Other strata:

F8. Sample error - relative standard error for each concept ... (may be percentages or ranges of percentages)

F9. Sample size: The number of economic units and/or workers in the final sample (or an estimate of the relative size) ...

economic units (establishments/enterprises) % of economic units

workers % of all workers

F10. Further comments or explanations (if needed):

Total survey is used, not the method of sampling.

G. Data collection

G1. Method(s) of data collection: Data are collected through ... (more than one option may be selected)

Personal interview

Telephone interview

Mail

Online/web based questionnaire

Other, namely:

G2. If personal or telephone interview, computer assisted interview is used Yes No

G3. Substitution of units

Yes, in case of non-response

Yes, in other cases:

No

G4. Non response rate: Percentage of all units in the final sample that are not interviewed

% of all units

G5. Timeliness: Number of days or months between the reference period and the release of the results

days or months

G6. Further comments or explanations (if needed):

Legal persons with average number of employees 16 and more provide form of state statistical report to statistical bodies on a monthly basis on the 12th day of the month following the reference one. The compilation of aggregated data is finalized to the 25th day of the month.
In addition, legal persons with average number of employees up to 16 more provide form of state statistical report on the following basis:
- non-profit organisations on the 12th of January;
- profit organisations on the 26th of January.

H. Estimates

H1. Estimation procedures ... (more than one option may be selected)

- Take into account estimates from a previous reference period
- Use benchmark data
- For employment
- For wages
- For working time
- Adjust for seasonality

- Other adjustments, please specify

Adjustment is made for the number of employees of small organisations and micro organisations, which have not provided reports to state statistical bodies.

H2. If benchmark data are used, the type of benchmark data used is:

H3. Types of indicators produced ... (more than one option can be selected)

- | | | | |
|--|---|---|---|
| <p>(a) Average earnings (per worker)</p> <p><input type="checkbox"/> per year</p> <p><input type="checkbox"/> per month</p> <p><input type="checkbox"/> per week</p> <p><input type="checkbox"/> per day</p> <p><input type="checkbox"/> per hour (actual or paid)</p> | <p>(b) Median earnings (per worker)</p> <p><input type="checkbox"/> per year</p> <p><input type="checkbox"/> per month</p> <p><input type="checkbox"/> per week</p> <p><input type="checkbox"/> per day</p> <p><input type="checkbox"/> per hour (actual or paid)</p> | <p>(c) Real earnings (per worker)</p> <p><input type="checkbox"/> per year</p> <p><input type="checkbox"/> per month</p> <p><input type="checkbox"/> per week</p> <p><input type="checkbox"/> per day</p> <p><input type="checkbox"/> per hour (actual or paid)</p> | <p>(d) Labour cost (per worker)</p> <p><input type="checkbox"/> per year</p> <p><input type="checkbox"/> per month</p> <p><input type="checkbox"/> per week</p> <p><input type="checkbox"/> per day</p> <p><input type="checkbox"/> per hour (actual or paid)</p> |
| <p>(e) Hours actually worked (per worker)</p> <p><input type="checkbox"/> per year</p> <p><input type="checkbox"/> per month</p> <p><input type="checkbox"/> per week</p> <p><input type="checkbox"/> per day</p> | <p>(f) Hours paid for (per worker)</p> <p><input type="checkbox"/> per year</p> <p><input type="checkbox"/> per month</p> <p><input type="checkbox"/> per week</p> <p><input type="checkbox"/> per day</p> | <p>(g) Overtime hours (per worker)</p> <p><input type="checkbox"/> per year</p> <p><input type="checkbox"/> per month</p> <p><input type="checkbox"/> per week</p> <p><input type="checkbox"/> per day</p> | <p>(h) Absence from work hours (per worker)</p> <p><input type="checkbox"/> per year</p> <p><input type="checkbox"/> per month</p> <p><input type="checkbox"/> per week</p> <p><input type="checkbox"/> per day</p> |
| <p>(i) Workers by levels of earnings</p> <p><input type="checkbox"/> Number of workers</p> <p><input type="checkbox"/> Percentage of workers</p> | <p>(j) Earnings ...</p> <p><input type="checkbox"/> Deciles</p> <p><input type="checkbox"/> Quartiles</p> | <p>(k) Earnings in each decile/ quartile</p> <p><input type="checkbox"/> Average earnings</p> <p><input type="checkbox"/> Median earnings</p> | <p>(l) Workers by levels of hours (paid or actual)</p> <p><input type="checkbox"/> Number of workers</p> <p><input type="checkbox"/> Percentage workers</p> |

- (m) Wage indexes
- Simple unweighted index of growth
- Laspeyres index with fixed occupational employment weights
- Laspeyres index with industrial employment weights
- Other wage index:

(n) Other indicators produced:

An average size of the organisation is used during the imputation of the number of employees.

H4. The above indicators are calculated for all workers covered

- Yes
- No, to a subset:

Adjustment is made for the number of employees of small organisations and micro organisations, which have not provided reports to state statistical bodies.

H5. Links to Laborsta series: Statistics from this survey are presented in the following LABORSTA series ...

- 2E - Paid employment by economic activity
- 2F - Paid employment in manufacturing
- 4A - Hours of work by economic activity
- 4B - Hours of work in manufacturing
- 5A - Wages by economic activity
- 5B - Wages in manufacturing
- 6A - Labour cost in manufacturing
- OI - Hours of work and wages in detailed occupations (October Inquiry)

H6. The statistics published in LABORSTA have the same coverage and follow the same definitions described above

Yes No

If **no**, the main differences are as follows:

I. Historical information

11. Main changes in this survey since 1990 that have led to breaks in the series

Data on the number of employed population from the year 2000 are shown with account of the 2009 Belarus population census results. Starting from 2005, including persons who performed work under civil law contracts, for whom this work was the only one.

12. Additional comments on the survey

Additional comments regarding the questionnaire

THANK YOU FOR COMPLETING THIS QUESTIONNAIRE

Submit by Email