

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	Belgium	
A2. Title of the survey	Structure of Earnings Survey (SES)	
A3. Organisation(s) responsible	Statistics Belgium	
A4. Website where additional information can be found:	http://statbel.fgov.be/fr/statistiques/chiffres/travailvie/salaires/mensuels/	

B. Periodicity and coverage

B1. Periodicity: The survey is carried ou	ut				
Once a year, continue to B2					
Two times a year/half yearly, continue	e 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):					
B2. Months of the survey: the survey	is carrie	ed out in t	the following months		
☐ January ☐ February					
☐ March ☐ April					
☐ July ☐ August					
☐ September					
☐ November ☐ December					
B3. Year the survey started: 1999					
B4. Industry coverage: The survey incl	udes esta	blishment	s in the following ISIC rev. 4 groups		
A. Agriculture, forestry and fishing	○ Yes	No	L. Real estate activities	Yes	○No
B. Mining and quarrying	Yes	○No	M. Professional, scientific and technical	O Vaa	O NI -
C. Manufacturing	Yes	○No	activities	Yes	(INO
D. Electricity, gas, steam and air conditioning supply	Yes	○ No	N. Administrative and support support service activities	Yes	○No
E. Water supply, sewerage, wast management and remediation act.	Yes	○ No	O. Public administration; compulsory social security	Yes	○No
F. Construction	Yes	○No	O. Defense	Yes	○No
G. Wholesale and retail trade; repair of	© Vos	○ No	P. Education	Yes	○No
motor vehicles	Yes	ONO	Q. Human health and social work activities	Yes	○No
H. Transportation and storage	Yes	○ No	R. Arts, entertainment and recreation	Yes	○No
I. Accomodation and food service	Yes	∩ No	S. Other service activities	Yes	○No
activities	(Tes	ONO	T. Activities of household as employers	○ Yes	No
J. Information and communication	Yes	○ No	U. Activities of extraterritorial organizations	○Yes	No
K. Financial and insurance activities	Yes		and bodies	0	
Further comments or explanations (if needed):					

B5. Size coverage: The survey covers							
○ All establishments of any size							
 All establishments with at least 10 	orkers/e	mployees					
Other size coverage:							
B6. Geographical coverage: The survey co	vers the						
Whole country							
Whole country, excluding the following remote/marginal areas:							
Capital city (can include surrounding area	s)						
○ The following main cities:							
Only urban areas							
Other geographical coverage:							
B7. Worker coverage: The survey covers the	ne followi	ing status	in employment categor	ies			
(a) All persons in the payroll				○ Yes	No		
(b) Only Paid employees				Yes	○ No		
(c) Only Manual / blue collar workers/wag workers/ operatives, etc.	e earners,	/ productio	on	○ Yes	No		
(d) Only Non-manual /white collar/adminis	strative w	orkers		○ Yes	No		
(e) Paid employees and working proprietors (i.e., own	account w	orkers or employers)	○ Yes	No		
(f) All persons engaged (Paid employees, wor	king prop	orietors and	d unpaid family workers)	○ Yes	No		
The fellowing groups are included.							
The following groups are included: Pieceworkers	♠ Voc	○ No	Apprentices			Yes	∩No
Part time employees		○ No	Trainees			() Yes	~
Seconded employees		No		ا+ باممیار +ا	. .	() 163	(NO
Workers from temporary work agencies	Yes		Employees absent from entire reference period			○ Yes	No
Casual and temporary employees		○ No	Employees on probatio	n		Yes	∩No
Supervisors	Yes		Foreign employees			Yes	○ No
Managers		○ No	Workers paid on comm	ission		Yes	
Non-adults/workers below a certain age	• • Yes	○ No	Homeworkers			Yes	○ No
Volunteer workers	○ Yes	No	Subcontracted workers			Yes	○No
Other workers not mentioned above:							
Further comments or explanations (if needed):							

B8. Institutional sector coverage: The su	urvey 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 o	country	
Establishments which did not operate part	of the reference period	
National establishments located abroad		○ Yes
B9. Other coverage: The survey includes	or excludes other types of	establishments not already mentioned above
C. (Concepts and operation	al definitions
C1a The survey measures EMPLOYMEN	C1. EMPLOYME	
C1a. The survey measures EMPLOYMEN	Tes, continue to CI	b No, go to C2
C1b. Operational definition: EMPLOYME	ENT relates to	
• The total number of workers, on:	A specific day:	
	• The month of the surv	rey
	○ The quarter of the sur	vey
	○ The whole year	
	Other:	
○ The average number of workers during:	○ A specific pay period	
	○ The month of the surv	rey
	○ The quarter of the sur	vey
	○ 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):		

C2. Earnings

C2a. The survey measures EARNINGS • Yes, continu	e to C2b No, go to C3a
C2b. EARNINGS relates to:	
	by the employer in respect of taxes, contributions of employees to nes, union dues, life insurance premiums, etc.)
○ NET earnings -> Deductions are made for:	
Workers' contributions to compulsory social secu	rity 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	C2d. and the reference period is
• The same as the survey coverage	The same reference period as employment
○ A different coverage:	○ A specific week
	○ A specific month
	Another reference period:
C2e. Earnings includes:	
(a) Payments in kind	Yes • No Further comments or explanations (if needed):
(b) Cost of living allowances	○ Yes ● No
(c) Family allowance allowances	
(d) Other allowances in cash	
(e) Payments for time not worked	
(f) Overtime payments	
(g) End of year bonuses	
(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
(I) 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 (p) Other	○Yes
components not mentioned above	

C3. Wage rates

C3a. The survey measures WAGE RATES		o C3b	No, go to C4	
C3b. Time unit: WAGE RATES are reques	ited	C3 c	c. Concept:	
○ per hour○ per day		()	Minimum or standard wage rates	
○ per week			laws	○ Yes ○ No
Oper month			regulations	○ Yes ○ No
Other time unit:			collective agreements	○ Yes ○ No
			arbitral awards	○ Yes ○ No
			Nage rates actually paid	
C3d. The worker coverage is		C3e. and	the reference period is	
○ The same as the survey coverage		○The sar	me reference period as employn	nent
○ A different coverage:		○ A speci	fic week	
		○ A speci	fic month	
		○ Anothe	er reference period:	
C3f. Wage rates includes:				
(a) Payments in kind	○ Yes ○ No			
(b) Cost of living allowances	○ Yes ○ No			
(c) Family allowances				
(d) Other allowances in cash	○ Yes ○ No			
(e) Payments for time not worked	○ Yes ○ No			
(f) Overtime payments				
(g) Other components not mentioned above				
Further comments or explanations (if needed):				
	C4. Compensa	ition of er	mployees or Labour Cost	
C4a. The survey measures COMPENSATION LABOUR COST	ON OF EMPLOYEES o	or	Yes, continue to C4b	No, go to C5
C4b. The worker coverage is		C4c. a	and the reference period is	
○ The same as the survey coverage		○ The	e same reference period as emp	loyment
○ A different coverage:		○ A s	pecific week	
		○ A s	pecific month	
		\bigcirc A c	lifferent reference period:	
L				

C4d. Compensation of employees or Labour cost includes:	
(a) Payments in kind	○ Yes ○ No Further comments or explanations (if
(b) Cost of living allowances	○ Yes ○ No needed):
(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
(I) 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	
CE Contractual/Norma	
C5. Contractual/Norma	
C5a. The survey measures CONTRACTUAL/NORMAL HOURS OF	F WORK • Yes, continue to C5b ○ No, go to C6
C5b. CONTRACTUAL/NORMAL HOURS OF WORK relates to ho	ours fixed by:
Laws or regulations	C5c. Information is requested about normal hours
Collective agreements	·
Establishments' internal regulations Yes No	C per day
	per week
Other	Oper pay period
	<pre>per month other:</pre>
	Other.
C5d. Information is requested in C5e. The reference per	riod is C5f. And the worker coverage is
○ Days	
C Half days Another reference p	
• Hours	
Minutes	
Other time unit:	

C6. Hours paid for

C6a. The survey measures HOURS PAIL	FOR • Yes, continue to C6b No, go to C	7.7
C6b. Information is requested in	C6c. The reference period is	C6d. And the worker coverage is
○ Days	The same reference period as for wages	○ The same workers as for wages
○ Half days	○ Another reference period:	Another coverage:
Hours		
○ Minutes		
Other time unit:		
C6e. Hours paid for includes time paid	due to	
(a) Overtime	● Yes ○ No (h) Down time (including stand by	v time) Yes • No
- Paid at special rates	● Yes No (i) Time not worked (absence from	
- Paid at normal rates		• Yes ONo
- Compensated with time off	○ Yes	
(b) Work at home		○Yes
(c) Travelling time required by the job	Yes • No - Labour disputes	○ Yes
(d) Meal breaks	○ Yes	○ Yes
(e) Commuting time	○ Yes No (j) Other:	
(f) Time for preparation	○ Yes No	
(g) Training time		
Further comments or explanations (if needed):		
C6f. The survey measures ABSENCE FR	OM WORK separately • Yes No	
C6g. The survey measures OVERTIME		
	C7. Hours actually worked	
C7a. The survey measures HOURS ACT	UALLY WORKED Yes, continue to C7b T	No, go to C8
C7b. Information is requested in	C7c. The reference period is	C7d. And the worker coverage is
○ Days	○ The same reference period as for wages	○ The same workers as for wages
○ Half days	○ Another reference period:	○ Another coverage:
○ Hours		
○ Minutes		
Other time unit:		

C7e. Hours actually worked includes time paid due to (a) Overtime Yes No (h) Down time (including stand by time) - Paid at special rates Yes No (i) Time not worked (absence from work) ○Yes ○No - Paid at normal rates - Vacation time - Compensated with time off ○Yes ○No - Sick leave ○Yes ○No - Unpaid and not compensated with time off - Occupational injuries ○Yes ○ No (b) Work at home ○ Yes ○ No - Labour disputes ○Yes ○No (c) Travelling time required by the job ○Yes ○No - Other time not worked ○Yes ○No (j) Other: (d) Meal breaks (e) Commuting time ○Yes ○No (f) Time for preparation ○ Yes ○ No (g) Training time ○Yes ○No **Further comments** or explanations (if needed): **C7f.** The survey measures **ABSENCE FROM WORK** separately ○ Yes ○ No ○Yes ○No **C7g.** The survey measures **OVERTIME** separately **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 **C8c.** The **reference period** is ... **C8d.** and the worker coverage is ... The same workers as hours paid/hours actually The same reference period as hours paid/hours actually worked worked Another reference period: Another coverage: Yes, continue to C11b **C9a.** The survey measures **VACANCIES** No, go to C10 **C9b. VACANCIES** are defined as: C10. Other topics: The survey measures other topics not mentioned above, namely ...

D. Classifications

C ISIC rev 3, 3.1 C ISIC rev 4 NACE, NAICS National classification: Other: D2b. Number of groups distinguished at the most detailed level when coding industry 222 Broups D2c. Computer assisted/automatic coding is used ○ Yes	D1. Establishment size	: The establishment size categories used to group establishments are
C ISIC rev 2 C ISIC rev 3, 3.1 C ISIC rev 4 C NACE, NAICS C National classification: C Other: D2b. Number of groups distinguished at the most detailed level when coding industry 222 groups D2c. Computer assisted/automatic coding is used Yes No D2d. If not using ISIC, it is convertible to ISIC: Yes, to C ISIC, rev. 2 C ISIC, rev. 3 C ISIC, rev. 4 C No D3a. Occupation: If information by occupation is collected, the classification used and the international classification: C ISCO-68 C ISCO-08 C National classification: C Other: D3b. Number of groups distinguished at the most detailed level when coding occupation D3c. Computer assisted/automatic coding is used Yes No D3d. If not using ISCO, it is convertible to ISCO Yes, to C ISCO-68 C ISCO-88	10-19, 20-49, 50-99, 100-199	, 200-499,500-999 and 1000+
C ISIC rev 2 C ISIC rev 3, 3.1 C ISIC rev 4 C NACE, NAICS C National classification: C Other: D2b. Number of groups distinguished at the most detailed level when coding industry D2c. Computer assisted/automatic coding is used Yes No D2d. If not using ISIC, it is convertible to ISIC: Yes, to C ISIC, rev. 2 C ISIC, rev. 3 C ISIC, rev. 4 C No D3a. Occupation: If information by occupation is collected, the classification used and the international classification: C ISCO-68 C ISCO-08 C National classification: C Other: D3b. Number of groups distinguished at the most detailed level when coding occupation 120 C Broups D3c. Computer assisted/automatic coding is used Yes No D3d. If not using ISCO, it is convertible to ISCO Yes, to C ISCO-68 C ISCO-88 C ISCO-		
C ISIC rev 3, 3.1 C ISIC rev 4 NACE, NAICS National classification: Other: D2b. Number of groups distinguished at the most detailed level when coding industry 222 groups D2c. Computer assisted/automatic coding is used ○ Yes	D2a. Industry (branch	of economic activity): The classification used to code industry is (based on)
CISIC rev 4 NACE, NAICS National classification: Other: D2b. Number of groups distinguished at the most detailed level when coding industry 222 groups D2c. Computer assisted/automatic coding is used No D2d. If not using ISIC, it is convertible to ISIC: Yes, to CISIC, rev. 2 SISIC, rev. 3 SISIC, rev. 4 No D3a. Occupation: If information by occupation is collected, the classification used and the international classification (at the Section - one digit - level) are: D3b. Number of groups distinguished at the most detailed level when coding occupation D3b. Number of groups distinguished at the most detailed level when coding occupation D3c. Computer assisted/automatic coding is used Yes No D3d. If not using ISCO, it is convertible to ISCO Yes, to CISCO-68 C	○ ISIC rev 2	
© NACE, NAICS C National classification: C Other: D2b. Number of groups distinguished at the most detailed level when coding industry 222 groups D2c. Computer assisted/automatic coding is used ② Yes ○ No D2d. If not using ISIC, it is convertible to ISIC: Yes, to C ISIC, rev. 2 ② ISIC, rev. 3 C ISIC, rev. 4 C No D3a. Occupation: If information by occupation is collected, the classification used and the international classification: C ISCO-68 C ISCO-68 C ISCO-08 C National classification: Other: D3b. Number of groups distinguished at the most detailed level when coding occupation B FORD	○ ISIC rev 3, 3.1	
C National classification: C Other: D2b. Number of groups distinguished at the most detailed level when coding industry 222 groups D2c. Computer assisted/automatic coding is used	○ ISIC rev 4	
D2b. Number of groups distinguished at the most detailed level when coding industry 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 D3a. Occupation: If information by occupation is collected, the classification used and the international classification: ISCO-68 ISCO-08 National classification: Other: D3b. Number of groups distinguished at the most detailed level when coding occupation of groups distinguished at the most detailed level when coding occupation of groups D3c. Computer assisted/automatic coding is used Yes No D3d. If not using ISCO, it is convertible to ISCO Yes, to ISCO-68	NACE, NAICS	
D2b. Number of groups distinguished at the most detailed level when coding industry D2c. Computer assisted/automatic coding is used Yes No D2d. If not using ISIC, it is convertible to ISIC: Yes, to SISIC, rev. 2 SISIC, rev. 3 SISIC, rev. 4 No D3a. Occupation: If information by occupation is collected, the classification used and the international classification: SISCO-68 SISCO-88 SISCO-88 National classification: Other: D3b. Number of groups distinguished at the most detailed level when coding occupation of groups D3c. Computer assisted/automatic coding is used Yes No D3d. If not using ISCO, it is convertible to ISCO Yes, to SISCO-88	National classification	
D2c. Computer assisted/automatic coding is used	Other:	
D2d. If not using ISIC, it is convertible to ISIC: Yes, to CISIC, rev. 2 © ISIC, rev. 3 CISIC, rev. 4 No D3a. Occupation: If information by occupation is collected, the classification used to code occupation is (based on): CISCO-68 CISCO-08 National classification: Other: D3b. Number of groups distinguished at the most detailed level when coding occupation D3d. If not using ISCO, it is convertible to ISCO Yes, to CISCO-68 CISCO-68	D2b. Number of groups	distinguished at the most detailed level when coding industry 222 groups
Yes, to CISIC, rev. 2 ISIC, rev. 3 CISIC, 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-68 National classification: Other: D3b. Number of groups distinguished at the most detailed level when coding occupation Other: D3d. If not using ISCO, it is convertible to ISCO Yes, to ISCO-68 CISCO-68 CISCO-6	D2c. Computer assisted,	/automatic coding is used Yes No
C ISIC, rev. 2	D2d. If not using ISIC, it	is convertible to ISIC:
© ISIC, rev. 3 CISIC, rev. 4 No D3a. Occupation: If information by occupation is collected, the classification used to code occupation is (based on): ISCO-68 ISCO-68 ISCO-08 National classification: Other: D3b. Number of groups distinguished at the most detailed level when coding occupation D3c. Computer assisted/automatic coding is used ○Yes ● No D3d. If not using ISCO, it is convertible to ISCO Yes, to ISCO-68	Yes, to	
☐ ISIC, rev. 3 ☐ ISIC, rev. 4 ☐ No D3a. Occupation: If information by occupation is collected, the classification used to code occupation is (based on): ☐ ISCO-68 ☐ ISCO-88 ⑥ ISCO-08 ☐ National classification: ☐ Other: D3b. Number of groups distinguished at the most detailed level when coding occupation ☐ ISCO-68 ☐ ISCO-68 ☐ ISCO-68 ☐ ISCO-68 ☐ ISCO-68 ☐ ISCO-68 ☐ ISCO-88 ☐ ISCO-68 ☐ ISCO-88 ☐ ISCO-88 ☐ ISCO-68 ☐ ISCO-6	(1510, 10V. Z	
D3a. Occupation: If information by occupation is collected, the classification used to code occupation is (based on): ISCO-68	● ISIC, rev. 3	lassification (at the Section - one digit - level) are:
D3a. Occupation: If information by occupation is collected, the classification used to code occupation is (based on): O ISCO-68 O ISCO-88 O ISCO-08 O National classification: O Other: D3b. Number of groups distinguished at the most detailed level when coding occupation D3c. Computer assisted/automatic coding is used OYes ONO D3d. If not using ISCO, it is convertible to ISCO Yes, to O ISCO-68 O ISCO-88 O ISCO-88 C ISCO-88 C ISCO-88 C ISCO-88 C ISCO-08	○ ISIC, rev. 4	
☐ ISCO-68 ☐ ISCO-88 ⑥ ISCO-08 ⑥ National classification: ⑥ Other: D3b. Number of groups distinguished at the most detailed level when coding occupation D3c. Computer assisted/automatic coding is used ②Yes ⑥ No D3d. If not using ISCO, it is convertible to ISCO Yes, to ○ ISCO-68 ○ ISCO-68 ○ ISCO-88 ○ ISCO-88 ○ ISCO-88 ○ ISCO-08	○No	
☐ ISCO-68 ☐ ISCO-88 ⑥ ISCO-08 ⑥ National classification: ⑥ Other: D3b. Number of groups distinguished at the most detailed level when coding occupation D3c. Computer assisted/automatic coding is used ②Yes ⑥ No D3d. If not using ISCO, it is convertible to ISCO Yes, to ○ ISCO-68 ○ ISCO-68 ○ ISCO-88 ○ ISCO-88 ○ ISCO-88 ○ ISCO-08		
☐ ISCO-68 ☐ ISCO-88 ⑥ ISCO-08 ⑥ National classification: ⑥ Other: D3b. Number of groups distinguished at the most detailed level when coding occupation D3c. Computer assisted/automatic coding is used ②Yes ⑥ No D3d. If not using ISCO, it is convertible to ISCO Yes, to ○ ISCO-68 ○ ISCO-68 ○ ISCO-88 ○ ISCO-88 ○ ISCO-88 ○ ISCO-08		
○ ISCO-88 ② ISCO-08 ○ National classification: ○ Other: D3b. Number of groups distinguished at the most detailed level when coding occupation D3c. Computer assisted/automatic coding is used ○ Yes ② No D3d. If not using ISCO, it is convertible to ISCO Yes, to ○ ISCO-68 ○ ISCO-68 ○ ISCO-88 ○ ISCO-88 ○ ISCO-88 ○ ISCO-08	D3a. Occupation: If info	ormation by occupation is collected, the classification used to code occupation is (based on):
○ ISCO-88 ② ISCO-08 ○ National classification: ○ Other: D3b. Number of groups distinguished at the most detailed level when coding occupation D3c. Computer assisted/automatic coding is used ○ Yes ② No D3d. If not using ISCO, it is convertible to ISCO Yes, to ○ ISCO-68 ○ ISCO-68 ○ ISCO-88 ○ ISCO-88 ○ ISCO-88 ○ ISCO-08	○ ISCO-68	
 ISCO-08 National classification: Other: D3b. Number of groups distinguished at the most detailed level when coding occupation 120 groups D3c. Computer assisted/automatic coding is used Yes No D3d. If not using ISCO, it is convertible to ISCO Yes, to ISCO-68		
Other: D3b. Number of groups distinguished at the most detailed level when coding occupation 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-88 ISCO-88 ISCO-08	ISCO-08	
D3b. Number of groups distinguished at the most detailed level when coding occupation 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-88 ISCO-88 ISCO-08	National classification	:
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-88 ISCO-08	Other:	
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-88 ISCO-08		
P3d. If not using ISCO, it is convertible to ISCO Yes, to ISCO-68 ISCO-88 ISCO-88 ISCO-08	D3b. Number of groups	distinguished at the most detailed level when coding occupation 120 groups
Yes, to O ISCO-68 O ISCO-88 O ISCO-88 O ISCO-08	D3c. Computer assisted,	automatic coding is used Yes No
☐ ISCO-68 ☐ ISCO-88 ☐ ISCO-08 ☐ ISCO-08 ☐ D3e. The most important deviations between the classification used and the international classification (at the Major Group - one digit - level) are:	D3d. If not using ISCO, it	is convertible to ISCO
CISCO-88 classification (at the Major Group - one digit - level) are:	Yes, to	
○ ISCO-88 classification (at the Major Group - one digit - level) are:○ ISCO-08	◯ ISCO-68	D3e. The most important deviatio ns between the classification used and the international
	○ ISCO-88	
○ No	○ ISCO-08	
I I	○No	

Standard Classification of Labour Cost	
Yes No D4b. If no, the most important differences between classification are:	een the national classification and the international
Payments in kind (group IV) include Cost of w welfare services (group VIII)	orkers' housing borne by employers (group V) and Cost of
☐ Direct wages and salaries (group I) and Remu	neration 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	e of ownership, etc.).
Cooperatives are separetely identified Yes No	
Others:	
D6. Further comments or	
explanations (if needed):	
E. Questionnair	e design
E1. Number of questionnaires: the survey uses	
One questionnaire	
Different types of questionnaires for different	
types of economic units:	
One questionnaire for the economic unit as a whole, one for we	orkers individually
Other:	STACES III UNICUALITY
L	
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)	CYes ● No
For each individual worker in the establishment (go to E4) For a sample of workers in the establishment (go to E4)	○Yes
ror a sample of workers in the establishificit (80 to L4)	TO THE

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

E3. T	he surve	v collects	information	separately	/ bv
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Disaggregations	Employment	Wages concept (earnings, wage rates, etc	Working time concepts	
Sex	×	X	X	
Age group	X	X	X	
Education level categories	X	X	X	
Occupation	X	X	X	
Manual/non-manual	X	X	X	
Full-time/part-time	\boxtimes	$oldsymbol{ imes}$	X	
Skilled/semi-skilled/unskilled	X	X	X	
Casual/permanent worker	\boxtimes	\boxtimes	X	
Apprentices	X	X	X	
Adults/young workers	X	X	X	
Other disaggregation:	X	X	X	
E4. When information is obtained	for individual worker	s, the survey collects infor	mation about their:	go to E5
⊠ Sex				
□ Age (adults/young)				
⊠ Education level				
○ Occupation				
▼ Full time/part time schedule				
				
_				

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

	Wage rates	Earnings	Compensation of employees or labour cost
Payments in kind			
Cost of living allowances			
Family allowances			
Overtime payment		×	X
Employers' social security contributions			
Workers' social security contributions			
Other deductions of workers (e.g., for income tax)			
Other:			
			

F. Sample design **F1.** The **sampling unit(s)** is/are ... (all relevant options are indicated) ☐ Enterprise **区** 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/bussines directories Licence records Sales tax records ☐ Income tax records Unemployment insurance records Pension coverage records Other, namely: 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 17 % of all economic units **F5.** Updating frequency: The sample frame is updated ... ○ Every months Every years Continually O Not updated with a specific frequency Never updated **F6.** Type of sample Complete enumeration, go to F10 Random sample, go to F7 OPurposive 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)					
cv = 0,84%					
F9. Sample size: The number of economic untis and/or workers in the final sample (or an estimate of the relative size)					
economic units (establishments/enterprises) 17 % of economic units					
workers 6 % of all workers					
F10. Further comments or explanations (if needed):					
G. Data collection					
G1. Method(s) of data collection: Data are collected through (more than one option may be selected)					
Personal interview G2. If personal or telephone interview, Yes No					
Telephone interview computer assisted interview is used					
☐ Mail					
⊠ Online/web based questionnaire					
☑Other, namely: paper form					
G3. Substitution of units					
Yes, in case of non-response					
○ Yes, in other cases:					
No No					
G4. Non response rate: Percentage of all units in the final sample that are not inteviewed					
17 % of all units					
G5. Timeliness: Number of days or months between the reference period and the release of the results					
days or 18 months					
G6. Further					
comments or					
explanations (if					

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 s	pecify				
H2 . If benchmark data are used the type of benchmark data usis:	-				
H3. Types of indicators produced (more than one option can be selected)					
(a) Average earnings (per worker)	(b) Median earnings (per worker)	(c) Real earnings (per worker)	(d) Labour cost (per worker)		
🔀 per year	🗙 per year	per year	per year		
□ per month	□ per month	per month	per month		
per week	per week	per week	per week		
□ per day	⋉ per day	per day	per day		
□ per hour (actual or paid)	💢 per hour (actual or paid)	per hour (actual or paid)	per hour (actual or paid)		
(e) Hours actually worked (per worker)	(f) Hours paid for (per worker)	(g) Overtime hours (per worker)	(h) Absence from work hours (per worker)		
per year	□ per year	□ per year	□ per year		
per month	□ per month	□ per month	□ per month		
per week	per week	per week	per week		
per day	per day	per day	per day		
(i) Workers by levels of earnings	(j) Earnings	(k) Earnings in each decile/ (l) Workers by levels of hour quartile (paid or actual)			
Number of workers	▼ Deciles	★ Average earnings	Number of workers		
▼ Percentage of workers			⋉ Percentage workers		
(m) Wage indexes Simple unweighted index of	f growth	(n) Other indicators pr	oduced:		
_	occupational employment weig	ghts			
☐ Laspeyres index with industrial employment weights					
Other wage index:					
■1 The above indicators are ex	alculated for all workers cover	ad .			
H4. The above indicators are calculated for all workers covered					
No, to a subset:					
(110) to a subseti					

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
Implication is a second sec
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
If no , the main differences are as follows:
I. Historical information
I1. Main changes in this survey since 1990 that have led to breaks in the series Change of NACE and ISCO
I2. Additional comments on the survey
Additional comments regarding the questionnaire
It is unfortunately not possible to fill in directly the questionnaire. Maybe it should be interesting to develop a web form instead of the PDF-
document.

THANK YOU FOR COMPLETING THIS QUESTIONNAIRE