

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	Croatia		
A2. Title of the survey			
A3. Organisation(s) responsible	Croatian Bureau of Statistics		
A4. Website where additional information can be found:	http://www.dzs.hr		

B. Periodicity and coverage								
B1. Periodicity: Th	ne survey is carried ou	t						
Once a year, con	Once a year, continue to B2							
⊂ Two times a yea	r/half yearly, continue	to B2						
○ Every quarter, c	ontinue to B2							
○ Every month, go	to B3							
C Every mo	onths, continue to B2							
C Every yea	ars, go to B3							
⊖ Ad hoc survey, c	ontinue to B2							
Further comments or explanations (if needed):								
B2. Months of the	e survey: the survey	is carrie	ed out in	the following months				
January	Eebruary							
March	April							
⊠May	XJune							
□July	August							
September	October							
November	December							
B3. Year the surve	y started: 1997							
B4. Industry cove	rage: The survey inclu	udes esta	ablishmen	ts in the following ISIC rev. 4 groups				
A. Agriculture, fore	stry and fishing	• Yes	⊖ No	L. Real estate activities	• Yes	∩No		
B. Mining and quar	rying	Yes	⊖ No	M. Professional, scientific and technical	OVer	O NI-		
C. Manufacturing								
D. Electricity, gas, steam and air conditioning supply								
E. Water supply, sewerage, wast management and remediation act. • Yes No O. Public administration; compulsory social security • • • • • • • • • • • • • • • • • • •								
F. Construction	F. ConstructionImage: YesNoO. DefenseImage: YesNo							

F. Construction	Yes	⊖ No	O. Defense	Yes
G. Wholesale and retail trade; repair of	OVer		P. Education	• Yes
motor vehicles	Yes	() NO	Q. Human health and social work activities	• Yes
H. Transportation and storage	• Yes	∩ No	R. Arts, entertainment and recreation	• Yes
I. Accomodation and food service	OVer		S. Other service activities	• Yes
activities	Yes	() NO	T. Activities of household as employers	⊖ Yes
J. Information and communication	• Yes	⊖ No	U. Activities of extraterritorial organizations and bodies	⊖Yes
K. Financial and insurance activities	• Yes	∩ No		

∩No

∩No

∩No

∩No

No

No

B5. Size coverage: The s	survey covers					
• All establishments of any size						
○ All establishments with	n at least workers/employees					
○ Other size coverage:						

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

• Whole country

\bigcirc Whole country, excluding the following remote/marginal areas:	
Capital city (can include surrounding an	eas)
○ 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	⊖ Yes	No	Apprentices	Yes	∩No
Part time employees	Yes	∩ No	Trainees	• Yes	\bigcirc No
Seconded employees	∩ Yes	No	Employees absent from work the	• Yes	
Workers from temporary work agencies	∩ Yes	No	entire reference period without pay	() les	
Casual and temporary employees	Yes	∩ No	Employees on probation	Yes	\bigcirc No
Supervisors	Yes	∩ No	Foreign employees	\bigcirc Yes	No
Managers	∩ Yes	No	Workers paid on commission	⊖ Yes	No
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 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

C. Concepts and operational definitions

C1. EMPLOYMENT

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

C1b. Operational definition: EMPLOYME	NT relates to			
The total number of workers, on:	A specific day:			
	\bigcirc 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:			
C Other:				
C1c. The worker coverage is				
• The same as the survey coverage (c.f. B7	.)			
○ A different coverage:				
reference day is Mar	-ch 31			
C1d. Further comments or explanations (if needed):				

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 \bigcirc Yes		
- 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:

If they worked 12 months of a previous year employment

C2d. and the reference period is ...

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

Previous year

C2e. Earnings includes:

(a) Payments in kind	⊖ Yes	No	Furth
(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	
(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) Other components not mentioned above			

Further comments or explanations (if needed):

C3a. The survey measures WAGE RATES OYes, c		nue to C3b	No, go to C4			
C3b. Time unit: WAGE RATES are requested		C3c. Concept:				
⊖ per hour		O Minimum or standard wage rates, fixed by or in pursuance of				
○ per day			laws C			
⊖ per week			regulations O Yes			
O per month			collective agreements	○ Yes ○ No		
O other time unit:			arbitral awards	○ Yes ○ No		
		O Wa	age rates actually paid			
C3d. The worker coverage is		C3e. and th	ne reference period is			
○ The same as the survey coverage	e	⊂ The same reference period as employment				
⊂ A different coverage:		○ A specific week				
		○ A specific month				
		⊂ Another	○ Another reference period:			
C3f. Wage rates includes:						
(a) Payments in kind O Yes O No		No				
(b) Cost of living allowances	No					
(c) Family allowances	No					
(d) Other allowances in cash	⊖Yes ⊖	No				

C3. Wage rates

(g) Other components not mentioned above	
Further comments explanations (if nee	

○Yes ○No

⊖Yes ⊖No

C4. Compensation of employees or Labour Cost

C4a. The survey measures	COMPENSATION OF	EMPLOYEES or
LABOUR COST		

C4b. The worker coverage is ...

(e) Payments for time not worked

(f) Overtime payments

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

⊖Yes,	continue to C4b	No, go to C5
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C4c. and the reference period is ...

- The same reference period as employment
- $\bigcirc \mathsf{A}$ specific week
- A specific month

○ A different reference period:

C4d. Compensation of employees or Labour cost includes:

(a) Payments in kind		\bigcirc Yes	∩No	Further comments or explanations (if
(b) Cost of living allo	wances	\bigcirc Yes	∩ No	needed):
(c) Family allowance	allowances	⊖ Yes	⊖ No	
(d) Other allowances	in cash	\bigcirc Yes	∩ No	
(e) Payments for tim	e not worked	⊖ Yes	⊖ No	
(f) Overtime paymen	ts	⊖ Yes	⊖ No	
(g) End of year bonu	ses	⊖ Yes	⊖ No	
(h) Profit sharing bor	nuses	⊖ Yes	⊖ No	
(i) Other regular bon	uses paid every year	⊖ Yes	⊖ No	
(j) Bonuses paid irreg	gularly	⊖ Yes	⊖ No	
(k) Payments for per	iods outside the reference period	\bigcirc Yes	⊖ No	
(I) Payments for item	ns required by the job	\bigcirc Yes	⊖ No	
(m) Tips and gratuiti	es distributed by the employer	⊖ Yes	⊖ No	
(n) Severance and te	rmination pay	⊖ Yes	⊖ No	
(o) Employers' contri	butions to workers' social security schemes	⊖Yes	⊖ No	
(p) Workers' social b	enefits provided by the employer	⊖Yes	⊖ No	
(q) Employers' cost o	f training	⊖Yes	⊖ No	
(r) Employers' expen	ses for welfare services	⊖Yes	⊖ No	
(s) Taxes paid by the	employer on employment payrolls,etc.	⊖Yes	⊖ No	
(t) Employment relat	ed subsidies received by the employer	⊖Yes	⊖ No	
(u) Other				
components not				

mentioned above

C5. Contractual/Normal hours of work

C5a. The survey measures CONTRACT	JAL/NORMAL HOURS C	DF WORK OYes, contin	nue to C5b
C5b. CONTRACTUAL/NORMAL HOUR	S OF WORK relates to h	ours fixed by:	
Laws or regulations Collective agreements Establishments' internal regulations Other	 Yes Yes No Yes No 	C5c. Information) per day) per week) per pay period	is requested about normal hours
) per pay period	
C5d. Information is requested in	C5e. The reference pe	eriod is	C5f. And the worker coverage is
○ Days	⊂ The same reference period as for wages		○ The same as for wages
○ Half days	○ Another reference period:		○ Another coverage:
⊖ Hours			
○ Minutes			
Other time unit:			

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

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

 \bigcirc Half days

Hours

○ Minutes

○ Other time unit:

C7c. The reference period is ...

• The same reference period as for wages ○ Another reference period:

C7d. And the worker coverage is ...

• The same workers as for wages

○ Another coverage:

C7e. Hours actually worked includes time paid due to

(a) Overtime	• Yes	∩ No	(h) Down time (including stand by time)	⊖ Yes	No
- Paid at special rates	• Yes		(i) Time not worked (absence from work)	⊖ Yes	
- Paid at normal rates	• Yes		- Vacation time	⊖ Yes	
- Compensated with time off	⊖ Yes		- Sick leave	⊖ Yes	
- Unpaid and not compensated with time off	⊖ Yes		- Occupational injuries	OYes	
(b) Work at home	⊖ Yes		- Labour disputes	⊖ Yes	No
(c) Travelling time required by the job	∩Yes	No	- Other time not worked	⊖ Yes	No
(d) Meal breaks	⊖ Yes	No	(j) Other:		
(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 WOR	K separat	tely	◯ Yes ● No		
C7g. The survey measures OVERTIME separately			• Yes O No		
	C8. O	ther to	pics		
C8a. The survey measures LABOUR TURNOVER	⊖Yes,	continu	e to C8b		
C8b. LABOUR TURNOVER includes the following	g compon	ents			
Workers who were hired	∩ No				
Workers who were fired O Yes					
Workers who resigned O Yes	∩ No				
Workers who retired OYes ONo					
Other					
C8c. The reference period is			C8d. and the worker coverage is		
C The same reference period as hours paid/hour worked	rs actuall	У	C The same workers as hours paid/h worked	ours actua	lly
○ Another reference period:			\bigcirc Another coverage:		
C9a. The survey measures VACANCIES (Yes, continue to C11b) (No, go to C10)					
C9b. VACANCIES are defined as:					

D. Classifications

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

All size classes are included	1
D2a. Industry (branc	h of economic activity): The classification used to code industry is (based on)
O ISIC rev 2	
○ ISIC rev 3, 3.1	
◯ ISIC rev 4	
NACE, NAICS	
○ National classificatio	n:
○ Other:	
D2b. Number of group	s distinguished at the most detailed level when coding industry groups
D2c. Computer assiste	d/automatic coding is used O Yes No
D2d. If not using ISIC,	it is convertible to ISIC:
Yes, to	
🔿 ISIC, rev. 2	D2e. The most important deviations between the classification used and the international
🔿 ISIC, rev. 3	classification (at the Section - one digit - level) are:
ISIC, rev. 4	
○ No	
D3a. Occupation: If ir	formation by occupation is collected, the classification used to code occupation is (based on):
O ISCO-68	
○ ISCO-88	
O ISCO-08	
O National classification	n:
○ Other:	
D3b. Number of group	s distinguished at the most detailed level when coding occupation groups
D3c. Computer assiste	d/automatic coding is used OYes ONo
D3d. If not using ISCO,	it is convertible to ISCO
Yes, to	
O ISCO-68	D3e. The most important deviations between the classification used and the international
O ISCO-88	classification (at the Major Group - one digit - level) are:
O ISCO-08	
∩ No	

D4a	Labour cost components:	If measuring labour	cost, the classification	of labour cost c	omponents is the I	nternational
Stan	dard Classification of Labour	Cost				

⊖Yes ●No	classification are: Payments in kind (group IV) include Cost of workers' bousing 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 surve	y uses other classifications, as follows:			
🔀 Geographi	cal regions			
🔀 Legal statu	s of the establishment (i.e., institutional sector, type of ownership, etc.).			
Cooperat	ives are separetely identified Yes No			
Others:				
D6. Further control explanations (
	E. Questionnaire design			
	f questionnaires: the survey uses			
One quest	onnaire			
	pes of questionnaires for different onomic units:			
○ One questi	onnaire for the economic unit as a whole, one for workers individually			
○ Other:				

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)	CYes	No
For a sample of workers in the establishment (go to E4)	CYes	No

E3. The survey collects information separately by

Disaggregations	Employment	Wages concept (earnings, wage rates, etc	Working time concepts
Sex	X	X	
Age group	X		
Education level categories		X	
Occupation			
Manual/non-manual			
Full-time/part-time	X		
Skilled/semi-skilled/unskilled			
Casual/permanent worker			
Apprentices	$\overline{\mathbf{X}}$		
Adults/young workers			
Other disaggregation:	·····		

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			
Cost of living allowances			
Family allowances			
Overtime payment			
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			
Establishment			
Other:			
F2 The comple frame is (all relevant entions are indicated)			
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			
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 % of all economic units			
EF. Undeting from one The control of forms is undeted.			
F5. Updating frequency: The sample frame is updated			
Every months Every years			
Every years Continually			
 O Not updated with a specific frequency 			
O Never updated			
F6. Type of sample			
Complete enumeration, go to F10			
C Random sample, go to F7			
○ Purposive sample, go to F10			
O Other, go to F10:			

. . .

F7. The sample is strat	ified
○ Yes:	\bigcirc No
□By region/locati	on
By industry	
By public and pr	ivate sectors
By size (or numb	per of workers) the strata are the same as those indicated in D1 above: \bigcirc Yes: \bigcirc No
Establishments	above this size are included with certainty in the sample
Other strata:	
F8. Sample error - rela	tive standard error for each concept (may be percentages or ranges of percentages)
F9. Sample size: The nu	umber of economic untis and/or workers in the final sample (or an estimate of the relative size)
aconomicu	units (establishments/enterprises) % of economic units
workers	% of all workers
F10. Further comment 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, OYes ONo
Telephone interview	computer assisted interview is used
🗙 Mail	
Online/web based q	uestionnaire
Other, namely:	
G3. Substitution of un	its
○Yes, in case of non-r	esponse
○ Yes, in other cases:	
No	
G4. Non response rate	Percentage of all units in the final sample that are not inteviewed
	% of all units
	er of days or months between the reference period and the release of the results
Emj	ployment data are available -t+352 days; earnings and hours worked - data are available t+450 days
G6. Further comments or	

explanations (if needed):

	H. Est	timates	
H1. Estimation procedures (more than one option may be	selected)	
Take into account estimates	from a previous reference per	riod	
Use benchmark data			
For employment			
For wages			
For working time			
Adjust for seasonality			
Other adjustments, please sp	pecify		
H2. If benchmark data are used	l,		
the type of benchmark data us	ed		
IS:			
H3. Types of indicators produc	ed (more than one option c	an 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/ quartile	(l) Workers by levels of hours (paid or actual)
Number of workers	Deciles	Average earnings	Number of workers
X Percentage of workers	Quartiles	Median earnings	Percentage workers
(m) Wage indexes) Wage indexes (n) Other indicators produced:		
Simple unweighted index of	growth		
Laspeyres index with fixed o	occupational employment weig	ghts	
Laspeyres index with indust	rial employment weights		
Other wage index:			
H4. The above indicators are ca	alculated for all workers cover	ed	

-		
	Voc	
(•)	163	

 \bigcirc No, to a subset:

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

- X 2E Paid employment by economic activity
- X 2F Paid employment in manufacturing
- X4A Hours of work by economic activity
- X4B 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 ONo

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

Main changes are in classifications of economic activities. Data on earnings by gender are available since 2004.

I2. Additional comments on the survey

Additional comments regarding the questionnaire

THANK YOU FOR COMPLETING THIS QUESTIONNAIRE

Submit by Email