

## 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	Macao, China
A2. Title of the survey	Survey on Manpower Needs and Wages
A3. Organisation(s) responsible	Statistics and Census Service (DSEC)
A4. Website where additional information can be found:	www.dsec.gov.mo

### **B.** Periodicity and coverage

B1. Periodicity: T	he survey is carried ou	it				
Once a year, cor	ntinue to B2					
○ Two times a yea	r/half yearly, continue	to B2				
○ Every quarter, o	continue to B2					
C Every month, go	to B3					
• Every 6 mo	onths, continue to B2					
○ Everyye	ars, go to B3					
Ad hoc survey, c	ontinue to B2					
Further comments or explanations (if needed):		olesale &	Retail Trade	y, Gas & Water Supply; Hotels & Restaurants; Financial In e; Transport, Storage & Communications; Gaming; Securi		
B2. Months of the	e survey: the survey	is carrie	ed out in t	the following months		
<b>⊠</b> January	☐ February			-		
March	⊠April					
☐ May	☐June					
⊠July	August					
September	⊠October					
November	December					
<b>B3. Year</b> the surve	y started: 1990					
B4. Industry cove	erage: The survey inclu	udes esta	ablishment	ts in the following <b>ISIC rev. 4</b> groups		
A. Agriculture, fore	stry and fishing	○ Yes	<ul><li>No</li></ul>	L. Real estate activities	○ Yes	<ul><li>No</li></ul>
B. Mining and quar	rying	○Yes	<ul><li>No</li></ul>	M. Professional, scientific and technical	O.V	○ NI.
C. Manufacturing		<ul><li>Yes</li></ul>	○ No	activities	<ul><li>Yes</li></ul>	() No
D. Electricity, gas, s conditioning supply		<ul><li>Yes</li></ul>	○ No	N. Administrative and support support service activities	○ Yes	<ul><li>No</li></ul>
E. Water supply, se management and r	• .	<ul><li>Yes</li></ul>	○ No	O. Public administration; compulsory social security	○ Yes	<ul><li>No</li></ul>
F. Construction		○ Yes	<ul><li>No</li></ul>	O. Defense		<ul><li>No</li></ul>
G. Wholesale and r	etail trade; repair of	○ Voc	○ No	P. Education	○ Yes	<ul><li>No</li></ul>
motor vehicles	·	<ul><li>Yes</li></ul>	○ No	Q. Human health and social work activities	○ Yes	<ul><li>No</li></ul>
H. Transportation a	and storage	<ul><li>Yes</li></ul>	○ No	R. Arts, entertainment and recreation	<ul><li>Yes</li></ul>	○ No
I. Accomodation an	nd food service	© Voc	○ No	S. Other service activities	○ Yes	<ul><li>No</li></ul>
activities		Yes	○ No	T. Activities of household as employers	○ Yes	<ul><li>No</li></ul>
J. Information and		○ Yes	<ul><li>No</li></ul>	U. Activities of extraterritorial organizations and bodies	○Yes	<ul><li>No</li></ul>
K. Financial and ins		<ul><li>Yes</li></ul>	○ No			
	See above: B1 - Further c	omments	or explanati	ions for more precise industrial coverage.		
Further comments or explanations (if needed):						

<b>B5. Size coverage:</b> The survey covers						
All establishments of any size						
All establishments with at least	orkers/employees					
Other size coverage:						
<b>B6. Geographical coverage:</b> The survey cov	ers the					
○ Whole country						
Whole country, excluding the following remote/marginal areas:						
Capital city (can include surrounding areas	)					
○ The following main cities:						
Only urban areas						
Whole area	of Macao SAR					
Other geographical coverage:						
<b>B7. Worker coverage:</b> The survey covers th	e following <b>statu</b>	s in employment categor	ies			
(a) All persons in the payroll			○ Yes	<ul><li>No</li></ul>		
(b) Only Paid employees			○Yes	<ul><li>No</li></ul>		
(c) Only Manual / blue collar workers/wage workers/ operatives, etc.	earners/ product	ion	○ Yes	<ul><li>No</li></ul>		
(d) Only Non-manual /white collar/administ	trative workers		○ Yes	<ul><li>No</li></ul>		
(e) Paid employees and working proprietors (i	.e., own account v	workers or employers)	○Yes	<ul><li>No</li></ul>		
(f) All persons engaged (Paid employees, work	king proprietors a	nd unpaid family workers)	<ul><li>Yes</li></ul>	○ No		
The following groups are included:						
The following groups are included:  Pieceworkers	• Yes • No	Apprentices			Yes	∩No
Part time employees	• Yes No	Trainees			<ul><li>Yes</li></ul>	~
Seconded employees	Yes • No			L	( ) les	ONO
Workers from temporary work agencies	○Yes • No	Employees absent fron entire reference period			○ Yes	<ul><li>No</li></ul>
Casual and temporary employees	<ul><li>Yes ○ No</li></ul>	Employees on probation		. ,	<ul><li>Yes</li></ul>	∩No
Supervisors		Foreign employees			<ul><li>Yes</li></ul>	○ No
Managers		Workers paid on comm	nission		<ul><li>Yes</li></ul>	
Non-adults/workers below a certain age	○ Yes	Homeworkers			○ Yes	<ul><li>No</li></ul>
Volunteer workers	○Yes	Subcontracted workers	5		○ Yes	<ul><li>No</li></ul>
Other workers not mentioned above:						
mentioned above.						
Further comments or						
explanations (if						
needed):						

<b>B8. Institutional sector coverage:</b> The su	urvey covers	
Establishments in the the private sector		
Establishments in the the public sector		○ Yes <b>⑥</b> No
Unincorporated establishments		○ Yes
Non-profit institutions		○ Yes
Foreign establishments located within the o	country	
Establishments which did not operate part	of the reference period	Yes  ○ No
National establishments located abroad		○ Yes
<b>B9. Other coverage:</b> 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	
CTa. The survey measures EMPLOTMEN	Tes, continue to CI	J No, go to C2
C1b. Operational definition: EMPLOYME		
• The total number of workers, on:	• A specific day: Last wo	rking day of the reference quarter
	○ The month of the surv	еу
	○ 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	ey
	○ 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	
(c) Family allowance allowances	● Yes ○ No
(d) Other allowances in cash	● Yes ○ No
(e) Payments for time not worked	
(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 (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	<b>C3</b> c	c. Concept:	
<ul><li>○ per hour</li><li>○ per day</li></ul>		( )	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 <b>reference period</b> 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		<b>C4c.</b> a	and the <b>reference period</b> 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				

(a) Payments in kind (b) Cost of living allowances (c) Family allowance allowances (c) Family allowance in cash (d) Other allowances in cash (e) Payments for time not worked (f) Overtime payments (g) End of year bonuses (l) Other regular bonuses poid every year (l) Benuses paid irregularly (k) Payments for periods outside the reference period (l) Payments for periods outside by the employer (l) Payments for items required by the employer (l) Period Payments for periods outside by the employer (l) Payments for periods outside by the employer (l) Period Payments for periods outside by the employer (l) Period Payments for periods outside periods outside periods (l) Period Payments for periods outside periods (l) Period Payments for periods outside periods (l) Period Payments for period	C4d. Compensation of employees or Labour cost includes:	
(c) Continuation c	(a) Payments in kind	○ Yes ○ No Further comments or explanations (if
(d) Other allowances in cash (e) Payments for time not worked (f) Overtime payments (g) End of year bonuses (h) Profit sharing bonuses (h) Payments for tems required by the employer (h) Sharing and gratuities distributed by the employer (h) Employers' contributions to workers' social security schemes (h) Workers' social benefits provided by the employer (h) Employers' contributions to workers' social security schemes (h) Workers' social benefits provided by the employer (h) Employers' expenses for welfore services (h) Employment related subsidies received by the employer (h) Employment related subsidies received by th	(b) Cost of living allowances	○ Yes ○ No needed):
(e) Payments for time not worked (f) Overtime payments (g) End of year bonuses (h) Profit sharing bonuses (i) Other regular bonuses paid every year (ii) Other regular bonuses paid every year (iii) Bonuses paid irregularly (iv) Other regular bonuses paid every year (iv) Other regular bonuses (iv	(c) Family allowance allowances	○ Yes ○ No
(g) End of year bonuses (h) Profit sharing bonuses (h) Profit sharing bonuses (h) Profit sharing bonuses (l) Other regular bonuses paid every year (l) Bonuses paid irregularly (k) Payments for periods outside the reference period (l) Payments for items required by the job (l) Payments for items required by the job (l) Fayments for items required by the job (l) Fayments for items required by the employer (l) Severance and termination pay (l) Employers' contributions to workers' social security schemes (la) Employers' cost of training (la) Employers' expenses for welfare services (la) Employers' expenses for welfare services (la) Taxes paid by the employer on employment payrollis, etc. (l) Employment related subsidies received by the employer (la) Other (components not mentioned above  C5a. The survey measures CONTRACTUAL/NORMAL HOURS OF WORK (l) Expension for the survey measures CONTRACTUAL/NORMAL HOURS OF WORK relates to hours fixed by:  Laws or regulations (l) Exployment related subsidies received by the employer (l) Other (l) Exployment related subsidies received by the employer (l) Other (l) Exployment related subsidies received by the employer (l) Other (l) Exployment related subsidies received by the employer (l) Other (l) Exployment related subsidies received by the employer (l) Other (l) Exployment related subsidies received by the employer (l) Other (l) Exployment related subsidies received by the employer (l) Other (l) Exployment related subsidies received by the employer (l) Other (l) Exployment related subsidies received by the employer (l) Expl	(d) Other allowances in cash	○ Yes ○ No
(g) End of year bonuses (h) Profit sharing bonuses (r) Other regular bonuses paid every year on the paid of	(e) Payments for time not worked	○ Yes ○ No
(h) Profit sharing bonuses (i) Other regular bonuses paid every year (j) Bonuses paid irregularly (k) Payments for periods outside the reference period (Yes No (l) Payments for items required by the job (r) Tips and gratuities distributed by the employer (n) Tips and gratuities distributed by the employer (r) Severance and termination pay (p) Employers' contributions to workers' social security schemes (p) Workers' social benefits provided by the employer (q) Employers' cost of training (Yes No (g) Taxes poid by the employer on employment payrolls, etc. (r) Employers' expenses for welfare services (r) Employment related subsidies received by the employer (v) Other  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 Collective agreements (Yes No Cother  C5c. Information is requested about normal hours (per day (per week  C5d. Information is requested in  C5d. Information	(f) Overtime payments	○ Yes ○ No
(i) Other regular bonuses paid every year  (ij) Bonuses paid irregularly  (ij) Bonuses paid irregularly  (iv) Payments for periods outside the reference period  (iv) Payments for periods outside the reference period  (iv) Payments for items required by the job  (iv) Pes No  (iv) Figs and gratuities distributed by the employer  (iv) Employers' contributions to workers' social security schemes  (iv) Employers' esci of training  (iv) Employers' expenses for welfare services  (iv) Employers expenses for welfare services  (iv) Employment related subsidies received by the employer  (iv) Other  (iv) Other  (iv) Employment related subsidies received by the employer  (iv) Other  (iv) Employment related subsidies received by the employer  (iv) Other  (iv) Employment related subsidies received by the employer  (iv) Other  (iv) Employment related subsidies received by the employer  (iv) Other  (iv) Other  (iv) Employment related subsidies received by the employer  (iv) Other  (iv) Employment related subsidies received by the employer  (iv) Other	(g) End of year bonuses	○ Yes ○ No
(i) Bonuses paid irregularly (ii) Bonuses paid irregularly (iii) Payments for periods outside the reference period (iii) Payments for items required by the job (iv) Payments for items required by the job (iv) Yes (iv) No (iv) Tips and gratuities distributed by the employer (iv) Severance and termination pay (iv) Employers' contributions to workers' social security schemes (iv) Employers' contributions to workers' social security schemes (iv) Employers' cost of training (iv) Employers' expenses for welfare services (iv) Tips part of training (iv) Employers' expenses for welfare services (iv) Employers' expenses for welfare services (iv) Employers' expenses for welfare services (iv) Employers related subsidies received by the employer (iv) Other  C5. Contractual/Normal hours of work  C5a. The survey measures CONTRACTUAL/NORMAL HOURS OF WORK (Yes, continue to C5b) (iv) No, go to C6  C5b. CONTRACTUAL/NORMAL HOURS OF WORK relates to hours fixed by:  Laws or regulations (iv) Yes (iv) No Collective agreements (iv) Yes (iv) (iv) No Collective agreements (iv) Yes (iv) (iv) No (iv) (iv) No (iv) No (iv) No (iv) (iv) (iv) (iv) (iv) (iv) (iv) (iv)	(h) Profit sharing bonuses	○ Yes ○ No
(k) Payments for periods outside the reference period (l) Payments for items required by the job (r) Fayments for items required by the employer (r) Fayments for items for it	(i) Other regular bonuses paid every year	○ Yes ○ No
(I) Payments for items required by the job  (The sand gratuities distributed by the employer  (The sand gratuities distributions to workers' social security schemes  (The sand gratuities distributed by the employer  (The same as for wages  (The same as for wages)	(j) Bonuses paid irregularly	○ Yes ○ No
(m) Tips and gratuities distributed by the employer (n) Severance and termination pay (v) Employers' contributions to workers' social security schemes (v) Employers' cost of training (r) Employers' cost of training (r) Employers' expenses for welfare services (s) Taxes paid by the employer on employment payrolls, etc. (v) Employment related subsidies received by the employer (v) Other  C5. Contractual/Normal hours of work  C5a. The survey measures CONTRACTUAL/NORMAL HOURS OF WORK (2 Yes, continue to C5b) (n) Other  C5b. CONTRACTUAL/NORMAL HOURS OF WORK relates to hours fixed by:  Laws or regulations (Yes) No Collective agreements (Yes) No Coll	(k) Payments for periods outside the reference period	○ Yes ○ No
(n) Severance and termination pay (o) Employers' contributions to workers' social security schemes Yes No (p) Workers' social benefits provided by the employer (q) Employers' cost of training (r) Employers' expenses for welfare services (s) Taxes paid by the employer on employment payrolls, etc. (t) Employement related subsidies received by the employer (vu) Other components not mentioned above  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 Collectiv	(I) Payments for items required by the job	○ Yes ○ No
(a) Employers' contributions to workers' social security schemes	(m) Tips and gratuities distributed by the employer	○ Yes ○ No
(p) Workers' social benefits provided by the employer (q) Employers' cost of training (r) Employers' expenses for welfare services (s) Taxes paid by the employer on employment payrolls, etc. (t) Employment related subsidies received by the employer (u) Other components not mentioned above  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  Cother (Per day per day per day per week  Other (Per pay period per month other:  C5d. Information is requested in C5e. The reference period is C5f. And the worker coverage is  Days (The same reference period as for wages)  Half days (Another reference period: Another coverage:	(n) Severance and termination pay	○ Yes ○ No
(q) Employers' cost of training	(o) Employers' contributions to workers' social security schemes	Yes ONo
(r) Employers' expenses for welfare services (s) Taxes paid by the employer on employment payrolls, etc. (t) Employment related subsidies received by the employer (u) Other components not mentioned above  C5. Contractual/Normal hours of work  C5a. The survey measures CONTRACTUAL/NORMAL HOURS OF WORK Yes, continue to C5b  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 Cother C5c. Information is requested about normal hours (Per day (Per week (Per pay period (Per month (Other) (The same reference period is C5d. Information is requested in C5f. And the worker coverage is C5d. Information is requested in C5f. Another coverage: (Half days (Another reference period: (Another coverage:	(p) Workers' social benefits provided by the employer	○Yes ○No
(s) Taxes paid by the employer on employment payrolls, etc.  (t) Employment related subsidies received by the employer  (u) Other  Components not mentioned above  C5. Contractual/Normal hours of work  C5a. The survey measures CONTRACTUAL/NORMAL HOURS OF WORK	(q) Employers' cost of training	○Yes ○No
(t) Employment related subsidies received by the employer (u) Other components not mentioned above  C5. Contractual/Normal hours of work  C5a. The survey measures CONTRACTUAL/NORMAL HOURS OF WORK Yes, continue to C5b  C5b. CONTRACTUAL/NORMAL HOURS OF WORK relates to hours fixed by:  Laws or regulations  C9es No  C5c. Information is requested about normal hours  Per day  per day  per week  Other  C5d. Information is requested in  C5d. Information is requested in  C5d. Information is requested in  C5e. The reference period is  C5f. And the worker coverage is  C5d. Information is requested in  C5d. Information is requested in  C5d. Information is requested in  C5d. Another coverage is  C5d. Another coverage:  C5d. Hours  Another reference period:  Another coverage:	(r) Employers' expenses for welfare services	○Yes ○No
C5. Contractual/Normal hours of work  C5a. The survey measures CONTRACTUAL/NORMAL HOURS OF WORK	(s) Taxes paid by the employer on employment payrolls,etc.	○Yes ○No
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  Cper day  per week  Other Oper month  other:  C5d. Information is requested in C5f. And the worker coverage is  Days The same reference period as for wages  Half days Another reference period:  Hours  Minutes	(t) Employment related subsidies received by the employer	○Yes ○No
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  Per pay period  Per month  Other:  C5c. Information is requested about normal hours  Per per pay period  Per month  Other:  C5d. Information is requested in  C5e. The reference period is  C5f. And the worker coverage is  C5d. Information is requested in  C5d. Another reference period:  Another coverage:	components not	
C5a. The survey measures CONTRACTUAL/NORMAL HOURS OF WORK Pes, continue to C5b No, go to C6  C5b. CONTRACTUAL/NORMAL HOURS OF WORK relates to hours fixed by:  Laws or regulations Pes No  Collective agreements Per No  Establishments' internal regulations Per No  Other Per Days Per Days  The same reference period is  C5c. The reference period as for wages  Another reference period:  Another coverage:  Half days  Another reference period:  Another coverage:	mentioned above	
C5a. The survey measures CONTRACTUAL/NORMAL HOURS OF WORK Pes, continue to C5b No, go to C6  C5b. CONTRACTUAL/NORMAL HOURS OF WORK relates to hours fixed by:  Laws or regulations Pes No  Collective agreements Per No  Establishments' internal regulations Per No  Other Per Days Per Days  The same reference period is  C5c. The reference period as for wages  Another reference period:  Another coverage:  Half days  Another reference period:  Another coverage:		
C5a. The survey measures CONTRACTUAL/NORMAL HOURS OF WORK Pes, continue to C5b No, go to C6  C5b. CONTRACTUAL/NORMAL HOURS OF WORK relates to hours fixed by:  Laws or regulations Pes No  Collective agreements Per No  Establishments' internal regulations Per No  Other Per Days Per Days  The same reference period is  C5c. The reference period as for wages  Another reference period:  Another coverage:  Half days  Another reference period:  Another coverage:		
C5b. CONTRACTUAL/NORMAL HOURS OF WORK relates to hours fixed by:  Laws or regulations  Oyes ONo  Establishments' internal regulations  Other  C5c. Information is requested about normal hours  Oper day  Oper week  Oper pay period  Oper month  Oother:  C5d. Information is requested in  C5d. Information is requested in  C5e. The reference period is  C5f. And the worker coverage is  C5f. And the worker coverage is  C5f. Another coverage:  Ohours  Ohours  Minutes	C5. Contractual/Norma	al hours of work
Laws or regulations  Collective agreements  Yes No  Per day  per week  Other  C5d. Information is requested in  C5d. And the worker coverage is  C5f. And the worker coverage is  The same as for wages  Another reference period:  Another coverage:	C5a. The survey measures CONTRACTUAL/NORMAL HOURS O	F WORK Yes, continue to C5b No, go to C6
Collective agreements  Other  Cother	C5b. CONTRACTUAL/NORMAL HOURS OF WORK relates to ho	ours fixed by:
Collective agreements  Yes No  per day  per week  Other  C5d. Information is requested in  C5d. Information is requested about normal hours  per day  per week  other:  C5f. And the worker coverage is  C5f. And the worker coverage is  The same as for wages  Another reference period:  Another coverage:	Laws or regulations	
Establishments' internal regulations  Other  Other  C5d. Information is requested in  Days  Half days  Another reference period:  Another coverage:  Hours  Minutes		·
Other  Other  Oper pay period  per month  other:  C5d. Information is requested in  C5e. The reference period is  Days  The same reference period as for wages  Half days  Another reference period:  Another coverage:  Hours  Minutes		
C5d. Information is requested in  C5e. The reference period is  Days  The same reference period as for wages  Half days  Another reference period:  Another coverage:  Minutes		
C5d. Information is requested in  C5e. The reference period is  C5f. And the worker coverage is  The same reference period as for wages  Half days  Another reference period:  Another coverage:	Other	
C5d. Information is requested in  Days  Half days  Hours  Minutes  C5e. The reference period is  C5e. The reference period is  C5f. And the worker coverage is  The same reference period as for wages  Another reference period:  Another coverage:		•
<ul> <li>Days</li> <li>The same reference period as for wages</li> <li>Half days</li> <li>Another reference period:</li> <li>Another coverage:</li> <li>Minutes</li> </ul>		Oother:
<ul> <li>Days</li> <li>The same reference period as for wages</li> <li>Half days</li> <li>Another reference period:</li> <li>Another coverage:</li> <li>Minutes</li> </ul>	C5d Information is requested in C5e. The reference ne	riod is C5f And the worker coverage is
<ul><li>Half days</li><li>Another reference period:</li><li>Hours</li><li>Minutes</li><li>Another coverage:</li></ul>		
○ Hours ○ Minutes		
○ Minutes	•	Allottiei coverage.
COORDINATE OF THE CONTROL OF THE CON		
	Other time unit.	

### C6. Hours paid for

C6a. The survey measures HOURS PAI	<b>D FOR</b> Yes, continue to C6b No, go to	C7
<b>C6b.</b> Information is requested in	<b>C6c.</b> The reference period is	<b>C6d.</b> 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	l due to	
(a) Overtime	Yes No (h) Down time (including stand	by time)
- Paid at special rates	Yes No (i) Time not worked (absence fro	m work)
- 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 FF	ROM WORK separately Yes No	
C6g. The survey measures OVERTIME		
	C7. Hours actually worked	
C7a. The survey measures HOURS ACT	TUALLY WORKED Yes, continue to C7b	No, go to C8
C7b. Information is requested in	C7c. The reference period is	<b>C7d.</b> 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 d	ue 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
- Unpaid and not compensated with time off	○Yes ○No	- 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
(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 WORK	<b>K</b> separately	○ Yes ○ No	
C7g. The survey measures OVERTIME separately		○ Yes ○ No	
and the second s			
	C8. Other to	ppics	
C8a. The survey measures LABOUR TURNOVER	<ul><li>Yes, continu</li></ul>	ue to C8b No, go to C9a	
C8b. LABOUR TURNOVER includes the following		( , , , , , , , , , , , , , , , , , , ,	
Workers who were hired Yes			
Workers who were fired • Yes			
Workers who resigned • Yes			
Workers who retired • Yes			
Other Turnover rate and Recruitment rate are calcabove-mentioned components, without separate	rulated from the		
without sepa	+		
C8c. The reference period is		<b>C8d.</b> and the worker coverage is	
The same reference period as hours paid/hour worked	rs actually	The same workers as hours paid/h worked	nours actually
Another reference period:		• Another coverage:	
The reference quarter.		Full-time paid workers	
C9a. The survey measures VACANCIES • Yes,	, continue to C1	lb No, go to C10	
C9b. VACANCIES are defined as:	o be filled on the la	ist working day of the reference quarter.	
C10. Other topics: The survey measures other t	t <b>opics</b> not menti	oned above, namely	

#### **D.** Classifications

	The establishment size categories used to group establishments are
0-4; 5-9; 10-19; 20-29; 30-39; 0-4; 5-9; 10-19; 20-29; 30+ fo	; 40-49; 50-99;100+ for manufacturing r other industries
D2a. Industry (branch o	of economic activity): The classification used to code industry is (based on)
○ ISIC rev 2	
○ ISIC rev 4	
○ NACE, NAICS	
National classification:	
Other:	
D2b. Number of groups	distinguished at the most detailed level when coding industry 189 groups
D2c. Computer assisted/	automatic coding is used Yes No
D2d. If not using ISIC, it	is convertible to ISIC:
Yes, to	
( 1510, 1CV. Z	<b>22e.</b> The most important <b>deviations</b> between the classification used and the international
○ ISIC, rev. 3	lassification (at the Section - one digit - level) are:
◯ ISIC, rev. 4	
○No	
D3a. Occupation: If info	ormation 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 43 groups
D3c. Computer assisted/	automatic coding is used Yes No
D3d. If not using ISCO, it	is convertible to ISCO
Yes, to	
◯ ISCO-68	D3e. The most important deviations between the classification used and the international
◯ ISCO-88	classification (at the Major Group - one digit - level) are:
◯ ISCO-08	
○No	

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 separetely 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:  Selected occupations by industry.
One questionnaire 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)
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

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

Disaggregations	Employment	Wages concept (earnings, wage rates, etc	Working time concep	ts
Sex	X	X		
Age group				
Education level categories				
Occupation	X	<u> </u>		
Manual/non-manual				
Full-time/part-time	X	X		
Skilled/semi-skilled/unskilled				
Casual/permanent worker				
Apprentices			<u> </u>	
Adults/young workers				
Other disaggregation:				
☐ Age (adults/young)				
☐ Age (adults/young) ☐ Education level ☐ Occupation ☐ Full time/part time schedule ☐ Casual/permanent status ☐ Apprentices ☐ Other information:				
<ul> <li>□ Education level</li> <li>□ Occupation</li> <li>□ Full time/part time schedule</li> <li>□ Casual/permanent status</li> <li>□ Apprentices</li> <li>□ Other information:</li> </ul>	obtains information	separately for  Wage rates	: :	ompensation o employees or labour cost
<ul> <li>□ Education level</li> <li>□ Occupation</li> <li>□ Full time/part time schedule</li> <li>□ Casual/permanent status</li> <li>□ Apprentices</li> <li>□ Other information:</li> </ul> E5. Wage components: the survey	obtains information		: :	employees or
☐ Education level ☐ Occupation ☐ Full time/part time schedule ☐ Casual/permanent status ☐ Apprentices ☐ Other information:  E5. Wage components: the survey	obtains information		: :	employees or
Education level Coccupation Full time/part time schedule Casual/permanent status Apprentices Other information:  Casual/permanent status Estable Components: the survey Cayments in kind Cost of living allowances	obtains information		: :	employees or
Education level Cocupation Full time/part time schedule Casual/permanent status Apprentices Other information:  E5. Wage components: the survey  Payments in kind Cost of living allowances  Family allowances	obtains information		: :	employees or
Education level Coccupation Full time/part time schedule Casual/permanent status Apprentices Other information:  Casual/permanent status Apprentices Information:  Cost of living allowances Covertime payment			: :	employees or
Education level  Occupation Full time/part time schedule Casual/permanent status Apprentices Other information:  E5. Wage components: the survey  Payments in kind Cost of living allowances Camily allowances Covertime payment Employers' social security contribu	tions		: :	employees or
Education level Coccupation Full time/part time schedule Casual/permanent status Apprentices Other information:  E5. Wage components: the survey  Payments in kind Cost of living allowances Family allowances Overtime payment Employers' social security contribution	tions		: :	employees or
<ul> <li>□ Education level</li> <li>□ Occupation</li> <li>□ Full time/part time schedule</li> <li>□ Casual/permanent status</li> <li>□ Apprentices</li> </ul>	tions		: :	employees or

# 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 Business registration, tax records X 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 100 % 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:				
Establishments <b>above this size</b> 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)				
Coefficient of variation < 1 %				
<b>F9. Sample size:</b> The number of economic untis and/or workers in the final sample (or an estimate of the relative size)				
economic units (establishments/enterprises) 25.2 % of economic units				
workers % of all workers				
Refer to samples of the 3rd and 4th quarter of 2011.				
<b>F10.</b> Further comments or explanations (if needed):				
G. Data collection				
<b>G1. Method(s) of data collection:</b> Data are collected through (more than one option may be selected)				
▼Telephone interview computer assisted interview is used				
☑ Mail  ☑ Online/web based questionnaire				
Other, namely:				
G3. Substitution of units  (Yes, in case of non-response				
Tes, in case of flori-response				
○ Yes, in other cases:				
No     No				
<b>G4. Non response rate:</b> Percentage of all units in the final sample that are not inteviewed				
10 % of all units				
<b>G5. Timeliness:</b> Number of days or months between the reference period and the release of the results				
days or 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 specify				
<b>H2</b> . If benchmark data are used the <b>type of benchmark data</b> usis:	1			
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	
X 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	(I) Workers by levels of hours (paid or actual)	
☐ Number of workers	☐ Deciles	Average earnings	☐ Number of workers	
Percentage of workers	Quartiles		☐ Percentage workers	
(m) Wage indexes		(n) Other indicators pr	oduced:	
Simple unweighted index of				
	occupational employment weig	ghts		
Laspeyres index with industrial employment weights				
Other wage index:				
<b>H4.</b> The above indicators are ca	alculated for all workers cover	ed		
○ Yes				
	oaid workers			

<b>H5. Links to Laborsta series:</b> 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
SA - Wages by economic activity
SB - Wages in manufacturing
6A - Labour cost in manufacturing
OI - Hours of work and wages in detailed occupations (October Inquiry)
<b>H6.</b> The statistics published in LABORSTA have the same coverage and follow the same definitions described above
If <b>no</b> , 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
Classification of occupations in the questionnaires was simplified in 1995 to collect only the major group of ISCO-88.
Survey coverage is expanded in 2000, which includes Restaurants, Insurance, Banking, Wholesale & Retail, Transport, Storage & Communications. Then, Gaming in 2004, and in the 4th quarter of 2005, Security Activities and Public Sewage & Refuse Disposal Activities.
12. Additional comments on the survey
Additional comments regarding the questionnaire

THANK YOU FOR COMPLETING THIS QUESTIONNAIRE