

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	Malaysia	
A2. Title of the survey	Monthly Distributive Trade Sector	
A3. Organisation(s) responsible	Department of Statistics, Malaysia	
A4. Website where additional information can be found:	www.statistics.gov.my	

B. Periodicity and coverage

B1. Periodicity: The survey is carried ou	ıt				
Once a year, continue to B2					
Two times a year/half yearly, continue	to B2				
© Every quarter, continue to B2					
• Every month, go to B3					
© Every months, continue to B2					
Every years, go to B3					
Ad hoc survey, continue to B2					
Further comments or explanations (if needed):					
B2. Months of the survey: the survey	is carrie	ed out in	the following months		
☐ January ☐ February					
☐ March ☐ April					
☐ May ☐ June					
☐ July ☐ August					
☐ September ☐ October					
□ November □ December					
B3. Year the survey started: 1998					
B4. Industry coverage: The survey includes	udes esta	blishmer	its 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	∩Yes	(a) No
C. Manufacturing	○ Yes	No	activities	() les	(NO
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	○ No	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	() les	(NO	T. Activities of household as employers	○ Yes	No
J. Information and communication	○ Yes	No	U. Activities of extraterritorial organizations and bodies	○Yes	No
K. Financial and insurance activities	○ Yes	● No			
Further comments or explanations (if needed):					

B5. Size coverage: The survey covers							
○ All establishments of any size							
○ All establishments with at least wo	orkers/er	mployees					
Other size coverage: This survey covers all resub-sectors on a single-sectors.			nts engaged in the wholesale to	rade, reta	il trade and	motor vel	nicles
B6. Geographical coverage: 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							
Other geographical coverage:							
B7. Worker coverage: The survey covers the	e followi	ing status i	in employment categori	es			_
(a) All persons in the payroll				Yes	∩No		
(b) Only Paid employees				○ Yes			
(c) Only Manual / blue collar workers/wage workers/ operatives, etc.	earners,	/ production	n	○ Yes			
(d) Only Non-manual /white collar/administ	trative w	orkers		○ Yes	No		
(e) Paid employees and working proprietors (i.			orkers or employers)	Yes	○ No		
(f) All persons engaged (Paid employees, work	king prop	orietors and	d unpaid family workers)	Yes	○ No		
The following groups are included:							
Pieceworkers		No	Apprentices			○ Yes	No
Part time employees	Yes	○ No	Trainees			○ Yes	No
Seconded employees	○ Yes	No	Employees absent from	work th	ne	- · ·	<u> </u>
Workers from temporary work agencies	○ Yes	No	entire reference period			○ Yes	No
Casual and temporary employees	Yes	○ No	Employees on probatio	n		○ Yes	No
Supervisors	Yes	○ No	Foreign employees			Yes	○No
Managers	Yes	○ No	Workers paid on comm	ission		○ 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 su	irvey covers		
Establishments in the the private sector			
Establishments in the the public sector	○ Yes		
Unincorporated establishments	○ Yes		
Non-profit institutions			
Foreign establishments located within the o	ountry Yes No		
Establishments which did not operate part	of the reference period Yes No		
National establishments located abroad	○ Yes		
B9. Other coverage: The survey includes of	or excludes other types of establishments not already mentioned above		
C. (Concepts and operational definitions		
	C1. EMPLOYMENT		
C1a. The survey measures EMPLOYMEN	Yes, continue to C1b ○ No, go to C2		
C1b. Operational definition: EMPLOYME			
• The total number of workers, on:	A specific day:		
	• The month of the survey		
	The quarter of the surveyThe whole year		
	Other:		
\bigcirc The average number of workers during:	○ A specific pay period		
	The month of the survey		
	The quarter of the survey		
	The whole year		
	Other:		
Other:			
C1 - The weather revenue is			
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	ue to C2b No, go to C3a
C2b. EARNINGS relates to:	
	e by the employer in respect of taxes, contributions of employees to mes, union dues, life insurance premiums, etc.)
○ NET earnings -> Deductions are made for:	
Workers' contributions to compulsory social secu	urity 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 month
	Another reference period:
C2e. Earnings includes:	
(a) Payments in kind	• Yes ONo Further comments or explanations (if needed):
(b) Cost of living allowances	● Yes ○ No No breakdown by type of items
(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	d ○ 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 ○ No
components not mentioned above	

C3. Wage rates

C3a. The survey measures WAGE RATES Yes, cont	tinue to C3b No, go to C4
C3b. Time unit: WAGE RATES are requested	C3c. Concept:
oper hour per day	Minimum or standard wage rates, fixed by or in pursuance of laws Yes \(\cap \) No
Oper week	regulations
per month	collective agreements Yes No
Other time unit:	arbitral awards
	○ Wage rates actually paid
C3d. The worker coverage is	C3e. 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:
C3f. Wage rates includes:	
(a) Payments in kind	○ No
(b) Cost of living allowances Yes	No
(c) Family allowances	No
(d) Other allowances in cash Yes	○ No
(e) Payments for time not worked \(\text{Yes} \)	○ No
(f) Overtime payments	No
(g) Other components not mentioned above	
Further comments or explanations (if needed):	
C4. Comp	pensation of employees or Labour Cost
C4a. The survey measures COMPENSATION OF EMPLOY LABOUR COST	YEES or • Yes, continue to C4b • No, go to C5
C4b. The worker coverage is	C4c. 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
	○ A different reference period:

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
(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	
(r) Employers' expenses for welfare services	
(s) Taxes paid by the employer on employment payrolls,etc.	○Yes
(t) Employment related subsidies received by the employer	○Yes
(u) Other components not	
mentioned above	
C5. Contractual/Norma	al hours of work
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	urs fixed by:
Laws or regulations Yes No	
Collective agreements	C5c. Information is requested about normal hours
Establishments' internal regulations Yes No	○ per day
	○ per week
Other	○ per pay period
	○ per month
	Oother:
C5d. Information is requested in C5e. The reference per	riod is C5f. And the worker coverage is
O Days O The same reference	
C Half days Another reference p	
C Hours	
Minutes	
Other time unit:	

C6. Hours paid for

C6a. The survey measures HOURS PAI	D FOR Yes, continue to C6b No, go to	C7	
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	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	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 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

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

Establishments are categorised by economic unit that engages under a single ownership or control ,under single legal entity, in one or predominantly one kind of economic activity at a single physical location.

D2a. Industry (branch of economic activity): The classification used to code industry is (based on)	
○ ISIC rev 2	
○ ISIC rev 3, 3.1	
○ ISIC rev 4	
O NACE, NAICS	
National classification: Malaysia Standard Industrial Classifications based on ISIC	
Other:	
D2b. Number of groups distinguished at the most detailed level when coding industry 3 groups	
D2c. Computer assisted/automatic coding is used Yes No	
D2d. If not using ISIC, it is convertible to ISIC:	
Yes, to	
O ISIC, rev. 2 D2e. The most important deviations between the classification used and the international	
classification (at the Section - one digit - level) are:	
● 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	
○ ISCO-08	
National classification: No information on occupation	
• Other:	
D3b. Number of groups distinguished at the most detailed level when coding occupation groups	
D3c. Computer assisted/automatic coding is used Yes No	
D3d. If not using ISCO, it is convertible to ISCO	
Yes, to	
O ISCO-68 D3e. The most important deviations between the classification used and the international	
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 betwee classification are:	een the national classification and the international
Payments in kind (group IV) include Cost of w welfare services (group VIII)	rorkers' 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, typ)	e of ownership, etc.).
Cooperatives are separetely identified Yes No	
Others:	
D6. Further comments or	
explanations (if needed):	
E. Questionnais	'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 work Other:	brees 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)	⊖Yes
For a sample of workers in the establishment (go to E4)	CYes

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	П	П		_
Age group				
Education level categories				
Occupation				
Manual/non-manual]
ull-time/part-time]
Skilled/semi-skilled/unskilled]
Casual/permanent worker				
Apprentices				
Adults/young workers]
Other disaggregation:				1
☐ Sex☐ Age (adults/young)				
 ☐ Education level ☐ Occupation ☐ Full time/part time schedule ☐ Casual/permanent status ☐ Apprentices ☐ Other information: 				
Occupation Full time/part time schedule Casual/permanent status Apprentices	obtains information	separately for Wage rates		empensation o employees or labour cost
☐ Occupation ☐ Full time/part time schedule ☐ Casual/permanent status ☐ Apprentices ☐ Other information:	obtains information			employees or
Occupation Full time/part time schedule Casual/permanent status Apprentices Other information: E5. Wage components: the survey	obtains information			employees or
Occupation Full time/part time schedule Casual/permanent status Apprentices Other information: Fayments in kind Cost of living allowances	obtains information			employees or
Occupation Full time/part time schedule Casual/permanent status Apprentices Other information: Formula in kind Cost of living allowances Camily allowances	obtains information			employees or
Occupation Full time/part time schedule Casual/permanent status Apprentices Other information: Fayments in kind Cost of living allowances Covertime payment				employees or
Occupation 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 contribu	tions			employees or
Occupation Full time/part time schedule Casual/permanent status Apprentices Other information: Fayments in kind Cost of living allowances Family allowances Overtime payment Employers' social security contribution	tions			employees or
Occupation 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 contribu	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) 区 Economic, Industrial, Establishment census Agricultural census Registers kept by the government Industrial/bussines directories X 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 % 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:	
☐ By region/location	
☐ By industry	
☐ By public and private sectors	
$oxed{\boxtimes}$ By size (or number of workers) the strata are the s	ame as those indicated in D1 above: Yes: No
Establishments above this size are included with ce	
Other strata: This survey adopts a single-stage stratified sa selection is sales value.	mpling design. The sampling unit is the establishment. The variable of
F8. Sample error - relative standard error for each concept	
10% RSE (Relative Standard Error) and 95% confidence level for the 3 st	ub-sectors.
F9. Sample size: The number of economic untis and/or wor	rkers in the final sample (or an estimate of the relative size)
8,599 economic units (establishments/enterprises)	3 % of economic units
workers	% of all workers
F10. Further comments or explanations (if needed): descending order of sales value. For Retail Trade sub-sector, all establing the first or primary stratum and we	of Wholesale Trade, Retail Trade and Motor Vehicles were sorted by ishments which cumulatively contributed 55% of total sales were classified are completely enumerated. Motor Vehicles sub-sectors, all establishments which cumulatively
G. Dat	a collection
G1. Method(s) of data collection: Data are collected through	gh (more than one option may be selected)
▼ Personal interview	one interview
✓ Personal interview✓ Telephone interview✓ Computer assisted interview	view is used • No
 ⊠Mail	
Online/web based questionnaire	
Other, namely:	
G3. Substitution of units	
Yes, in case of non-response	
Yes, in other cases:	
No	
G4. Non response rate: Percentage of all units in the final s	sample that are not inteviewed
15 % of all units	
G5. Timeliness: Number of days or months between the re	ference period and the release of the results
days or months	
G6. Further	
G6. Further comments or explanations (if	

H. Estimates					
H1. Estimation procedures ((more than one option may be	selected)			
	from a previous reference per	riod			
✓ Use benchmark data					
☐ For employment					
For wages					
☐ For working time					
☐ Adjust for seasonality					
Other adjustments, please s	pecify				
	Census data				
H2. If benchmark data are used	d,				
the type of benchmark data used					
is:					
H3. Types of indicators produced (more than one option can be selected)					
(a) Average earnings (per	(b) Median earnings (per	(c) Real earnings (per	(d) Labour cost (per		
worker)	worker)	worker)	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	(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	roduced:		
☐ Simple unweighted index of	f growth				
Laspeyres index with fixed of	occupational employment weig	ghts			
☐ Laspeyres index with industrial employment weights					
Other wage index:					
H4. The above indicators are calculated for all workers covered					
Yes	alculated for all workers covery				
No, to a subset:					
(10,10,10,10,10,10,10,10,10,10,10,10,10,1					

H5. Links to Laborsta series: Statistics from this survey are presented in the following LABORSTA series						
2E - Paid employment by economic activity						
☐ 2F - Paid employment in manufacturing						
4A - Hours of work by economic activity						
4B - Hours of work in manufacturing						
□ 5A - Wages by economic activity						
5B - Wages in manufacturing						
6A - Labour cost in manufacturing						
OI - Hours of work and wages in detailed occupations (October Inquiry)						
H6. The statistics published in LABORSTA have the same coverage and follow described above	the same definitions	○Yes	○No			
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 ser	ies					
In 2011, the following changes were made: new sample design; new industrial classification						
I2. Additional comments on the survey						
Additional comments regarding the questionnaire						

THANK YOU FOR COMPLETING THIS QUESTIONNAIRE