

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	Census / Survey of Services Establishments
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	e survey is carried ou	t				
Once a year, cont	inue to B2					
○ Two times a year/half yearly, continue to B2						
C Every quarter, continue to B2						
C Every month, go t	to B3					
C Every mo	© Every months, continue to B2					
○ Everyyea	rs, go to B3					
○ Ad hoc survey, co	ntinue to B2					
Further comments	•	Transpor	t and Stora	nd Accommodation are conducted annually, while those ge and Real Estate are conducted on a biennal basis. Cen ors.		
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: 1971					
B4. Industry cover	age: The survey inclu	ıdes esta	blishmen	ts in the following ISIC rev. 4 groups		
A. Agriculture, fores	try and fishing	○ Yes	No	L. Real estate activities	Yes	○No
B. Mining and quarry	ying	○Yes	No	M. Professional, scientific and technical	© Vas	○ No
C. Manufacturing		○ Yes	No	activities	Yes	() NO
D. Electricity, gas, sto	eam and air	○Yes	No	N. Administrative and support support service activities	Yes	○ No
E. Water supply, sew management and re		○Yes	No	O. Public administration; compulsory social security	○ Yes	No
F. Construction		○ Yes	No	O. Defense	○ Yes	No
G. Wholesale and re	tail trade; repair of	O V	○ No	P. Education	Yes	○No
motor vehicles		Yes	○ No	Q. Human health and social work activities	Yes	○No
H. Transportation ar	nd storage	Yes	○ No	R. Arts, entertainment and recreation	Yes	○ No
I. Accomodation and	I food service	⊘ Vos	○ No	S. Other service activities	Yes	○No
activities		Yes	ONO	T. Activities of household as employers	○ Yes	No
J. Information and co		Yes	○ No	U. Activities of extraterritorial organizations and bodies	○Yes	No
K. Financial and insu		Yes	○ No			
i	i) For item K, Financial a	nd insurai	nce activitie	08 which is in line with ISIC Rev 4. es refers to financial service activities, insurance/takaful, axiliary to financial service.	reinsuran	ace/

B5. Size coverage: The survey covers							
All establishments of any size							
All establishments with at least wo	orkers/er	mployees					
Other size coverage:	any size -	sub-sectors	s Information and Communicat	ion, Acco	mmodation	, Professio	onal, . 🛨
B6. Geographical coverage: The survey cov • Whole country Whole country, excluding the following	ers the .						
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 th	e followi	ing status	i n employment categori	ies			
(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	on	○ Yes	No		
(d) Only Non-manual /white collar/administ	trative w	orkers			No		
(e) Paid employees and working proprietors (i	i.e., own	account w	orkers or employers)	Yes	○No		
(f) All persons engaged (Paid employees, work	king prop	orietors an	d unpaid family workers)	Yes	○ No		
The following groups are included:							
Pieceworkers	○ Yes	No	Apprentices			○Yes	No
Part time employees	Yes	○ No	Trainees			○Yes	No
Seconded employees Workers from temporary work agencies	○ Yes		Employees absent from entire reference period			○ Yes	No
Casual and temporary employees	Yes		Employees on probatio	n		○ Yes	No
Supervisors	Yes		Foreign employees			Yes	_
Managers	Yes		Workers paid on comm	ission		○ Yes	
Non-adults/workers below a certain age			Homeworkers				_
Volunteer workers	○ Yes		Subcontracted workers	i		Yes	○ No
Other workers not mentioned above:							
Further comments or explanations (if needed):							

B8. Institutional sector coverage: The su	urvey covers				
Establishments in the the private sector		● Yes ○ No			
Establishments in the the public sector		⊜Yes			
Unincorporated establishments		⊜Yes			
Non-profit institutions					
Foreign establishments located within the o	● Yes ○ No				
Establishments which did not operate part	of the reference period	○ Yes			
National establishments located abroad	○ Yes ⑥ No				
		establishments not already mentioned above			
The surveys cover establishments which operate a	it least 6 months in the referen	ce year			
C. (Concepts and operation	nal definitions			
	C1. EMPLOYME	NT			
C1a. The survey measures EMPLOYMEN	IT	b No, go to C2			
C1b. Operational definition: EMPLOYME	ENT relates to				
• The total number of workers, on:	A specific day:				
	○ The month of the surv	rey			
	The quarter of the sur	vey			
	The whole year				
	Other:				
○ The average number of workers during:	○ A specific pay period				
	○ The month of the surv	vey			
	○ The quarter of the survey				
	• The whole year				
	Other:				
Other:					
C1c. The worker coverage is					
• The same as the survey coverage (c.f. B7	·.)				
○ A different coverage:					
C1d. Further comments or explanations (if needed):					

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	○ 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 (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 No
(d) Other allowances in cash	Yes ○ No
(e) Payments for time not worked	○ Yes No
(f) Overtime payments	Yes ○ No
(g) End of year bonuses	Yes ○ No
(h) Profit sharing bonuses	Yes ○ No
(i) Other regular bonuses paid every year	Yes ○ No
(j) Bonuses paid irregularly	Yes ○ No
(k) Payments for periods outside the reference period	○ Yes No
(I) Payments for items required by the job	Yes ○ No
(m) Tips and gratuities distributed by the employer	Yes ○ No
(n) Severance and termination pay	Yes ○ No
(o) Employers' contributions to workers' social security schemes	● Yes ○ No
(p) Workers' social benefits provided by the employer	● Yes ○ No
(q) Employers' cost of training	● Yes ○ No
(r) Employers' expenses for welfare services	● Yes ○ No
(s) Taxes paid by the employer on employment payrolls,etc.	○Yes
(t) Employment related subsidies received by the employer	○Yes No
(u) Other components not mentioned above	
C5. Contractual/Norma	al hours of work
C5a. The survey measures CONTRACTUAL/NORMAL HOURS OF	
C5b. CONTRACTUAL/NORMAL HOURS OF WORK relates to ho	urs fixed by:
Laws or regulations • Yes • No	
Collective agreements Yes No	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
DaysThe same reference	
C Half days C Another reference p	
OHours	
○ 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 ○Yes ○No Other **C8c.** The **reference period** is ... **C8d.** and the worker coverage is ... The same workers as hours paid/hours actually The same reference period as hours paid/hours actually worked worked Another reference period: Another coverage: Yes, continue to C11b **C9a.** The survey measures **VACANCIES** No, go to C10 **C9b. VACANCIES** are defined as: C10. Other topics: The survey measures other topics not mentioned above, namely ...

D. Classifications

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

Establishments are categorized by economic unit that engages under 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	
○ NACE, NAICS	
National classificatio	Malaysia Standard Industrial Clasifications based on ISIC n:
Other:	
D2b. Number of group	s distinguished at the most detailed level when coding industry groups
D2c. Computer assisted	d/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:
O ISIC, rev. 3	The Malaysia Standard Industrial Classification follows ISIC up to level CLASS (4 digit)
ISIC, rev. 4○ No	
ONO	
D3a. Occupation: If in	formation by occupation is collected, the classification used to code occupation is (based on):
○ ISCO-68	
○ ISCO-88	
◯ ISCO-08	Malaysia Standard Classification of Occupation (MASCO) 2008
National classificatio	
Other:	
D3b. Number of group	s distinguished at the most detailed level when coding occupation 5 groups
D3c. Computer assisted	d/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	MASCO is at 5 digit level
○No	

D4a. Labour cost components: If measuring labour of Standard Classification of Labour Cost	cost, the classification of labour cost components is the International
Yes No D4b. If no, the most important differe classification are:	nces between the national classification and the international
Payments in kind (group IV) include welfare services (group VIII)	e Cost of workers' housing borne by employers (group V) and Cost of
☐ 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. Que	estionnaire design
E1. Number of questionnaires: the survey uses	
One questionnaire	
	24 types of questionaire are used for different type of services industry.
types of economic units:	
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 (g	go to E3) Yes No
For each individual worker in the establishment (go to E	E4)
For a sample of workers in the establishment (go to E4)	⊖Yes

Disaggregations	Employment	Wages concept (earnings, wage rates, etc	Working time concept	s
Sex	X	X		
Age group				
Education level categories	X			
Occupation	X	X		
Manual/non-manual				
Full-time/part-time	×	<u>X</u>		
Skilled/semi-skilled/unskilled	X —	<u>×</u>	<u> </u>	
Casual/permanent worker	<u>X</u>	×	<u> </u>	
Apprentices 	<u> </u>	<u></u>	<u> </u>	
Adults/young workers	<u> </u>	<u> </u>	<u> </u>	
Other disaggregation:				
				go to E5
 X Sex Age (adults/young) Education level Occupation Full time/part time schedule 				
Casual/permanent status Apprentices Other information:				
Casual/permanent status Apprentices	y obtains information	separately for	Cou	mpensation of
☐ Casual/permanent status ☐ Apprentices ☐ Other information:	y obtains information	separately for Wage rates	Earnings e	mpensation of mployees or labour cost
☐ Casual/permanent status ☐ Apprentices ☐ Other information: E5. Wage components: the survey	y obtains information		Earnings e	mployees or
Casual/permanent status Apprentices Other information: E5. Wage components: the survey	y obtains information		Earnings e	mployees or labour cost
Casual/permanent status Apprentices Other information: E5. Wage components: the survey Payments in kind Cost of living allowances	y obtains information		Earnings e	mployees or labour cost
Casual/permanent status Apprentices Other information: E5. Wage components: the survey Payments in kind Cost of living allowances Family allowances	y obtains information		Earnings e	mployees or labour cost
Casual/permanent status Apprentices Other information: E5. Wage components: the survey Payments in kind Cost of living allowances Family allowances Overtime payment			Earnings e	mployees or labour cost
Casual/permanent status Apprentices Other information: Casual/permanent status Apprentices State of the survey Cayments in kind Cost of living allowances Camily allowances Covertime payment Casual/permanent status			Earnings e	mployees or labour cost
☐ Casual/permanent status ☐ Apprentices ☐ Other information:	utions		Earnings e	mployees or labour cost

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 Professional bodies 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 O Purposive sample, go to F10 Type of sample refers to complete enumeration and revenue cut-off. • Other, go to F10:

F7. The sample is stratified
○ Yes:
☐ By region/location
☐ By industry
☐ By public and private sectors
\square By size (or number 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 - relative standard error for each concept (may be percentages or ranges of percentages)
F9. Sample size: The number of economic untis and/or workers in the final sample (or an estimate of the relative size)
economic units (establishments/enterprises) % of economic units
workers % of all workers
F10. Further comments or explanations (if needed):
G. Data collection
G1. Method(s) of data collection: Data are collected through (more than one option may be selected)
□ Personal interview □ Yes □ No □ No
☐ Yes ☐ No ☐ Telephone interview
· ⊠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 sample that are not inteviewed
G4. Non response rate: Percentage of all units in the final sample that are not inteviewed
G4. Non response rate: Percentage of all units in the final sample that are not inteviewed 15-20 % of all units
G4. Non response rate: Percentage of all units in the final sample that are not inteviewed 15-20 % of all units G5. Timeliness: Number of days or months between the reference period and the release of the results days or 18 months Surveys are conducted annual or biennally depending on the sub-setor
G4. Non response rate: Percentage of all units in the final sample that are not inteviewed 15-20 % of all units G5. Timeliness: Number of days or months between the reference period and the release of the results days or 18 months
G4. Non response rate: Percentage of all units in the final sample that are not inteviewed [15-20] % of all units G5. Timeliness: Number of days or months between the reference period and the release of the results [15-20] days or [18] months [18] Surveys are conducted annual or biennally depending on the sub-setor [19] G6. Further

H. Estimates					
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 s	pecify				
H2 . If benchmark data are used the type of benchmark data us is:					
H3. Types of indicators produc	ed (more than one option o	can be selected)			
(a) Average earnings (per worker)	(b) Median earnings (per worker)	(c) Real earnings (per worker)	(d) Labour cost (per worker)		
🗵 per year	per year	per year	🗙 per year		
□ per month	per month	per month	🔀 per month		
per week	per week	per week	per week		
per day	per day	per day	per day		
per hour (actual or paid)	per hour (actual or paid)	per hour (actual or paid)	per hour (actual or paid)		
(e) Hours actually worked (per worker)	(f) Hours paid for (per worker)	(g) Overtime hours (per worker)	(h) Absence from work hours (per worker)		
per year	per year	🔀 per year	per year		
per month	per month	per month	per month		
per week	per week	per week	per week		
per day	per day	per day	per day		
(i) Workers by levels of earnings	(j) Earnings	(k) Earnings in each decile/ quartile	(I) Workers by levels of hours (paid or actual)		
☐ Number of workers	□ Deciles	Average earnings	☐ Number of workers		
Percentage of workers	Quartiles	☐ Median earnings	Percentage workers		
(m) Wage indexes		(n) Other indicators pr	oduced:		
☐ 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			
Yes					
No, to a subset:					

H5. Links to Laborsta series	: Statistics from this survey are presented in the following LABORSTA series \dots		
2E - Paid employment by	y economic activity		
2F - Paid employment in	manufacturing		
4A - Hours of work by eco	onomic activity		
4B - Hours of work in mai	nufacturing		
5A - Wages by economic	activity		
5B - Wages in manufactu	ring		
6A - Labour cost in manu	facturing		
OI - Hours of work and w	vages in detailed occupations (October Inquiry)		
_			
H6. The statistics published described above	in LABORSTA have the same coverage and follow the same definitions	○Yes	○No
If no , the main differences are as follows:			
	I. Historical information		
I1. Main changes in this sur	vey since 1990 that have led to breaks in the series		
	nting and Legal) uses the revenue-cut at industry level.		
I2. Additional comments o	n the survey		
Additional comments regar	ding the questionnaire		

THANK YOU FOR COMPLETING THIS QUESTIONNAIRE