

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	Malta
A2. Title of the survey	Structure of Earnings Survey
A3. Organisation(s) responsible	National Statistics Office of Malta
A4. Website where additional information can be found:	

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	e to B2				
© Every quarter, continue to B2					
C Every month, go to B3					
© Every months, continue to B2					
© Every 4 years, go to B3					
Ad hoc survey, continue to B2					
Further comments or explanations (if needed):					
B2. Months of the survey: the survey	is carrie	ed out in t	the following months		
☐ January ☐ February					
☐ March ☐ April					
☐ July ☐ August					
September October					
□ November □ December					
B3. Year the survey started: 2006					
B4. Industry coverage: The survey incl	udes esta	blishment	es in the following ISIC rev. 4 groups		
A. Agriculture, forestry and fishing	○ Yes	○No	L. Real estate activities	Yes	\bigcirc No
B. Mining and quarrying	Yes	○ No	M. Professional, scientific and technical	Yes	○ No
C. Manufacturing	Yes	○ No	activities	(Tes	ONO
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	O Van	○ Na	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	(•) res	ONO	T. Activities of household as employers	○ Yes	No
J. Information and communication	Yes	∩No	U. Activities of extraterritorial organizations	○Yes	No
K. Financial and insurance activities	Yes		and bodies		
Further comments or explanations (if needed):					

B5. Size coverage: The survey covers							
○ All establishments of any size							
All establishments with at least 10	workers/e	mployees					
Other size coverage:							
B6. Geographical coverage: The survey of	overs the						
Whole country							
Whole country, excluding the following remote/marginal areas:							
Capital city (can include surrounding are	as)						
○ The following main cities:							
Only urban areas							
Other geographical coverage:							
B7. Worker coverage: The survey covers	the follow	ing status	in employment categor	ies			
(a) All persons in the payroll				Yes	∩ No		
(b) Only Paid employees				○ Yes			
(c) Only Manual / blue collar workers/wagworkers/ operatives, etc.	ge earners	/ productio	on	○ Yes	No		
(d) Only Non-manual /white collar/admin	istrative w	orkers		○ Yes	No		
(e) Paid employees and working proprietors			orkers or employers)	○ Yes			
(f) All persons engaged (Paid employees, wo				○ Yes	No		
The following groups are included:	O V	€ No	A			○ V	○ No
Pieceworkers		No No	Apprentices			Yes ✓ Yes	○ No
Part time employees		○ No	Trainees			○ Yes	(•) INO
Seconded employees		No	Employees absent from entire reference period			○ Yes	No
Workers from temporary work agencies Casual and temporary employees		○ No	Employees on probatio		cpay	Yes	∩No
Supervisors		○No	Foreign employees	11		Yes	○ No
Managers		○No	Workers paid on comm	ission		○ Yes	
Non-adults/workers below a certain ag			Homeworkers	11331011		○Yes	
Volunteer workers		No	Subcontracted workers			○ Yes	
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		
Unincorporated establishments		⊜Yes
Non-profit institutions		⊜Yes
Foreign establishments located within the country		• Yes No
Establishments which did not operate part of the reference period		
National establishments located abroad		○ Yes
B9. Other coverage: The survey includes of	or excludes other types of	f establishments not already mentioned above
C. (Concepts and operation	nal definitions
	C1. EMPLOYME	ENT
C1a. The survey measures EMPLOYMEN	IT ● Yes, continue to C1	Lb ○ 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	vey
	○ The quarter of the sur	rvey
	○ The whole year	
	Other: Average for the w	whole year
○ The average number of workers during:	A specific pay period	
	The month of the surv	
	The quarter of the sur	rvey
	• The whole year	
	Other:	
	L	
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	ne to C2b No, go to C3a
C2b. EARNINGS relates to:	
	e 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	
(b) Cost of living allowances	● Yes ○ No
(c) Family allowance allowances	Yes ○ No
(d) Other allowances in cash	Yes ○ No
(e) Payments for time not worked	● Yes ○No
(f) Overtime payments	Yes ○ No
(g) End of year bonuses	Yes ○ No
(h) Profit sharing bonuses	Yes ○ No
(i) Other regular bonuses paid every pay period	Yes ○ No
(j) Bonuses paid irregularly	Yes ○ No
(k) Payments for periods outside the reference period	○ Yes No
(I) Payments for items required by the job	○ Yes No
(m) Tips and gratuities distributed by the employer	○ Yes No
(n) Severance and termination pay	○ Yes No
(o) Employers' contributions to workers' social security schemes (p) Other	○Yes • No
components not mentioned above	

C3. Wage rates

C3a. The survey mea	sures WAGE RATES	• Yes, continue	to C3b	○ No, go to C4		
C3b. Time unit: WAG	GE RATES are requested	d	C3	Sc. Concept:		
per hourper day			•	Minimum or standard wage rat pursuance of	tes, fixed by	or in
per week per month			laws	○ Yes	No	
			regulations	○ Yes	No	
-	other time unit:		\neg	collective agreements	Yes	\bigcirc No
Other time unit.			arbitral awards	○ Yes	No	
				Wage rates actually paid		
C3d. The worker cov	verage is		C3e. and	d the reference period is		
• The same as the su	urvey coverage		• The sa	ame reference period as employ	yment	
○ A different covera	ge:		○ A spe	cific week		
			○ A spe	cific month		
			○ Anoth	ner reference period:		
C3f. Wage rates inc	ludes:					
(a) Payments in kind						
(b) Cost of living allow	wances					
(c) Family allowances • Yes • No						
(d) Other allowances	in cash	● Yes ○ No				
(e) Payments for time	e not worked					
(f) Overtime payment	ts					
(g) Other components not mentioned above						
Further comments o explanations (if need						
		C4. Compensa	ation of e	employees or Labour Cost		
C4a. The survey mea	sures COMPENSATION	OF EMPLOYEES	or	Yes, continue to C4b	No, go to C	:5
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				
			\bigcirc A	different reference period:		
<u> </u>						

C4d. Compensation of employees or Labour cost includes:	
(a) Payments in kind	○ Yes ○ No Further comments or explanations (if
(b) Cost of living allowances	○ Yes ○ No needed):
(c) Family allowance allowances	○ Yes ○ No
(d) Other allowances in cash	○ Yes ○ No
(e) Payments for time not worked	○ Yes ○ No
(f) Overtime payments	○ Yes ○ No
(g) End of year bonuses	○ Yes ○ No
(h) Profit sharing bonuses	○ Yes ○ No
(i) Other regular bonuses paid every year	○ Yes ○ No
(j) Bonuses paid irregularly	○ Yes ○ No
(k) Payments for periods outside the reference period	○ Yes ○ No
(I) Payments for items required by the job	○ Yes ○ No
(m) Tips and gratuities distributed by the employer	○ Yes ○ No
(n) Severance and termination pay	○ Yes ○ No
(o) Employers' contributions to workers' social security schemes	○Yes ○No
(p) Workers' social benefits provided by the employer	○Yes ○No
(q) Employers' cost of training	○Yes ○No
(r) Employers' expenses for welfare services	○Yes ○No
(s) Taxes paid by the employer on employment payrolls,etc.	○Yes ○No
(t) Employment related subsidies received by the employer	○Yes ○No
(u) Other components not	
mentioned above	
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	ours 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
	Oper month
	Oother:
C5d. Information is requested in C5e. The reference per	riod is C5f. And the worker coverage is
○ Days	
C Half days Another reference p	
• Hours	
Minutes	
Other time unit:	

C6. Hours paid for

C6a. The survey measures HOURS 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	d due to			
(a) Overtime	● Yes ○ No (h) Down time (including stand	by time) Yes • No		
- Paid at special rates	○ Yes	m work) • Yes • No		
- Paid at normal rates	○ Yes No - Vacation time			
- Compensated with time off	○ Yes No - Sick leave	Yes ○ No		
(b) Work at home	○ Yes			
(c) Travelling time required by the job	○ Yes No - Labour disputes			
(d) Meal breaks	○ Yes No - Other time not worked			
(e) Commuting time	○ Yes No (j) Other:			
(f) Time for preparation	○ Yes No			
(g) Training time	○Yes			
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
10-49; 50-249; 250-499; 500 ⁻	
	of economic activity): The classification used to code industry is (based on)
○ ISIC rev 2 ○ ISIC rev 3, 3.1	
O ISIC rev 4	
NACE, NAICS	
National classification:	
Other:	
D2b. Number of groups	distinguished at the most detailed level when coding industry 43 groups
D2c. Computer assisted/	automatic coding is used Yes No
D2d. If not using ISIC, it	is convertible to ISIC:
Yes, to	
0 1310, 104. 2	D2e. The most important deviations between the classification used and the international
○ ISIC. rev. 3	lassification (at the Section - one digit - level) are: There is a conversion to NACE yes
○ ISIC, rev. 4	there is a conversion to NACE yes
○No	
D3a. Occupation: If info	ormation by occupation is collected, the classification used to code occupation is (based on):
○ISCO-68	
○ISCO-08	
National classification:	
Other:	
D3b. Number of groups	distinguished at the most detailed level when coding occupation 27 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 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: 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) ○Yes ● No For (groups of) occupations within the establishment (go to E3) For each individual worker in the establishment (go to E4) Yes \(\cap \) No For a sample of workers in the establishment (go to E4)

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:				
□ Age (adults/young)				
⊠ Education level ☐ Occupation ☐ Full time/part time schedule ☐ Casual/permanent status ☐ Apprentices ☐ Other information:				
 ⋉ Education level ⋉ Occupation ⋉ Full time/part time schedule ⋉ Casual/permanent status ⋉ Apprentices 	obtains information	separately for Wage rates	: :	ompensation o employees or labour cost
 X Education level X Occupation X Full time/part time schedule X Casual/permanent status X 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: E5. Wage components: the survey	obtains information		: :	employees or
Education level Coccupation Full time/part time schedule Casual/permanent status Apprentices Other information: Casual Cost of living allowances	obtains information		: :	employees or
Education level Coccupation Full time/part time schedule Casual/permanent status Apprentices Other information: Casual Components: the survey Cayments in kind Cost of living allowances Camily allowances	obtains information		Earnings o	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			: :	employees or
Education level Coccupation Full time/part time schedule Casual/permanent status Apprentices Other information: Cost of living allowances amily allowances Covertime payment Employers' social security contribu	tions		Earnings o	employees or
Education level Coccupation Full time/part time schedule Casual/permanent status Apprentices Other information: Est. Wage components: the survey Payments in kind Cost of living allowances Family allowances Overtime payment Employers' social security contribution	tions		Earnings o	employees or
⊠ Education level ⊠ Occupation ☐ Full time/part time schedule ☐ Casual/permanent status ☐ Apprentices ☐ Other information:	tions		Earnings o	employees or

F. Sample design **F1.** The **sampling unit(s)** is/are ... (all relevant options are indicated) ☐ 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 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: ○ No
☐ By region/location
By industry
☐ By public and private sectors
☐ By size (or number of workers) the strata are the same as those indicated in D1 above: ☐ Yes: ☐ No
Establishments above this size are included with certainty in the sample
Other strata:
F8. Sample error - relative standard error for each concept (may be percentages or ranges of percentages)
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) 88 % 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 G2. If personal or telephone interview, Yes No
Telephone interview computer assisted interview is used
⊠ Mail
□ Online/web based questionnaire □ Other namely: Email
▼Other, namely: Email
G3. Substitution of units (Yes, in case of non-response
Tes, iii 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
71.3 % of all units
G5. Timeliness: Number of days or months between the reference period and the release of the results
days or months
days or months

H. Estimates					
H1. Estimation procedures ((more than one option may be	selected)			
▼ Take into account estimates from a previous reference period					
Use benchmark data					
☐ For employment					
☐ For wages					
☐ For working time					
Adjust for seasonality					
Other adjustments, please s	pecify				
H2 . If benchmark data are used the type of benchmark data usis:	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		
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 o	occupational employment weig	ghts			
☐ Laspeyres index with indust	rial employment weights				
Other wage index:					
H4. The above indicators are calculated for all workers covered					
∩Yes					
	al dissemination made. NA				

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 the same definitions described above	○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 series					
I2. Additional comments on the survey					
Additional comments regarding the questionnaire					

THANK YOU FOR COMPLETING THIS QUESTIONNAIRE