

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	Puerto Rico			
A2. Title of the survey	Occupational Employment Statistics			
A3. Organisation(s) responsible	Bureau of Labor Statistics			
A4. Website where additional information can be found:	http://www.dtrh.gobierno.pr/			

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 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					
B3. Year the survey started: 1982					
B4. Industry coverage: The survey includes	udes esta	blishment	s 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	© Vos	○ No
C. Manufacturing	Yes	○No	activities	Yes	○ 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	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 wo	rkers/er	mployees					
Other size coverage:							
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	in employment categor	ies			
(a) All persons in the payroll				Yes	∩ No		
(b) Only Paid employees					○ No		
		/		() I C 3	()110		
(c) Only Manual / blue collar workers/wage workers/ operatives, etc.	earners,	/ proauctio	on	○ Yes	No		
(d) Only Non-manual /white collar/administ	rative w	orkers			No		
(e) Paid employees and working proprietors (i.	.e., own	account w	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	○ Yes	No	Apprentices			Yes	∩No
Part time employees			Trainees			~	○No
Seconded employees		No	Employees absent from	work tl	ho		
Workers from temporary work agencies	Yes		entire reference period			○ Yes	No
Casual and temporary employees		○ No	Employees on probatio	n		Yes	○No
Supervisors	Yes	○ No	Foreign employees			○ Yes	
Managers	Yes	○ No	Workers paid on comm	nission		Yes	
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	urvey covers	
Establishments in the the private sector		• Yes No
Establishments in the the public sector		
Unincorporated establishments		⊜Yes ⑥ No
Non-profit institutions		
Foreign establishments located within the o	country	
Establishments which did not operate part	of the reference period	○ Yes
National establishments located abroad		○ Yes
B9. Other coverage: The survey includes	or excludes other types of	establishments not already mentioned above
C. (Concepts and operation	nal definitions
	C1. EMPLOYME	
C1a. The survey measures EMPLOYMEN	Yes, continue to CI	.b (No, go to C2
C1b. Operational definition: EMPLOYME		
• The total number of workers, on:	• A specific day: may or 1	november 12 of the current year
	○ The month of the surv	vey
	○ The quarter of the sur	rvey
	○ The whole year	
	Other:	
○ The average number of workers during:	○ A specific pay period	
	○ The month of the surv	vey
	○ The quarter of the sur	rvey
	○ 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, contin	ue to C2b No, go to C3a
C2b. EARNINGS relates to:	
	le by the employer in respect of taxes, contributions of employees to emes, union dues, life insurance premiums, etc.)
○ NET earnings -> Deductions are made for:	
Workers' contributions to compulsory social sec	curity 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	C Yes ● No
(f) Overtime payments	C Yes ● No
(g) End of year bonuses	Yes ○ No
(h) Profit sharing bonuses	○ Yes No
(i) Other regular bonuses paid every pay period	C Yes ● No
(j) Bonuses paid irregularly	C 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 mea	asures WAGE RATES	Yes, continue	to C3b	○ No, go to C4	
C3b. Time unit: WAG	GE RATES are requested	d	C	C3c. Concept:	
• per hour			(Minimum or standard wage ra	ates, fixed by or in
○ per day				pursuance of laws	© Vos. O No
○ per week				regulations	• Yes • No
oper month				_	● Yes ○ No
Other time unit:				collective agreements	○ Yes
				arbitral awards	○ Yes ● No
				Wage rates actually paid	
C3d. The worker cov	verage is		C3e. aı	nd the reference period is	
• The same as the s	urvey coverage		○The	same reference period as emplo	oyment
○ A different covera	ige:		A sp	ecific week	
			○ A sp	ecific month	
			○ Ano	ther reference period:	
C3f. Wage rates inc	cludes:				
(a) Payments in kind		○ Yes			
(b) Cost of living allo	wances	Yes ○ No			
(c) Family allowance:	S	○ Yes			
(d) Other allowances	in cash	○ Yes • No			
(e) Payments for time	e not worked	○ Yes ● No			
(f) Overtime paymen	ts	○ Yes No			
(g) Other components not mentioned above					
Further comments o explanations (if need					
		C4. Compens	sation of	employees or Labour Cost	
C4a. The survey mea	asures COMPENSATION	OF EMPLOYEES	or	Yes, continue to C4b	● No, go to C5
C4b. The worker cov	verage is		C4	c. and the reference period is	
○ The same as the s	urvey coverage		0.	The same reference period as e	mployment
A different covera	ige:		0	A specific week	
			\circ	A specific month	
			\circ	A different reference period:	
			[

(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) Other (iv) Employment related subsidies received by the employer (iv) Other (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 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 Oper day Oper day Oper week) Other (C5c. The reference period is (C5f. And the worker coverage is (C5f. And the worker coverage is (C5f. Another reference period: (C5f. Another coverage: (C5f. Hours) (C5f. Minutes)	(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 C5c. The same as for wages (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 day Per week 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:		•
 Days The same reference period as for wages Half days Another reference period: Another coverage: Minutes 		Oother:
 Days The same reference period as for wages Half days Another reference period: Another coverage: Minutes 	C5d Information is requested in C5e. The reference ne	riod is C5f And the worker coverage is
Half daysAnother reference period:HoursMinutesAnother coverage:		
○ 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	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

	The establishment size categories used to group establishments are 100-249; 250-499; 500-999; 1000+
1-4; 5-9; 10-19; 20-49; 50-99;	100-249; 250-499; 500-999; 1000+
50 1 1 1 1 1	
D2a. Industry (branch o	f economic activity): The classification used to code industry is (based on)
○ ISIC rev 2	
○ ISIC rev 3, 3.1	
○ ISIC rev 4	
NACE, NAICS	
O National classification:	
Other:	
D2b. Number of groups d	listinguished at the most detailed level when coding industry 6 groups
D2c. Computer assisted/a	automatic coding is used Yes No
D2d. If not using ISIC, it i	s convertible to ISIC:
Yes, to	
0 1310, 101. 2	2e. The most important deviations between the classification used and the international
Clarev. 3	assification (at the Section - one digit - level) are:
○ ISIC, rev. 4	
No No	
D3a. Occupation: If infor	rmation by occupation is collected, the classification used to code occupation is (based on):
◯ ISCO-68	
◯ ISCO-88	
◯ ISCO-08	
\bigcirc National classification:	
Other:	SOC = Standard Occupational Classification Manual
D3b. Number of groups d	listinguished at the most detailed level when coding occupation 6 groups
D3c. Computer assisted/a	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
	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) 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			† <u>-</u>	
Education level categories				
Occupation	X	X		
Manual/non-manual				
Full-time/part-time	X	X		
Skilled/semi-skilled/unskilled				
Casual/permanent worker				
Apprentices				
Adults/young workers				
Other disaggregation:				
☐ Sex ☐ 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 □ Other information: 	obtains information	separately for Wage rates	: :	ompensation o employees or labour cost
 ☐ 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 ⋈ Occupation ⋈ Full time/part time schedule □ Casual/permanent status □ Apprentices 	obtains information		: :	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	obtains information		: :	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	obtains information		: :	employees or
Education level Coccupation Full time/part time schedule Casual/permanent status Apprentices Other information: Cost of living allowances Covertime payment			: :	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 contribu	tions		: :	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 Family allowances Overtime payment Employers' social security contribution	itions		: :	employees or
☐ Education level ☐ Occupation ☐ 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 contribu	itions		: :	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 X 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 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 ... 100 % of all employees, and/or 100 % of all economic units **F5.** Updating frequency: The sample frame is updated ... ○ Every months ● Every |3 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	
⊠ By size (or number of workers) the strata are the s	same as those indicated in D1 above: Yes: No
Establishments above this size are included with ce	ertainty in the sample
Other strata:	
F8. Sample error - relative standard error for each concep Mean RSE: the Relative Standard Error of the mean wage estimates, a	measure of the reliability or precision of the mean wage estimates. The relative
F9. Sample size: The number of economic untis and/or work	rkers in the final sample (or an estimate of the relative size)
3,500 economic units (establishments/enterprises)	% of economic units
600,000 workers	10 % of all workers
F10. Further comments or explanations (if needed):	
G. Dat	ta collection
G1. Method(s) of data collection: Data are collected throu	gh (more than one option may be selected)
▼ Personal interview G2. If personal or teleph	one interview, C Vos. C No.
▼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
20 % of all units	
G5. Timeliness: Number of days or months between the re	eference period and the release of the results
days or 11 months	
G6. Further	
comments or	
explanations (if needed):	

H1. Estimation procedures (more than one option may be selected)		H. Est	timates			
Suse benchmark data For employment For working time Short wages For working time Short waging the working time Short waging the working time Short waging the working time Short wor	H1. Estimation procedure	s (more than one option may be	e selected)			
For employment For wages For working time Major wages Maj	▼ Take into account estimate accoun	nates from a previous reference per	riod			
For wages For working time Adjust for seasonality Other adjustments, please specify Fimplinyment	✓ Use benchmark data					
For working time	▼ For employment					
Majust for seasonality	▼ For wages					
Other adjustments, please specify	For working time					
H3. Types of indicators produced (more than one option can be selected) (a) Average earnings (per worker)	Adjust for seasonality					
H2. If benchmark data are used, the type of benchmark data used is: H3. Types of indicators produced (more than one option can be selected) (a) Average earnings (per worker)	Other adjustments, plea	ase specify				
H2. If benchmark data are used, the type of benchmark data used is: H3. Types of indicators produced (more than one option can be selected) (a) Average earnings (per worker)						
H2. If benchmark data are used, the type of benchmark data used is: H3. Types of indicators produced (more than one option can be selected) (a) Average earnings (per worker)		L Employment				
H3. Types of indicators produced (more than one option can be selected) (a) Average earnings (per worker)	H2 . If benchmark data are					
H3. Types of indicators produced (more than one option can be selected) (a) Average earnings (per worker)		l l				
(a) Average earnings (per worker) (b) Median earnings (per worker) (c) Real earnings (per worker) (d) Labour cost (per worker) (e) Per week (per worker) (f) Hours paid for (per worker) (g) Overtime hours (per worker) (h) Absence from work hours (per worker) (per w	is:					
(a) Average earnings (per worker) (b) Median earnings (per worker) (c) Real earnings (per worker) (d) Labour cost (per worker) (e) Per week (per worker) (f) Hours paid for (per worker) (g) Overtime hours (per worker) (h) Absence from work hours (per worker) (per w						
worker) worker) worker) worker) per year per year per year per year per year per year per month per month per month per week per day per day per day per hour (actual or paid) per worker) (per worker) (per worker) per worker) per year per year per year per year per year per year per month per month per month per month per month per week per week per week per day	H3. Types of indicators pr	oduced (more than one option of	can be selected)			
per year		, ,				
per month per month per week per week per day per day per hour (actual or paid) per hour (actua	worker)	worker)	worker)	worker)		
per week	per year	per year	per year	per year		
per day	per month	per month	per month	per month		
Sper hour (actual or paid) Sper hour (actual or paid) per hour (per worker) per year	per week	per week	per week	per week		
(e) Hours actually worked (per worker) (f) Hours paid for (per worker) (g) Overtime hours (per worker) (per worker) per year	per day	per day	per day	per day		
worker) worker) worker) (per worker) per year	per hour (actual or paid	d) 🔀 per hour (actual or paid)	per hour (actual or paid)	per hour (actual or paid)		
per month per month per month per month per week per week per week per week per day per	•		.=.	` '		
per week per week per week per week per week per day per day (i) Workers by levels of earnings (j) Earnings (k) Earnings in each decile/ quartile (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 produced: Laspeyres index with fixed occupational employment weights Laspeyres index with industrial employment weights Other wage index: H4. The above indicators are calculated for all workers covered	per year	per year	per year	per year		
per day per day per day per day per day (i) Workers by levels of earnings (j) Earnings (k) Earnings in each decile/ quartile (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 produced: Laspeyres index with fixed occupational employment weights Laspeyres index with industrial employment weights Other wage index: H4. The above indicators are calculated for all workers covered	per month	per month	per month	per month		
(i) Workers by levels of earnings (k) Earnings in each decile/ quartile (paid or actual) Number of workers Deciles Average earnings Number of workers Percentage of workers Quartiles Median earnings Percentage workers (n) Other indicators produced: Laspeyres index with fixed occupational employment weights Laspeyres index with industrial employment weights Other wage index: H4. The above indicators are calculated for all workers covered	per week	per week	per week	per week		
earnings quartile (paid or actual) Number of workers Deciles Average earnings Number of workers Percentage of workers Quartiles Median earnings Percentage workers (m) Wage indexes Simple unweighted index of growth Laspeyres index with fixed occupational employment weights Laspeyres index with industrial employment weights Other wage index: H4. The above indicators are calculated for all workers covered Yes	per day	per day	per day	per day		
Number of workers	• •	(j) Earnings	- · ·			
Percentage of workers □ Quartiles □ Median earnings □ Percentage workers (m) Wage indexes □ (n) Other indicators produced: □ Simple unweighted index of growth □ Laspeyres index with fixed occupational employment weights □ Cher wage index: □ Other wage index: □ Use above indicators are calculated for all workers covered ● Yes	☐ Number of workers	☐ Deciles	Average earnings	☐ Number of workers		
(m) Wage indexes Simple unweighted index of growth Laspeyres index with fixed occupational employment weights Laspeyres index with industrial employment weights Other wage index: H4. The above indicators are calculated for all workers covered Yes		 ☐ Quartiles				
Simple unweighted index of growth Laspeyres index with fixed occupational employment weights Laspeyres index with industrial employment weights Other wage index: H4. The above indicators are calculated for all workers covered Yes						
□ Laspeyres index with fixed occupational employment weights □ Laspeyres index with industrial employment weights □ Other wage index: □ H4. The above indicators are calculated for all workers covered • Yes	(iii) Wage muckes					
□ Laspeyres index with industrial employment weights □ Other wage index: H4. The above indicators are calculated for all workers covered • Yes						
Other wage index: H4. The above indicators are calculated for all workers covered • Yes						
H4. The above indicators are calculated for all workers covered Yes 		1 / 2				
		ire calculated for all workers covere	ed			
○ No, to a subset:						
	○ No, to a subset:					

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 eco	pnomic activity		
4B - Hours of work in mai	nufacturing		
5A - Wages by economic			
☐5B - Wages in manufactu	·		
6A - Labour cost in manu	-		
_	rages in detailed occupations (October Inquiry)		
_			
H6. The statistics published described above	in LABORSTA have the same coverage and follow the same definitions	○Yes	No 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		
all of the industries were covered one reference period. Now we ar	imates by Industrial Activity one time at a year . In a period of three years we covered all of devery year. After a couple of years we begin producing employment and wage estimates be doing the same but with two reference periods (may 12 and november 12).		
I2. Additional comments o	n the survey		
Additional comments regar	ding the questionnaire		

THANK YOU FOR COMPLETING THIS QUESTIONNAIRE