

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	Slovenia	
A2. Title of the survey	Monthly Report on Earnings by Legal Persons	
A3. Organisation(s) responsible	Statistical Office of the Republic of Slovenia	
A4. Website where additional information can be found:	www.stat.sl/doc/metod_pojasnila/07-010-me.htm	

B. Periodicity and coverage

B1. Periodicity: The survey is carried ou	t				
Once a year, continue to B2					
Two times a year/half yearly, continue to B2					
© Every quarter, continue to B2					
• Every month, go to B3					
© Every months, continue to B2					
Every years, go to B3					
Ad hoc survey, continue to B2					
Further comments or explanations (if needed):					
B2. Months of the survey: the survey	is carrie	ed out in t	the following months		
☐ January ☐ February					
☐ March ☐ April					
☐ May ☐ June					
☐July ☐August					
☐ September ☐ October					
☐ November ☐ December					
B3. Year the survey started: 1963					
B4. Industry coverage: The survey includes	ıdes esta	blishment	ts 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	No M. Professional, scientific and technical		○ 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	Yes	○ No	P. Education	Yes	○No
motor vehicles	(•) res	ONO	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	(e) 163	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		
NACE Rev. 2 is used					
Further comments or explanations (if needed):					

B5. Size coverage: The survey covers						
All establishments of any size						
All establishments with at least	workers/employees	;				
Other size coverage:						
B6. Geographical coverage: The survey	covers the					
Whole country						
Whole country, excluding the following remote/marginal areas:	3					
Capital city (can include surrounding ar	eas)					
O.T. 6.11						
The following main cities:						
Only urban areas						
Other geographical coverage:						
Other geographical coverage.						
B7. Worker coverage: The survey cover	s the following statu	s in employment categor	ies			
(a) All persons in the payroll			○ Yes	No		
(b) Only Paid employees			Yes	○ No		
(c) Only Manual / blue collar workers/w	age earners/ product	ion		No		
workers/ operatives, etc.						
(d) Only Non-manual /white collar/adm			○ Yes	No ■ No ■		
(e) Paid employees and working proprietors (i.e., own account workers or employers)			No ■ No ■			
(f) All persons engaged (Paid employees, v	vorking proprietors a	nd unpaid family workers)	○ Yes	No		
The following groups are included:						
Pieceworkers	Yes \(\) No	Apprentices			○ Yes	No
Part time employees		Trainees			Yes	○No
Seconded employees	○Yes	Employees absent fron	n work th	ne	O Vaa	○ No
Workers from temporary work agenci	es • Yes · No	entire reference period	d without	pay	Yes	ONO
Casual and temporary employees	Yes \(\cap \) No	Employees on probation	n		Yes	○No
Supervisors	Yes \(\cap \) No	Foreign employees			Yes	○No
Managers	Yes \(\cap \) No	Workers paid on comn	nission			No
Non-adults/workers below a certain	age ○Yes ● No	Homeworkers			Yes	○No
Volunteer workers	○ Yes	Subcontracted workers	5		Yes	○No
		homeworkers, and subcontrac				1
mentioned above:		tire reference period without p	ay ii some	or the abs	ence is pair	u as
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 ○ No			
Unincorporated establishments	Yes ○ No			
Non-profit institutions		Yes ○ No		
Foreign establishments located within the o	country			
Establishments which did not operate part	of the reference period			
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	al definitions		
C1a. The survey measures EMPLOYMEN	C1. EMPLOYME IT • Yes, continue to C1			
C1b. Operational definition: EMPLOYME				
• The total number of workers, on:	A specific day:			
	• The month of the surv			
	The quarter of the survey			
	○ The whole year			
	Other:			
○ The average number of workers during:	○ A specific pay period			
	○ The month of the surv	rey		
	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	○ 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 measures WAGE RATES		o C3b	No, go to C4	
C3b. Time unit: WAGE RATES are reques	ited	C3 c	c. Concept:	
○ per hour○ per day		()	Minimum or standard wage rates	
per week			laws	○ Yes ○ No
○ per month			regulations	○ Yes ○ No
Other time unit:			collective agreements	○ Yes ○ No
			arbitral awards	○ Yes ○ No
		_	Nage rates actually paid	
C3d. The worker coverage is		C3e. and	the reference period is	
○ The same as the survey coverage		○The sar	me reference period as employn	nent
○ A different coverage:		○ A speci	fic week	
		○ A speci	fic month	
		○ Anothe	er reference period:	
C3f. Wage rates includes:				
(a) Payments in kind	○ Yes ○ No			
(b) Cost of living allowances	○ Yes ○ No			
(c) Family allowances				
(d) Other allowances in cash	○ Yes ○ No			
(e) Payments for time not worked	○ Yes ○ No			
(f) Overtime payments				
(g) Other components not mentioned above				
Further comments or explanations (if needed):				
	C4. Compensa	ition of er	mployees or Labour Cost	
C4a. The survey measures COMPENSATION LABOUR COST	ON OF EMPLOYEES o	or	Yes, continue to C4b	No, go to C5
C4b. The worker coverage is		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 c	lifferent reference period:	
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(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) Workers' social benefits provided by the employer (h) Workers' social benefits provided by the employer (h) Workers' social benefits provided by the employer (h) Employment related subsidies received by the employer (h) Employment related subsidies received by the employer (h) Employment related subsidies received by the employer (h) Cother (h) Employment related subsidies received by the employer (h) Cother (h) Employment related subsidies received by the employer (h) Employment related subsidi	(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) Fendowers' social security schemes (l) Employers' contributions to workers' social security schemes (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) exp. C5b. CONTRACTUAL/NORMAL HOURS OF WORK relates to hours fixed by: Laws or regulations (l) Employment related subsidies received by the employer (l) Other (l) Employment related subsidies received by the employer (l) Other (l) Employment related subsidies received by the employer (l) Other (l) Employment related subsidies received by the employer (l) Other (l) Employment related subsidies received by the employer (l) Other (l) Employment related subsidies received by the employer (l) Other (l) Employment related subsidies received by the employer (l) Other (l) Employment related subsidies received by the employer (l) Other (l) Employment related subsidies received by the employer (l) Employers' expenses for welfare services (l) Employers' expens	(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 sand gratuities distributions to workers' social security schemes (The sand gratuities distributed by the employer (The same as for wages (The same as for wages)	(j) Bonuses paid irregularly	○ Yes ○ No
(m) Tips and gratuities distributed by the employer (n) Severance and termination pay (v) Employers' contributions to workers' social security schemes (v) Employers' cost of training (r) Employers' cost of training (r) Employers' expenses for welfare services (s) Taxes paid by the employer on employment payrolls, etc. (v) Employment related subsidies received by the employer (v) Other C5. Contractual/Normal hours of work C5a. The survey measures CONTRACTUAL/NORMAL HOURS OF WORK (2 Yes, continue to C5b) (n) Other C5b. CONTRACTUAL/NORMAL HOURS OF WORK relates to hours fixed by: Laws or regulations (Yes) No Collective agreements (Yes) No Coll	(k) Payments for periods outside the reference period	○ Yes ○ No
(n) Severance and termination pay (o) Employers' contributions to workers' social security schemes Yes No (p) Workers' social benefits provided by the employer (q) Employers' cost of training (r) Employers' expenses for welfare services (s) Taxes paid by the employer on employment payrolls, etc. (t) Employement related subsidies received by the employer (vu) Other components not mentioned above C5. Contractual/Normal hours of work C5a. The survey measures CONTRACTUAL/NORMAL HOURS OF WORK Yes, continue to C5b © No, go to C6 C5b. CONTRACTUAL/NORMAL HOURS OF WORK relates to hours fixed by: Laws or regulations (Yes No Collective agreements (Yes No Collectiv	(I) Payments for items required by the job	○ Yes ○ No
(a) Employers' contributions to workers' social security schemes	(m) Tips and gratuities distributed by the employer	○ Yes ○ No
(p) Workers' social benefits provided by the employer (q) Employers' cost of training (r) Employers' expenses for welfare services (s) Taxes paid by the employer on employment payrolls, etc. (t) Employment related subsidies received by the employer (u) Other components not mentioned above C5. Contractual/Normal hours of work C5a. The survey measures CONTRACTUAL/NORMAL HOURS OF WORK (Yes, continue to C5b) No, go to C6 C5b. CONTRACTUAL/NORMAL HOURS OF WORK relates to hours fixed by: Laws or regulations (Yes) No Collective agreements (Yes) No Establishments' internal regulations (Yes) No Cother (Per day per day per day per week Other (Per pay period per month other: C5d. Information is requested in C5e. The reference period is C5f. And the worker coverage is Days (The same reference period as for wages) Half days (Another reference period: Another coverage:	(n) Severance and termination pay	○ Yes ○ No
(q) Employers' cost of training	(o) Employers' contributions to workers' social security schemes	Yes ONo
(r) Employers' expenses for welfare services (s) Taxes paid by the employer on employment payrolls, etc. (t) Employment related subsidies received by the employer (u) Other components not mentioned above C5. Contractual/Normal hours of work C5a. The survey measures CONTRACTUAL/NORMAL HOURS OF WORK Yes, continue to C5b C5b. CONTRACTUAL/NORMAL HOURS OF WORK relates to hours fixed by: Laws or regulations (Yes No Collective agreements (Yes No Establishments' internal regulations (Yes No Cother C5c. Information is requested about normal hours (Per day (Per week (Per pay period (Per month (Other) (The same reference period is C5d. Information is requested in C5f. And the worker coverage is C5d. Information is requested in C5f. Another coverage: (Half days (Another reference period: (Another coverage:	(p) Workers' social benefits provided by the employer	○Yes ○No
(s) Taxes paid by the employer on employment payrolls, etc. (t) Employment related subsidies received by the employer (u) Other Components not mentioned above C5. Contractual/Normal hours of work C5a. The survey measures CONTRACTUAL/NORMAL HOURS OF WORK	(q) Employers' cost of training	○Yes ○No
(t) Employment related subsidies received by the employer (u) Other components not mentioned above C5. Contractual/Normal hours of work C5a. The survey measures CONTRACTUAL/NORMAL HOURS OF WORK Yes, continue to C5b C5b. CONTRACTUAL/NORMAL HOURS OF WORK relates to hours fixed by: Laws or regulations C9es No C5c. Information is requested about normal hours Per day per day per week Other C5d. Information is requested in C5d. Information is requested in C5d. Information is requested in C5e. The reference period is C5f. And the worker coverage is C5d. Information is requested in C5d. Information is requested in C5d. Information is requested in C5d. Another coverage is C5d. Another coverage: C5d. Hours Another reference period: Another coverage:	(r) Employers' expenses for welfare services	○Yes ○No
C5. Contractual/Normal hours of work C5a. The survey measures CONTRACTUAL/NORMAL HOURS OF WORK	(s) Taxes paid by the employer on employment payrolls,etc.	○Yes ○No
C5. Contractual/Normal hours of work C5a. The survey measures CONTRACTUAL/NORMAL HOURS OF WORK Yes, continue to C5b No, go to C6 C5b. CONTRACTUAL/NORMAL HOURS OF WORK relates to hours fixed by: Laws or regulations Yes No Collective agreements Yes No Establishments' internal regulations Yes No Cper day per week Other Oper month other: C5d. Information is requested in C5f. And the worker coverage is Days The same reference period as for wages Half days Another reference period: Hours Minutes	(t) Employment related subsidies received by the employer	○Yes ○No
C5a. The survey measures CONTRACTUAL/NORMAL HOURS OF WORK Yes, continue to C5b No, go to C6 C5b. CONTRACTUAL/NORMAL HOURS OF WORK relates to hours fixed by: Laws or regulations Yes No Collective agreements Yes No Establishments' internal regulations Yes No Other Per pay period Per month Other: C5c. Information is requested about normal hours Per 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	
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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 C5c. Information is requested about normal hours per day per week per pay period per month other: C5d. Information is requested in C5e. The reference period is C5f. And the worker coverage is C5f. Another coverage: Half days Another reference period: Another coverage:		
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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	FOR • Yes, continu	e to C6b No, go to	C7		
C6b. Information is requested in	C6c. The reference p	eriod is	C6d. And the worker coverage is		
○ Days	The same reference	ce 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	due to				
(a) Overtime	• Yes ONo (h)	Down time (including stand b	y time)		
- Paid at special rates	• Yes ONo (i) 7	ime not worked (absence fro	m work)		
- Paid at normal rates	● Yes ○ No -	Vacation time			
- Compensated with time off	○Yes • No -	Sick leave			
(b) Work at home	● Yes ○ No -	Occupational injuries			
(c) Travelling time required by the job	● Yes ○ No -	Labour disputes			
(d) Meal breaks		Other time not worked	● Yes ○ No		
(e) Commuting time	Yes • No (j) Other: Time not worked (absence from work) - sick leave and				
(f) Time for preparation	● Yes ○ No occupational injuries - if paid by employer		- if paid by employer		
(g) Training time	●Yes ○ No				
Further comments or explanations (if needed):					
C6f. The survey measures ABSENCE FR	OM WORK separately	○ Yes			
C6g. The survey measures OVERTIME s	eparately	Yes ○ No			
	C7. Hours actua	illy worked			
C7a. The survey measures HOURS ACT	UALLY WORKED	Yes, continue to C7b	No, go to C8		
C7b. Information is requested in	C7c. The reference p	eriod is	C7d. And the worker coverage is		
○ Days	○ The same reference	ce period as for wages	es		
○ 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
not relevant	
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	listinguished at the most detailed level when coding industry 592 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, 104. 2	2e. The most important deviations between the classification used and the international assification (at the Section - one digit - level) are:
○ ISIC, rev. 3	assincation (at the Section - one digit - level) are.
● ISIC, rev. 4	
○No	
D3a. Occupation: If info	rmation by occupation is collected, the classification used to code occupation is (based on):
○ ISCO-68	
○ ISCO-08	
O National classification:	ISCO-08:430 groups used
Other:	1500 VO.450 groups useu
D3b. Number of groups of	listinguished at the most detailed level when coding occupation 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
◯ ISCO-88	classification (at the Major Group - one digit - level) are:
◯ ISCO-08	
○ No	

Standard Classification of Labour Cost	
Yes No D4b. If no, the most important differences between classification are:	een the national classification and the international
Payments in kind (group IV) include Cost of w welfare services (group VIII)	orkers' housing borne by employers (group V) and Cost of
☐ Direct wages and salaries (group I) and Remu	neration for time not worked (group II) are merged
Other differences:	
D5. The survey uses other classifications, as follows:	
⊠ Geographical regions	
🗵 Legal status of the establishment (i.e., institutional sector, type	e of ownership, etc.).
Cooperatives are separetely identified Yes • No	
Others:	
D6. Further comments or explanations (if needed):	
explanations (if needed):	
E. Questionnair	e design
E1. Number of questionnaires: the survey uses	
One questionnaire	
Different types of questionnaires for different	
types of economic units:	
One questionnaire for the economic unit as a whole, one for we	
Other:	Sincis marriadally
E2. The unit(s) of observation: Information is obtained	
For the establishment as a whole (go to E3)	●Yes ○ No
For (groups of) occupations within the establishment (go to E3)	CYes ● No
For each individual worker in the establishment (go to E4) For a sample of workers in the establishment (go to E4)	CYes
ror a sample of workers in the establishificit (80 to £4)	UIC3 WINU

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 conce	pts
Sex				
Age group				
ducation level categories				
Occupation	<u> </u>	<u> </u>	<u> </u>	
Manual/non-manual	<u> </u>			
ull-time/part-time Skilled/semi-skilled/unskilled			<u> </u>	
Casual/permanent worker		<u> </u>	<u> </u>	
Apprentices	<u> </u>		‡	
Adults/young workers	 	 	 	
Other disaggregation:	<u> </u>		 	
 ☐ Sex ☐ Age (adults/young) ☐ Education level ☐ Occupation ☐ Full time/part time schedule 				
Casual/permanent status Apprentices Other information:				
☐ Casual/permanent status ☐ Apprentices	/ obtains information	separately for Wage rates	C Earnings	Compensation o employees or labour cost
☐ Casual/permanent status ☐ Apprentices ☐ Other information:	y obtains information			employees or
Casual/permanent status Apprentices Other information: E5. Wage components: the survey	y obtains information			employees or
Casual/permanent status Apprentices Other information: Season of living allowances	y obtains information			employees or
Casual/permanent status Apprentices Other information: See Section 2. Control of the survey of the	y obtains information			employees or
Casual/permanent status Apprentices Other information: Casual/permanent status Apprentices Cappendices Cappendice			Earnings	employees or
Casual/permanent status Apprentices Other information: State and the survey of the su	utions		Earnings	employees or
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	utions		Earnings	employees or
Casual/permanent status Apprentices Other information: State and the survey of the su	utions		Earnings	employees or

F. Sample design **F1.** The **sampling unit(s)** is/are ... (all relevant options are indicated) ☐ Enterprise ☐ Establishment ☐ Employee X Other: LKAU **F2.** The **sample frame** is ... (all relevant options are indicated) ■ Business register Employee or population register ☐ Area frame F3. The sources of information used to construct the register are ... (all relevant options are indicated) Economic, Industrial, Establishment census Agricultural census Registers kept by the government Industrial/bussines directories Licence records Sales tax records ☐ Income tax records Unemployment insurance records Pension coverage records 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 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 Census survey • 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)				
The same state of the same sta				
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) 100 % of economic units				
workers 100 % of all workers				
Census survey for Legal Persons				
F10. Further comments or explanations (if needed):				
companies (in necessary).				
C Data callegation				
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:				
L.				
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				
16 % of all units				
G5. Timeliness: Number of days or months between the reference period and the release of the results				
days or months				
Imputation for unit non-response				
G6. Further comments or				
explanations (if needed):				

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 used is:			
H3. Types of indicators produc	ced (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)	x 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 produced:		
Simple unweighted index of growth For (i) number of workers who receive earnings			s who receive earnings
☐ 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			
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			
— ☐ 4A - Hours of work by economic activity			
4B - Hours of work 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 ○ No			
If no , the main differences are as follows:			
I. Historical information			
11. Main changes in this survey since 1990 that have led to breaks in the series			
Since 1992, armed forces included Since 1993, police included Since 2005, private companies with less than 3 employees are included			
I2. Additional comments on the survey			
Additional comments regarding the questionnaire			

THANK YOU FOR COMPLETING THIS QUESTIONNAIRE