



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

Sri Lanka

A2. Title of the survey

Annual Survey of Industries

A3. Organisation(s) responsible

Department of Census & Statistics

A4. Website where additional information can be found:

www.statistics.gov.lk

A8. Date in which this questionnaire is filled

December 2011

B. Periodicity and coverage

B1. Periodicity: The survey is carried out ...

- ☒ 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 carried out in the following months ...

- | | |
|---|---|
| <input type="checkbox"/> January | <input type="checkbox"/> February |
| <input type="checkbox"/> March | <input type="checkbox"/> April |
| <input checked="" type="checkbox"/> May | <input checked="" type="checkbox"/> June |
| <input checked="" type="checkbox"/> July | <input checked="" type="checkbox"/> August |
| <input checked="" type="checkbox"/> September | <input checked="" type="checkbox"/> October |
| <input type="checkbox"/> November | <input type="checkbox"/> December |

B3. Year the survey started:

1984

B4. Industry coverage: The survey includes establishments in the following ISIC rev. 4 groups

- | | | | |
|--|---|--|---|
| A. Agriculture, forestry and fishing | <input type="radio"/> Yes <input checked="" type="radio"/> No | L. Real estate activities | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| B. Mining and quarrying | <input checked="" type="radio"/> Yes <input type="radio"/> No | M. Professional, scientific and technical activities | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| C. Manufacturing | <input checked="" type="radio"/> Yes <input type="radio"/> No | N. Administrative and support support service activities | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| D. Electricity, gas, steam and air conditioning supply | <input checked="" type="radio"/> Yes <input type="radio"/> No | O. Public administration; compulsory social security | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| E. Water supply, sewerage, waste management and remediation act. | <input checked="" type="radio"/> Yes <input type="radio"/> No | O. Defense | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| F. Construction | <input type="radio"/> Yes <input checked="" type="radio"/> No | P. Education | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| G. Wholesale and retail trade; repair of motor vehicles | <input type="radio"/> Yes <input checked="" type="radio"/> No | Q. Human health and social work activities | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| H. Transportation and storage | <input type="radio"/> Yes <input checked="" type="radio"/> No | R. Arts, entertainment and recreation | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| I. Accommodation and food service activities | <input type="radio"/> Yes <input checked="" type="radio"/> No | S. Other service activities | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| J. Information and communication | <input type="radio"/> Yes <input checked="" type="radio"/> No | T. Activities of household as employers | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| K. Financial and insurance activities | <input type="radio"/> Yes <input checked="" type="radio"/> No | U. Activities of extraterritorial organizations and bodies | <input type="radio"/> Yes <input checked="" type="radio"/> No |

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:
- ☐ Capital city (can include surrounding areas)
- ☐ The following main cities:
- ☐ Only urban areas
- ☐ Other geographical coverage:

B7. Worker coverage: The survey covers the following **status in employment** categories ...

- (a) All persons in the payroll ☐ Yes ☒ No
- (b) Only Paid employees ☐ Yes ☒ No
- (c) Only Manual / blue collar workers/wage earners/ production workers/ operatives, etc. ☐ Yes ☒ No
- (d) Only Non-manual /white collar/administrative workers ☐ Yes ☒ No
- (e) Paid employees and working proprietors (i.e., own account workers or employers) ☐ Yes ☒ No
- (f) All persons engaged (Paid employees, working proprietors and unpaid family workers) ☒ Yes ☐ No

The following groups are included:

- | | | | |
|--|---|--|---|
| Pieceworkers | <input checked="" type="radio"/> Yes <input type="radio"/> No | Apprentices | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Part time employees | <input checked="" type="radio"/> Yes <input type="radio"/> No | Trainees | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Seconded employees | <input checked="" type="radio"/> Yes <input type="radio"/> No | Employees absent from work the entire reference period without pay | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Workers from temporary work agencies | <input type="radio"/> Yes <input checked="" type="radio"/> No | Employees on probation | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Casual and temporary employees | <input checked="" type="radio"/> Yes <input type="radio"/> No | Foreign employees | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Supervisors | <input checked="" type="radio"/> Yes <input type="radio"/> No | Workers paid on commission | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Managers | <input checked="" type="radio"/> Yes <input type="radio"/> No | Homeworkers | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Non-adults/workers below a certain age | <input checked="" type="radio"/> Yes <input type="radio"/> No | Subcontracted workers | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Volunteer workers | <input checked="" type="radio"/> Yes <input type="radio"/> No | | |

Other workers not mentioned above:

Working Proprietors and Unpaid family Workers

Further
comments or
explanations (if
needed):

B8. Institutional sector coverage: The survey covers ...

- | | |
|---|---|
| Establishments in the the private sector | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Establishments in the the public sector | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Unincorporated establishments | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Non-profit institutions | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Foreign establishments located within the country | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Establishments which did not operate part of the reference period | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| National establishments located abroad | <input type="radio"/> Yes <input checked="" type="radio"/> No |

B9. Other coverage: The survey includes or excludes other types of establishments not already mentioned above

C. Concepts and operational definitions

C1. EMPLOYMENT

C1a. The survey measures **EMPLOYMENT** ☒ Yes, continue to C1b ☐ No, go to C2

C1b. Operational definition: EMPLOYMENT relates to ...

- | | |
|--|---|
| <input type="radio"/> The total number of workers, on: | <input type="radio"/> A specific day: <div></div> |
| | <input type="radio"/> The month of the survey |
| | <input type="radio"/> The quarter of the survey |
| | <input type="radio"/> The whole year |
| | <input type="radio"/> Other: <div></div> |
| <input checked="" type="radio"/> The average number of workers during: | <input type="radio"/> A specific pay period |
| | <input type="radio"/> The month of the survey |
| | <input type="radio"/> The quarter of the survey |
| | <input checked="" type="radio"/> The whole year |
| | <input type="radio"/> Other: <div></div> |
| <input type="radio"/> Other: | <div></div> |

C1c. The **worker coverage** is ...

- | | |
|---|-------------|
| <input checked="" type="radio"/> The same as the survey coverage (c.f. B7.) | |
| <input type="radio"/> A different coverage: | <div></div> |

C1d. Further comments
or explanations (if
needed):

C2. Earnings

C2a. The survey measures **EARNINGS** ☒ Yes, continue to C2b ☐ No, go to C3a

C2b. **EARNINGS** relates to:

☒ **GROSS earnings** (before any deductions are made by the employer in respect of taxes, contributions of employees to social security and pension schemes, union dues, life insurance premiums, etc.)

☐ **NET earnings** -> Deductions are made for:

Workers' contributions to compulsory social security 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 ...

☒ The same as the survey coverage

☐ A different coverage:

C2d. and the **reference period** is ...

☒ The same reference period as employment

☐ A specific week

☐ A specific month

☐ Another reference period:

C2e. **Earnings includes:**

(a) *Payments in kind*

☒ Yes ☐ No

(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

(l) *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) *Other components not mentioned above*

Further comments or explanations (if needed):

C3. Wage rates

C3a. The survey measures **WAGE RATES** ☐ Yes, continue to C3b ☒ No, go to C4

C3b. Time unit: **WAGE RATES** are requested ...

- ☐ per hour
☐ per day
☐ per week
☐ per month
☐ other time unit:

C3c. Concept:

- ☐ Minimum or standard wage rates, fixed by or in pursuance of ...
... laws ☐ Yes ☐ No
... regulations ☐ Yes ☐ No
... collective agreements ☐ Yes ☐ No
... arbitral awards ☐ Yes ☐ No
☐ Wage rates actually paid

C3d. The **worker coverage** is ...

- ☐ The same as the survey coverage
☐ A different coverage:

C3e. and the **reference period** is ...

- ☐ The same reference period as employment
☐ A specific week
☐ A specific month
☐ Another reference period:

C3f. Wage rates includes:

- (a) *Payments in kind* ☐ Yes ☐ No
(b) *Cost of living allowances* ☐ Yes ☐ No
(c) *Family allowances* ☐ Yes ☐ No
(d) *Other allowances in cash* ☐ Yes ☐ No
(e) *Payments for time not worked* ☐ Yes ☐ No
(f) *Overtime payments* ☐ Yes ☐ No

(g) *Other components not mentioned above*

Further comments or explanations (if needed):

C4. Compensation of employees or Labour Cost

C4a. The survey measures **COMPENSATION OF EMPLOYEES or LABOUR COST**

☐ Yes, continue to C4b ☒ No, go to C5

C4b. The **worker coverage** is ...

- ☐ The same as the survey coverage
☐ A different coverage:

C4c. and the **reference period** is ...

- ☐ The same reference period as employment
☐ A specific week
☐ A specific month
☐ A different reference period:

C4d. Compensation of employees or Labour cost includes:

- (a) Payments in kind ☐ Yes ☐ No
- (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 year ☐ Yes ☐ No
- (j) Bonuses paid irregularly ☐ Yes ☐ No
- (k) Payments for periods outside the reference period ☐ Yes ☐ No
- (l) 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

Further comments or explanations (if needed):

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
- Other

C5c. Information is requested about normal hours

- ☐ per day
- ☐ per week
- ☐ per pay period
- ☐ per month
- ☐ other:

C5d. Information is requested in

- ☐ Days
- ☐ Half days
- ☐ Hours
- ☐ Minutes
- ☐ Other time unit:

C5e. The reference period is ...

- ☐ The same reference period as for wages
- ☐ Another reference period:

C5f. And the worker coverage is ...

- ☐ The same as for wages
- ☐ Another coverage:

C6. Hours paid for

C6a. The survey measures **HOURS PAID FOR** ☐ Yes, continue to C6b ☒ No, go to C7

C6b. Information is requested in

- ☐ Days
☐ Half days
☐ Hours
☐ Minutes
☐ Other time unit:

C6c. The reference period is ...

- ☐ The same reference period as for wages
☐ Another reference period:

C6d. And the worker coverage is ...

- ☐ The same workers as for wages
☐ Another coverage:

C6e. Hours paid for includes time paid due to

(a) Overtime

- Paid at special rates
- Paid at normal rates
- Compensated with time off

☐ Yes ☐ No

☐ Yes ☐ No

☐ Yes ☐ No

☐ Yes ☐ No

(b) Work at home

☐ Yes ☐ No

(c) Travelling time required by the job

☐ Yes ☐ No

(d) Meal breaks

☐ Yes ☐ No

(e) Commuting time

☐ Yes ☐ No

(f) Time for preparation

☐ Yes ☐ No

(g) Training time

☐ Yes ☐ No

(h) Down time (including stand by time)

☐ Yes ☐ No

(i) Time not worked (absence from work)

☐ Yes ☐ No

- Vacation time

☐ Yes ☐ No

- Sick leave

☐ Yes ☐ No

- Occupational injuries

☐ Yes ☐ No

- Labour disputes

☐ Yes ☐ No

- Other time not worked

☐ Yes ☐ No

(j) Other:

Further
comments or
explanations (if
needed):

C6f. The survey measures **ABSENCE FROM WORK** separately ☐ Yes ☐ No

C6g. The survey measures **OVERTIME** separately ☐ Yes ☐ No

C7. Hours actually worked

C7a. The survey measures **HOURS ACTUALLY WORKED** ☐ Yes, continue to C7b ☒ No, go to C8

C7b. Information is requested in

- ☐ Days
☐ Half days
☐ Hours
☐ Minutes
☐ Other time unit:

C7c. The reference period is ...

- ☐ The same reference period as for wages
☐ Another reference period:

C7d. And the worker coverage is ...

- ☐ The same workers as for wages
☐ Another coverage:

C7e. Hours actually worked includes time paid due to

- | | | | |
|--|--|---|--|
| (a) Overtime | <input type="radio"/> Yes <input type="radio"/> No | (h) Down time (including stand by time) | <input type="radio"/> Yes <input type="radio"/> No |
| - Paid at special rates | <input type="radio"/> Yes <input type="radio"/> No | (i) Time not worked (absence from work) | <input type="radio"/> Yes <input type="radio"/> No |
| - Paid at normal rates | <input type="radio"/> Yes <input type="radio"/> No | - Vacation time | <input type="radio"/> Yes <input type="radio"/> No |
| - Compensated with time off | <input type="radio"/> Yes <input type="radio"/> No | - Sick leave | <input type="radio"/> Yes <input type="radio"/> No |
| - Unpaid and not compensated with time off | <input type="radio"/> Yes <input type="radio"/> No | - Occupational injuries | <input type="radio"/> Yes <input type="radio"/> No |
| (b) Work at home | <input type="radio"/> Yes <input type="radio"/> No | - Labour disputes | <input type="radio"/> Yes <input type="radio"/> No |
| (c) Travelling time required by the job | <input type="radio"/> Yes <input type="radio"/> No | - Other time not worked | <input type="radio"/> Yes <input type="radio"/> No |
| (d) Meal breaks | <input type="radio"/> Yes <input type="radio"/> No | (j) Other: | |
| (e) Commuting time | <input type="radio"/> Yes <input type="radio"/> No | | |
| (f) Time for preparation | <input type="radio"/> Yes <input type="radio"/> No | | |
| (g) Training time | <input type="radio"/> Yes <input type="radio"/> No | | |

Further comments
or explanations (if
needed):

C7f. The survey measures **ABSENCE FROM WORK** separately ☐ Yes ☐ No

C7g. The survey measures **OVERTIME** separately ☐ Yes ☐ No

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 | <input type="radio"/> Yes <input type="radio"/> No |
| Workers who were fired | <input type="radio"/> Yes <input type="radio"/> No |
| Workers who resigned | <input type="radio"/> Yes <input type="radio"/> No |
| Workers who retired | <input type="radio"/> Yes <input type="radio"/> No |

Other

C8c. The **reference period** is ...

- ☐ The same reference period as hours paid/hours actually worked
- ☐ Another reference period:

C8d. and the **worker coverage** is ...

- ☐ The same workers as hours paid/hours actually worked
- ☐ Another coverage:

C9a. The survey measures **VACANCIES** ☐ Yes, continue to C11b ☒ 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 ...

5-24; 25+

D2a. Industry (branch of economic activity): The classification used to code industry is (based on) ...

☐ ISIC rev 2

☒ ISIC rev 3, 3.1

☐ ISIC rev 4

☐ NACE, NAICS

☐ National classification:

☐ Other:

D2b. Number of groups distinguished at the most detailed level when coding industry groups

D2c. Computer assisted/automatic coding is used ☐ Yes ☒ No

D2d. If not using ISIC, it is convertible to ISIC:

Yes, to

☐ ISIC, rev. 2

☐ ISIC, rev. 3

☐ ISIC, rev. 4

☐ No

D2e. The most important deviations between the classification used and the international classification (at the Section - one digit - level) are:

D3a. Occupation: If information by occupation is collected, the classification used to code occupation is (based on):

☐ ISCO-68

☐ ISCO-88

☐ ISCO-08

☐ National classification:

☒ Other:

D3b. Number of groups distinguished at the most detailed level when coding occupation groups

D3c. Computer assisted/automatic coding is used ☐ Yes ☒ No

D3d. If not using ISCO, it is convertible to ISCO

Yes, to

☐ ISCO-68

☐ ISCO-88

☐ ISCO-08

☒ No

D3e. The most important deviations between the classification used and the international classification (at the Major Group - one digit - level) are:

D4a. Labour cost components: If measuring labour cost, the classification of labour cost components is the **International Standard Classification of Labour Cost**

☐ Yes ☐ No **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 separately 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) | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| For (groups of) occupations within the establishment (go to E3) | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| For each individual worker in the establishment (go to E4) | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| For a sample of workers in the establishment (go to E4) | <input type="radio"/> Yes <input checked="" type="radio"/> No |

E3. The survey collects information separately by

Disaggregations	Employment	Wages concept (earnings, wage rates, etc	Working time concepts
Sex	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Age group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Education level categories	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Occupation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manual/non-manual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Full-time/part-time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Skilled/semi-skilled/unskilled	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Casual/permanent worker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Apprentices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adults/young workers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other disaggregation:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[go to E5](#)

E4. When information is obtained for individual workers, the survey collects information about their:

- ☐ Sex
☐ Age (adults/young)
☐ Education level
☐ Occupation
☐ Full time/part time schedule
☐ Casual/permanent status
☐ Apprentices
☐ Other information:

E5. Wage components: the survey obtains information separately for ...

	Wage rates	Earnings	Compensation of employees or labour cost
Payments in kind	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cost of living allowances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Family allowances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overtime payment		<input type="checkbox"/>	<input type="checkbox"/>
Employers' social security contributions			<input type="checkbox"/>
Workers' social security contributions		<input type="checkbox"/>	<input type="checkbox"/>
Other deductions of workers (e.g., for income tax)		<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

F. Sample design

F1. The sampling unit(s) is/are ... (all relevant options are indicated)

☐ Enterprise

☒ 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)

☒ Economic, Industrial, Establishment census

☐ Agricultural census

☐ Registers kept by the government

☐ Industrial/business 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

☒ Not updated with a specific frequency

☐ Never updated

F6. Type of sample

☐ Complete enumeration, go to F10

☒ Random sample, go to F7

☐ Purposive 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: ☐ NoEstablishments **above this size** are included with certainty in the sample

25

☐ 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 units and/or workers in the final sample (or an estimate of the relative size) ...**

6,000

economic units (establishments/enterprises)

28

% 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☐ Telephone interview☒ Mail☐ Online/web based questionnaire☐ Other, namely:**G2. If personal or telephone interview, computer assisted interview is used**☐ Yes☒ No**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 interviewed**

40 - 30

% of all units

G5. Timeliness: Number of days or months between the reference period and the release of the results

days or

18

months

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 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)	(b) Median earnings (per worker)	(c) Real earnings (per worker)	(d) Labour cost (per worker)
<input type="checkbox"/> per year	<input type="checkbox"/> per year	<input type="checkbox"/> per year	<input type="checkbox"/> per year
<input type="checkbox"/> per month	<input type="checkbox"/> per month	<input type="checkbox"/> per month	<input type="checkbox"/> per month
<input type="checkbox"/> per week	<input type="checkbox"/> per week	<input type="checkbox"/> per week	<input type="checkbox"/> per week
<input type="checkbox"/> per day	<input type="checkbox"/> per day	<input type="checkbox"/> per day	<input type="checkbox"/> per day
<input type="checkbox"/> per hour (actual or paid)	<input type="checkbox"/> per hour (actual or paid)	<input type="checkbox"/> per hour (actual or paid)	<input type="checkbox"/> 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)
<input type="checkbox"/> per year	<input type="checkbox"/> per year	<input type="checkbox"/> per year	<input type="checkbox"/> per year
<input type="checkbox"/> per month	<input type="checkbox"/> per month	<input type="checkbox"/> per month	<input type="checkbox"/> per month
<input type="checkbox"/> per week	<input type="checkbox"/> per week	<input type="checkbox"/> per week	<input type="checkbox"/> per week
<input type="checkbox"/> per day	<input type="checkbox"/> per day	<input type="checkbox"/> per day	<input type="checkbox"/> per day
(i) Workers by levels of earnings	(j) Earnings ...	(k) Earnings in each decile/quartile	(l) Workers by levels of hours (paid or actual)
<input type="checkbox"/> Number of workers	<input type="checkbox"/> Deciles	<input type="checkbox"/> Average earnings	<input type="checkbox"/> Number of workers
<input type="checkbox"/> Percentage of workers	<input type="checkbox"/> Quartiles	<input type="checkbox"/> Median earnings	<input type="checkbox"/> 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:

(n) Other indicators produced:

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
- ☐ 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

After 2004, Survey was done using the register of industrial establishments, constructed from the Census of Industry - 2003.

I2. Additional comments on the survey

Additional comments regarding the questionnaire

THANK YOU FOR COMPLETING THIS QUESTIONNAIRE

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