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	United States				
A2. Title of the survey	Occupational Employment Statistics (OES)				
A3. Organisation(s) responsible	Bureau of Labor Statistics				
A4. Website where additional information can be found:	http://www.bls.gov/oes				

B. Periodicity and coverage

B1. Periodicity: Th	e survey is carried out	t				
Once a year, cont	tinue to B2					
• Two times a year,	/half yearly, continue	to B2				
○ Every quarter, co	ontinue to B2					
○ Every month, go	to B3					
○ Every mo	nths, continue to B2					
○ Everyyea	ers, go to B3					
Ad hoc survey, co	ontinue to B2					
Further comments or explanations (if needed):	Data are published once a	year.				
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: 1971					
B4. Industry cover	age: The survey inclu	ıdes esta	ıblishment	ts in the following ISIC rev. 4 groups		
A. Agriculture, fores	try and fishing	Yes	○ No	L. Real estate activities	Yes	○ No
B. Mining and quarr	ying	Yes	○ No	M. Professional, scientific and technical	○ Vos	○ NIo
C. Manufacturing		Yes	○ No	activities	Yes	() NO
D. Electricity, gas, st conditioning supply	eam and air	Yes	○ No	N. Administrative and support support service activities	Yes	○No
E. Water supply, sev management and re	-	Yes	○ No	O. Public administration; compulsory social security	Yes	○ No
F. Construction		Yes	○No	O. Defense	Yes	○No
G. Wholesale and re	tail trade; repair of	© Vos	○ No	P. Education	Yes	○No
motor vehicles		Yes	○ No	Q. Human health and social work activities	Yes	○No
H. Transportation ar	nd storage	Yes	○ No	R. Arts, entertainment and recreation	Yes	○No
I. Accomodation and	d food service	Yes	○ No	S. Other service activities	Yes	○No
activities		(© 163	ONO	T. Activities of household as employers	○ Yes	No
J. Information and co	ommunication	Yes	○ No	U. Activities of extraterritorial organizations and bodies	○Yes	No
K. Financial and insu	rance activities	Yes	○ No			
7	We include part of Agricu	lture, fore	stry and fis	hing. We include defense but not the non-civilian militar	y.	
Further comments or explanations (if needed):						

B5. Size covera	ge: The sur	vey covers							
All establishm	ents of any	size							
All establishments with at least									
Other size cov	erage:								
B6. Geographic	al coverag	e: The survey cov	ers the						
Whole country	У								
O Whole country remote/margi		the following							
Capital city (ca	an include s	urrounding areas))						
○ The following	main cities:								
Only urban are	eas								
Only arban ar.	243	Other geogra	aphical co	verage incl	udes separate estimates for so	me territo	ries		
Other geograp	phical cover		r	· · · · ·	А.				
B7. Worker cov	erage: The	survey covers the	e follow	ing status	s in employment categor	ies			
(a) All persons in	the payroll					○ Yes	No		
(b) Only Paid emp	oloyees					Yes	○ No		
(c) Only Manud workers/ operd		ar workers/wage	earners,	/ production	on	○ Yes	No		
(d) Only Non-m	nanual /whi	te collar/administ	rative w	vorkers		○ Yes	No		
					vorkers or employers)	○Yes	No		
					nd unpaid family workers)	○ Yes	No		
The following gro	ouns are inc	ludad:							
Pieceworkers	•	iuucu.	Yes	○ No	Apprentices			Yes	∩No
Part time em				○ No	Trainees			\sim	○ No
Seconded em				○ No		الدياد -	L .	(163	ONO
		y work agencies	Yes		Employees absent from entire reference period			○ Yes	No
Casual and te	•		~	○ No	Employees on probatio		· p · · /	∩Yes	No
Supervisors	imporury c.	Прюуссэ	~	○ No	Foreign employees	'11		Yes	○ No
Managers				○ No	Workers paid on comm	nission		_	○ No
_	vorkers beld	ow a certain age			Homeworkers			○Yes	No
Volunteer wo		/!! 		No	Subcontracted workers	5		Yes	~
	[
Other worke									
mentioned a	bove:								
	Data on wor	kers from temporary	y agencie:	s are collect	red from those agencies.				
Further .		oloyees working on s	_		-				
comments or explanations (if									
needed):	Data on sub	contracted workers a	are collect	ted from the	e subcontracting firm.				

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	● Yes ○ No
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	IT (Yes, continue to C1	b No, go to C2
C1b. Operational definition: EMPLOYME	ENT relates to	
• The total number of workers, on:	○ A specific day:	
	○ The month of the surv	<i>y</i> ey
	○ The quarter of the sur	vey
	○ The whole year	
	Other: During a pay per	iod that includes a specific day
○ The average number of workers during:	○ A specific pay period	
	○ The month of the surv	<i>y</i> ey
	○ The quarter of the sui	rvey
	○ The whole year	
	Other:	
Other:		
C1c. The worker coverage is		
• The same as the survey coverage (c.f. B7	·)	
A different coverage:	•1	
A different coverage.		
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 \(\cap \) Yes \(\cap \) No ○Yes ○No - Health related - Pension ○ Yes ○ No - Unemployment ○ Yes ○ No Union dues ○Yes ○ No Advanced contributions to income tax Other: **C2c.** The worker coverage is ... **C2d.** and the **reference period** is ... The same reference period as employment The same as the survey coverage ○ A specific week A different coverage: A specific month Another reference period: **C2e.** Earnings includes: ○ Yes ○ No (a) Payments in kind Further comments or explanations (if needed): (b) Cost of living allowances ○ Yes ○ No ○ Yes ○ No (c) Family allowance allowances ○ Yes ○ No (d) Other allowances in cash (e) Payments for time not worked ○ Yes ○ No (f) Overtime payments ○ Yes ○ No (g) End of year bonuses (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 ○Yes ○No security schemes (p) Other 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: WA	GE RATES are requested	d	C30	c. Concept:	
per hourper day				Minimum or standard wage rate pursuance of laws	s, fixed by or in Yes No
oper week				regulations	○ Yes ○ No
oper month				collective agreements	○ Yes ○ No
Oother time unit:	Annual, also			arbitral awards	○ Yes ○ No
			.	Wage rates actually paid	
C3d. The worker cov	verage is		C3e. and	the reference period is	
The same as the s	urvey coverage		The sa	me reference period as employn	nent
A different covera	age:		○ A spec	cific week	
			○ A spec	cific month	
			○ Anoth	er reference period:	
C3f. Wage rates inc	cludes:				
(a) Payments in kind		○ Yes No			
(b) Cost of living allo	wances	Yes ○ No			
(c) Family allowance	S	○ Yes			
(d) Other allowances	s in cash	○ Yes			
(e) Payments for time	e not worked				
(f) Overtime paymen	ts	○ Yes			
(g) Other components not mentioned above	Payments for time not worke	d include sick leave a	nd annual le	ave (also known as personal leave)	
Further comments of explanations (if need					
		C4. Compens	ation of e	mployees 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		C4c.	and the reference period is	
○ The same as the s	urvey coverage		\bigcirc Th	e same reference period as emp	loyment
A different covera	age:		\bigcirc A s	specific week	
			\bigcirc A s	specific month	
			\bigcirc A \bigcirc	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) Employers' contributions to workers' social security schemes (yes No (g) Workers' social benefits provided by the employer (Yes No (g) Workers' social benefits provided by the employer (q) Employers cant of training (Yes No (g) Taxes paid 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 (F) No, go to C6 C5b. CONTRACTUAL/NORMAL HOURS OF WORK (Yes, continue to C5b (F) No, go to C6 C5c. Information is requested about normal hours (per day (per week C5c. Information is requested about normal hours (per day (per month (per month (per month (per month (per month (per month (The same as for wages (The same as for wages (The same as for wages (Half days (Another reference period is (The same as for wages (Another coverage:	(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: C5d. 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 Oper day Oper 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: C5d. Information is requested in C5f. Another coverage: 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	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 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
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
O NACE, NAICS
O 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
O ISIC, rev. 2 D2e. The most important deviations between the classification used and the international
classification (at the Section - one digit - level) are:
○ ISIC, rev. 4
○ No
D3a. Occupation: If information by occupation is collected, the classification used to code occupation is (based on):
○ ISCO-68
O ISCO-88
O ISCO-08
Standard Occupational Classification (SOC) 2010 National classification:
Other:
D3b. Number of groups distinguished at the most detailed level when coding occupation groups groups
D3c. Computer assisted/automatic coding is used
D3d. If not using ISCO, it is convertible to ISCO
Yes, to
O ISCO-68 D3e. The most important deviations between the classification used and the international
An ISCO-88 to SOC 2010 Crosswalk is in review. Major differences are in the treatment of managers and supervisors and that ISCO categorizes based on skill while SOC does not.
No

Standard Classification of Labour Cost	
Yes No D4b. If no, the most important differences classification are:	between the national classification and the international
Payments in kind (group IV) include Cos welfare services (group VIII)	st of workers' housing borne by employers (group V) and Cost of
☐ Direct wages and salaries (group I) and	Remuneration for time not worked (group II) are merged
Other differences: Exclude overtime, shift	ft, night and holiday pay premiums
D5. The survey uses other classifications, as follows:	
⊠ Geographical regions	
Legal status of the establishment (i.e., institutional sector)	or, type of ownership, etc.).
Cooperatives are separetely identified Yes • No)
Others:	
D6. Further comments or	
explanations (if needed):	
E. Questic	onnaire design
E1. Number of questionnaires: the survey uses	
○ One questionnaire	
Different types of questionnaires for different types of economic units:	t 100 questionnaires based on industrial activity
One questionnaire for the economic unit as a whole, one	for workers individually
Other:	
E2. The unit(s) of observation: Information is obtained	
For the establishment as a whole (go to E3)	●Yes ○ No
For (groups of) occupations within the establishment (go to	E3) Yes • No
For each individual worker in the establishment (go to E4)	CYes ● No
For a sample of workers in the establishment (go to E4)	○Yes No

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	ots
Sex	П	П		
Age group				
Education level categories				
Occupation	X	X		
Manual/non-manual				
ull-time/part-time				
killed/semi-skilled/unskilled				
Casual/permanent worker				
Apprentices				
Adults/young workers				
Other disaggregation:				
I Age (addits/vourig)				
☐ Full time/part time schedule ☐ Casual/permanent status ☐ Apprentices ☐ Other information:				
 □ Education level ☑ Occupation □ Full time/part time schedule □ Casual/permanent status □ Apprentices 	/ obtains information	separately for Wage rates		ompensation o employees or labour cost
 □ Education level ⋈ Occupation □ Full time/part time schedule □ Casual/permanent status □ Apprentices □ Other information: 	/ obtains information			employees or
 ☐ 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 Coccupation Full time/part time schedule Casual/permanent status Apprentices Other information: Casual Coccupation Status Casual Coccupation Status Coccupation Status Coccupation Stat	/ obtains information			employees or
Education level Coccupation Full time/part time schedule Casual/permanent status Apprentices Other information: Casual/permanent status Apprentices Cother information:	obtains information			employees or
Education level Coccupation Full time/part time schedule Casual/permanent status Apprentices Other information: Casual/permanent status Apprentices Cother information: Cost of living allowances Covertime payment				employees or
Education level Coccupation Full time/part time schedule Casual/permanent status Apprentices Other information: Casual/permanent status Apprentices In Other information: Casual/permanent status Apprentices In Other information: Casual/permanent status Apprentices In Other information: Casual/permanent status Apprentices Casual/permanent status Casual/permanen	itions			employees or
Education level Coccupation Full time/part time schedule Casual/permanent status Apprentices Other information: Casual/permanent status Apprentices Use of the information: Casual/permanent status Apprentices Use of the information: Casual/permanent status Apprentices Casual/permanent status Casual/permanent statu	ıtions			employees or
Education level Coccupation Full time/part time schedule Casual/permanent status Apprentices Other information: Cost of living allowances Eamily allowances	ıtions			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 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 Frame is supplemented for Railroad coverage X Other, namely: Records of workers or employers' associations Field operations Other, namely: F4. Frame coverage: The percentage of all paid employees and/or economic units covered by the sample frame ... % of all employees, and/or % of all economic units **F5.** Updating frequency: The sample frame is updated ... Every months ○ Every years Continually O Not updated with a specific frequency Never updated **F6.** Type of sample Complete enumeration, go to F10 Random sample, go to F7 OPurposive sample, go to F10 Other, go to F10:

F7. The sample is stratified		
• Yes:		
By region/location		
⊠ By industry		
■ By public and private sectors		
oxtimes By size (or number of workers) the strata are the s	same as tł	nose 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 We publish estimates with 50% RSE or less for employment and 30% or		
F9. Sample size: The number of economic untis and/or wo	rkers in th	e final sample (or an estimate of the relative size)
economic units (establishments/enterprises)	18	% of economic units
workers	62.6	% of all workers
F10. Further comments or explanations (if needed):	ars	
G. Dat	ta collect	ion
G1. Method(s) of data collection: Data are collected throu	ıgh (mo	re than one option may be selected)
Personal interview G2. If personal or teleph	one inter	view -
▼Telephone interview computer assisted interview	view is us	ed Yes ONo
⊠Mail		
⊠Online/web based questionnaire		
▼ Other, namely: Email and fax collection. Some may use the	ne data entr	y system to assist in telephone collection.
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 th	at are not inteviewed
22 % of all units		
G5. Timeliness: Number of days or months between the re	eference p	eriod and the release of the results
days or 11 months		
G6. Further		
comments or explanations (if		
needed):		

H. Estimates						
H1. Estimation procedures ((more than one option may be	selected)				
☐ Take into account estimates	☐ 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					
	L Employment from administrati	ive sources by area, industry and siz	ze at detailed industry levels			
H2 . If benchmark data are used	1					
the type of benchmark data us	ed					
is:						
	L					
H3. Types of indicators produc	:ed (more than one option o	can be selected)				
(a) Average earnings (per	(b) Median earnings (per	(c) Real earnings (per	(d) Labour cost (per			
worker)	worker)	worker)	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			
x per hour (actual or paid)	□ per hour (actual or paid)	per hour (actual or paid)	per hour (actual or paid)			
(e) Hours actually worked (per worker)	(f) Hours paid for (per worker)	(g) Overtime hours (per worker)	(h) Absence from work hours (per worker)			
per year	per year	per year	per year			
per month	per month	per month	per month			
per week	per week	per week	per week			
per day	per day	per day	☐ per day			
(i) Workers by levels of earnings	(j) Earnings	(k) Earnings in each decile/ quartile	(I) Workers by levels of hours (paid or actual)			
☐ Number of workers	□ Deciles	Average earnings	☐ Number of workers			
Percentage of workers	Quartiles		Percentage workers			
(m) Wage indexes		(n) Other indicators pr	roduced:			
☐ Simple unweighted index of	f growth					
☐ Laspeyres index with fixed o	occupational employment weig	ghts				
☐ Laspeyres index with indust	rial employment weights	_				
Other wage index:						
H4. The above indicators are ca	alculated for all workers cover	ed				
Yes						
○ No, to a subset:						

H5. Links to Laborsta series: Statistics from this survey are presented in the following LABORSTA series		
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		
Introduction of wages in 1996 Introduction of Standard Occupation Classification (SOC) in 2000 Introduction of North American Industry Classification System (NAICS) in 2002 Introduction of revised area definitions Introduction of NAICS 2007 Introduction of SOC 2010		
12. Additional comments on the survey		
Additional comments regarding the questionnaire		

THANK YOU FOR COMPLETING THIS QUESTIONNAIRE