

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	South Africa			
A2. Title of the survey	Quarterly Employment Statistics (QES), Survey: Employment and Earnings			
A3. Organisation(s) responsible	Statistics South Africa			
A4. Website where additional information can be found:	http://www.statssa.gov.za/			

B. Periodicity and coverage

B1. Periodicity: The survey is carried	d out				
Once a year, continue to B2					
○ Two times a year/half yearly, conti	nue 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 sur	vey is carrie	ed out in t	the following months		
☐ January ☐ February	•				
March □April					
☐ May 🔀 June					
☐July ☐August					
September □ October					
November					
B3. Year the survey started: 2004					
B4. Industry coverage: The survey in	includes esta	blishmen	ts in the following ISIC rev. 4 groups		
A. Agriculture, forestry and fishing		No	L. Real estate activities	Yes	○No
B. Mining and quarrying	Yes	○ No	M. Professional, scientific and technical	∇or	○ No
C. Manufacturing	Yes	○ No	activities	Yes	() NO
D. Electricity, gas, steam and air conditioning supply	Yes	○ No	N. Administrative and support support service activities	Yes	○No
E. Water supply, sewerage, wast management and remediation act.	Yes	○ No	O. Public administration; compulsory social security	○ Yes	No
F. Construction	Yes	○ No	O. Defense	○ Yes	No
G. Wholesale and retail trade; repair	of O Yes	○ No	P. Education	○ Yes	No
motor vehicles	• Yes	(NO	Q. Human health and social work activities	Yes	○No
H. Transportation and storage	Yes	○ No	R. Arts, entertainment and recreation	Yes	○No
I. Accomodation and food service	© Vas	○ No	S. Other service activities	○ Yes	No
activities	Yes	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	() les	(NO
	(5) 163	<u></u>			
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 cov	ers the						
Whole country							
Whole country, excluding the following							
remote/marginal areas:							
Capital city (can include surrounding areas))						
The following main cities:							
Only urban areas							
Other geographical coverage:							
B7. Worker coverage: The survey covers the	e followi	ing status	in employment categor	ies			
(a) All a case as in the arrangell				O.V.	€ Na		
(a) All persons in the payroll (b) Only Paid employees				○ Yes			
				Yes	(INO		
(c) Only Manual / blue collar workers/wage workers/ operatives, etc.	earners,	/ productio	on	○ Yes	No		
·				○ Vos	No		
(d) Only Non-manual /white collar/administ			arkars or amplayars)	○ Yes	No		
(e) Paid employees and working proprietors (i.				○ Yes			
(f) All persons engaged (Paid employees, work	ing prop	orietors and	a unpaia jamily workers)	() res	(INO		
The following groups are included:							
Pieceworkers	Yes	○ No	Apprentices			Yes	○No
Part time employees	Yes	○ No	Trainees			Yes	\bigcirc No
Seconded employees	Yes	○ No	Employees absent from	n work tl	ne	○ Yes	€ No.
Workers from temporary work agencies	○ Yes	No	entire reference period	withou	t pay	() res	(NO
Casual and temporary employees	○ Yes	No	Employees on probatio	n		Yes	\bigcirc No
Supervisors	Yes	○ No	Foreign employees			Yes	○No
Managers	Yes	○No	Workers paid on comm	ission			No
Non-adults/workers below a certain age	○ Yes	No	Homeworkers				No
Volunteer workers	○ Yes	No	Subcontracted workers				No
Other workers not mentioned above:							
mentioned above.							
Further							
comments or explanations (if							
needed):							

B8. Institutional sector coverage: The su	urvey covers	
Establishments in the the private sector	•	
Establishments in the the public sector		
Unincorporated establishments		○ Yes
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 ⑥ No
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
	C1. EMPLOYME	NT
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	rey
	○ The quarter of the sur	vey
	○ The whole year	
	Other:	
○ The average number of workers during:	○ A specific pay period	
	○ The month of the surv	rey
	○ The quarter of the sur	vey
	○ 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	ne 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 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 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						
(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						
(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
Oper 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. a	and the reference period is	
○ The same as the survey coverage		○ The	e same reference period as emp	loyment
○ A different coverage:		○ A s	pecific week	
		○ A s	pecific month	
		\bigcirc A c	lifferent reference period:	
L				

(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 (per month	(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 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 PAIL	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:							
C60. Have maid for includes time maid	disa ka						
C6e. Hours paid for includes time paid							
(a) Overtime	Yes No (h) Down time (including stand b						
- Paid at special rates	Yes No (i) Time not worked (absence fro						
- 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 (j) Other:	○ Yes ○ No					
(e) Commuting time							
(f) Time for preparation	CYes CNs						
(g) Training time	CYes ○No						
Further comments or explanations (if needed):							
C6f. The survey measures ABSENCE FR	OM WORK separately Yes No						
C6g. The survey measures OVERTIME :	separately Yes ONo						
	C7. Hours actually 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 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:	Other time unit:						

C7e. Hours actually worked includes time paid due to (a) Overtime ○ Yes ● No (h) Down time (including stand by time) ○ Yes ● No - Paid at special rates ○ Yes ● No (i) Time not worked (absence from work) Yes ○ No - Paid at normal rates - Vacation time Yes ○ No - Compensated with time off ○ Yes ● No - Sick leave Yes ○ No - Unpaid and not compensated with time off - Occupational injuries (b) Work at home ○ Yes ● No - Labour disputes ○ Yes ● No (c) Travelling time required by the job - Other time not worked ○ Yes ● No (j) Other: (d) Meal breaks (e) Commuting time (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 **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 reference period as hours paid/hours actually The same workers 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 O 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 \bigcirc No D2d. If not using ISIC, it is convertible to ISIC: Yes, to D2e. The most important deviations between the classification used and the international ○ ISIC, rev. 2 classification (at the Section - one digit - level) are: ○ ISIC, rev. 3 O ISIC, rev. 4 \bigcirc No 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** \bigcirc No D3d. If not using ISCO, it is convertible to ISCO Yes, to D3e. The most important deviations between the classification used and the international classification (at the Major Group - one digit - level) are: ○ ISCO-88 ○ ISCO-08 \bigcirc 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 we 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 fleeded).	
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:	,
53. The 14.3. C.L. and 1.6.	
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
For each individual worker in the establishment (go to E4) For a sample of workers in the establishment (go to E4)	CYes

D4a. Labour cost components: If measuring labour cost, the classification of labour cost components is the International

Disaggregations	Employment	Wages concept (earnings, wage rates, etc	Working time concep	ts
Sex	П	П		_
Age group				
Education level categories				
Occupation				
Manual/non-manual]
ull-time/part-time]
Skilled/semi-skilled/unskilled]
Casual/permanent worker				
Apprentices				
Adults/young workers]
Other disaggregation:				1
☐ Sex☐ Age (adults/young)				
 ☐ Education level ☐ Occupation ☐ Full time/part time schedule ☐ Casual/permanent status ☐ Apprentices ☐ Other information: 				
Occupation Full time/part time schedule Casual/permanent status Apprentices	obtains information	separately for Wage rates		empensation o employees or labour cost
☐ Occupation ☐ Full time/part time schedule ☐ Casual/permanent status ☐ Apprentices ☐ Other information:	obtains information			employees or
Occupation Full time/part time schedule Casual/permanent status Apprentices Other information: E5. Wage components: the survey	obtains information			employees or
Occupation Full time/part time schedule Casual/permanent status Apprentices Other information: Fayments in kind Cost of living allowances	obtains information			employees or
Occupation Full time/part time schedule Casual/permanent status Apprentices Other information: Formula in kind Cost of living allowances Camily allowances	obtains information			employees or
Occupation Full time/part time schedule Casual/permanent status Apprentices Other information: Fayments in kind Cost of living allowances Covertime payment				employees or
Occupation Full time/part time schedule Casual/permanent status Apprentices Other information: E5. Wage components: the survey Payments in kind Cost of living allowances Family allowances Overtime payment Employers' social security contribu	tions			employees or
Occupation Full time/part time schedule Casual/permanent status Apprentices Other information: Fayments in kind Cost of living allowances Family allowances Overtime payment Employers' social security contribution	tions			employees or
Occupation Full time/part time schedule Casual/permanent status Apprentices Other information: E5. Wage components: the survey Payments in kind Cost of living allowances Family allowances Overtime payment Employers' social security contribu	tions			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 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 O Purposive sample, go to F10 Complete surveys are conducted in the public sector and large enterprises according to turnover in the private sector • Other, go to F10: while in the rest of the private sector, sample surveys are used

F7. The sample is stratified
○ Yes: ○ No
☐ By region/location
☐ By industry
☐ By public and private sectors
☐ By size (or number of workers) the strata are the same as those indicated in D1 above: ○ Yes: ○ No
Establishments above this size are included with certainty in the sample
Other strata:
F8. Sample error - relative standard error for each concept (may be percentages or ranges of percentages)
F9. Sample size: The number of economic untis and/or workers in the final sample (or an estimate of the relative size)
economic units (establishments/enterprises) % of economic units
workers % of all workers
F10. Further comments or explanations (if needed):
G. Data collection
G1. Method(s) of data collection: Data are collected through (more than one option may be selected)
Personal interview G2. If personal or telephone interview, Yes No
Telephone interview computer assisted interview is used
⊠Mail
Online/web based questionnaire
☑Other, namely: Fax
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
18 % of all units
G5. Timeliness: Number of days or months between the reference period and the release of the results
days or 3 months
G6. Further
G6. Further comments or explanations (if

	H. Est	timates				
H1. Estimation procedures ((more than one option may be	selected)				
☐ Take into account estimates	from a previous reference per	riod				
Use benchmark data						
☐ For employment						
☐ For wages						
☐ For working time						
Adjust for seasonality	Number-raised estimation	is used.				
Other adjustments, please s						
H2. If benchmark data are used the type of benchmark data us 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)	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 Simple unweighted index of	(m) Wage indexes Simple unweighted index of growth					
Laspeyres index with fixed occupational employment weights						
Laspeyres index with industrial employment weights						
Other wage index:						
H4. The above indicators are ca	alculated for all workers cover	ed				
○Yes	31001.00 E					
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		
I2. Additional comments on the survey		
Additional comments regarding the questionnaire		

THANK YOU FOR COMPLETING THIS QUESTIONNAIRE