

# Data Collection

*Labour Cost Statistics*

*6-7 March 2017*

*Jakarta- Indonesia*

# Presentation plan

- Reference period of data collection
- Which method for data collection
- Difficulties of collecting data

## Reference period of data collection

- Eleventh ICLS (1966) recommends that the **observation period in comprehensive labour cost surveys should cover the 12 months of the calendar year**, whenever possible, or else the usual accounting year, in order to take account of expenditures which occur only annually or irregularly.
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## Difficulties

- Main feature which distinguishes labour cost surveys from other wage surveys is that they are surveys in which establishments are required to furnish data on annual totals of labour cost and its components and of hours of work.
- Sometimes several records have to be summarised and various allocations made to arrive at annual totals.

# Which method for data collection

- Mail Questionnaire?
- Field investigation?
- Other ways?

## Difficulties

- The survey objectives require that data be collected separately for wage earners and salaried employees.
- Establishment records would generally provide separate data for wage earners and salaried employees in respect of major groups of labour cost components I to III.
- But separating other labour cost components is not so easy

## Difficulties

- Sometimes, certain types of expenditure may be incurred on an enterprise basis, involving a broader grouping of employees than that covered in the sample unit under investigation.
- In such cases, an approximation of the cost can be made on a pro-rata share of the employees in the sample establishment on the basis of employment, hours of work or payroll, whichever is more appropriate.

# Hours actually worked

- Hours actually worked represent the most relevant measure of labour input in relation to labour cost.
- Data on hours actually worked should be obtained in accordance with the standards laid down in the resolution on statistics of hours of work adopted by the Tenth ICLS (1962).
- Hours actually worked include **normal-time hours worked** and **over time hours worked**, including hours worked during public and other holidays.



## Hours actually worked

- Information should be obtained on total man-hours worked in the reference year, separately for wage earners and salaried employees.
- Establishments usually experience more difficulty in reporting hours actually worked in the case of salaried employees than in the case of wage earners, primarily because of incomplete records of overtime and short-time work of salaried employees.
- Estimating the hours worked on the basis of the normal hours of work of salaried employees in the establishment is another approach

## Total hours paid

- This is the sum of hours actually worked and hours relating to paid absences.
- Hours paid for but not worked include vacations, holidays, sick leave, leave for civic duties or personal reasons, etc.
- Usually the data obtained in the labour cost surveys on hours paid for but not worked will be in the nature of approximations, since they refer to man-days not worked, which have to be converted into man-hours according to normal (or usual) duration of the working day.

## Other variables

- Information on the number of employees covered by the labour cost is very useful for certain types of analysis, and it also provides a control over the reported data, particularly on hours of work.
- This information is necessary when separate estimates of labour cost are required by size groups of establishments.

## Other variables

- Since the number of employees varies over the year, the usual practice is to give an average of the number of employees during the year under each category.
- One method of obtaining this average is to total the number of persons under each category on the establishment payroll in each pay period during the reference year and divide it by the number of pay periods in the year.

## Other variables

- All figures should relate to the year of reference and should not include expenditures or costs applied to another year.
- Care should be taken to avoid double-counting or short-counting when collecting data on total labour cost of establishment-run social programs.

תודה  
Dankie Gracias  
Спасибо شکرًا  
Merci Takk  
Köszönjük Terima kasih  
Grazie Dziękujemy Děkojame  
Ďakujeme Vielen Dank Paldies  
Kiitos Täname teid 谢谢  
**Thank You** Tak  
感謝您 Obrigado Teşekkür Ederiz  
Σας ευχαριστούμε 감사합니다  
Bedankt Дěkujeme vám  
ありがとうございます  
Tack