

Questionnaire Design

Labour Cost Statistics

6-7 March 2017

Jakarta- Indonesia

Presentation plan

- Purpose of questionnaire
- Questionnaire design principles
- Recommended questionnaire

Purpose

- The purpose of a questionnaire for the labour cost survey is to enable the sample establishments to furnish the required data and information in accordance with uniform Concepts, definitions and procedures prescribed for data collection by the planners of the survey.
- The questionnaire for the labour cost survey should be designed in such a way as to provide, in addition to the total labour cost, data on the wage measures, “compensation of employees” and “annual earnings”

Principles

- The questionnaire should include only such items as are essential and relevant to the survey objectives and should be accompanied by instructions explaining how it should be completed.
- All concepts, definitions and other terms used in the questionnaire should be explained clearly and unambiguously.
- The feasibility of collecting data in the prescribed manner should be tested under actual field conditions before finalizing the questionnaire.

Principles

- These objectives can be broadly achieved if the questionnaire is designed to collect data according to the International Standard Classification of Labour Cost components.
- If necessary, the questionnaire should also provide for the collection of data on the total labour cost of establishment-run programmes such as vocational training, housing services, medical care and health services and welfare services.

Recommended Questionnaire

- The questionnaire consists of three main parts, A, B and C.
- Part A relates to general establishment information.
 - It is divided into two main items:
 - Identification particulars and characteristics of the sample establishment.
 - Characteristics of the establishment cover the main product or the main activity of the establishment and the average number of employees during the reference year, classified according to wage earners and salaried employees and also by sex.
- Further items relevant to the national situation may also be included

ILLUSTRATIVE QUESTIONNAIRE

Name and address of the statistical service

All information furnished by the respondent will be held in strict confidence and used only for statistical purposes.

Labour cost survey in non-agricultural sectors

Industry:

(Specify: e.g. Manufacture of Bakery Products, ISIC No. 3117)

Please complete the questionnaire for the reference year _____ to _____ and return it before _____

Sample identification particulars of establishment

Name of establishment official completing the questionnaire _____

Signature _____ Official title _____ Date _____

Name of investigator _____

Signature _____ Date _____

Date of despatch of questionnaire to statistical service _____

A. General establishment information

(a) Identification particulars of establishment

(1) Name _____

(2) Address _____

(3) Telephone number (if any) _____

(b) Characteristics of establishment

- (1) Description of main product/activity/business (i.e. the product/activity/business which accounts for the major portion of gross output or which occupies the major portion of employment)**

- (2) Average number of employees during the reference year**

	Male	Female	Both sexes
Wage earners	_____	_____	_____
Salaried employees	_____	_____	_____
Total	_____	_____	_____

Recommended Questionnaire

- Part B refers to the data concerning labour cost and its components. The reference period for which the data are to be collected is one year, preferably the calendar year.
- The Standard Classification is further subdivided in respect of certain components. The purpose of this subdivision is to disaggregate certain elements, so that it is possible to aggregate them with other elements in order to have a measure of annual earnings with a close correspondence to the concept of earnings used in regular earnings statistics

B. Data on labour cost during the reference year _____			
Nature of expenditure on labour cost	Amount for: (currency)		
	Wage earners	Salaried employees	All employees
1	2	3	4
<p>I. Direct wages and salaries (paid in cash) (including those of trainees and apprentices)</p> <p>(1) Straight-time pay of time-rated workers^{1*} Total, of which — Direct wages for normal-time work — Direct wages for overtime</p> <p>(2) Incentive pay of time-rated workers</p> <p>(3) Earnings of piece-workers (excluding overtime premiums)¹</p> <p>(4) Premium pay for overtime, late shift and holiday work Total, of which — Paid to time-rated workers — Paid to piece-workers</p> <p>Total direct wages and salaries (in cash)</p>			

B. Data on labour cost during the reference year _____			
Nature of expenditure on labour cost	Amount for: (currency)		
	Wage earners	Salaried employees	All employees
1	2	3	4
II. Remuneration for time not worked (1) Annual vacation and other paid leave, including long-service leave (2) Public holidays and recognised holidays (3) Other time off granted with pay (e.g. birth or death of family member, marriage of employee, family obligations, functions of titular office, union activities, etc.) (4) Severance and termination pay where not regarded as social security expenditure (otherwise to be classified under VI.5)			
Total remuneration for time not worked			

B. Data on labour cost during the reference year _____			
Nature of expenditure on labour cost	Amount for: (currency)		
	Wage earners	Salaried employees	All employees
1	2	3	4
III. Bonuses and gratuities (1) Year-end and seasonal bonuses (2) Profit-sharing bonuses (3) Additional payments in respect of vacation supplementary to normal vacation pay, and other bonuses and gratuities			
Total bonuses and gratuities			

B. Data on labour cost during the reference year _____			
Nature of expenditure on labour cost	Amount for: (currency)		
	Wage earners	Salaried employees	All employees
1	2	3	4
IV. Food, drink, fuel and other payments in kind			
(1) Payments in kind for fuel (coal, coke, gas, electricity, etc.)			
(2) Other payments in kind (drinks, food, footwear, clothing, etc.)			
Total payments in kind			

B. Data on labour cost during the reference year _____			
Nature of expenditure on labour cost	Amount for: (currency)		
	Wage earners	Salaried employees	All employees
1	2	3	4
V. Cost of workers' housing borne by employers			
(1) Cost for establishment-owned dwellings ^{2*} (including property taxes)			
(2) Cost for dwellings not establishment-owned (housing allowances, grants, etc.)			
(3) Other housing costs			
(i) Housing rent allowances paid directly to employees			
(ii) Others			
Total cost of workers' housing			

B. Data on labour cost during the reference year _____			
Nature of expenditure on labour cost	Amount for: (currency)		
	Wage earners	Salaried employees	All employees
1	2	3	4
VI. Employers' social security expenditure (1) Statutory social security contributions Total, of which — old-age, invalidity and survivors' pension — sickness and maternity insurance — employment injury insurance — unemployment insurance — family allowances — other (specify) _____ _____ _____			
(2) Collectively agreed, contractual and non-obliga- tory contributions to private social security schemes and insurance Total, of which — old-age, invalidity and survivors' pension — sickness and maternity insurance — employment injury insurance — unemployment insurance — family allowances — other (specify) _____ _____ _____			

B. Data on labour cost during the reference year _____			
Nature of expenditure on labour cost	Amount for: (currency)		
	Wage earners	Salaried employees	All employees
1	2	3	4
<p>(3) (a) Direct payments to employees in respect of absence from work due to sickness, maternity or employment injury, to compensate for loss of earnings</p> <p>(b) Other direct payments to employees regarded as social security benefits</p> <p>(4) Cost of medical care and health services^{2*}</p> <p>(5) Severance and termination pay where regarded as social security expenditure</p> <p>Total employers' social security expenditure</p>			
<p>VII. Cost of vocational training²</p> <p>(included are fees and other payments for services of outside instructors, training institutions, teaching materials, reimbursement of school fees to workers, etc.)</p>			

B. Data on labour cost during the reference year _____			
Nature of expenditure on labour cost	Amount for: (currency)		
	Wage earners	Salaried employees	All employees
1	2	3	4
VIII. Cost of welfare services			
(1) Cost of canteens and other food services ²			
(2) Cost of education, cultural and recreational and related facilities and services ²			
(3) Grants to credit unions and cost of related services for employees			
Total cost of welfare services			
IX. Labour cost not elsewhere classified²			
(such as cost of transport of workers to and from work undertaken by employers; included are reimbursements of fares, etc., cost of work clothes, cost of recruitment and other labour cost.)			
X. Taxes regarded as labour cost			
(for instance, taxes on employment or payrolls; such taxes should be included on a net basis, i.e. after deduction of allowances or rebates made by the State.)			
Total expenditure on labour cost			

Recommended Questionnaire

- Part C is designed to collect data on hours of work corresponding to the labour cost data.
- The reference period for collection of data on hours of work is the same year as for labour cost data.
- Information should be obtained separately for wage earners and salaried employees.
- In the last column the total for the two categories should be shown, representing the hours of work for all employees.

Recommended Questionnaire

- This section is designed so that data on hours actually worked may be shown separately from data on hours paid for but not worked.
- The total number of hours actually worked comprises the number of normal-time hours worked and the number of overtime hours worked, including hours worked during public and other holidays.
- The item "number of hours paid for but not worked" is divided into five categories: vacation, holiday, sick leave, civic and personal leave, and other leave (to be specified).

C. Data on hours of work during the reference year _____			
Category of hours of work	Number of hours of:		
	Wage earners	Salaried employees	All employees
1	2	3	4
<p>I. Total number of hours actually worked</p> <p>(1) Number of normal-time hours worked</p> <p>(2) Number of overtime hours worked, including hours worked during public and other holidays</p>			
<p>Total hours actually worked</p>			

C. Data on hours of work during the reference year _____			
Category of hours of work	Number of hours of:		
	Wage earners	Salary employees	All employees
1	2	3	4
I. Total number of hours actually worked			
(1) Number of normal-time hours worked			
(2) Number of overtime hours worked, including hours worked during public and other holidays			
Total hours actually worked			

C. Data on hours of work during the reference year _____			
Category of hours of work	Number of hours of:		
	Wage earners	Salaried employees	All employees
1	2	3	4
<p>II. Total number of hours paid for but not worked For:</p> <p>(1) Vacations</p> <p>(2) Holidays</p> <p>(3) Sick leave</p> <p>(4) Leave for civic duties and personal reasons</p> <p>Other (specify) _____</p> <p>_____</p> <p style="text-align: right;">Total hours paid for but not worked</p>			
Total number of hours paid for			

Important Establishment Programmes

- For labour cost of important establishment programmes, such as housing services, medical care and health services, vocational training and welfare services are shown as an example below.
- The vocational training programme is used in the example.
- Cost of vocational training comprises two parts:
 - The first is the cost of vocational training other than the cost of personnel running the programme;
 - The second part relates to the cost of staff running the establishment programme on vocational training

Annex. Employer's total labour cost expenditure in the provision of vocational training for the reference year _____

(A similar format may be used when collecting total labour cost expenditure in the provision of medical and health services, canteens and other food services, education, cultural and recreational and related facilities and services, services related to credit unions, and housing services.)

Nature of employer's labour cost expenditure	Amount for: (currency)		
	Wage earners	Salaries employees	All employees
1	2	3	4
I. Vocational training cost, other than staff cost (The same as reported under question VII of the main questionnaire.)			

1	2	3	4
<p>II. Staff cost (for those employed in the provision of vocational training)</p> <p>(1) Direct wages and salaries (paid in cash), including those of trainees and apprentices</p> <p>(2) Remuneration for time not worked</p> <p>(3) Bonuses and gratuities</p> <p>(4) Food, drink, fuel and other payments in kind</p> <p>(5) Cost of workers' housing borne by the employer</p> <p>(6) Employer's social security expenditure</p> <p>Total staff cost</p>			
<p>Total labour cost expenditure in the provision of vocational training</p>			
<p>¹ Including responsibility premiums, dirt, danger and discomfort allowances, cash indemnity for meals, sandwiches, etc., payments under guaranteed wage systems, cost of living allowances and other regular allowances which are regarded as direct wages and salaries. ² Other than wages and salaries for personnel in the provision of the service; e.g. the depreciation on building and equipment, interest, repairs and maintenance and other cost, less grants-in-aid, tax rebates, etc., received from public authorities, and receipts from workers. Capital investment made during the year is to be excluded.</p>			

תודה
Dankie Gracias
Спасибо شکرًا
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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