

SURVEY OF TOTAL EMPLOYMENT AND EARNINGS

1 January 2003 to 31 March 2003



↓ When contacting Stats SA please quote this number

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↑ Please correct any errors in the above address label



Purpose of the survey

The Survey of Total Employment and Earnings (STEE) is a quarterly survey covering a sample of private and public businesses/organisations in the formal non-agricultural business sector of the South African economy. The information received is used to estimate key economic statistics of employment and gross salaries and wages, mainly used as an input to the Gross Domestic Product (GDP). Survey results are published each quarter in the statistical release P0271 - Survey of Total Employment and Earnings.

Collection authority

The information required is collected under section 16 of the Statistics Act, 1999 (Act No. 6 of 1999). Your co-operation is sought in completing and returning this questionnaire by the due date. The provision of the information sought is compulsory.

Confidentiality

According to section 17 of the Statistics Act, 1999 (Act No. 6 of 1999) your completed questionnaire remains confidential to Statistics South Africa (Stats SA).

Due date

Please complete this questionnaire and return it in the business reply service envelope or fax it to Stats SA by **4 April 2003**. It is recommended that you retain a copy for your use to consult in case of a query.

Help available

If you have problems completing this questionnaire, or find that it will be difficult for you to meet the due date, please contact:

- Contact person Ms. N Tshehla, Ms. E Hand or Ms. J van der Westhuizen
- Telephone number (012) 310 8546/8960/8386
- Fax number (012) 310 8173/8961 or 320 2358/2376/3225/3584
- e-mail address labourquestions@statssa.pwv.gov.za
- Postal address Private Bag X44, Pretoria, 0001

Person whom Stats SA should contact if any queries arise regarding this questionnaire

Name		Telephone number	()
Position or title		Fax number	()
Signature		e-mail address	
Date			

Please note

Complete all questions for the business/organisation specified on the front page. If actual figures are not available, supply estimates.

If the **second group of digits** in the first line of the reference number above your address on the front page starts with:

- 3 - supply information only in respect of the establishment/branch/factory to which the questionnaire is addressed.
- 61 - supply information only in respect of those branches predominantly engaged in the **wholesale trade**.
- 62 - supply information only in respect of those branches predominantly engaged in the **retail trade**.
- 63 - supply information only in respect of those branches predominantly engaged in the **motor trade**.
- 64101 - supply information only in respect of the **hotel** to which the questionnaire is addressed.
- 7 - supply information only in respect of those branches predominantly engaged in **transport and communication**.
- 4, 5, 8 or 9 - supply information in respect of the business/organisation to which the questionnaire is addressed.

Definitions

Employees

- **Employees** are those people employed by the business/organisation who received payment (in salaries, wages, commission, piece rates or payments in kind) for any part of the reference period (excluding independent contractors).
- **Full-time employees** are those employees (permanent, temporary or casual) who usually work the agreed hours for a full-time employee in a specific occupation. If agreed hours do not apply, employees are regarded as full-time employees if they work 35 hours or more per week.
- **Part-time employees** are those employees (permanent, temporary or casual) who are not full-time employees as defined above or who normally work less than 35 hours per week.

Part 1 - Number of employees of this business/organisation who received payment

Note

- *Casual employees* should be included and classified as *full-time employees* or *part-time employees* according to the number of hours normally worked per week (see definitions of employees on page 3).
- In the case of government departments, transfers should be regarded as “employees who *left* the business/organisation” in the one government department and “employees who *commenced working for* the business/organisation” in the other government department.

Include

- Directors (e.g. who received a salary, who did not receive a salary, who received a fee).
- Executive, managerial, casual and any other employees who received payment but who are not included on the main payroll.
- Employees who were absent for part or all of the reference period but who received payment through the payroll, including those who commenced or terminated employment.
- Employees absent on paid leave or on leave without payment.
- People paid by commission only, with no salary or wage component.
- Employees who received payment through the payroll from the Compensation Commissioner’s Compensation Fund.
- Employees based abroad but paid from South Africa, e.g. embassy employees.

Exclude

- Subcontractors and consultants who are self-employed.
- Any employees not paid during the reference period.
- Employees based in South Africa but paid from abroad, e.g. embassy employees.

1. How many employees received payment for any part of the last pay period ending on or before **31 March 2003**?

Number

Full-time employees

Number

Part-time employees

Number

Total

2. Only applicable to **local government institutions**. How many employees in question 1 were in -

Number

housing and trading services (excluding sewerage and cleaning services) Total

Number

general services (including sewerage and cleaning services) Total

3. How many employees commenced working for this business/organisation during the period **1 January 2003 to 31 March 2003**?

Number

Total

4. How many employees left this business/organisation during the period **1 January 2003 to 31 March 2003**?

Number

Total

Part 2 - Total gross salaries and wages paid (excluding severance, termination and redundancy payments) from 1 January 2003 to 31 March 2003

Note

- *Weekly* and *fortnightly payrolls* comprise a series of pay periods of equal length, which end on the same day, e.g. Friday, of every week or fortnight.
- A *monthly payroll* comprises a series of pay periods which end on the same day, e.g. the 30th, (or closest working day) of each calendar month.
- *Other payrolls* may include hourly, daily, four weekly or irregular pay periods.
- *Gross salaries and wages* refers to earnings paid for ordinary-time, standard or agreed hours and overtime hours during the reference period for all permanent, temporary, casual, managerial and executive employees before taxation and other deductions.

5. Which type of payroll(s) does your business use?

Note on question 5

- Tick one or more boxes.
- If you have more than four types of payrolls please contact Stats SA for assistance (see front page).

6. Total gross salaries and wages paid from 1 January 2003 to 31 March 2003

7. Total gross salaries and wages paid (ALL PAYROLLS in question 6)

8. Only applicable to **local government institutions**. Total gross salaries and wages paid in:

Housing and trading services (excluding sewerage and cleaning services) -

housing

market

electricity, gas and water

passenger transport

other, i.e. abattoirs, airports, etc.

General services (including sewerage and cleaning services)

Include

- Salaries and fees paid to directors.
- Salary payments made to directors, executives and managers.
- Payments for all types of leave (except those paid on termination - include in question 9) which relate to the reference period.
- Commissions paid.
- Employer's contribution to pension, provident, medical aid, sick pay and other funds (e.g. Unemployment Insurance Fund and Compensation Commissioner's Compensation Fund).
- Payments for piecework, incentive or profit sharing schemes.
- Fringe benefits paid in **cash** such as housing, mortgage and rent subsidies and transport allowances (e.g. monthly petrol allowance).
- Allowances and penalty payments.
- Value of any salary sacrificed.
- Amounts paid to employees based abroad but paid from South Africa, e.g. embassy employees.
- Bonuses.
- Total amounts of payments that were paid during the reference period but relate to other pay periods, e.g. annual leave, thirteenth cheque and leave gratuity payments.

Exclude

- Payments to independent contractors.
- The imputed value of fringe benefits.
- Fringe Benefits Tax.
- Reimbursement for expenses, e.g. travel, entertainment, meals and other expenses.
- Amounts paid from abroad to employees based in South Africa, e.g. embassy employees.
- Severance, termination and redundancy payments (include in question 9).
- Payments which do **not** relate to the reference period.
- Reimbursements for expenses incurred whilst conducting employer's business.

Round off to the nearest Rand

Weekly payrolls

Fortnightly payrolls

Monthly payrolls

Other payrolls

Specify 'other'

Rand

Rand

Rand

Rand

Rand

Rand

Part 3 - Severance, termination and redundancy payments paid from 1 January 2003 to 31 March 2003

Include

- Payments of accumulated leave made to employees who finished work during the reference period.
- Redundancy payments intended to compensate employees for loss of employment.

9. State the total amount paid for the reference period Rand

Part 4 - Comments

10. To minimise queries from Stats SA regarding the data provided, please provide comments on:

- Changes in this business/organisation e.g. takeover, merger, new location, expansion, close-down.
- Any unusual circumstances affecting the data provided.
- Any estimates provided.
- Any other difficulties with the completion of the questionnaire.

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11. Please provide an estimate of the time taken to complete this questionnaire.

Reading	<div style="display: flex; justify-content: space-between; width: 100%;"> <i>hours</i> <i>minutes</i> </div>
Collecting information	<div style="display: flex; justify-content: space-between; width: 100%;"> <i>hours</i> <i>minutes</i> </div>
Completing the questionnaire	<div style="display: flex; justify-content: space-between; width: 100%;"> <i>hours</i> <i>minutes</i> </div>

12. Please state your preference of reporting your information to Stats SA.

Mail

Fax

e-mail

Fax number ()

e-mail address

Please retain a copy for your records.
Ensure that the front page of this questionnaire is completed.
Thank you for completing this questionnaire.