

Survey of Total Employment and Earnings

1 July 2003 to 30 September 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 enterprises 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 income from employment, used mainly as an input to the Gross Domestic Product (GDP). Survey results are published in the statistical release P0275 – Survey of 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.

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 **6 October 2003.** Stats SA recommends 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 you may have difficulty in meeting the due date, please contact:

- Contact person: Ms M van den Berg, Mr A Matlala or Ms A van Hoogland
- Telephone number: (012) 310-8464/8422/8230
- Fax number: (012) 310-8002/8107/8173/8256/8271/8501/8648/8920/8961
- Email address: labourquestions@statssa.gov.za
- Postal address: Private Bag X44, Pretoria, 0001

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

Name	
Position or title	
Telephone number	()
Fax number	()
Email address	
Cell phone number	
Signature	
Date	

Office use only		
Status	Name	Date
Received		
Checked		
Captured		
Edited		

1. State the total number of **persons employed** (see the definition on page 2) in this enterprise at the end of each month for the period **1 July 2003 to 30 September 2003**.

	July	August	September
	Number	Number	Number
Full-time employers/employees			

Full-time employers/employees are those (permanent, temporary or casual) who normally work the agreed hours for a full-time employer/employee in his/her present job. If agreed hours do not apply, employers/employees are regarded as full-time employers/employees if they normally work **35 hours or more** per week.

	July	August	September
	Number	Number	Number
Part-time employers/employees			

Part-time employers/employees are those (permanent, temporary or casual) who are not full-time employers/employees as defined above, or who normally work **less than 35 hours** per week.

	July	August	September
	Number	Number	Number
All employers/employees (full-time and part-time)			

2. How many employers/employees **commenced working** for this enterprise during each month for the period **1 July 2003 to 30 September 2003**?

	July	August	September
	Number	Number	Number

3. How many employers/employees **resigned**, were **retrenched** or **dismissed** from this enterprise during each month for the period **1 July 2003 to 30 September 2003**?

	July	August	September
	Number	Number	Number

In the case of **government departments**, transfers should be regarded as “employers/employees who **left** the enterprise” in the one government department and “employers/employees who **commenced working** for the enterprise” in the other government department.

5. State the total amount of **gross earnings (excluding** severance, termination and redundancy payments, to be included in Question 6) paid for each month during the period **1 July 2003 to 30 September 2003**. See the definition on page 4.

	July	August	September
	Rand	Rand	Rand
Weekly payrolls.....	,00	,00	,00
	Rand	Rand	Rand
Fortnightly payrolls.....	,00	,00	,00
	Rand	Rand	Rand
Monthly payrolls.....	,00	,00	,00
	Rand	Rand	Rand
Other payrolls.....	,00	,00	,00
	Rand	Rand	Rand
Total (all payrolls).....	,00	,00	,00

6. State the total amount of **gross severance, termination and redundancy payments** paid for each month during the period **1 July 2003 to 30 September 2003**.

	July	August	September
	Rand	Rand	Rand
All employers/employees.....	,00	,00	,00

Include

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

9. Provide an estimate of the time taken to complete this questionnaire.

Reading.....	Hours <input type="text"/>	Minutes <input type="text"/>
Collecting information.....	Hours <input type="text"/>	Minutes <input type="text"/>
Completing the questionnaire.....	Hours <input type="text"/>	Minutes <input type="text"/>

10. State your preference of reporting information of this enterprise to Stats SA.

Tick one box (with \checkmark).

Mail

Fax Fax number ()

Email Email address

Please retain a copy of the completed questionnaire for your records.

Ensure that the front page of the questionnaire is completed.

Thank you for completing the questionnaire.