

Quarterly Employment Survey

1 October 2004 to 31 December 2004

↓ *When contacting Stats SA please quote this number*

↑ *Please correct any errors in the above address label*

Purpose of the survey

The Quarterly Employment Survey (QES) is a survey covering a sample of enterprises/organisations in the formal non-agricultural business sector of the South African economy. The survey provides data essential for estimating key economic statistics of employment and gross earnings. These economic data are used by a wide range of private and governmental organisations to monitor South Africa's Economy. Survey results are published in the statistical release P0277 – Quarterly Employment Survey.

Collection authority

The information required is collected under the **Statistics Act no. 6 of 1999**. Your co-operation is sought in completing and returning this questionnaire by the due date. **The Act provides Statistics South Africa with the authority, if needed, to direct you to provide the information sought.**

Confidentiality

Your completed questionnaire remains confidential to Statistics South Africa (Stats SA) as provided by the Statistics Act.

Due date

Please complete this questionnaire and return it in the business reply service envelope or fax it to Stats SA by **10 January 2005**. Stats SA recommends that you retain a copy for your use to consult in case of a query.

Assistance available for queries

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, Ms A van Hoogland or Ms M Maleka
- Telephone number: (012) 310-8464/8422/8230/2937
- Fax number: (012) 310-8002/8107/8173/8256/8271/8501/8648/8920/8961
- E-mail 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	()
E-mail address	
Cell phone number	
Signature	
Date	

Office use only		
Status	Name	Date
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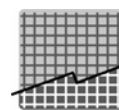
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Statistics
South Africa

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South Africa



Please note

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

An **enterprise/organisation** is a legal unit (or a combination of legal units) that includes and directly controls all functions necessary to carry out its production activities.

Part 1 - Employment

Definitions

Paid employment

At work

A person who, during the period **1 October 2004 to 31 December 2004**, performed some work (for at least one hour) for a salary or wage, in cash or in kind.

With a job but not at work

A person, who having already worked in his/her job, was temporarily not at work, e.g. for maternity leave, during the period **1 October 2004 to 31 December 2004**, but had a formal attachment to his/her job.

Include

- All directors, i.e. those who received a salary and those who received a fee.
- Executive, managerial, **casual** and any other employees who are not included on the main payroll.
- Employees paid on a commission basis AND a retainer, wage or salary.
- Employees who received payment through the payroll of the Compensation Commissioner's Compensation Fund, for example employees on maternity leave and not paid by this enterprise/organisation.
- Employees based abroad but paid from South Africa, e.g. embassy employees.

Exclude

- Subcontractors and consultants who are self-employed and **not** part of this enterprise/organisation.
- Employees paid on a commission basis only (i.e. a retainer, wage or salary was NOT paid).
- Self-employed persons in this enterprise/organisation, e.g. working proprietors, sole and joint owners.
- Employees based in South Africa but paid from abroad, e.g. embassy employees.

Definitions

Full-time employees are those (permanent, temporary or casual) who normally work the agreed hours i.e. **40 hours or more per week.**

Part-time employees are those (permanent, temporary or casual) who usually work **less than 40 hours** per week.

1.1 Persons employed

State the total number of **persons employed** (see the definition on page 2) in this enterprise/organisation at the end of each month for the period **1 October 2004 to 31 December 2004.**

	October	November	December
	Number	Number	Number
Full-time employees			

	October	November	December
	Number	Number	Number
Part-time employees			

	October	November	December
	Number	Number	Number
All employees (full-time and part-time)			

1.2 New appointments

How many employees **commenced working** for this enterprise/organisation during each month for the period **1 October 2004 to 31 December 2004?**

	October	November	December
	Number	Number	Number

1.3 Resignations, transfers, retrenchments and dismissals

How many employees **resigned, transferred, were retrenched** or were **dismissed** from this enterprise/organisation during each month for the period **1 October 2004 to 31 December 2004?**

	October	November	December
	Number	Number	Number

Persons transferring between government departments should be reported by the losing department in **Question 1.3** and by the gaining department in **Question 1.2.**

Part 2 – Gross Earnings

Definition

Gross *earnings* are payments for ordinary-time, standard or agreed hours during the reference period for all permanent, temporary, casual, executive and managerial employees, **before** taxation and other deductions.

Include

- Salaries and/or fees paid to all directors, executives and managers.
- Commission if a retainer, wage or salary was **ALSO** 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 paid from South Africa to employees based abroad, e.g. embassy employees.
- Payments for all types of leave (**except those paid on termination – refer to Question 2.6**) which relate to the reference period.
- Fringe benefits **paid in cash** such as housing, mortgage and rent subsidies, transport allowances (e.g. monthly petrol allowance) and cell phone allowances.
- Allowances and penalty payments relating to ordinary-time hours.

Exclude

- Earnings of sole proprietors or partners of unincorporated businesses.
- Commission where a retainer, wage or salary was **NOT** paid.
- Payments to subcontractors and consultants who are self-employed and **not** part of this enterprise/organisation.
- Performance and other bonuses (refer to **Question 2.3 and Question 2.4**).
- Overtime payments (refer to **Question 2.5**).
- Severance, termination and redundancy payments (refer to **Question 2.6**).
- Payments paid from abroad to employees based in South Africa, e.g. embassy employees.
- Payments which do **not** relate to the reference period.
- The imputed value of fringe benefits.
- Tax on fringe benefits.
- Reimbursements for expenses, e.g. travel, entertainment, meals.

2.1 Payroll frequency

Which frequency of payroll(s) does your enterprise/organisation use?

Tick one or more boxes (with \surd) and specify other payrolls when applicable.

Weekly payrolls.....

Fortnightly payrolls.....

Monthly payrolls.....

Other payrolls.....

Specify other payrolls.....

2.2 Gross earnings

State the total amount of **gross earnings** (excluding bonuses (to be included in **Question 2.3 and Question 2.4**), overtime payments (to be included in **Question 2.5**) and severance, termination and redundancy payments (to be included in **Question 2.6**)) paid during **each month** for the period **1 October 2004 to 31 December 2004**. See the definition on page 4.

	October		November		December	
	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

2.3 Regular bonuses

State the total amount of **gross performance and other bonuses paid regularly** during each month for the **period 1 October 2004 and 31 December 2004** to the persons in Question 1.1.

Include all weekly, fortnightly, monthly and other payrolls. **For annual bonuses state one month's proportion.**

An example on completion of questions 2.3 and 2.4

A business pays annual regular bonuses e.g. thirteenth cheque, to full-time employees during the month of October, totalling R70 000 and in the same month pays R30 000 towards irregular bonuses e.g. once-off payments.

Question 2.3 must be completed as follows:

The field for full-time employees, corresponding to the month of October must contain:

$$R70\ 000 / 12 = R5\ 833$$

Question 2.4 must be completed as follows:

The field for total bonuses corresponding to the month of October must contain:

$$R70\ 000 + 30\ 000 = R100\ 000$$

Include

- Merit bonuses.
- Incentive bonuses.
- Profit sharing bonuses.
- Payments that were made during the reference period but relate to other pay periods, e.g. annual leave, thirteenth cheque and leave gratuity payments and back-payments.

Exclude

- Reimbursements for expenses incurred whilst conducting employer's business.
- Once off payments e.g. Christmas bonuses.

	October	November	December
	Rand	Rand	Rand
Full-time employees	,00	,00	,00
	Rand	Rand	Rand
Part-time employees	,00	,00	,00
	Rand	Rand	Rand
All employees (full-time and part-time).....	,00	,00	,00

2.4 Total bonuses

State the total amount of gross **performance and other bonuses** paid during **each month** for the period **1 October 2004 to 31 December 2004** to the persons in Question 1.1. Include all weekly, fortnightly, monthly and other payrolls. **Include regular payments as well as once off payments. See example 2 above.**

	October	November	December
	Rand	Rand	Rand
Total (bonuses).....	,00	,00	,00

2.5 Overtime payments

State the total amount of gross **overtime payments** paid during **each month** for the period **1 October 2004 to 31 December 2004** to the persons in Question 1.1.

Definition

Overtime payments are payments for hours in excess of ordinary-time, standard or agreed hours paid for during the reference period. Include penalty payments relating to overtime hours.

Include all weekly, fortnightly, monthly and other payrolls.

	October	November	December
	Rand	Rand	Rand
Full-time employees	,00	,00	,00
Part-time employees	,00	,00	,00
All employees (full-time and part-time)	,00	,00	,00

2.6 Severance, termination and redundancy payments

State the total amount of gross **severance, termination and redundancy payments** paid during **each month** for the period **1 October 2004 to 31 December 2004**.

Include

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

	October	November	December
	Rand	Rand	Rand
Full-time employees	,00	,00	,00
Part-time employees	,00	,00	,00
All employees (full-time and part-time).....	,00	,00	,00

Part 3 – General information

3.1 Time spent completing questionnaire

Provide an estimate of time taken to complete this questionnaire to assist us to reduce the respondent load.

Hours	Minutes

3.2 Most appropriate contact time

3.2.1 When is the best time to contact your enterprise/organisation in respect of this information?

Tick one block (with √).

First week before end of the quarter	
First week after end of quarter.....	
Second week after end of quarter	
Third week after end of quarter	
Other (specify some other time and state reason below)	
.....	

3.2.2 What day of the week and time is it suitable to contact you?

Tick one block (with √).

Monday.....		Tuesday.....	
Wednesday.....		Thursday.....	
Friday.....			
Tick one block (with √).			
Before 08H00		08H00-12H00	
12H00-16H00		After 16H00, specify.....	

3.2.3 Please state your preference on reporting information on this enterprise/organisation to Stats SA.

Tick one block (with √).

Mail

Fax Fax number ()

Email Email address

Part 4 - Comments

4.1 To minimise queries from Stats SA regarding the information provided, please provide comments on:

- Changes in this enterprise/organisation, e.g. takeover, merger, new location, expansion, closedown, etc.
- Any unusual circumstances affecting the information provided.
- Any estimates provided.
- Any other difficulties with the completion of the questionnaire.

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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.