

Quarterly Employment Statistics

01 January 2006 to 31 March 2006

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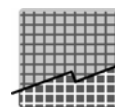
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**Statistics
South Africa**

SOUTH AFRICA

↓ *When contacting Stats SA please quote this number*

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**Statistics
South Africa**

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

Purpose of the survey

The Quarterly Employment Statistics (QES) is a survey covering a sample of organisations (enterprises) 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 each quarter in the statistical release P0277 – Quarterly Employment Statistics.

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 April 2006**. 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, Ms T Masemola, Mr J Mdhano or Mr L Mogano.
- Telephone number: (012) 310-8464/8422/8230/86278388/8511
- 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 | () |
| Email address | |
| Cell phone number | |
| Signature | |
| Date | |

| Office use only | | |
|-----------------|------|------|
| Status | Name | Date |
| Received | | |
| Checked | | |
| Captured | | |
| Edited | | |

Please note

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

An **enterprise** 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 January 2006 to 31 March 2006**, 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 January 2006 to 31 March 2006**, 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.
- 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.
- Employees paid on a commission basis only (i.e. a retainer, wage or salary was NOT paid).
- Self-employed persons in this enterprise, 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 at the end of each month for the period **1 January 2006 to 31 March 2006.**

| | January | February | March |
|---------------------------|----------------|-----------------|--------------|
| | Number | Number | Number |
| Full-time employees | | | |

| | January | February | March |
|---------------------------|----------------|-----------------|--------------|
| | Number | Number | Number |
| Part-time employees | | | |

| | January | February | March |
|---|----------------|-----------------|--------------|
| | Number | Number | Number |
| All employees (full-time and part-time) | | | |

1.2 New appointments

How many employees **commenced working** for this enterprise during each month for the period **1 January 2006 to 31 March 2006?**

| | January | February | March |
|--|----------------|-----------------|--------------|
| | Number | Number | Number |
| | | | |

1.3 Resignations, transfers, retrenchments and dismissals

How many employees **resigned, were transferred, retrenched or dismissed** from this enterprise during each month for the period **1 January 2006 to 31 March 2006?**

| | January | February | March |
|--|----------------|-----------------|--------------|
| | 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.
- Advance or retrospective payments paid during the reference quarter.
- 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.
- 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 use?

Tick one or more boxes (with √) 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 2.3.1 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 January 2006 to 31 March 2006.**

See the definition on page 4.

| | January | | February | | March | |
|---------------------------|---------|-----|----------|-----|-------|-----|
| | 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 |

Coverage of payrolls

a. How many payrolls does this business have?

b. Do these include the remuneration for executive management and directors?

| Yes | No |
|-----|----|
| | |

c. Do these include salaries/wages paid to casual and temporary staff?

| Yes | No |
|-----|----|
| | |

If No to either question, please provide the contact details of whom to contact to obtain this information.

d. Are the payrolls done within the company (internally) or outsourced (externally)?

| Internal | External |
|----------|----------|
| | |

If payrolls are outsourced, which organisation is responsible for this?

2.3 Regular bonuses

Definition

Regular bonuses are bonuses paid to full-time and part-time employees at regular intervals.

Add all weekly, fortnightly, monthly and other payrolls. (For example annual bonuses, add only one month's proportion, see example below).

E.g. A business pays annual regular bonuses (thirteenth cheque) to full-time employees for the month of February totalling R70 000 and pays R30 000 towards (irregular bonuses) once-off payments.

Question 2.3.1 must be completed as follows:

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

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

2.3.1 State the total amount of **bonuses paid regularly** during **each month** for the reference period **1 January 2006 to 31 March 2006**, to the persons in Question 1.1.

Include

- Weekly bonuses.
- Fortnightly bonuses.
- Monthly bonuses.
- Annual bonuses (**include only one month's proportion**).
- Other regular bonuses. (Report on a monthly basis).

Exclude

- Reimbursements for expenses incurred whilst conducting employer's business.
- Once off payments e.g. Gift bonuses. (**include in Question 2.4**).

| | January | February | March |
|--|---------|----------|-------|
| | 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 |

2.4 Total bonuses

State the total amount of gross **performance and other bonuses** paid during **each month** for the period **1 January 2006 to 31 March 2006**, to the persons in Question 1.1. Include all weekly, fortnightly, monthly and other payrolls. **Include regular payments as well as once off payments. (No conversions required – simply state the actual amount of total bonuses paid for each of the month.)** See example above.

| | January | February | March |
|----------------------|---------|----------|-------|
| | 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 January 2006 to 31 March 2006**, 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.

| | January | February | March |
|---|---------|----------|-------|
| | 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 January 2006 to 31 March 2006**.

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.

| | January | February | March |
|--|---------|----------|-------|
| | 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 - Activity

3.1 Please describe the **main activity** from which this enterprise/organisation derives its **main income**, e.g. construction of homes, wholesale or retail of pharmaceuticals, manufacturing of shoes, life insurance, etc. If your main activity is **manufacturing**, describe the process involved and the materials used.

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Part 4 – General information

4.1 Time spent completing questionnaire

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

| Hours | Minutes |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |

4.2 Most appropriate contact time

4.2.1 When is the best time to contact your enterprise in respect of this information?

Tick one block (with ✓).

| | |
|--|--------------------------|
| First week before end of the quarter | <input type="checkbox"/> |
| First week after end of quarter..... | <input type="checkbox"/> |
| Second week after end of quarter | <input type="checkbox"/> |
| Third week after end of quarter | <input type="checkbox"/> |
| Other (specify some other time and state reason below) | <input type="checkbox"/> |

| |
|-------|
| |
|-------|

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

Tick one block (with √).

| | | | |
|----------------|--------------------------|---------------|--------------------------|
| Monday..... | <input type="checkbox"/> | Tuesday..... | <input type="checkbox"/> |
| Wednesday..... | <input type="checkbox"/> | Thursday..... | <input type="checkbox"/> |
| Friday..... | <input type="checkbox"/> | | |

Tick one block (with √).

| | | | |
|--------------------|--------------------------|---------------------------|--------------------------|
| Before 08H00 | <input type="checkbox"/> | 08H00-12H00 | <input type="checkbox"/> |
| 12H00-16H00 | <input type="checkbox"/> | After 16H00, specify..... | <input type="checkbox"/> |

4.2.3 Please state your preference for how you would prefer to report information on this enterprise to Stats SA.

Tick one block (with √).

| | | | |
|-------------|--------------------------|---------------------|----------|
| Mail | <input type="checkbox"/> | | |
| Fax | <input type="checkbox"/> | Fax number | () |
| Email | <input type="checkbox"/> | Email address | |

Part 5 - Comments

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

- Changes in this enterprise, 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.