

Survey of Total Employment and Earnings

1 October 2004 to 31 December 2004

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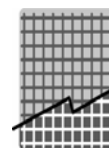
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**Statistics
South Africa**

SOUTH AFRICA

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South Africa**

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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 **10 January 2005**. 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 S Thaba, Mr A Matlala, Ms M Maleka or Ms A van Hoogland
- Telephone number: (012) 310-8464/8521/8422/4681/8230
- 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
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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

Paid employment

At work

A person who, during the reference period, performed some work (for at least one hour) for a salary or wage or profit, 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 reference period, but had a formal attachment to his/her job.

Self-employment

At work

A person who, during the reference period, performed some work for profit or family gain, in cash or in kind.

With an enterprise but not at work

A person owning an enterprise, which may be a business or a service enterprise, who was temporarily not engaged in any activity during the reference period.

Include

- All directors, e.g. those who received a salary, those who did not receive a salary and those who received a fee.
- Executive, managerial, **casual** and any other employers/employees who are not included on the main payroll.
- All self-employed persons in this enterprise, e.g. working proprietors, sole owners and joint owners.
- Employers/employees paid by commission only, with no salary or wage component.
- Employers/employees who received payment through the payroll of the Compensation Commissioner's Compensation Fund, e.g. employees on maternity leave and not paid by this enterprise.
- Employers/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.
- Employers/employees based in South Africa but paid from abroad, e.g. embassy employees.

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 October 2004 to 31 December 2004**.

	October	November	December
	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.

	October	November	December
	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.

	October	November	December
	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 October 2004 to 31 December 2004**?

	October	November	December
	Number	Number	Number

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

	October	November	December
	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.

Part 2 - Income from employment

4. Which type of payroll(s) does your enterprise 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.....

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

Include

- Salaries and/or fees paid to all directors, executives and managers.
- Net entrepreneurial income to the labour input of the self-employed.
- 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 paid from South Africa to employers/employees based abroad, e.g. embassy employees.
- Payments for all types of leave (**except those paid on termination** - refer to **Question 6**) which relate to the reference period.
- Incentive payments, payments for piece work or profit sharing schemes.
- 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.
- Bonuses.
- Payments that were made during the reference period but related to other pay periods, e.g. annual leave, thirteenth cheque and leave gratuity payments.

Exclude

- Payments to subcontractors and consultants who are self-employed and **not** part of this enterprise.
- Payments paid from abroad to employers/employees based in South Africa, e.g. embassy employees.
- Severance, termination and redundancy payments (refer to **Question 6**).
- Reimbursements for expenses, e.g. travel, entertainment, meals, etc.
- Reimbursements for expenses incurred whilst conducting employer's business.
- The imputed value of fringe benefits.
- Fringe Benefits Tax.

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 October 2004 to 31 December 2004**. See the definition on page 4.

	October	November	December
	Rand	Rand	Rand
Weekly payrolls.....	,00	,00	,00
Fortnightly payrolls.....	,00	,00	,00
Monthly payrolls.....	,00	,00	,00
Other payrolls.....	,00	,00	,00
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 October 2004 to 31 December 2004**.

	October	November	December
	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 ✓).

Mail	<input type="checkbox"/>		
Fax	<input type="checkbox"/>	Fax number	<input type="text" value="()"/>
Email	<input type="checkbox"/>	Email address	<input type="text"/>

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.