

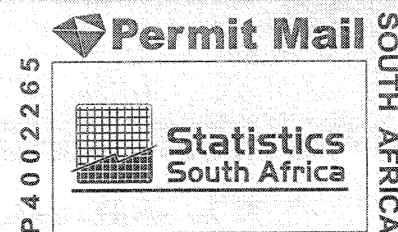
Survey of Average Monthly Earnings

May 2003

↓ When contacting Stats SA please quote this number

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Purpose of the survey

The Survey of Average Monthly Earnings (AME) 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 average earnings, average hours paid for and total vacancies. Survey results are published each quarter in the statistical release P0272 - Survey of Average Monthly 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 **6 June 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 you may have difficulty in meeting the due date, please contact:

- Contact person Ms M van den Berg
- Telephone number (012) 310 8464
- Fax number (012) 310 8002/8107/8920
- 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		Telephone number	()
Position or title		Fax number	()
Signature		e-mail address	
Date		Cellphone number	

Please note

Complete all questions for the **enterprise** specified on the front page. If actual figures are not available, 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, 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 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, who was temporarily not at work 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** (cf. the definition on page 2) in this enterprise who received payment for any part of the **last pay period ending on or before 31 May 2003**.

Full-time employers/employees

Number

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.

Part-time employers/employees

Number

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.

All employers/employees (full-time and part-time)

Number

Part 2 - Vacancies

2. State the total number of **vacancies** in this enterprise as at **31 May 2003**

Number

A ***vacancy*** is an available position/job for immediate filling as at the reference date and for which recruitment action has been taken. Recruitment action includes efforts to fill vacancies by advertising, contacting trade unions and interviewing or selecting applicants already registered with the enterprise.

Part 3 - Hours paid for

Note on questions 3 and 4

Report for the last pay period ending on or before 31 May 2003, then convert the hours to a **monthly basis** as follows -

- for weekly pay periods multiply the hours by 4,33; and
- for fortnightly pay periods multiply the hours by 2,167.

3. State the total number of **ordinary-time hours** paid for, for the persons in question 1. Report on a monthly basis (cf. the note above).

Include

- Hours of normal shift work
- Hours of paid leave taken during the reference period, e.g. sick leave, annual leave.

Exclude

- Hours relating to payment in advance.
- Hours relating to back pay.
- Overtime hours (refer to question 4).

Full-time employers/employees

Hours

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.

Part-time employers/employees

Hours

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.

All employers/employees (full-time and part-time)

Hours

4. State the total number of **overtime hours** paid for, for the persons in question 1. Report on a monthly basis (cf. the note at the top of the page).

Overtime hours are hours in excess of ordinary-time, standard or agreed hours paid for during the reference period.

Full-time employers/employees

Hours

Part-time employers/employees

Hours

All employers/employees (full-time and part-time)

Hours

Part 4 - Income from employment

Note on questions 5, 6, 7 and 8

Report for the last pay period ending on or before 31 May 2003, then convert the amounts to a monthly basis as follows -

- for weekly pay periods multiply the amounts by 4,33; and
- for fortnightly pay periods multiply the amounts by 2,167.

5. State the total amount of gross **basic salaries and wages** paid to the persons in question 1. Include all payrolls (weekly, fortnightly, monthly and other). Report on a monthly basis (cf. the note above).

Gross **basic salaries and wages** are payments for ordinary-time, standard or agreed 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 8**) which relate to the reference period.
- Incentive payments, payments for piecework or profit sharing schemes.
- Fringe benefits **paid in cash** such as housing, mortgage and rent subsidies, transport allowances (e.g. monthly petrol allowance) and cellphone allowances.
- Allowances and penalty payments relating to ordinary-time hours.
- The value of any salary sacrificed.

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.
- Overtime payments (refer to **question 6**).
- Performance and other bonuses (refer to **question 7**).
- Severance, termination and redundancy payments (refer to **question 8**).
- Reimbursements for expenses, e.g. travel, entertainment, meals, etc.
- The imputed value of fringe benefits.
- Fringe Benefits Tax.

Full-time employers/employees	Rand	<input type="text"/>	,00
Part-time employers/employees	Rand	<input type="text"/>	,00
All employers/employees (full-time and part-time)	Rand	<input type="text"/>	,00

6. State the total amount of gross **overtime payments** paid to the persons in question 1. Include all payrolls (weekly, fortnightly, monthly and other). Report on a monthly basis (cf. the note on page 5).

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.

Full-time employers/employees	Rand		,00
Part-time employers/employees	Rand		,00
All employers/employees (full-time and part-time)	Rand		,00

7. State the total amount of gross **performance and other bonuses** paid to the persons in question 1. Include all payrolls (weekly, fortnightly, monthly and other). Report on a monthly basis (cf. the note on page 5).

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.

Exclude

- Reimbursements for expenses incurred whilst conducting employer's business.

Full-time employers/employees	Rand		,00
Part-time employers/employees	Rand		,00
All employers/employees (full-time and part-time)	Rand		,00

8. State the total amount of gross **severance, termination and redundancy payments** paid to the persons in question 1. Include all payrolls (weekly, fortnightly, monthly and other). Report on a monthly basis (cf. the note on page 5).

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.

Full-time employers/employees	Rand		,00
Part-time employers/employees	Rand		,00
All employers/employees (full-time and part-time)	Rand		,00

Part 5 - Activity

9. Please describe the **main activity** from which this enterprise 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.

Part 6 - Comments

10. 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, close-down, 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 turn over

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

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

12. 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 ()
e-mail	<input type="checkbox"/>	e-mail address

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

Ensure that the front page of this questionnaire is completed.

Thank you for completing this questionnaire.

For official use only

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