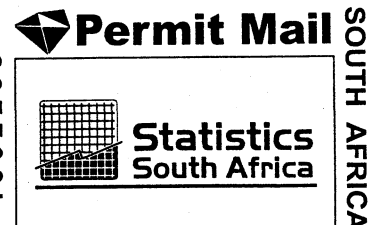


Survey of Total Employment and Earnings

1 April 2003 to 30 June 2003

↓ When contacting Stats SA please quote this number



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SOUTH AFRICA

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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. Income from employment is used mainly as an input to the Gross Domestic Product (GDP). Survey results are published each quarter in the statistical release P0271 - Survey of Total 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. 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 **4 July 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 Mr S Pillay
- Telephone number (012) 310 4619
- Fax number (012) 310 8961/8501/8271/8173
- 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 during the period **1 April 2003 to 30 June 2003**.

	April Number	May Number	June Number
Full-time employers/employees			
<i>Full-time employers/employees</i> 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.			
	Number	Number	Number
Part-time employers/employees			
<i>Part-time employers/employees</i> 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.			
	Number	Number	Number
All employers/employees (full-time and part-time)			

2. How many employers/employees **commenced working** for this enterprise during the period **1 April 2003 to 30 June 2003**?

April Number	May Number	June Number
Number	Number	Number

3. How many employers/employees **left** this enterprise during the period **1 April 2003 to 30 June 2003**?

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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 ✓) and specify other payrolls when applicable.

Weekly payrolls	<input type="checkbox"/>
Fortnightly payrolls	<input type="checkbox"/>
Monthly payrolls	<input type="checkbox"/>
Other payrolls	<input type="checkbox"/>

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 cellphone allowances.
- Allowances and penalty payments.
- The value of any salary sacrificed.
- 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

- 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 during the period 1 April 2003 to 30 June 2003. Cf. the definition on page 4.

	April	May	June
	Rand	Rand	Rand
Weekly payrolls	<input type="text"/> ,00	<input type="text"/> ,00	<input type="text"/> ,00
	Rand	Rand	Rand
Fortnightly payrolls	<input type="text"/> ,00	<input type="text"/> ,00	<input type="text"/> ,00
	Rand	Rand	Rand
Monthly payrolls	<input type="text"/> ,00	<input type="text"/> ,00	<input type="text"/> ,00
	Rand	Rand	Rand
Other payrolls	<input type="text"/> ,00	<input type="text"/> ,00	<input type="text"/> ,00
	Rand	Rand	Rand
Total (all payrolls)	<input type="text"/> ,00	<input type="text"/> ,00	<input type="text"/> ,00

6. State the total amount of gross severance, termination and redundancy payments paid during the period 1 April 2003 to 30 June 2003

April	May	June
Rand	Rand	Rand
<input type="text"/> ,00	<input type="text"/> ,00	<input type="text"/> ,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.

[illegible]

- 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.

[illegible]

9. 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"/>

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

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.