Annual Survey of Employment and Earnings 2019

Notes:-
The term “Employees” covers all persons in regular or casual employment, including salaried managers, pieceworkers, family workers in receipt of salaries/wages and paid apprentices. Those who were temporarily absent on paid sick or vacation leave should be included.
In case of any difficulty in completing the questionnaire, please contact the Labour Section of the Statistics Mauritius, Port-Louis (Tel No. 208-1800 and 210-8094, Fax No. 213-0234)

SECTION I – GENERAL

(1) Code No:

(2) Registered Name of Enterprise/Employer:

(3) Trading Name of Establishment/Employer:

(4) Postal Address:

(5) Address of establishment: ……………………………………………………………………………………..
    (if different from postal address)

(6) Description of main activity: …………………………………………………………………………………
    ………………………………………………………………………………………………………………………

If Registered/Trading Name of Enterprise/Establishment or Postal Address is not correctly shown above, please amend accordingly.

(7) For establishments filing a return for the first time:

(i) Business Registration Number: ……………………………………………………………………………

(ii) TAN No.: ……………………………………………… VAT No.: …………………………………………..

(iii) Date on which establishment started operating: ………………………………………………………

(8) Area under cultivation ……………………………………………………………………………………..
    (for agricultural establishments only – Please state whether in acres or hectares)

(9) Total number of employees who were paid for the last Thursday of March 2019

Note: Workers in casual employment who worked on that day and regular employees on paid sick or vacation leave on that day should be included.

<table>
<thead>
<tr>
<th></th>
<th>Male</th>
<th>Female</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mauritians</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foreigners</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outworkers</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: Outworkers are piece-workers employed by the establishment but working in their own homes.

(10) Foreign Workers for March 2019

<table>
<thead>
<tr>
<th>Category of worker</th>
<th>Male</th>
<th>Female</th>
<th>Total</th>
<th>Earnings (Rs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Managers</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other workers (excl. Managers)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: Earnings comprise basic salaries/wages, bonuses, regular allowances, travelling and overtime pay. Exclude irregular allowances and arrears.
### SECTION II TO VI: EMPLOYMENT AND EARNINGS BY DIFFERENT RATES OF PAY - MARCH 2019

#### EMPLOYMENT AND EARNINGS

<table>
<thead>
<tr>
<th>SECTION II Employees on Monthly Rates of Pay at the End of March (See note 1)</th>
<th>SECTION III Employees on Daily Rates of Pay as per Last Payroll for March (See note 2)</th>
<th>SECTION IV Employees on Piece Rates of Pay as per Last Payroll for March (See note 3)</th>
<th>SECTION V Employees on Hourly Rates of Pay as per Last Payroll for March (See note 4)</th>
<th>SECTION VI Employees on Other Rates of Pay as per Last Payroll for March (See note 5)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Number of Employees appearing on payroll in March</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>(Mauritian only)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Note:</strong> Outworkers should not be included</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Male</td>
<td>B 1</td>
<td>C 1</td>
<td>D 1</td>
<td>E 1</td>
</tr>
<tr>
<td>Female</td>
<td>B 2</td>
<td>C 2</td>
<td>D 2</td>
<td>E 2</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
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</tr>
</tbody>
</table>

#### SECTION II: GROSS CASH SALARIES/WAGES (See note 6)

1. **(i) Salaries/Wages (Basic pay + Compensation)**
   - B 3
   - C 6
   - D 6
   - E 6
   - F 6

2. **(ii) Overtime pay**
   - B 4
   - C 7
   - D 7
   - E 7
   - F 7

3. **(iii) Productivity bonuses, commissions, travelling and other allowances which are regularly paid at the end of each month/pay period**
   - B 5
   - C 8
   - D 8
   - E 8
   - F 8

4. **(iv) Other payments which are not regularly made every month/pay period e.g. any end of year and seasonal bonuses paid at the end of March (excluding end of service gratuities, retirement and severance allowances)**
   - B 6
   - C 9
   - D 9
   - E 9
   - F 9

5. **(v) End-of-service gratuities, retirement and severance allowances**
   - B 7
   - C 10
   - D 10
   - E 10
   - F 10

6. **(vi) Arrears, if any, paid in respect of adjustment of payments (e.g. salaries, wages, overtime, etc.) for previous months/pay periods**
   - B 8
   - C 11
   - D 11
   - E 11
   - F 11

**TOTAL GROSS CASH SALARIES/WAGES**

#### SECTION III: Period covered by last payroll in March in respect of employees in sections III to VI

- From to 
- From to 
- From to 
- From to 

#### SECTION IV: Number of working days or hours (excluding overtime) during above pay period as in 3 (i) above

- Days 
- Days 
- Days 
- Days 

#### SECTION V: Total number of man-days or man-hours paid (nombre de journées ou d'heures payées) excluding overtime hours worked, in respect of employees mentioned in 1 (i) above (see note 7)

- Man-days: 
- Man-days: 
- Man-hours: 
- Man-hours: 

- Man-days: 
- Man-days: 
- Man-hours: 
- Man-hours: 

#### SECTION VI: Number of absences not paid during above pay period in respect of employees mentioned in 1 above

- Man-hours: 
- Man-hours: 
- Man-hours: 
- Man-hours: 

#### GENERAL NOTES

All employees, except Non-Mauritians and outworkers, of the establishment should be reported in any of the sections II, III, IV, V and VI.

1. (i) Includes all employees whose pay are based on monthly rates.
2. (ii) Excludes all employees whose pay are calculated on other than monthly rates (e.g. weekly, daily, hourly, piece). Such employees should be excluded from this section if they receive their pay once monthly.
3. (iii) Retired persons who are not working and who are receiving a pension should be excluded even if their names appear on the payroll.

2. (i) Includes all employees who were exclusively on daily rates of pay during the last payroll period in March. Such employees should be included here if they receive their pay once daily or monthly.
2. (ii) All other employees are to be excluded from this section.
3. (iii) Employees, who during the pay period, worked partly on daily rates and partly on other rates (e.g. piece-rates) are to be included in Section VI.

3. (i) Includes all employees who were exclusively on piece rates of pay during the last payroll in March. Such employees should be included here if they receive their pay once daily or monthly.
3. (ii) Employees who, during the pay period, worked partly on piece rates and partly on other rates (e.g. hourly rates) are to be included in Section VI.

4. (i) Includes all employees who were exclusively on hourly rates of pay during the last payroll in March. Such employees should be included here even if they receive their daily or monthly pay.
4. (ii) Employees who, during the pay period, worked partly on hourly rates and partly on other rates are to be included in Section VI.
5. Includes all employees appearing on the last payroll for March, and not included in Sections II, III, IV, and V (e.g. employees who during the pay period worked under a mixture of different schemes).
6. Gross cash salaries/wages paid in March to employees reported in 1 above.

7. (i) Man-days paid = Total No. of days paid to employees during period covered by payroll (including No. of days paid but not worked e.g. paid leave, paid public holidays, etc.)
7. (ii) Man-hours paid = Total No. of hours paid to employees during period covered by payroll (including No. of hours paid but not worked e.g. paid leave, paid public holidays, etc.)
1. **JOB VACANCIES AS AT LAST THURSDAY OF MARCH 2019**

List the types of jobs for which the firm requires labour.

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Number of job vacancies</th>
<th>Wage rate being offered for the job</th>
<th>Is the rate paid per month/day/hour or on piece-rate?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Male only</td>
<td>Female only</td>
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</tbody>
</table>

2. **INFORMATION & COMMUNICATION TECHNOLOGY** *(Please tick where appropriate)*

(a) Does your establishment have?
   (i) Computer(s) Yes ☐ No ☐
   (ii) Website Yes ☐ No ☐
   (iii) Internet/E mail Yes ☐ No ☐
   (iv) Intranet Yes ☐ No ☐

(b) Does your establishment receive orders over the internet? Yes ☐ No ☐

(c) Does your establishment place orders over the internet? Yes ☐ No ☐

3. **TYPE OF LEGAL ORGANISATION** *(Please tick where appropriate)*

(a) Incorporated enterprise
   (i) Corporation ☐
   (ii) Co-operatives ☐
   (iii) Limited liability partnership ☐
   (iv) Non-profit organisation ☐

(b) Un-incorporated enterprise ☐

Note:-(a) Incorporated enterprise

**Corporations** - These are legal entities that are incorporated for the purpose of producing goods and services for the market with the objective of making profits and are collectively owned by shareholders who have the authority to appoint directors responsible for their general management.

**Co-operatives** - These are incorporated legal entities in which each owner has an equal share of ownership.

**Limited liability partnerships** - These are incorporated legal entities in which the partners are both owners and managers and have legally limited liability.

**Non-profit institutions** - These are incorporated legal entities that are set up for the purpose of producing goods and services, but their profits cannot be the source of income for the units that own them.

**b) Un-incorporated enterprise** - These units are set up for producing goods or services which are not incorporated as legal entities separately from their owners. They may include public agencies which are part of general government or sole proprietorships and partnerships owned by households.

4. **TYPE OF OWNERSHIP** *(Please tick where appropriate)*

(i) Public ☐

(ii) National Private ☐

(iii) Foreign Controlled ☐
### SECTION VIII

DISTRIBUTION OF FULL TIME EMPLOYEES BY MONTHLY BASIC (inc. Compensation) WAGES, MARCH 20

<table>
<thead>
<tr>
<th>Monthly wage range (Rs)</th>
<th>Mauritian</th>
<th></th>
<th>Foreign</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Number</td>
<td>Amount paid (Rs)</td>
<td>Number</td>
<td>Amount paid (Rs)</td>
</tr>
<tr>
<td>(Basic wages+Compensation)</td>
<td></td>
<td></td>
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<tr>
<td>3,500 or Less</td>
<td></td>
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<tr>
<td>3,501 - 4,000</td>
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<tr>
<td>4,001 - 4,500</td>
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<td>4,501 - 5,000</td>
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<td>5,001 - 6,000</td>
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<td>6,001 - 7,000</td>
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<td>7,001 - 8,000</td>
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<td>8,001 - 9,000</td>
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<td>9,001 - 10,000</td>
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<td>10,001 - 11,000</td>
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<td>11,001 - 12,000</td>
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<td>30,001 - 35,000</td>
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<td>35,001 - 40,000</td>
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<td>40,001 - 50,000</td>
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<td>50,001 - 60,000</td>
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<tr>
<td>60,001 - 70,000</td>
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<tr>
<td>70,001 - 75,000</td>
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<tr>
<td>75,001 - 100,000</td>
<td></td>
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<tr>
<td>100,001 - 200,000</td>
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<tr>
<td>200,001 and over</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: Monthly wage refers to Basic wages + Compensation but excludes arrears, overtime and all other allowances.

**Person to be contacted for queries or further information about this questionnaire:**

<table>
<thead>
<tr>
<th>Mr/Miss/Mrs:</th>
<th>.........................</th>
<th></th>
<th>(Status in business)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Name)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone No.:</td>
<td>.........................</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date:</td>
<td>.........................</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-mail address:</td>
<td>..................................</td>
<td>Signature</td>
<td></td>
</tr>
</tbody>
</table>


Quarterly Survey of Employment and Earnings and Hours of work for March 2019
**SECTION II - EMPLOYMENT, EARNINGS AND HOURS OF WORK - MARCH 2019**

<table>
<thead>
<tr>
<th>Occupation Code</th>
<th>OCCUPATION (MAURITIAN WORKERS ONLY) (see note 1)</th>
<th>Usual number of working days per week</th>
<th>Normal hours of work per week (see note 2)</th>
<th>Number of working days covered by payroll</th>
<th>Number of employees (Mauritians only) (see note 3)</th>
<th>UNPAID absences (man-days or man-hours) (see note 4)</th>
<th>Basic salaries/wages (Rs)</th>
<th>Allowances Travelling (Rs)</th>
<th>Other regular payments (Rs)</th>
<th>Overtime payments (Rs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td>E</td>
<td>F</td>
<td>G</td>
<td>H</td>
<td>I</td>
<td>I</td>
<td>J</td>
</tr>
</tbody>
</table>

**PLEASE ENTER COMMENTS ON ABOVE FIGURES ON BACK PAGE OF THE QUESTIONNAIRE**

In case where payrolls are less than a month, the required data should relate to the last payroll in March 2019.

**EXPLANATORY NOTES**

1. The data supplied should relate to Mauritian employees in the specific occupations mentioned. If an occupation does not exist, it should be replaced by another occupation as similar as possible to the one mentioned in the form.

2. Normal hours of work per week (after which overtime conditions apply) is to be supplied for each occupation.

3. Figures in Column G should include unpaid absences (in days or hours) for all employees in each of the listed occupations except those paid on monthly rates.

4. Basic salaries/wages refer to the total salaries/wages (including cost of living allowance) paid to all employees in the specified occupation.

5. Regular allowances include bonuses, commissions, and other allowances which are regularly paid at end of each pay period. Exclude arrears and any irregular allowances.

6. The total number of overtime hours corresponding to the payments made in column J for each occupation should be inserted in column K. In case this information is not available, an indication of the mode of payment for extra work is to be given in column K. For example, whether it is 1.5 times or twice the basic rate.
COMMENTS ON FIGURES

If figures provided on this questionnaire are significantly different from figures submitted for December 2018, please provide comments below.

Examples:  
(a) Decrease in the number of employees in specific occupation is due to:  
   (i) redundancies
   (ii) transfer to another promotion, etc.
(b) Decrease in the salaries in an occupation due to promotion, or departure of employees with higher salaries.
(c) Increase in salaries across all or some occupations due to adjustments in basic wages/salaries or new incentive measures as from .......................... (please state the date)