

STATISTICS MAURITIUS LABOUR SECTION



Survey of Employment and Earnings March 2014 (including quarterly questionnaire)

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. 208-0781, 212-2316/17, 212-2782 and 210-8094, Fax No. 211-4150)

		SECTION	I – GENERAI							
1)	Code No:									
2)	Registered Name of Enterprise	/Employer:								
3)	Trading Name of Establishmen	nt/Employer:								
4)	Postal Address:									
5)	Address of establishment:		om postal address)	•••••						
6)	Description of main activity:		•							
	If Registered/Trading Name of I shown above, please amend according to the shown above.		ablishment or Po	ostal Address	is not correctly					
7)	Business Registration Number:									
8)	TAN No.:	VA7	No.:							
9)	For establishments filing a retur	n for the first ti	me:							
	Date on which establishment started operating:									
10)	Area under cultivation									
11)	Total number of employees who were paid for the last Thursday of March 2014 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.									
		Male	Female	Total						
	Mauritians									
	Foreigners									
	Outworkers									
	Note: Outworkers are piece-workers employed by the establishment but working in their own homes.									
12)	Foreign Workers for March 201	14								
	Category of worker	Male	Female	Total	Earnings (Rs)					
	Managers									
	Other workers (excl. Managers)									

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 2014

			SECTION II		SECTION III		CTION IV	SECTION V Employees on Hourly Rates of Pay as per Last Payroll for March (See note 4)		SECTION VI Employees on Other Rates of Pay as per Last Payroll for March (See note 5)	
EMPLOYMENT AND EARNINGS		Employees on Monthly Rates of Pay at the End of March (See note 1)		Employees on Daily Rates of Pay as per Last Payroll for March (See note 2)		Employees on Piece Rates of Pay as per Last Payroll for March (See note 3)					
Number of Employees appearing on payroll in March	Male		B 1		C 1		D 1		E 1		F 1
(Mauritian only)	Female		B 2		C 2		D 2		E 2		F 2
Note: Outworkers should not be included	TOTAL		B 2		C 2				L Z		1 2
2. GROSS CASH SALARIES/WAGES (See note 6)		Rupees	For Office Use	Rupees	For Office Use	Rupees	For Office Use	Rupees For Office	e Use	Rupees For Office	e Use
(i) Salaries/Wages (Basic pay + cost of living allowance)			В 3		C 6		D 6		E 6		F 6
(ii) Overtime pay			B 4		C 7		D 7		E 7		F 7
(iii) Productivity bonuses, commissions, travelling and other allowances which are <i>regularly</i> paid at the end of each month/pay period			B 5		C 8		D 8		E 8		F 8
(iv) Other payments which are <i>not regularly</i> 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)			В 6		C 9		D 9		E 9		F9
(v) End-of-service gratuities, retirement and severance allowances			В 7		C 10		D 10		E 10		F 10
(vi) Arrears, if any, paid in respect of adjustment of payments (e.g. salaries, wages, overtime, etc.) fo months/pay periods	r previous		B 8		C 11		D 11		E 11		F 11
TOTAL GROSS CASH SALARIES/WAGES									ı		
3. (i) Period covered by last payroll in March in respect of employees in sections III to VI					Fromto		.to	Fromto		Fromto	
(ii) Number of working days or hours (excluding overtime) during above pay period as in 3 (i) above						Days D 4 Man-days:		HoursMan-hours:	E 4	Days or hours	. F4
(iii) Total number of man-days or man-hours paid (nombre de journées ou d'heures payées) excluding overtime hours worked, in respect of emplementioned in 1 for payroll period in 3(i) above (see note 7)			spect of employees	Man-days: (normal working days)		_		(excluding overtime hours)		(excluding overtime hours)	
				Man-days:	C 3	Man-days:	D 3	Man-days or man-hours:	E 3	Man-days or man-hours:	. F3
(iv) Number of absences not paid during above pay period in respect of employees mentioned in 1 above						D 5		E 5			. F5
				Man-hours:		Man-hours:		Man-hours:		Man-hours:	
(v) Number of overtime hours worked during the payroll period in 3 (i) above					C 12		D 12		E 12		. F 12

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.
- (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 even if they receive their pay once monthly.
- (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 even if they receive their pay once monthly.
 - (ii) All other employees are to be excluded from this section.
 - (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.
- (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.

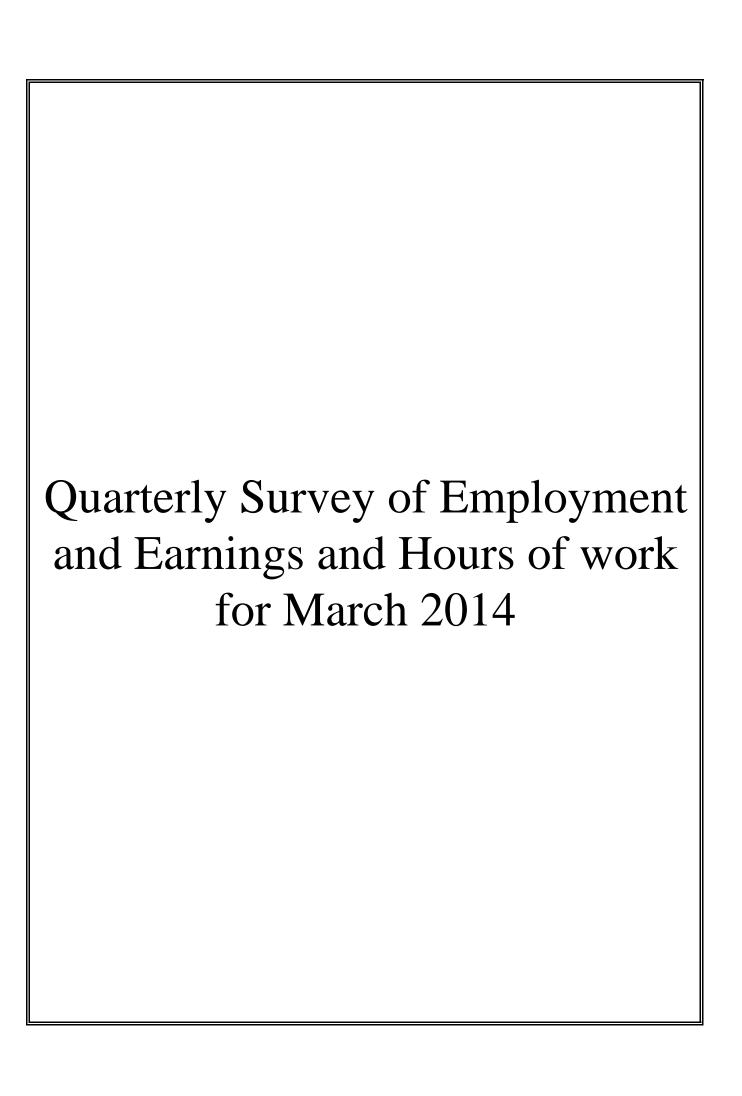
- 4. (i) Includes all employees who were *exclusively* on hourly rates of pay during the last payroll in March. Such employees should be included here even if they receive their daily or monthly pay.
 - (ii) Employees who, during the pay period, worked partly on hourly rates and partly on other rates are to be included in Section VI.
- 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).
- Gross cash salaries/wages paid in March to employees reported in 1 above.

 Total Gross Cash salaries/wages refer to the gross cash pay before any deductions such as taxes, pension scheme contributions paid by employees etc.
- 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, ets.)
 - (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.) Overtime hours should be excluded.

SECTION VII

1. JOB VACANCIES AS AT LAST THURSDAY OF MARCH

List the types of jobs for which the firm requir	es labour.						
	Number of job vacancies				ing	Is the rate paid per month/	
Job Title	Male	Female	Either Male	Male	ffered for the Female	Either Male	day/hour or
	only	only	or Female	only	only	or Female	on piece-rate?
2. LABOUR TURNOVER, APRIL 2013	to MARC	H 2014	•		-	•	
z. Zazock rokko (zkym kiż zwie	10 1/111110	-	ıritian	Fore	igners	7	
		Male	Female	Male	Female		
IN 1. New recruits due to expansion							
2. New recruits due to replacement							
1. Layoff (termination of employment initiated by employe	r)						
OUT 2. Retirement							
3. Resignation							
4. Other							
3. INFORMATION & COMMUNICATIO	N TECH	NOLOGY	(Please tick	where appr	opriate)		
(a) Does your establishment have ?							
(i) Computer(s) Yes	□ No	□ (i:	ii) Internet	/E mail	Yes \square	No □	
(ii) Website Yes	□ No	☐ (i	v) Intranet		Yes \square	No □	
(b) Does your establishment receive	orders ov	`	,		Yes \square	No □	
(c) Does your establishment place or					Yes \square	No \square	
· · ·				••••••	105	110	
4. TYPE OF LEGAL ORGANISATION (1	Please tick wl	here appropi	riate)				
(a) Incorporated enterprise						٦	
(i) Corporation		, ,	nited liabili	• •	•	_	
(ii) Co-operatives		(iv) Nor	n-profit org	ganisatio	n		
(b) Un-incorporated enterprise \Box							
Note:- (a) Incorporated enterprise							
Corporations - These are legal entities that objective of making profits and are collect					-		
their general management.					,		r
	141411	1. 1 . 1	L l		.	1	
Co-operatives - These are incorporated leg Limited liability partnerships - These are	_			-		-	agers and have
legally limited liability.	meorporate	a regui entiti	es in winch d	ne partners	are both o	where and man	agers and nave
Non-profit institutions - These are incorp their profits cannot be the source of incom	_		_	or the purpo	ose of produ	acing goods and	d services, but
then profits cannot be the source of incom	ie for the till	ts that Own	uiciii.				
(b) Un-incorporated enterprise - These						_	-
separately from their owners. They may in partnerships owned by households.	clude public	agencies w	hich are part	of general	governmen	t or sole propri	etorships and
partiterships owned by households.							
5. TYPE OF OWNERSHIP (Please tick where	appropriate)					
(i) Public \square (ii) Na	tional Pri	vate \square		(iii) Fo	reign Co	ntrolled]
(1)				(- 3-5 00		



SECTION II - EMPLOYMENT, EARNINGS AND HOURS OF WORK - MARCH 2014

See note 2) Payrull only (see note 3) Rs Rs Rs Rs Rs Rs Rs R	Number of overtime hours worked (see note 6)	Overtime payments	Regular allowances (see note 5)	Basic salaries/wages (see note 4)			Number of working days covered by	Normal hours of work per week	Usual number of working days per week	OCCUPATION (MAURITIAN WORKERS ONLY)	Occupation Code
A B C D E F G H I J I		Rs	Rs	Rs	(see note 3)	only)	payroll	(see note 2)		(see note 1)	
	K	J	I	Н	G	F	Е	D	С	В	A
			-								
	+		+								
											
			-								
		1									
	+										
			+ +								
		1									

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

EXPLANATORY NOTES

In case where payrolls are less than a month, the required data should relate to the last payroll in March 2014.

Non- Mauritians, outworkers and apprentices should be excluded

- 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, travelling and other allowances which are *regularly* paid at end of each pay period. <u>Exclude</u> 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 the figures you provided on this questionnaire are significantly different from figures submitted for December 2013, 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)
	••••••	
	••••••	
	Pe	rson to be contacted for queries or further information about this questionnaire:
Mr/Mice/Mrc		
ivii/ivii35/IVII3.		(Name) (Status in business)
Phone No.:		
Date:		
E-mail addre	ss:	