

# 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 – 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) Business Registration Number: .....
- (8) TAN No.: ..... VAT No.: .....
- (9) **For establishments filing a return for the first time:**  
Date on which establishment started operating: .....
- (10) Area under cultivation .....  
*(for agricultural establishments only – Please state whether in acres or hectares)*
- (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
<b>Mauritians</b>			
<b>Foreigners</b>			
<b>Outworkers</b>			

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

- (12) **Foreign Workers for March 2014**

Category of worker	Male	Female	Total	Earnings (Rs)
<b>Managers</b>				
<b>Other workers (excl. Managers)</b>				

*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**

EMPLOYMENT AND EARNINGS		SECTION II Employees on <b>Monthly Rates</b> of Pay at the End of March (See note 1)		SECTION III Employees on <b>Daily Rates</b> of Pay as per Last Payroll for March (See note 2)		SECTION IV Employees on <b>Piece Rates</b> of Pay as per Last Payroll for March (See note 3)		SECTION V Employees on <b>Hourly Rates</b> of Pay as per Last Payroll for March (See note 4)		SECTION VI Employees on <b>Other Rates</b> of Pay as per Last Payroll for March (See note 5)	
1. Number of Employees appearing on payroll in March <b>(Mauritian only)</b> <b>Note: Outworkers should not be included</b>	Male		B 1		C 1		D 1		E 1		F 1
	Female		B 2		C 2		D 2		E 2		F 2
	TOTAL										
2. GROSS CASH SALARIES/WAGES (See note 6)		Rupees	For Office Use	Rupees	For Office Use	Rupees	For Office Use	Rupees	For Office Use	Rupees	For Office Use
(i) Salaries/Wages (Basic pay + cost of living allowance)			B 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)			B 6		C 9		D 9		E 9		F 9
(v) End-of-service gratuities, retirement and severance allowances			B 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.) for previous months/pay periods			B 8		C 11		D 11		E 11		F 11
TOTAL GROSS CASH SALARIES/WAGES											
3. (i) Period covered by last payroll in March in respect of employees in sections III to VI				From.....to.....		From.....to.....		From.....to.....		From.....to.....	
(ii) Number of working days or hours (excluding overtime) during above pay period as in 3 (i) above				Days..... C 4		Days..... D 4		Hours..... E 4		Days or hours..... F 4	
(iii) Total number of man-days or man-hours paid ( <i>nombre de journées ou d'heures payées</i> ) excluding overtime hours worked, in respect of employees mentioned in 1 for payroll period in 3(i) above (see note 7)				Man-days : (normal working days) ..... C 3		Man-days : (normal working days) ..... D 3		Man-hours : (excluding overtime hours) ..... E 3		Man-days or man-hours : (excluding overtime hours) ..... F 3	
(iv) Number of absences not paid during above pay period in respect of employees mentioned in 1 above				Man-days: ..... C 5		Man-days: ..... D 5		Man-days or man-hours: ..... E 5		Man-days or man-hours: ..... F 5	
(v) Number of overtime hours worked during the payroll period in 3 (i) above				Man-hours: ..... C 12		Man-hours: ..... D 12		Man-hours: ..... E 12		Man-hours: ..... 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.
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. 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, etc.)  
(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 requires labour.

Job Title	Number of job vacancies			Wage rate being offered for the job			Is the rate paid per month/day/hour or on piece-rate?
	Male only	Female only	Either Male or Female	Male only	Female only	Either Male or Female	

### 2. LABOUR TURNOVER, APRIL 2013 to MARCH 2014

		Mauritian		Foreigners	
		Male	Female	Male	Female
<b>IN</b>	1. New recruits due to expansion				
	2. New recruits due to replacement				
<b>OUT</b>	1. Layoff (termination of employment initiated by employer)				
	2. Retirement				
	3. Resignation				
	4. Other				

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

(a) Does your establishment have ?

- |                 |                              |                             |                       |                              |                             |
|-----------------|------------------------------|-----------------------------|-----------------------|------------------------------|-----------------------------|
| (i) Computer(s) | Yes <input type="checkbox"/> | No <input type="checkbox"/> | (iii) Internet/E mail | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (ii) Website    | Yes <input type="checkbox"/> | No <input type="checkbox"/> | (iv) Intranet         | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

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

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

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

(a) Incorporated enterprise

- |   |  |
|---|--|
| (i) Corporation <input type="checkbox"/>    | (iii) Limited liability partnership <input type="checkbox"/> |
| (ii) Co-operatives <input type="checkbox"/> | (iv) Non-profit organisation <input type="checkbox"/>        |

(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.

### 5. TYPE OF OWNERSHIP *(Please tick where appropriate)*

- |                                     |  |   |
|-------------------------------------|--|---|
| (i) Public <input type="checkbox"/> | (ii) National Private <input type="checkbox"/> | (iii) Foreign Controlled <input type="checkbox"/> |
|-------------------------------------|--|---|

Quarterly Survey of Employment  
and Earnings and Hours of work  
for March 2014



