

## STATISTICS MAURITIUS LABOUR SECTION

CONFIDENTIAL

# Survey of Employment and Earnings March 2015 (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. 208-1800 and 210-8094, Fax No. 211-4150)

Port-L	Louis (Tel No. 208-1800 and 210-8094		50) [ <b>I – GENERA</b> ]	Γ.							
(1)	Code No:										
(2)	Registered Name of Enterprise	e/Employer:									
(3)	Trading Name of Establishment/Employer:										
(4)	Postal Address:										
(5)	Address of establishment:		rom postal address)								
(6)	Description of main activity:										
	If Registered/Trading Name of shown above, please amend acc	Enterprise/Est									
(7)	Business Registration Number: .										
(8)	TAN No.:	VA	T No.:								
(9)	For establishments filing a retu	rn for the first t	ime:								
	Date on which establishment star	ted operating: .									
(10)	Area under cultivation				 her in acres or hectares	;)					
(11)	Total number of employees who were paid for the last Thursday of March 2015  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 2015										
	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 2015

EMPLOYMENT AND EARNINGS		SECTION II Employees on <b>Monthly Rates</b> of Pay at the End of March (See note 1)	Employees on <b>Daily Rates</b> of Pay as per Last Payroll for March		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)	
Number of Employees appearing on payroll in March	Male	B 1		C 1		D 1			E 1		F 1
(Mauritian only)	Female	В 2		C 2		D 2			E 2		F 2
Note: Outworkers should not be included	TOTAL										
2. GROSS CASH SALARIES/WAGES (See note 6)		Rupees For Office Use	Rupees	For Office Use	Rupees	For Office Use	Rupees	For Office U	Jse	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		В 4		C 7		D 7			E 7		F 7
(iii) Productivity bonuses, commissions, travelling and other allowances which are <i>regularly</i> paid at to of each month/pay period	he end	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)			C 9		D 9			E 9		F 9
(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.) for months/pay periods	previous	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		Fromto	
(ii) Number of working days or hours (excluding overtime) during above pay period as in 3 (i) above			Days Man-days :	C 4	Days Man-days :	D 4	Hours Man-hours:		E 4	Days or hours	F 4
(iii) Total number of man-days or man-hours paid (nombre de journées ou d'heures payées) excluding overtime hours worked, in respect of empentioned in 1 for payroll period in 3(i) above (see note 7)			(normal working days)		(normal working days)		(excluding overtime hours)			(excluding overtime hours)	
			Man-days:		Man-days:		E Man-days or man-hours:		E 3	Man-days or man-hours:	F 3
(iv) Number of absences not paid during above pay period in respect of employees mentioned in 1 above.	C5		D 5					Man-days of man-nours.	F 5		
			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.
- 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).
- 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**

			nber of job va	cancies		Wage rate be offered for the		Is the rate paid per month/					
Job Title Mal			Female	Either Male	Male	Female	Either Male	day/hour or					
		only	only	or Female	only	only	or Female	on piece-rate?					
2. 1	LABOUR TURNOVER, APRIL 201	4 to MARC	CH 2015										
	2.12.0.01.1.01.1.0.1.2.1.1.1.1.1.2.01			ıritian	Fore	igners	1						
			Male	Female	Male	Female							
	1. New recruits due to expansion						1						
IIN	2. New recruits due to replacement												
	Layoff (termination of employment initiated by employ	er)											
-	2. Retirement	/					1						
	3. Resignation												
	4. Other												
			NOT OCI	7 (7)			1						
	FORMATION & COMMUNICATI	ON TECH	NOLOG	(Please tick	where app	propriate)							
(	(a) Does your establishment have?							_					
	(i) Computer(s) Yes	☐ No	<b>□</b> (i	ii) Internet	/E mail	Yes 🔲	No 🔲	]					
	(ii) Website Yes	☐ No ∣	☐ (i	v) Intranet		Yes $\square$	No □	]					
	(b) Does your establishment receive	orders ov	er the int	ernet?		Yes $\square$	No 🗆	- 1					
	•					_	_	<u>'</u>					
(	(c) Does your establishment place of	orders over	the inter	net /		Yes	No 🗆	ı					
4. T	YPE OF LEGAL ORGANISATION	(Please tick w	here approp	riate)									
(	(a) Incorporated enterprise												
	(i) Corporation		(iii) Lin	nited liabili	ity partn	ership 🗀	]						
	(ii) Co-operatives		(iv) Nor	n-profit org	ganisatio	n T	1						
	(b) Un-incorporated enterprise	1	(11) 1101	- prom 012	,411154415		•						
,	(b) Oil-incorporated enterprise	ı											
Note:-	(a) Incorporated enterprise												
	Corporations - These are legal entities t												
	objective of making profits and are colle their general management.	cuvery owner	ı by snareno	olders who ha	ive the aut	nority to ap	point director	s responsible for					
	then general management.												
	Co-operatives - These are incorporated	legal entities i	in which ea	ch owner has	an equal s	share of ow	nership.						
	Limited liability partnerships - These an	e incorporate	d legal enti	ties in which	the partne	rs are both	owners and m	anagers and have					
	legally limited liability.												
	No.	Non-profit institutions - These are incorporated legal entitites that are set up for the purpose of producing goods and services, but											
					or the pur	pose of pro	ducing goods	and services, but					
	then profits cannot be the source of fileo	their profits cannot be the source of income for the units that own them.											
	(b) Un-incorporated enterprise - Thes	e units are set	up for prod	lucing goods	or service	s which are	not incorpora	ited as legal					
		ude public agencies which are part of general government or sole											
	proprietorships and partnerships owned l	y households	8.										
5 TY	VDF OF OWNEDCHID (DI 2-1 -1	ra annuari-i-i	.)										
	YPE OF OWNERSHIP (Please tick when							_					
(	(i) Public 🗖 (ii) N	ational Pri	vate 🔲		(iii) Fo	reign Co	ntrolled 🖵	J					

Quarterly Survey of Employment and Earnings and Hours of work for March 2015
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# **SECTION II - EMPLOYMENT, EARNINGS AND HOURS OF WORK - MARCH 2015**

		Usual number	Normal hours	Number of	Number of	UNPAID absences	Basic salaries/wages	Regular allowances	Overtime payments	Number of overtime
Occupation		of working	of work per	working days			(see note 4)	(see note 5)	o verame payments	hours worked
Code	OCCUPATION (MAURITIAN WORKERS ONLY)	days per week	week		(Mauritians		(see note 4)	(see note 3)		(see note 6)
	(see note 1)	days per week					n.	ъ.	n.	(see note 0)
A	B	С	(see note 2)	payroll E	only) F	(see note 3)	Rs H	Rs	Rs	K
A	D	C	D	E	Г	G G	п	1	J	K
										+
										†

## 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 2015.

## 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 2014, please provide comments below.

<b>Examples:</b>	(a)	Decrease in the number of employees in speci	fic occupation is due to:
		(i) redundancies	
		(ii) transfer to another promotion, etc.	
	<i>(b)</i>	Decrease in the salaries in an occupation due with higher salaries.	to promotion, or departure of employees
	(c)	Increase in salaries across all or some occupat salaries or new incentive measures as from	ions due to adjustments in basic wages/(please state the date)
	•••••		
	•••••		
		n to be contacted for queries or further info	rmation about this questionnaire:
Mr/Miss/Mrs	s:	(Name)	(Status in business)
Phone No.:	••••		
Date:			
E mail addra	ee.		Signature