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## CENTRAL STATISTICS OFFICE LABOUR SECTION

# Survey of Employment and Earnings March 2009 (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 Central Statistics Office, Port-Louis (Tel. No. 208-0781, 212-2316, 212-2317 and 212-2783, Fax No. 211-4150)

#### SECTION I – GENERAL

(1)	Code No:
(2)	Name of Establishment/Employer:
(3)	Postal Address:
(4)	Nature of business:
(5)	Address of establishment:
	(if different from postal address)
(6)	Business Registration Number:
(7)	IMPEX No. / TAN No. / VAT No.:
(8)	For establishments filling in a return for the first time:
	Date on which establishment started operating:
(9)	If name of establishment/employer, postal address or nature of business is not correctly shown above
	please enter particulars in <b>BLOCK LETTERS</b> :
	Name:
	Address:
	Nature of business:
(10)	Annexes (if any) covered by this return
	Name Business activity
	(a)
	(b)
(11)	Area under cultivation
	(for agricultural establishment only – Please state whether in acres or hectares)
(12)	Total number of employees who were paid for the last Thursday of March.

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

	Male	Female	Total
Mauritians			
Non Mauritians			
Outworkers			

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

# SECTION II TO VI: EMPLOYMENT AND EARNINGS BY DIFFERENT RATES OF PAY - MARCH 2009

EMPLOYMENT AND EARNINGS		SECTION II Employees on <b>Monthly Rates</b> of Pay at the End of March ( <i>See note</i> <b>1</b> )		SECTION III Employees on <b>Daily Rates</b> of Pay as per Last Payroll for March ( <i>See note</i> <b>2</b> )		SECTION IV Employees on <b>Piece Rates</b> of Pay as per Last Payroll for March ( <i>See note</i> <b>3</b> )		SECTION V Employees on <b>Hourly Rates</b> of F as per Last Payroll for March (See note 4)		-	ay Employees on <b>Other Rates</b> of Pay as per Last Payroll for March ( <i>See note</i> <b>5</b> )		
. 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			Е 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 U	se	Rupees	For Office Use	Rupees	For Offic	e Use	Rupees	For Office 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			Е 7		F 7
<ul> <li>(iii) Productivity bonuses, commissions, travelling and other allowances which are <i>regularly</i> paid at the of each month/pay period</li> </ul>	e end		В 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 sea bonuses paid at the end of March (excluding end of service gratuities, retirement and severance allo			В б			C 9		D 9			E 6		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.) for pr months/pay periods	revious		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		Fromto		From	to		From	.to
<ul> <li>(ii) Number of working days or hours (excluding overtime) during above pay period as in 3 (i) above</li> <li>(iii) Total number of man-days or man-hours paid (<i>nombre de journées ou d'heures payées</i> ) excluding of the second second</li></ul>	overtime ho	urs worked, in respec	ct of employees	Days Man-days : (normal working		C 4	Days Man-days : (normal working day		Hours Man-hours : (excluding over		. E 4	Days or hours Man-days or mar (excluding overt	n-hours :
mentioned in 1 for payroll period in 3 (i) above (see note 7)				Man-days:		C 3	Man-days:	D 3	Man-days or ma		. ЕЗ	Man-days or mai	
(iv) Number of absences not paid during above pay period in respect of employees mentioned in 1 abov	e					С 5	Wan-days.	D 5	5	an-nours.	Е 5		5.5
				Man-hours:			Man-hours:		Man-hours:	<u></u>		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 even 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 pay daily or monthly.
- (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 5. (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. 6. 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.

	Numb	per of job va	cancies	V	Vage rate be	Is the rate paid	
Job Title	Nume		Cancies	of	fered for the	per month/	
JOD The	Male	Female	Either Male	Male	Female	Either Male	per month/ day/hour or on piece-rate?
	only	only	or Female	only	only	or Female	on piece-rate?

#### 2. INFORMATION & COMMUNICATION TECHNOLOGY

(a) Does your establishment have ?

(i) Computer(s)	Yes 🗖	No		(iii) Internet/E mail	Yes 🗖	No 🗖
(ii) Website	Yes 🗖	No		(iv) Intranet	Yes 🗖	No 🗖
(b) Does your establishment	receive ord	ers ov	er the	internet?	Yes 🗖	No 🗖
(c) Does your establishment	place order	s over	the in	nternet?	Yes 🔲	No 🗖
(Please tick where appropriate)						
TVDE OF LECAL ODCANIS	SATION					

#### 3. TYPE OF LEGAL ORGANISATION (a) Incorporated enterprise

(u) meorporatea enterprise	
(i) Corporation	(iii) Limited liability partnership 🔲
(ii) Co-operatives	(iv) Non-profit organisation
(b) Un-incorporated enterprise	

(*Please tick where appropriate*)

#### **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 entitites 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

(i) Public (Please tick where appropriate)

(ii) National Private

(iii) Foreign Controlled

# Quarterly Survey for March 2009

# **SECTION II - EMPLOYMENT, EARNINGS AND HOURS OF WORK - MARCH 2009**

ISCO	OCCUPATION	Usual number	Normal hours	Number of	Number of	UNPAID absences	Basic salaries/wages	Regular allowances	Overtime payments	Number of overtime
Code	(see note 1)	of working	of work per	working days	employees	(man-days or	(see note 4)	(see note 5)		hours worked
No.		days per week	week		(Mauritians					(see note 6)
			(see note 2)	payroll	only)	(see note 3)	Rs	Rs	Rs	
А	В	С	D	Е	F	G	Н	Ι	J	К

### 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 2009.

#### Non- Mauritians, outworkers and apprentices should be excluded

- 1. To data supplied should relate to 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. 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 the figures you provided on this questionnaire are significantly different from figures submitted for November 2008, 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.

Person to be contacted for queries or further information about this questionnaire:						
Mr/Miss/Mrs:						
(Name)	(Status in business)					
Phone No.:						
Date:						
E-mail address:	Signature					