

For Office Use			
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CENTRAL STATISTICS OFFICE
LABOUR SECTION

CONFIDENTIAL

Survey of Employment and Earnings

March 2010 (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 **BLOCK LETTERS:**
Name:
Address:
Nature of business:
- (10) Annexes (if any) covered by this return

	<i>Name</i>	<i>Business activity</i>
(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 2010

EMPLOYMENT AND EARNINGS		SECTION II Employees on Monthly Rates of Pay at the End of March (See note 1)		SECTION III Employees on Daily Rates of Pay as per Last Payroll for March (See note 2)		SECTION IV Employees on Piece Rates of Pay as per Last Payroll for March (See note 3)		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)	
1. Number of Employees appearing on payroll in March (Mauritian only) Note: Outworkers should not be included	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 regularly paid at the end of each month/pay period			B 5		C 8		D 8		E 8		F 8
(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 6		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.....		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 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.
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. 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 orders over the internet?..... Yes No

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

(Please tick where appropriate)

3. TYPE OF LEGAL ORGANISATION

(a) Incorporated 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 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

(i) Public (ii) National Private (iii) Foreign Controlled

(Please tick where appropriate)

Quarterly Survey for
March 2010

