

## CENTRAL STATISTICS OFFICE LABOUR SECTION

# Survey of Employment and Earnings March 2011 (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 212-2782, Fax No. 211-4150)

Office	e, Port-Louis (Tel No. 208-0781, 212- SI	2316, 212-2317 an E <b>CTION I – G</b> l		(o. 211-4150)							
(1)	Code No:										
(2)	Name of Establishment/Employer:										
(3)	Postal Address:										
(4)	Nature of business:										
(5)	Address of establishment:		om postal address)	•••••							
(6) (7)	Business Registration Number: . IMPEX No. / TAN No. / VAT N										
(8)	For establishments filling in a r										
(9)	Date on which establishment star If name of establishment/employ please enter particulars in <b>BLOC</b> Name:	rer, postal addres	s or nature of bus	siness is not co							
(10)	Annexes (if any) <b>covered by th</b>		••••••	•••••	•••••						
()	Name Business activity										
	(a)										
	(b)										
(11)	Area under cultivation				er in acres or hectares)						
(12)	Total number of employees who were paid for the last Thursday of March 2011  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.	rked on that day and	regular employees w	no were on paid	sick or vacation leave on						
	,	Male	Female	Total							
	Mauritians										
	Foreigners										
	Outworkers										
	Note: Outworkers are piece-workers employed by the establishment but working in their own homes.										
(13)	Foreign Workers for March 2011										
	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 2011

EMPLOYMENT AND EARNINGS			SECTION II Employees on Monthly Rates of Pay at the End of March (See note 1)		SECTION III es on <b>Daily Rates</b> of Pay 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)	
Number of Employees appearing on payroll in March  Male			B 1		C 1			D 1			E 1		F 1
(Mauritian only)		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)			For Office Use	Rupees	For Office Use	Rupees	For Office	e Use	Rupees	For Office	Use	Rupees For Offic	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 the end of each month/pay period			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 seasonal bonuses paid at the end of March (excluding end of service gratuities, retirement and severance allowances)			В 6		C 9			D 9			E 6		F 9
(v) End-of-service gratuities, retirement and severance allowances			В 7		C 10			D 10			E 10		F 10
<ul><li>(vi) Arrears, if any, paid in respect of adjustment of payments (e.g. salaries, wages, overtime, etc.) for p months/pay periods</li></ul>	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	From	to		Fromto			Fromto	
(ii) Number of working days or hours (excluding overtime) during above pay period as in 3 (i) above					C 4	Days		D 4	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 employees mentioned in 1 for payroll period in 3 (i) above (see note 7)			ect of employees	Man-days : (normal working days)		Man-days: (normal working days)			Man-hours : (excluding overtime hours)			Man-days or man-hours : (excluding overtime hours)	
				C 3				D 3			E 3		. F3
(iv) Number of changes not paid during above pay poried in respect of analysis a mentioned in 1 share				Man-days:		Man-days:			Man-days or man-hours:			Man-days or man-hours:	
(iv) Number of absences not paid during above pay period in respect of employees mentioned in 1 above				 Man-hours:	C 5	Man-hours:		D 5	Man-hours:		E 5	Man-hours:	. F5
(v) Number of overtime hours worked during the payroll period in 3 (i) above					C 12			D 12			E 12	Man-nours.	. 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.

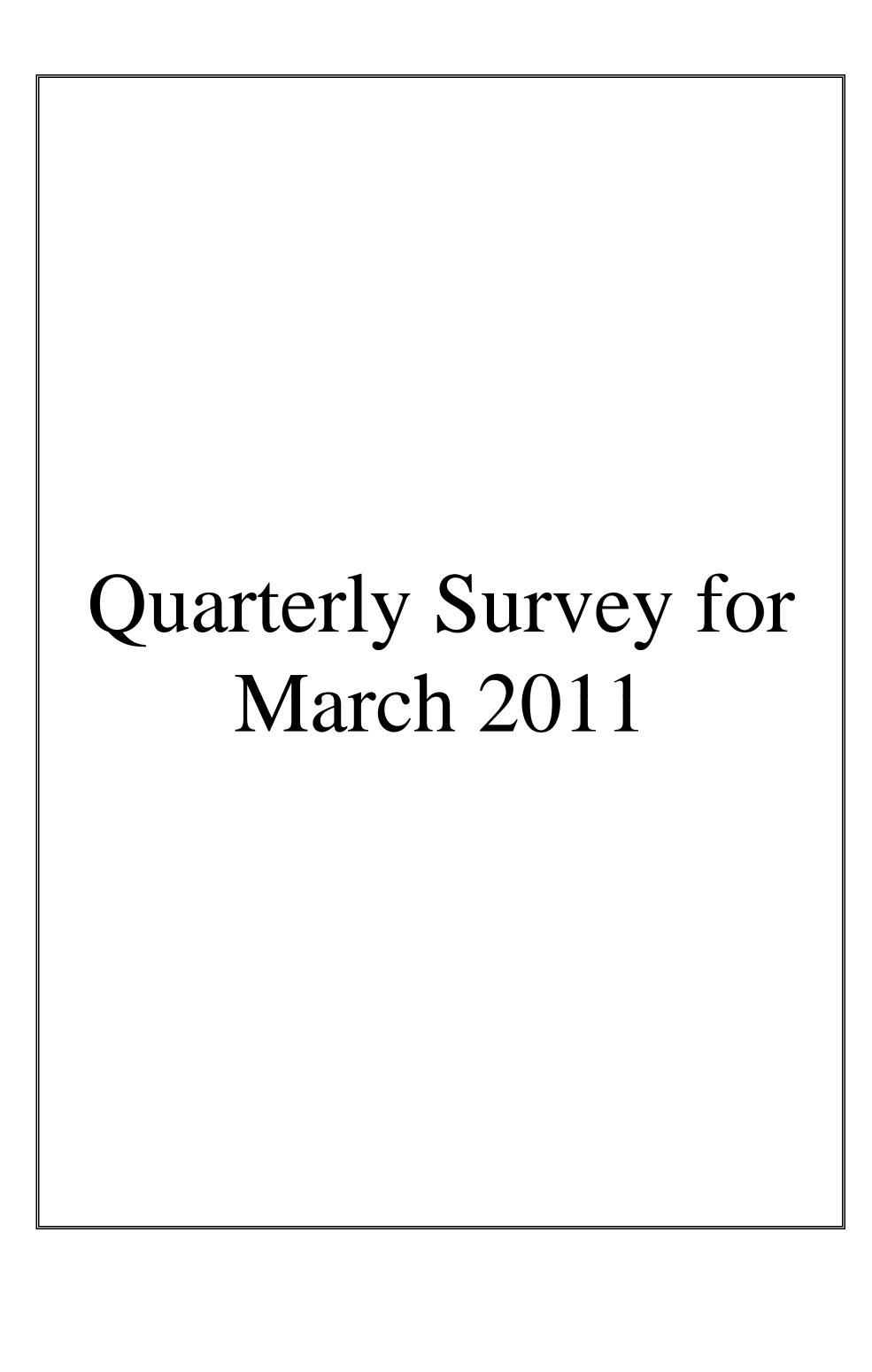
- 4. (i) Includes all employees who were *exclusively* on hourly rates of pay during the last payroll in March. Such employees should be included here even if they receive their pay daily or monthly.
  - (ii) Employees who, during the pay period, worked partly on hourly rates and partly on other rates 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).
- 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

		Num	ber of job va	cancies		Nage rate be ffered for the	Is the rate paid per month/	
	Job Title		Female	Either Male	Male	Female	Either Male	day/hour or
			only	or Female	only	only	or Female	on piece-rate?
2.	INFORMATION & COMMUNICATIO	N TECI	HNOLOG	Y				
	(a) Does your establishment have ?							
	(i) Computer(s) Yes $\square$	No	(i:	ii) Internet	E mail	Yes 🔲	No 🗆	]
	(ii) Website Yes $\square$	No	i (i	v) Intranet		Yes $\square$	No 🗆	]
	(b) Does your establishment receive or	ders ov	er the inte	ernet?		Yes $\square$	No 🗀	1
	(c) Does your establishment place orde					Yes $\square$	No 🗆	]
	(Please tick where appropriate)							
3.	TYPE OF LEGAL ORGANISATION  (a) Incorporated enterprise  (i) Corporation			nited liabili n-profit org			]	
	(b) Un-incorporated enterprise (Please tick where appropriate)		` '				_	
No	te:- (a) Incorporated enterprise							
	Corporations - These are legal entities market with the objective of making pr directors responsible for their general n	ofits and	are collecti		_			
	Co-operatives - These are incorporated	l legal en	tities in wh	ich each own	er has an	equal share	e of ownershi	ip.
	<b>Limited liability partnerships</b> - These and have legally limited liability.	are incor	porated leg	al entities in	which the	partners aı	re both owner	rs and managers
	<b>Non-profit institutions</b> - These are inc services, but their profits cannot be the	_	-		_		e of producing	g goods and
	(b) Un-incorporated enterprise - These user titles separately from their owners. To proprietorships and partnerships owners	hey may	include pu	~ ~				
4.	TYPE OF OWNERSHIP							
	(i) Public (ii) Nation (Please tick where appropriate)	onal Pri	vate 🗖	1	(iii) Fo	oreign Co	ntrolled 🗔	<b>3</b>



#### SECTION II - EMPLOYMENT, EARNINGS AND HOURS OF WORK - MARCH 2011

ISCO	OCCUPATION (MAURITIAN WORKERS ONLY)	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	covered by	(Mauritians	man-hours)				(see note 6)
			(see note 2)	payroll	only)	(see note 3)	Rs	Rs	Rs	
A	В	C	D	Е	F	G	Н	I	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 2011.

#### Non- Mauritians, outworkers and apprentices should be excluded $% \left( \mathbf{r}\right) =\left( \mathbf{r}\right)$

- 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.
- Figures in Column G should includeunpaid 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 areegularly 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 inserte 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 2010, please provide comments below.

<b>Examples:</b>	(a)	Decrease in the number of employees	in specific occupation is due to:
		(i) redundancies	
		(ii) transfer to another promotion, etc.	
	<i>(b)</i>	Decrease in the salaries in an occupati with higher salaries.	on due to promotion, or departure of employees
	(c)	Increase in salaries across all or some salaries or new incentive measures as	occupations due to adjustments in basic wages/from(please state the date).
	•••••		
		•	ner information about this questionnaire:
Mr/Miss/Mrs:	:	(Name)	(Status in business)
Date:			Signature
E-mail addra	ee.		Signature