

For Office Use			
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**STATISTICS MAURITIUS**  
**LABOUR SECTION**

**CONFIDENTIAL**

## Survey of Employment and Earnings March 2012

**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, 212-2317 and 212-2782, 210-8094, Fax No. 211-4150)

### SECTION I – GENERAL

- (1) Code No:
- (2) Name of Establishment/Employer:
- (3) Postal Address:
- (4) Address of establishment: .....  
*(if different from postal address)*
- (5) Nature of business:.....  
.....
- (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 2012**  
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
<b>Mauritians</b>			
<b>Foreigners</b>			
<b>Outworkers</b>			

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

(13) **Foreign Workers for March 2012**

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 2012

EMPLOYMENT AND EARNINGS		SECTION II Employees on <b>Monthly Rates</b> of Pay at the End of March <i>(See note 1)</i>			SECTION III Employees on <b>Daily Rates</b> of Pay as per Last Payroll for March <i>(See note 2)</i>			SECTION IV Employees on <b>Piece Rates</b> of Pay as per Last Payroll for March <i>(See note 3)</i>			SECTION V Employees on <b>Hourly Rates</b> of Pay as per Last Payroll for March <i>(See note 4)</i>			SECTION VI Employees on <b>Other Rates</b> of Pay as per Last Payroll for March <i>(See note 5)</i>						
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 <i>(See note 6)</i>		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 <b>regularly</b> paid at the end of each month/pay period				B 5			C 8			D 8			E 8			F 8				
(iv) Other payments which are <b>not regularly</b> 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.....						
(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)				Man-days : (normal working days)				Man-hours : (excluding overtime hours)				Man-days or man-hours : (excluding overtime hours)			
(iv) Number of absences not paid during above pay period in respect of employees mentioned in 1 above					.....			C 3	.....			D 3	.....			E 3	.....			F 3
(v) Number of overtime hours worked during the payroll period in 3 (i) above					Man-days:				Man-days:				Man-days or man-hours:				Man-days or man-hours:			
					.....			C 5	.....			D 5	.....			E 5	.....			F 5
					Man-hours:				Man-hours:				Man-hours:				Man-hours:			
					.....			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 employee 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. LABOUR TURNOVER, APRIL 2011 to MARCH 2012

		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  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

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

(a) Incorporated enterprise

(i) Corporation       (iii) Limited liability partnership

(ii) Co-operatives       (iv) Non-profit organisation

(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       (ii) National Private       (iii) Foreign Controlled

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

Quarterly Survey of Employment  
and Earnings and Hours of work  
for March 2012

## SECTION II - EMPLOYMENT, EARNINGS AND HOURS OF WORK - MARCH 2012

ISCO Code No.  A	OCCUPATION (MAURITIAN WORKERS ONLY)  (see note 1)  B	Usual number of working days per week  C	Normal hours of work per week (see note 2) D	Number of working days covered by payroll E	Number of employees (Mauritians only) F	UNPAID absences (man-hours)  (see note 3) G	Basic salaries/wages (see note 4)  Rs H	Regular allowances (see note 5)  Rs I	Overtime payments  Rs J	Number of overtime hours worked (see note 6) K

**PLEASE ENTER COMMENTS ON ABOVE FIGURES ON BACK PAGE OF THE QUESTIONNAIRE**

### EXPLANATORY NOTES

- |   |   |
|---|---|
| <p>In case where payrolls are less than a month, the required data should relate to the last payroll in March 2012.</p> <p><b>Non- Mauritians, outworkers and apprentices should be excluded</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Normal hours of work per week (after which overtime conditions apply) is to be supplied for each occupation.</li> <li>3. Figures in Column G should include <i>unpaid absences</i> (in hours) for all temporary employees in each of the listed occupations .</li> </ol> | <ol style="list-style-type: none"> <li>4. Basic salaries/ wages refer to the total salaries/ wages (including cost of living allowance) paid to all employees in the specified occupation.</li> <li>5. Regular allowances include bonuses, commissions, travelling and other allowances which are <i>regularly</i> paid at end of each pay period. <b>Exclude arrears and any irregular allowances.</b></li> <li>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.</li> </ol> |
|---|---|

**COMMENTS ON FIGURES**

If the figures you provided on this questionnaire are significantly different from figures submitted for December 2011, 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.

(c) Increase in salaries across all or some occupations due to adjustments in basic wages/ salaries or new incentive measures as from..... *(please state the date)* .

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