

# STATISTICS MAURITIUS LABOUR SECTION

# **Annual Survey of Employment and Earnings 2017**

#### 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. 213-0234)

#### **SECTION I – GENERAL**

- (1) Code No:
- (2) Registered Name of Enterprise/Employer:
- (3) Trading Name of Establishment/Employer:
- (4) Postal Address:

(6)

(5) Address of establishment: .....

(if different from postal address)

Description of main activity:....

.....

If Registered/Trading Name of Enterprise/Establishment or Postal Address is not correctly shown above, please amend accordingly.

#### (7) For establishments filing a return for the first time:

(*i*) Business Registration Number: .....

(*ii*) TAN No.: ...... VAT No.: .....

- (*iii*) Date on which establishment started operating: .....
- (8) Area under cultivation .....

#### (for agricultural establishments only – Please state whether in acres or hectares)

#### (9) Total number of employees who were paid for the last Thursday of March 2017

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.

#### (10) Foreign Workers for March 2017

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 2017

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 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)		
1. Number of Employees appearing on payroll in March	Male		B 1			C 1		D 1		E 1		F 1
(Mauritian only)	Female		B 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 U	Jse	Rupees	For Office Use	Rupees	For Office Use	Rupees	For Office Use
(i) Salaries/Wages (Basic pay )			В 3			C 6		D 6		E 6		F 6
(ii) Overtime pay			В 4			C 7		D 7		E 7		F 7
<ul> <li>(iii) Productivity bonuses, commissions, travelling and other allowances which are <i>regularly</i> paid at t of each month/pay period</li> </ul>	he 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 s bonuses paid at the end of March (excluding end of service gratuities, retirement and severance all			В б			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	••	Fromto	•••••	From	.to	From	.to
(ii) Number of working days or hours (excluding overtime) during above pay period as in 3 (i) above	(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 Man-days or mar	
<ul> <li>(iii) Total number of man-days or man-hours paid (nombre de journées ou d'heures payées) excluding overtime hours worked, in respect of or mentioned in 1 for payroll period in 3(i) above (see note 7)</li> </ul>		spect of employees	(normal worki	ng days)		(normal working da	•	(excluding overti		(excluding overt		
				 Man-days:		C 3	 Man-days:	D 3	 Man-days or mar		Man-days or mai	
(iv) Number of absences not paid during above pay period in respect of employees mentioned in 1 above			-		. C 5		D 5		E 5		E 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).
- 6. Gross cash salaries/wages paid in March to employees reported in 1 above. 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.)
- but not worked e.g. paid leave, paid public holidays, etc.) Overtime hours should be excluded.

Total Gross Cash salaries/wages refer to the gross cash pay before any deductions such as taxes, pension scheme

(ii) Man-hours paid = Total No. of hours paid to employees during period covered by payroll (including No. of hours paid

#### **SECTION VII**

#### 1. JOB VACANCIES AS AT LAST THURSDAY OF MARCH 2017

List the types of jobs for which the firm requires labour.

	Num	ber of job va	cancies		Wage rate be	Is the rate paid	
Job Title	Mala	Formala	Either Male		ffered for the Female	job Either Male	per month/
	Male only	Female only	or Female	Male only	only	or Female	day/hour or on piece-rate?
	omy	onry	or remaie	omy	onry	of remaie	on piece-rate:
2. INFORMATION & COMMUNICATION	N TECHI	NOLOGY	(Please tick	where app	ropriate)		
(a) Does your establishment have ?							_
(i) Computer(s) Yes	No [	l (ii	i) Internet	/E mail	Yes 🗖	No 🗖	]
(ii) Website Yes	No [	<b>)</b> (i	v) Intranet	;	Yes 🔲	No 🗌	]
(b) Does your establishment receive o	rders ove	er the inte	ernet?		Yes 🗖	No 🗌	]
(c) Does your establishment place ord	ers over	the interr	net?		Yes 🗖	No 🗌	נ
3. TYPE OF LEGAL ORGANISATION (Pl	oaso tick wl	are annron	riate)				
(a) Incorporated enterprise	cuse new wh	iere appropr	uic)				
(i) Corporation		(iii) Lim	ited liabil	ity partne	ership 🗌	1	
(ii) Co-operatives			-profit org	• •		1	
(b) Un-incorporated enterprise		(11) 1101	promo org	54111040101	_	•	
Note:- (a) Incorporated enterprise							
<b>Corporations</b> - These are legal entities that objective of making profits and are collective their general management.							
Co-operatives - These are incorporated lega	al entities in	n which eac	ch owner has	an equal s	hare of own	nership.	
<i>Limited liability partnerships</i> - These are in legally limited liability.	ncorporated	l legal entit	ies in which	the partner	rs are both	owners and n	nanagers and have
<i>Non-profit institutions</i> - These are incorport their profits cannot be the source of income				for the purp	oose of proo	ducing goods	and services, but
(b) Un-incorporated enterprise - These un entities separately from their owners. They proprietorships and partnerships owned by h	nits are set may includ	up for prod e public ag	ucing goods				
4. TYPE OF OWNERSHIP (Please tick where a	ppropriate)	)					
(i) Public 🗖 (ii) Nati	onal Priv	vate 🗖		(iii) Fo	reign Co	ntrolled	

#### SECTION VIII

#### DISTRIBUTION OF FULL TIME EMPLOYEES BY MONTHLY BASIC WAGES, MARCH 2017

Monthly wage range (Rs)	Ν	Mauritian	Foreign					
(Basic wages+Compensation)	Number	Amount paid (Rs)	Number	Amount paid (Rs)				
Less than 3,500								
3,501 - 4,000								
4,001 - 4,500								
4,501 - 5,000								
5,001 - 6,000								
6,001 - 7,000								
7,001 - 8,000								
8,001 - 9,000								
9,001 - 10,000								
10,001 - 11,000								
11,001 - 12,000								
12,001 - 13,000								
13,001 - 14,000								
14,001 - 15,000								
15,001 - 20,000								
20,001 - 25,000								
25,001 - 30,000								
30,001 - 35,000								
35,001 - 40,000								
40,001 - 50,000								
50,001 - 60,000								
60,001 - 70,000								
70,001 - 75,000								
75,001 - 100,000								
100,001 - 200,000								
200,001 and over								
Total								

Note: Monthly wage refers to Basic wages + Compensation but excludes arrears, overtime and all other allowances

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								

# Quarterly Survey of Employment and Earnings and Hours of work for March 2017

# **SECTION II - EMPLOYMENT, EARNINGS AND HOURS OF WORK - MARCH 2017**

		Usual number	Normal hours	Number of	Number of	UNPAID absences	Basic salaries/wages	Allowances		Overtime	Overtime hours
Occupation		of working	of work per	working days	employees	(man-days or	(see note 4)	Travelling	Other regular	payments	worked
Code	<b>OCCUPATION (MAURITIAN WORKERS ONLY)</b>	days per week	week	covered by	(Mauritians	man-hours)			(see note 5)		(see note 6)
	(see note 1)		(see note 2)	payroll	only)	(see note 3)	Rs	Rs	Rs	Rs	
А	В	С	D	Е	F	G	Н	Ι	Ι	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 2017.

#### 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, 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 December 2016, 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.

