

CONFIDENTIAL

STRUCTURE OF EARNINGS SURVEY 2014

FOR OFFICIAL USE – ENTERPRISE CHARACTERISTICS							
Serial Number In Business Register (G.1)	Size of the Enterprise (G.2)	District (G.3)	Legal Entity (G.4)	Financial Control (G.5)	Economic Activity NACE Rev.2 (G.6)	Total Employees in the Enterprise (G.7)	Total Employees in the Sample (G.8)

NAME OF THE ENTERPRISE:

ADDRESS:

MAIN ECONOMIC ACTIVITY OF THE ENTERPRISE:

G.9. Collective Pay Agreement: Is there a collective pay agreement covering the majority of employees (50% or more) in the enterprise?

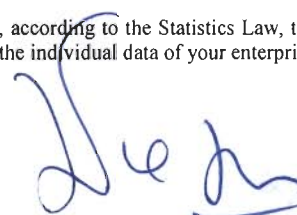
No collective pay agreement exists	1
National level/inter-confederal agreement	2
Industry agreement	3
Agreement for individual industries in individual regions	4
Enterprise/single employer agreement	5
Agreement applying only to workers in one or more local units	6
Other type of collective pay agreement	7

AKA. SOCIAL INSURANCE NUMBER OF THE EMPLOYEE:

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General Remarks

- The Structure of Earnings Survey 2014 is part of a series of surveys, conducted on a four-yearly basis, based on the Regulation 530/1999 of the European Council and Regulation 1738/2005 of the European Commission. The survey **is obligatory** to all Member States of the European Union and Member States that do not comply with the European Commission Regulation are subject to penalties.
- The aim of the Structure of Earnings Survey is to collect data concerning the structure of earnings of employees in all the Member States of the European Union. The Structure of Earnings Survey 2014 will provide analytical and comparable data on the relationship between the earnings of employees in Cyprus and employees in the rest of the Member States and their specific characteristics, such as gender, age, occupation, length of service, level of education, economic activity of the employer, size of the enterprise, etc.
- The Survey is conducted under the Statistics Law, 15(I)/2000. Refusal or negligence to provide the information requested or provision of inaccurate or incomplete data is **subject to the consequences of the Law**. You must answer all the questions with the best possible precision. If you do not know all the requested information, then you must provide the best possible estimation.
- ALL THE DATA PROVIDED WILL BE CONFIDENTIAL.** The Statistical Service is obliged, according to the Statistics Law, to keep all the information you provide confidential. Your answers will be used only for statistical purposes and the individual data of your enterprise will not be made known to anyone, neither Public Service nor private individuals.



G. Chr. Georgiou
Director
Statistical Service

PART A INFORMATION RELATING TO THE EMPLOYEE

A.1.1. Full-time/Part-time Employment:

Full-time Employee.....	1
Part-time Employee.....	2

A.1.2. Part-time Employees ONLY: Are the hours of work pre-defined?

Yes	1
No	2

A.1.3. Full-time Equivalent percentage (2 decimals):

Percentage of normal hours of work of a part-time employee, compared to the normal hours of work of full-time employees (100,00% for full-time employees)

%		,	
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A.2. Sex: Male..... 1
Female..... 2

A.3. Year of Birth:

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A.4.1. Date of Entry in the Enterprise:

A.4.1.1. Month	A.4.1.2. Year						
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A.4.2. Career Breaks – of continuous duration greater than 12 months:

Months		
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A.5. Supervisory/Managerial position in the enterprise:
(supervisor, responsible for other employees, manager, director, etc.)

Yes	1
No	2

A.6.1. Citizenship:

Cypriot.....	1
Other	2

A.6.2. If the employee is not of Cypriot citizenship, please provide the country of citizenship:

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A.7. Employment Contract:

Indefinite duration.....	1
Definite duration (incl. paid apprentices/trainees).....	2
Apprentices (with no pay)	3

A.8. Occupation and job description:

..... ISCO-08

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A.9. Highest Level of Education successfully completed (if the employee is currently studying, enter the previous education level):

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ISCED 11

Did not go to school/Went to elementary school but did not complete the studies	0
Elementary School (Primary education)	1
Gymnasium - 3 classes (Lower Secondary Education)	2
Lyceum, Gymnasium - 6 classes, Technical/Professional School (Upper Secondary Education).....	3
Post- Secondary non-tertiary Education (duration less than 2 years) (e.g. secretarial studies, beautician programmes, etc.)	4
Tertiary non-university Education (duration 2 - 3 years) (e.g. Nursing School, Colleges, Technological Institute, Forestry College, Cyprus Higher Hotel Institute, Police Academy, etc.)	5
University Education (incl. undergraduate courses with duration 4 years from Universities or Colleges, 3 years courses from foreign Universities and Professional qualifications) (e.g.. BSc and BA degrees, Chartered and Certified Accountants, Bankers Diploma, etc.)	6
University Education (incl. Masters degrees and courses with duration 5 years or more) (e.g.. MSc and MRes degrees, etc.)	7
Doctorate (PhD)	8

PART B EMPLOYEE'S HOURS OF WORK – OCTOBER 2014

B.1. Category of Employee:

Wage earner (hourly/weekly payment)

1

Salary earner (monthly payment)

2

B.2. PLEASE PROVIDE DATA ON THE EMPLOYEE'S HOURS OF WORK (2 decimals)

For salary earners paid on a **MONTHLY** basis, provide data for the whole month of **October 2014**.

For wage earners paid on an **HOURLY/WEEKLY** basis provide data for week **13 - 19 of October 2014**.

B.2.1. Normal hours of work

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B.2.2. Overtime hours (Number of actual hours worked not hours paid)

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B.2. Total Number of Hours of Work (B.2.1. + B.2.2.)

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PART C EMPLOYEE'S EARNINGS – OCTOBER 2014 (2 decimals)

PLEASE PROVIDE DATA ON THE EMPLOYEE'S EARNINGS (2 decimals)

For salary earners paid on a **MONTHLY** basis, provide data for the whole month of **October 2014**.

For wage earners paid on an **HOURLY/WEEKLY** basis, provide data for week **13 - 19 of October 2014**.

C.1.1. Normal gross salary (Basic salary + Cost of Living Allowance)

C.1.2. Commission or Units (weekly/monthly average)

C.1.3. Stamps% on the amount of €

C.1.4. Payments for shift work, night work or weekend work
(only the premium amount)

C.1.5. Overtime payments (total amount paid to the employee excluding arrears)

C.1.6. Allowance for noise, risk and hard work

C.1.7. On-call allowance

C.1.8. Expatriation allowance

C.1.9. Housing/rent allowance

C.1.10. Telephone allowance

C.1.11. Responsibility/Supervision allowance

C.1.12. Other fixed allowances not included above (e.g. family allowances, employees' saving schemes, etc.) ...

C.1. Total salary and fixed allowances for the reference period

(C.1.1. + C.1.2. + C.1.3. + C.1.4. + C.1.5. + C.1.6. + C.1.7. + C.1.8. + C.1.9. + C.1.10. + C.1.11. + C.1.12.)

C.2.1. Special tax-free contribution

C.2.2. Special tax-free contribution **for top scale employees** (only for Public Sector)

C.2.3. Earnings reduction (only for Public Sector)

C.2.4. Voluntary Judges reduction (only for Public Sector)

C.2. Total deductions for the reference period (C.2.1+C.2.2+C.2.3+C.2.4)

C.3. Total Earnings for the reference period (C.1-C.2)

€

cents

PART D WORKING TIME OF THE EMPLOYEE FOR THE YEAR 2014 (2 decimals)

	WEEKS
D.1.0. Total number of weeks in the year	52,14
D.1.1. Number of weeks that the employee was not working at the enterprise (e.g. joined the enterprise midyear or left before the end of the year)	,
D.1.2. <u>Maternity leave</u> that was not paid by the employer	,
D.1.3. <u>Sick-leave</u> not paid by the employer	,
D.1.4. Absence <u>not paid by the employer</u> (e.g. for studies)	,
D.1.5. Other absence not paid by the employer (e.g. public holidays)	,
D.1. Total number of weeks paid (D.1.0. – D.1.1. – D.1.2. – D.1.3. – D.1.4. – D.1.5.)	,
D.2. Annual days of holiday leave the employee is entitled for a full year (2014)	

PART E ANNUAL EARNINGS OF THE EMPLOYEE FOR THE YEAR 2014 (no decimals)

	€
E.1.1.1. Gross salary for 2014 (Basic salary + Cost of Living Allowance)	
E.1.1.2. Holiday Fund for 2014 (if not included above)% on the amount of €	
E.1.1. Total Salary for the year (E.1.1.1. + E.1.1.2.)	
E.1.2.1. Commissions and Units for 2014	
E.1.2.2. Stamps for 2014% on the amount of €	
E.1.2.3. Payments for shift work, night work or weekend work, for 2014	
E.1.2.4. Allowance for noise, risk and hard work, for 2014	
E.1.2.5. On-call allowance for 2014	
E.1.2.6. Expatriation allowance for 2014	
E.1.2.7. Housing/rent allowance for 2014	
E.1.2.8. Telephone allowance for 2014	
E.1.2.9. Responsibility/Supervision allowance for 2014	
E.1.2.10. Other fixed allowances <u>not included above</u> except overtime, for 2014	
E.1.2. Total Fixed Allowances for the year (E.1.2.1. + E.1.2.2. + E.1.2.3. + E.1.2.4. + E.1.2.5. + E.1.2.6. + E.1.2.7. + E.1.2.8. + E.1.2.9. + E.1.2.10.)	
E.1.3.1. Special tax-free contribution for 2014	
E.1.3.2. Special tax-free contribution for top scale employees (only for Public Sector) for 2014	
E.1.3.3. Earnings reduction (only for Public Sector) for 2014	
E.1.3.4. Voluntary Judges reduction (only for Public Sector) for 2014	
E.1.3. Total deductions for year (E.1.3.1.+E.1.3.2.+E.1.3.3.+E.1.3.4.)	
E.1.4. Overtime Earnings for the year	
E.1.5. Payments in Kind for the year (e.g. payment of the rent of employees, mobile phone provision, products provided at discount prices, car provision)	
E.1.6.1. 13th and 14th Salary	

E.1.6.2.	Holiday Allowance (NOT from the Holiday Fund)	
E.1.6.3.	Payments to employees leaving or retiring NOT PAID FROM OTHER FUNDS such as the Pension Fund, Provident Fund, etc.)	
E.1.6.4.	Back-dated salary increases paid during 2014, related to other years	
E.1.6.5.	Other irregular bonuses (annual or quarterly bonuses, productivity bonuses based on pre-set targets, employee recognition awards, etc.)	
E.1.6.	Total Irregular Bonuses for the year (E.1.6.1. + E.1.6.2. + E.1.6.3. + E.1.6.4. + E.1.6.5.).....	
E.1.	TOTAL ANNUAL EARNINGS FOR 2014 (E.1.1. + E.1.2. - E.1.3. + E.1.4. + E.1.5.+E.1.6.).....	

Comments:

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FOR OFFICIAL USE

Person providing the information of the enterprise:

Position in the enterprise:..... Tel:.....

Enumerator:..... Date:.....

Coded by: Date:.....

Checked by: Date: