

STRUCTURE OF EARNINGS SURVEY FOR 2002

EMPLOYEE'S INDIVIDUAL QUESTIONNAIRE							
FOR OFFICIAL USE							
Characteristics of the Enterprise	Serial Number of the Enterprise	Size of Enterprise	District	Legal Entity	Kind of Economic Activity		Size of the Enterprise SES 2002
					WEIGHT	NACE	
Columns	1-4	5	6	7	8-12	13-17	18
Codes							

NAME OF THE ENTERPRISE:

ADDRESS:

SOCIAL INSURANCE NUMBER OF THE EMPLOYEE:

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19 - 24

PART A INFORMATION RELATING TO THE EMPLOYEE

1 25

A.1. Is the employee considered to be:

Full-timer

1

 26

Part-timer

2

Full time equivalent %

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 27 - 30

Part-time employee:

Are the working hours of the employee pre-defined?

Yes

1

 31

No

2

A.2. Sex:

Male

1

 32

Female

2

A.3. Date of Birth:

Year Month

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 33 - 38

A.4. Citizenship:

Cypriot

1

 39

Non-Cypriot

2

A.4.1 If the employee is not of Cypriot citizenship, please specify the country of citizenship:

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 40 - 42

A.5. Length of Service in the Enterprise:

Date of Entry in the Enterprise:

Year Month

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 43 - 48

Career breaks
(Continuous breaks of length greater than 1 year):

Years Months

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 49 - 50

A.5.1 Type of Employment Contract:

Indefinite Duration

1

 51

Fixed - Term

2

Apprentice/Trainee

3

Other

4

A.6 Highest Completed Level of education. Please read carefully the explanatory notes.

Please give the precise description of the education level of the employee.

ISCED 97

Code 1	Primary education	01	52 - 53
Code 2	Lower secondary education (Gymnasium)	02	
Code 3	Upper secondary education.....	03	
Code 3A	Upper secondary education (Lyceum)	04	
Code 3B	Upper secondary education (Technical School)	05	
Code 3C	Apprentice System (less than 3 years)	06	
Code 3C	Apprentice System (3 years or more)	07	
Code 4	Post secondary education (training programs of less than a year, foundation courses etc.)	08	
Code 5A	University Education (incl. Masters Degree).....	09	
Code 5B	Tertiary Education for a Specific Profession (Technological Institute, College for 2 years etc.)...	10	
Code 6	Advanced Research Qualification (Doctorate)	11	

A.7 Occupation

A.7.1 Job Title and Job Description (as given in Wages & Salaries Survey)

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 54- 57

Job Title and Job Description (new information)

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 58- 61

A.8 Is the employee responsible for managing or supervising other employees?

Yes

1 62

No

2

PART B MONTHLY DATA FOR THE MONTH OF OCTOBER 2002

2 25

This section of the questionnaire relates to the month of October 2002.

B.1 Pay Period of the Employee: Weekly basis

1²⁶

Monthly basis

2

B.2 Total Hours paid for the week 7 - 11 October 2002 if the employee is weekly-paid or the month of October 2002 if the employee is monthly-paid.

B.2.1 Number of Hours Paid of the Employee

NUMBER OF HOURS PAID OF THE EMPLOYEE		DAYS		HOURS	
Normal working hours in the week <u>7 - 11 of October 2002</u> or the month of <u>October 2002</u>			27 - 28		29 - 31
Add:	Overtime Hours (actual number of hours worked)		32 - 33		34 - 36
Deduct:	Sick leave <u>not paid or partially paid</u> by the employer		37 - 38		39 - 41
	Maternity leave <u>not paid or partially paid</u> by the employer		42 - 43		44 - 46
	Holiday Leave <u>not paid</u> by Funds or employer		47 - 48		49 - 51
	Public holidays not paid by Funds or employer		52 - 53		54 - 56
B.2.1	Total number of Hours Paid	X			57 - 59

B.3. TOTAL GROSS EARNINGS FOR HOURS WORKED*IF THE EMPLOYEE IS PAID ON A WEEKLY BASIS PLEASE FILL IN THE INFORMATION IN VARIABLE B.3.1.**IF THE EMPLOYEE IS PAID ON A MONTHLY BASIS FILL IN VARIABLE B.3.2.***Weekly-paid employee: Gross Weekly Wages for the week 7-11 of October 2002****3** 25

B.3.1.	<u>Total Earnings for Hours Worked</u>	£		26 - 32
	<i>(normal weekly wages + allowances + overtime payments)</i>			
B.3.1.0	Gross Weekly Wages for a full week	£		33 - 39
B.3.1.1	Gross Weekly Wages paid	£		40 - 46
B.3.1.2	Total Fixed Allowances	£		47 - 53
	<u>Of which:</u>			
B.3.1.2.1	Shift Allowances and Other Allowances <i>connected to Shift Allowances.</i>	£		54 - 60
B.3.1.2.2	Employee Saving Schemes	£		61 - 67
B.3.1.2.3	Other Allowances (Incl. Family Allowances)	£		68 - 74
B.3.1.2.4	Standard Commissions (Average for the year)	£		75 - 81
B.3.1.2.5	Units (Average for the year)	£		82 - 88
B.3.1.3	Overtime Payments	£		89 - 95

Monthly Paid Employee: Gross Earnings for the month of OCTOBER 2002

B.3.2	<u>Total Earnings for Hours Worked:</u>	£		96 - 102
	<i>(normal salary + allowances + overtime payments)</i>			
B.3.2.1	Gross Monthly Salary for a full month.....	£		103 - 109
<u>Less:</u>	Payments for absence days <u>not paid</u> or Paid at a <u>reduced rate</u>	£		110 - 116
<u>Add:</u>	Payments from Holiday Funds (if not included above)	£		117 - 123
B.3.2.2	Gross monthly Salary for hours paid	£		124 - 130
B.3.2.3	Fixed Allowances	£		131 - 137
	<u>of which:</u>			
B.3.2.3.1	Shift Allowances and other Allowance connected to Shift Allowances.....	£		138 - 144
B.3.2.3.2	Employee Saving Schemes	£		145 - 151
B.3.2.3.3	Other allowances (Incl. Family Allowances)	£		152 - 158
B.3.2.3.4	Commissions (Average)	£		159 - 165
B.3.2.3.5	Units (Average)	£		166 - 172
B.3.2.4	Overtime Payments	£		173 - 179

PART C ANNUAL DATA: REFERENCE PERIOD 2002**4** 25

This section of the questionnaire relates to ANNUAL DATA

C.1 Working Time Of The Employee for the Year 2002.

	DAYS		WEEKS		MONTHS	
Number of days/weeks/months the employee has been in the enterprise during the year 2002		26 - 28		29 - 30		31 - 32
Less: Sick leave not paid by employer or paid at reduced rate		33 - 35		36 - 37		38 - 39
Less: Maternity leave not paid or paid at reduced rate.		40 - 42		43 - 44		45 - 46
Less: Holidays not paid by the employer or funds		47 - 49		50 - 51		52 - 53
Less: Public Holidays not paid by employer or fund		54 - 56		57 - 58		59 - 60
Less: Special leave not paid		61 - 63		64 - 65		66 - 67
C.1.1. Total Number of Days/Weeks/Months Paid		68 - 70		71 - 72		73 - 74

Gross Earnings for the year 2002 – please enter the amounts rounded to the nearest pound

C.2. Total Gross Payments (C.2.1 + C.2.2 + C.2.3)	£		75 - 81
C.2.1. Gross payments for weeks/months:	£		82 - 88
C.2.1.1 Gross salaries/wages	£		89 - 95
C.2.1.2 Regular bonuses	£		96 - 102
C.2.1.3 Commissions	£		103 - 109
C.2.2. Annual Bonuses:	£		110 - 116
C.2.2.1 13 th Salary and Holiday Bonuses	£		117 - 123
C.2.2.2 Irregular Commissions & Bonuses based on Productivity	£		124 - 130
C.2.3. Overtime Payments	£		131 - 137
C.3. Annual Days of Absence			
	Holiday leave entitlement	Sick leave	Vocational Training
	138 - 140	141 - 143	144 - 146
			TOTAL
			147 - 149

PART D. GROSSING UP FACTORS

D. 1. Grossing up factor for the enterprise		150 - 153
D. 2. Grossing up factor for the employees		154 - 157

NOTES:

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IMPORTANT NOTES FOR THE CONTROLLING OFFICER

- Name of the person who gave the information:
- Contact information (Tel.No, e-mail address, Fax Number).....
- Name of the interviewer: Coded by:
- Checked by: Date: