

CONFIDENTIAL**STRUCTURE OF EARNINGS SURVEY 2018****FOR OFFICIAL USE**

G.00	SES Serial Number:
G.01	Serial Number in Business Register:
G.02	Size of the Enterprise: G.03 District:
G.04	Legal Entity: G.05 Financial Control:
G.06	Economic Activity Code (NACE Rev.2):
G.07	Total Employees in the Enterprise: G.08 Total Employees in the Sample:

ENTERPRISE DATA:

Name of the Enterprise:

Address: Post Code:

Quarter: Municipality:

Tel. No: Fax No:

Website: Email:

Description of the 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/interconfederal 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

SOCIAL INSURANCE NUMBER OF THE EMPLOYEE:

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GENERAL REMARKS:

1. The Structure of Earnings Survey 2018 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.
2. 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 2018 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.
3. 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.
4. **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.



S. Karagiorgis
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.4.1.0 Day

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A.4.1.1 Month

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A.4.1.2 Year

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A.4.2 Career Breaks - of continuous duration greater than 12 months:

No. of Months:

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A.4.3 Date of Termination of Employment during 2018 (only if relevant)

A.4.3.0 Day

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A.4.3.1 Month

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A.4.3.2 Year

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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:

Country Code:

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A.7 Employment Contract:

Indefinite duration	1
Temporary/Fixed Duration	2
Apprenticeship	3

A.8 Occupation and job description:

ISCO-08 Code:

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

Education Code:

Did not go to school/Went to elementary school but did not complete the studies	1
Elementary School (Primary education)	2
Gymnasium - 3 classes (Lower Secondary Education)	3
Lyceum, Gymnasium - 6 classes. Technical/Professional School (Upper Secondary Education)	4
Post- Secondary non-tertiary Education (duration less than 2 years) (e.g. secretarial studies, beautician programmes, etc.)	5
Tertiary non-university Education (duration 2 - 3 years) (e.g. Nursing School, Colleges, Technological Institute, Forestry College, Cyprus Higher Hotel Institute, Police Academy, etc. - see notes)	6
Bachelor or equivalent (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.)	7
Master or equivalent (incl. courses with duration 5 years or more) (e.g. MSc and MRcs degrees, medical degrees etc.)	8
Doctorate (PhD)	9

PART B: EMPLOYEE'S HOURS OF WORK – OCTOBER 2018

B.1 Category of Employee:

Wage earner (hourly/weekly payment)	1
Salary earner (monthly payment)	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 2018.

For wage earners paid on an HOURLY/WEEKLY basis provide data for week 15 – 21 of October 2018.

B.2.1 Normal hours of work	,
B.2.2 Overtime hours (Number of actual hours worked <u>not</u> hours paid)	,
B.2 Total Number of Hours of Work (B.2.1 + B.2.2)	,

B.3.1 Normal Pay Rate	,	B.3.2 Comments:
B.4.1 Overtime Pay Rate	,	B.4.2 Comments:

PART C: EMPLOYEE'S EARNINGS – OCTOBER 2018 (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 2018.

For wage earners paid on an HOURLY/WEEKLY basis provide data for week 15 – 21 of October 2018.

	€	cents
C.1.1 <u>Normal</u> gross salary (Basic salary + Cost of Living Allowance)		
C.1.2 Commission or Units (weekly/monthly average)		
C.1.3 Stamps (in construction)% on the amount of €.....		
C.1.4 Payments for shift work, night work or weekend work (only the premium amount)		
C.1.5 Allowance for noise, risk and hard work		
C.1.6 On-call allowance		
C.1.7 Expatriation allowance		
C.1.8 Housing/rent allowance		
C.1.9 Telephone allowance		
C.1.10 Responsibility/Supervision allowance		
C.1.11 Other <u>fixed</u> allowances <u>not included</u> 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.2 Overtime payments (total amount paid to the employee excluding arrears)		
C.3.1 Earnings reduction (only for Public Sector)		
C.3.2 Voluntary judges reduction (only for Public Sector)		
C.3 Total deductions for the reference period (C.3.1 + C.3.2)		
C.4 TOTAL EARNINGS FOR THE REFERENCE PERIOD (C.1 + C.2 - C.3)		

PART D: WORKING TIME OF THE EMPLOYEE FOR THE YEAR 2018 (2 decimals)

D.1.0 Total number of weeks in the year	52,14
D.1.1 Period 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 Maternity/Paternity leave that was <u>not paid by the employer</u>	,
D.1.3 Sick-leave <u>not paid by the employer</u>	,
D.1.4 Absence <u>not paid by the employer</u> (e.g. for studies)	,
D.1.5 Other absence <u>not paid by the employer</u> (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 <u>entitled</u> for a full year (2018)	

PART E: ANNUAL EARNINGS OF THE EMPLOYEE FOR THE YEAR 2018 (no decimals)

		€
E.1.1.1	Gross salary for the year (Basic salary + Cost of Living Allowance)	
E.1.1.2	Holiday Fund for the year (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 the year	
E.1.2.2	Stamps for the year% on the amount of €	
E.1.2.3	Payments for shift work, night work or weekend work, for the year	
E.1.2.4	Allowance for noise, risk and hard work, for the year	
E.1.2.5	On-call allowance for the year	
E.1.2.6	Expatriation allowance for the year	
E.1.2.7	Housing/rent allowance for the year	
E.1.2.8	Telephone allowance for the year	
E.1.2.9	Responsibility/Supervision allowance for the year	
E.1.2.10	Other fixed allowances <u>not included above</u> except overtime, for the year	
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	Overtime Earnings for the year	
E.1.4	Payments in Kind for the year (e.g. payment of the rent of employees, mobile phone or car provision, products provided at discount prices etc.)	
E.1.5.1	13 th Salary	
E.1.5.2	14 th Salary	
E.1.5.3	Holiday allowance (NOT from the Holiday Fund)	
E.1.5.4	Leaving or retirement bonuses, NOT PAID FROM OTHER FUNDS such as the Pension Fund, Provident Fund, etc.)	
E.1.5.5	Quarterly or annual company bonuses	
E.1.5.6	Other irregular bonuses (productivity bonuses depending on pre-set targets, employee recognition awards, back-dated arrears, etc.)	
E.1.5	Total Irregular Bonuses for the year (E.1.5.1 + E.1.5.2 + E.1.5.3 + E.1.5.4 + E.1.5.5 + E.1.5.6)	
E.1.6.1	Earnings reduction (only for Public Sector) for the year	
E.1.6.2	Voluntary judges reduction (only for Public Sector) for the year	
E.1.6	Total Deductions for the year (E.1.6.1 + E.1.6.2)	
E.1	TOTAL ANNUAL EARNINGS FOR 2018 (E.1.1 + E.1.2 + E.1.3 + E.1.4 + E.1.5 - E.1.6)	

FOR OFFICIAL USE

Comments:

Person providing the information and position in the enterprise:

Tel.: Fax: Email:

Enumerator: Date:

Coded/Checked by: Date: