

Wages and salaries and labour force

The questionnaire is accrual-based and includes employees whose labour costs occurred in the reference month. The questionnaire only covers persons working based on employment contract and the Civil Service Act (CSA) or natural persons in service, incl. persons listed in 2 (2) and 2 (3) of the CSA. The data is NOT REQUIRED to be submitted on the persons working based on a contract under the law of obligations.

Note: The wage benefit received during the emergency situation is treated as wages and salaries paid by the employer. The Estonian Unemployment Insurance Fund (EUIF) pays this to the employee on behalf of the employer. The benefit from the EUIF should be included in basic wage or salary (row 5) and/or in payments for days not worked (r9). It should also be indicated with wage subsidy received by the employer (r19).

Social tax and unemployment insurance premium paid on the EUIF benefit is not taken into account in employer's social tax and unemployment insurance premium.

Questionnaire code: 14622026

Submitted in: By 18th date after the end of the reference month

Period:

Periodicity: Monthly

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Statistics Estonia guarantees the full protection of data submitted.

Economic unit
Registry code:
Name:

E-mail:
Phone:

Postal address
County:
City / Rural municipality:
Village / Town / City district:
Secondary address unit:

Street:
Building:
Apartment:
Postal code:

Economic activity in the sample

Completed by
Personal ID code:
Firstname and surname:

E-mail:
Phone:

Completed on (date):

Signature:

1. WAGES AND SALARIES AND LABOUR FORCE. A MANUAL can be used to fill in the questionnaire.

Insert all types of wages and salaries only once, so that no wage or salary type would be included in any other type of wage or salary. Sum up types of wages and salaries to get gross salary (rows 5–11).

		Total (full-time and part-time employees)
1.1. Labour force and hours worked		
Number of employees received payment in the reference month (if none, insert 0)	1	
Average number of employees in full-time equivalents (with two decimals)	2	
Hours actually worked and overtime hours (in thousand hours with two decimals: e.g. 170 h should be written as 0.17)	3	
Number of vacant paid posts at the end of reference month (if none, insert 0)	4	
1.2. Labour costs	x	
1.2.1. Gross wages and salaries, euros	x1	
Basic wage or salary together with monthly bonus and premium	5	
Earnings related to overtime	6	
Bonus for working in night shifts and on public holidays	7	
Irregular bonuses and premiums	8	

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Payments for days not worked	9	
Wages and salaries in kind	10	
Payments to employees' savings schemes	11	
1.2.2. Employer's social contributions with allowances and benefits, euros	x2	
Social tax	12	
Employer's unemployment insurance premium	13	
Collectively agreed, contractual and voluntary social security contributions by the employer	14	
Allowances paid for employees for sickness, occupational accidents or occupational diseases	15	
Allowances and benefits paid to employees for pensions and health care	16	
Payments to employees leaving the enterprise	17	
Other allowances and benefits paid to employees	18	
1.3. Subsidies received by the employer, euros	x3	
Salary subsidy received by the employer	19	
Subsidies received by the employer from target donations	20	
To accept warnings errors, click on "Confirm warnings".	xx	

2. AVERAGE INDICATORS BASED ON REPORTED DATA

		Value
		1
Gross hourly wages and salaries, euros	1	
Number of hours worked per month per employee, hour	2	
Gross monthly earnings, euros	3	

3. ABSENCE OF PAID LABOUR

		Select an answer from the list
		1
Absence of paid labour	WS_004_1	EITASU - Seasonal activity or no wages paid ETK - Data are submitted with a questionnaire of another enterprise/organisation LOPETATUD - Activity discontinued PEATATUD - Activity suspended POLEALUSTANUD - Activity not started PTJ - No paid employees

4. TIME SPENT ON FILLING OUT THE QUESTIONNAIRE (incl. for preparing the data)

Please estimate how much time you spent on filling out the questionnaire (incl. time spent on reading the instructions, collecting and preparing data). Record the total time spent by all employees.

		Hours	Minutes
		1	2
Time spent	1		
For example, if it took 1.5 hours, i.e. 90 minutes, to fill in the questionnaire, enter 1 on the hours row and 30 on the minutes row.	x		

Y2. Overall assessment on the questionnaire

	Answer
Please give an overall assessment on completing the questionnaire.	10 - Very easy 20 - Easy 30 - Average (neither easy nor difficult) 40 - Difficult 50 - Very difficult

Y3. Suggestions and comments

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COMMENT