

## STRUCTURE OF EARNINGS IN 2022

Instructions for filling out questionnaire 1089

### MANUAL

The data collected with the questionnaire provide information on hourly earnings of employees by occupation, economic activity, education, age group, length of employment and type of contract, and help to identify deciles and median of gross monthly and gross hourly earnings by major group of occupation and economic activity. The structure of earning survey pursuant to the EU Regulation is conducted in EU countries using a uniform methodology so that the data could be internationally comparable.

The questionnaire is used every four years to collect data from economically active entities (enterprises, institutions and other organisations). A stratified random selection from among enterprises, institutions and non-profit organisations with fewer than 150 employees is made based on the size of the enterprise and two-digit code of economic activity.

All enterprises and institutions with 150 and more employees are covered, but a random selection has been made from among their employees based on the date of birth. Employees from the all-inclusive part are selected based on their date of birth (7th, 13th and 16th).

The Business Register for Statistical Purposes of Statistics Estonia is used to compile a list of economic entities with at least one employee. The submitted data is confidential and the individual data are not published.

The main consumers of the data are the Ministry of Economic Affairs and Communications, the Ministry of Social Affairs, the Ministry of Finance, the statistical office of the European Union (Eurostat), International Labour Organization (ILO), researchers, economic analysts, the media and Statistics Estonia (for preparing macroeconomic statistics).

### Submitting data via CSV or XLSX

Table 2 in the questionnaire contains many columns; therefore, we recommend that you upload data in CSV or XLSX format. To do that, download a CSV or XLSX template, enter data and then upload the file.

More information is available in eSTAT: click "Help" in "Loading tables" in the menu bar on the left.

Classification codes and links for CSV or XSLX files can be found in this manual at the respective rows.

### Submitting data in eSTAT

To submit data, please use the electronic data transmission environment eSTAT at <https://estat.stat.ee/>. For additional information about the submission and filling in the questionnaire, please call +372 625 9300 or send an email to [klienditugi@stat.ee](mailto:klienditugi@stat.ee).

You can find **the instructions for using and functioning of eSTAT** by clicking “Help” in the menu bar on the left side of the screen. To submit the questionnaire, click “**Check**” to activate the control functions. If errors occur, they can be corrected. Potentially faulty parameters are indicated with symbol “?”. By clicking on this symbol, you will find the controlled value and an explanatory text. After you have submitted the data and corrected the errors, click on “**Confirm**” at the end of the questionnaire.

## General terms and definitions

The questionnaire covers information on the employees in the list of employees who received payments in October. The survey EXCLUDES the employees who did not receive any payments in October (e.g. unpaid voluntary work, whole month on unpaid holiday or on sick leave).

Data shall be submitted on persons employed under an employment contract or Civil Service Act. Persons listed in subsection 2 (2) and (3) of the Civil Service Act are also included: the President of the Republic, member of the Government of the Republic, judges, the Chancellor of Justice, the Auditor General, the Public Conciliator, members of rural municipalities or city governments, rural municipality or city district elders. NOT INCLUDED are members of the local government council, lay judges, members of the council of public or private limited companies (unless they are the employees of the public or private limited company), persons providing services (based on the Law of Obligations Act) and employees whose income (income tax, social tax) is subject to taxation in a foreign country.

## CLARIFICATIONS

Name of variable	Clarification
Number of employees in the list of employees who earned remuneration – October	The number of employees includes the persons employed under an employment contract or the Civil Service Act, who are listed among the employees of the company or institution and who earned wages. Including both full-time and part-time employees. Including special cases based on the Civil Service Act: The President of the Republic, members of the Government of the Republic, the Auditor General, the Chancellor of Justice, judges, police officers, border guard officers, prison officers, prosecutors and persons contracted under the Military Service Act. NOT INCLUDED are members of the local government council and members of the council of public or private limited companies, unless they are employees of a public or private limited company. The employees listed among the employees who were on parental leave (until the child attains 3 years of age) or in military service at the end of the reference period, are not included among employees. Excluded are also employees who were ill or on leave of absence throughout October.
Personal ID code	If the personal ID code is missing, write date of birth and sex.
Date of birth	Write date of birth as follows: day/month/year (DD/MM/YYYY).
Sex	Sex is coded as follows: <b>male (code = 1)</b> <b>female (code = 2)</b>
Occupational group	Occupation is coded as the four-digit code based on the classification of occupations (e.g. family physician, code 22110201, is on the fourth level under general medical practitioners, code 2211) Occupations should be coded based on the job functions the respondent fulfilled as at 31 October; the occupation code should show the job function as precisely as possible. The classification of occupations (AK 2008ap) is available on the website <a href="https://klassifikaatorid.stat.ee/item/stat.ee/b8fdb2b9-8269-41ca-b29e-5454df555147/14">https://klassifikaatorid.stat.ee/item/stat.ee/b8fdb2b9-8269-41ca-b29e-5454df555147/14</a> If you need help with changing the prefilled occupation and choosing a new one, please see the manual: <a href="#">Employment registration   Tax and Customs Board.</a>

Name of variable	Clarification
Address of the place of work – Estonia	<p>Address of the employer's local unit where the person performed his/her job as at 31 October. If the place of work is not fixed (e.g. construction, guarding of objects) or it is mobile (e.g. bus drivers, couriers, seamen) or not agreed upon, the permanent place of work is the employer's address. Work sites (e.g. apartment under surveillance, unfinished construction work etc.) are not places of work. The place of work address is coded according to the classification of Estonian administrative units and settlements, either at 2nd or 3rd level based on the following: in municipalities of type "rural municipality", and in Tallinn and Kohtla-Järve, it is obligatory to fill in at least <b>3 levels</b> (village of city district); in municipalities of type "city", it is obligatory to fill in at least <b>2 levels</b>, excl. Tallinn and Kohtla-Järve.</p> <p><b>Examples</b> If the person's place of work is in Tallinn, Haabersti, write 003707840176L6; if it is in Tallinn, Kristiine, write 003707840339L6; if in Kohtla-Järve, Ahtme, then 004503210120L6.</p> <p>The classification of Estonian administrative units and settlements (EHAK 2022v3, valid from 15 October 2022) is available on the website: <a href="https://klassifikaatorid.stat.ee/Item/stat.ee/c4c47742-12d7-4fea-bc8c-5aeca9112e2a">https://klassifikaatorid.stat.ee/Item/stat.ee/c4c47742-12d7-4fea-bc8c-5aeca9112e2a</a></p>
Length of employment with the current employer	<p>The length of employment is calculated from the date of entry into the employment <b>with the current employer</b>. The length of employment is measured in full years (e.g. indicate 0 if the length of employment was shorter than 12 months; 5 if the employment lasted 5 years and 10 months). Suspension of employment for less than a year is included among the length of employment (temporary incapacity for work, holiday etc.). If the employment has been suspended for longer than a year, it is not included among the length of employment (parental leave etc.). The employment relationship is not interrupted when the enterprise, institution or organisation is reorganised, subordination, owner or type of owner is changed.</p>
Full-time or part-time employee – October	<p>Is coded as follows: <b>full-time employee in October (code = 105a)</b> <b>part-time employee in October (code = 108a).</b> <b>Full-time employee</b> is an employee whose working week is 40 hours or shorter (minors, employees who work in jobs with harmful effects on health etc.) pursuant to the provisions of the respective law, collective agreement or the work procedure rules. <b>Part-time employee</b> is a person working less than normal working hours per day/week/month; who works temporarily part time at the employer's initiative.</p>
Type of contract	<p>Is coded as follows: <b>Employment contract for an unspecified term (service relationship) – code = 116.</b> <b>Employment contract for a specified term (service relationship) – code = 177.</b></p>
Standard weekly working hours – October	<p>Standard working hours is the number of working hours per calendar period established by the law, other legislation, collective agreement or employment contract. The overall national standard working time is 8 hours a day or 40 hours a week. <b>The standard working hours for part-time employment is less than 40 hours a week</b>, depending on the work load agreement between the employee and employer in October.</p>
Number of hours worked in October - total	<p>Number of hours worked in October. Hours actually worked (incl. preparation of work, time spent on the maintenance, repair of equipment, cleaning of equipment, filling in work orders and reports; time spent at workplace but not for working, e.g., short-time stoppages of equipment, etc.; coffee and tea breaks) are included here. Paid overtime is included. NOT INCLUDED are hours paid but not worked (annual leave, illness etc.), meal breaks and travel between home and work, time in education or training. NOT INCLUDED are overtime hours which are compensated by granting time off.</p>
Number of paid overtime hours – October	<p>The number of overtime hours worked in addition to the agreed standard working hours which are additionally remunerated. NOT INCLUDED are overtime hours which are compensated by granting time off.</p>
Days of annual and additional holiday – October	<p>Number of days on holiday shall be <b>reported in calendar days</b>. NOT INCLUDED here are additional child leave days, which are covered from state budget funds, and unused holiday upon termination of the employment relationship.</p>

Name of variable	Clarification
Number of days not worked for which average wages are paid – October	Number of days not worked for which <b>average wages</b> are paid shall be <b>reported in working days</b> . Included are only those days for which the employer is obligated to pay average wages (salaries) or wages agreed between the employer and employee (days in formal education and vocational training etc.). NOT INCLUDED are days not worked for which the employer pays at a reduced rate, and days not worked for which average wages are paid from state budget funds etc.
Total wages (salaries) for time worked in October - total	This <b>includes</b> time-rated and piece-rated earnings in October; additional payments for overtime, night work and allowances for working in unhealthy conditions, monthly bonuses, qualifications, language and length of service and other <b>regular</b> additional remuneration. <i>Remuneration should include income tax, unemployment insurance premiums and mandatory funded pension contributions for the obligated persons.</i> NOT INCLUDED here are quarterly and annual bonuses, Christmas bonus, other <b>irregular bonuses and allowances</b> ; payments in kind; compensations in case of termination of employment relationship and illness; single allowances upon jubilee, childbirth or death etc.
Overtime pay – October	This includes additional payments for overtime in October and <b>the hourly wages</b> . <b>Example:</b> the hourly wage of an employee is 3.2 euros and the additional rate for overtime is 50% of the hourly wages, i.e. 1.6 euros. Hence, the amount is 3.2 + 1.6 = 4.8.
Allowances for night work – October	This includes <b>only allowances for night work in October (0.25)</b> . <b>Example:</b> the hourly wage is 3.0 euros and the allowance rate for night work is 25% of hourly wages, i.e. 0.75 euros. Hence, the amount is 0.75 euros.
Annual and additional holiday pay for leave days – October	This includes annual and additional holiday pay for holiday days in October. <i>The pay includes income tax, unemployment insurance premium and mandatory funded pension contributions for the obligated persons.</i> NOT INCLUDED here are additional child leave pay, which is covered from the state budget, and compensation for unused holiday upon termination of the employment relationship.
Pay for days not worked calculated on the basis of average wages (salaries) – October	This includes average wages (salaries) or remuneration agreed between the employer and employee for days not worked (days spent on formal education, vocational training etc.). <i>Including income tax, unemployment insurance premium and mandatory funded pension contributions for the obligated persons.</i> NOT INCLUDED are remuneration for days not worked for which the employer paid at a reduced rate, or payments on the basis of average wages covered from the state budget.
Number of months in the employer's list of employees – year	Number of months in the employer's list of employees in the year. Number of months is indicated with one decimal place. <b>Example:</b> employee was in the employer's list of employees from 15 September to 31 December, hence 3.5 months.
Number of days worked and remunerated – year	This includes the <b>number of days worked</b> by the employee for which wages were paid. NOT INCLUDED are days of annual and additional holiday, days not worked for which averages wages were paid, days of unused holiday upon termination of the employment relationship and days on sick leave. Indicated in working days.
Days of annual and additional holiday - year	The number of days on holiday is indicated <b>in calendar days</b> . NOT INCLUDED here are additional child leave, which is compensated from state budget funds, and unused holiday upon termination of the employment relationship.
Number of days not worked for which average wages are paid – year	Number of days not worked for which average wages are paid is indicated <b>in working days</b> . This includes only those days for which the employer is obligated to pay the employee's average wages (salaries) or wages agreed between the employer and employee (days in formal education and vocational training etc.). NOT INCLUDED are days not worked for which the employer pays at a reduced rate and neither days not worked for which average wages are paid from state budget funds etc.

Name of variable	Clarification
Annual gross earnings – total	<p>This includes time-rated and piece-rated remuneration; payments for overtime, night work and for working on holiday, for working in unhealthy conditions; monthly bonuses; qualifications, language and length of service bonuses and other regular additional remuneration. Including irregular bonuses and allowances (quarterly and annual bonuses, Christmas bonus, 13th and 14th month pay, holiday bonus, cost of living compensation etc.); annual and additional holiday pay; unused holiday pay; payments for days not worked calculated on the basis of average wages or an agreement between employer and employee (in formal education and vocational training etc.). <i>Including income tax, unemployment insurance premium and mandatory funded pension contributions for the obligated persons.</i></p> <p>NOT INCLUDED here are payments in kind; compensations in case of termination of employment relationship; single allowances upon jubilee, childbirth, or death etc.; payments from the state budget and payments for days not worked paid by employer at a reduced rate.</p>
Irregular bonuses and allowances – year	<p>These <b>include irregularly paid bonuses and allowances</b> (quarterly and annual bonuses, Christmas bonus, 13th and 14th month pay, holiday pay, cost of living compensation etc.), unused holiday pay etc.</p> <p>NOT INCLUDED here are payments in kind, compensation upon termination of employment relationship; single allowances upon jubilee, childbirth, or death etc.</p>

### **Classification of occupations**

Available in the classifications portal of Statistics Estonia:

<https://klassifikaatorid.stat.ee/item/stat.ee/b8fdb2b9-8269-41ca-b29e-5454df555147>

The occupation code should be chosen based on the job tasks, not based on the occupational title.

There are three ways to search for information in this classification.

## I Use the search box of the portal

The screenshot shows the 'EESTI STATISTIKA' portal. The main heading is 'Ametite klassifikaator 2008 aegpidev'. Below the heading, there are two tabs: 'AMETID' and 'Ametite klassifikaator'. A search box contains the text 'Otsing (seest)'. To the right of the search box is a magnifying glass icon. Two callout boxes provide instructions: '1 Sisesta otsisõna' (Enter search term) pointing to the search box, and '2 Vajuta luubimärgile või kasuta sisestusklahvi' (Click the magnifying glass icon or use the Enter key) pointing to the magnifying glass icon. On the left side, there is a navigation menu under 'Esineb ka' (Also appears) with a tree structure: 'Klassifikaatorite perekonnad' (Classification families), 'AMETID' (Occupations), 'Klassifikaatorite sarjad' (Classification series), and 'Ametite klassifikaator' (Occupation classification).

This close-up shows the search box with the text 'Search within'. A red box highlights the search box. Callout '1' points to the search box with the text 'Enter your search term'. Callout '2' points to the magnifying glass icon with the text 'Search using magnifying-glass icon or the Enter key'.

A new page opens listing all the occupations containing the search term (e.g. 'secretary') that were found in the classification. If you select a specific item from the list, a detailed view opens in a new page.

The screenshot shows the detailed view for the occupation 'Sekretär'. The heading is 'Sekretär' and the sub-heading is 'Ametite klassifikaator 2008 aegpidev'. Below this, there is a table titled 'Klassifikaatori element' (Classification element). The table has two columns: 'Nimetus' (Name) and 'Kood' (Code). The first row shows 'Sekretär' and '41200001'. The second row shows 'Kaasa arvatud' (Included) and 'üldsekretär' (general secretary). There are callout boxes: 'Ametikoha kood' (Job code) pointing to the code '41200001', and 'Võimalikud ametinimetuse sünonüümid, mis selle koodi alla kuuluvad' (Possible synonyms for the occupation name that belong under this code) pointing to the text 'üldsekretär'. Other information includes 'Fiktiivne kood' (Fictitious code) 'Ei' (No), 'On kehtiv' (Is valid) 'Jah' (Yes), 'Kehtiv alates' (Valid from) 'reede, 1. detsember 2017' (Friday, 1 December 2017), and 'Vanem' (Parent) 'Asjaajamise tugitöötajad' (Administrative support staff).

### Classification Item

Label	Secretary	Job code
Value	41200001	
Includes		
Is Generated	False	
Is Valid	True	
Valid from	01 December 2017	
Parent	Secretaries (general)	

## II Search within the classification structure

Using the hierarchical view:

The screenshot shows the 'Structure' tab with 'Hierarchical' selected. The structure is as follows:

- > 0 Armed Forces Occupations
- > 1 Managers
- > 2 Professionals
- > 3 Technicians and Associate Professionals
- < 4 Clerical Support Workers
  - < 41 Kontoritöötajad General and Keyboard Clerks
    - > 411 Kontoriabilised General Office Clerks
    - < 412 Asjaajamise tugitöötajad Secretaries (general)
      - < 4120 Asjaajamise tugitöötajad Secretaries (general)
        - > 4120001 Sekretär Secretary
        - > 4120002 Sekretär-masinakirjutaja Word processing secretary
        - > 4120003 Koolitussekretär Training secretary
        - > 4120004 Õppeala assistent Academic affairs assistant
        - > 4120990 Mujal liigitamata asjaajamise tugitöötajad Secretaries n.e.c. (general)

Annotations in the image:

- In the hierarchical view of the classification, sublevels are opened by clicking on the "triangle" symbol
- Descriptions of the jobs that belong to the unit group can be viewed in the description
- A list of all positions in this unit group

Using the linear view:

The screenshot shows the 'Structure' tab with 'Linear' selected. The structure is collapsed to show:

- > 0 Armed Forces Occupations

An annotation points to the 'Linear' button: "Select 'Linear' as the view"

Then use the browser's search function (e.g. Ctrl + F) to find the required occupation and its code.

### III Download the classification as an Excel file

The screenshot shows a web interface with a navigation bar containing 'Structure', 'Description', 'Downloads', and 'Earlier Versions'. The 'Downloads' tab is highlighted with a red box and a callout '1 Select the tab "Downloads"'. Below the navigation bar, the 'Title' field contains the text 'Classification of occupations 2021', which is also highlighted with a red box and a callout '2 Click on the file name'.

Click "Download" in the pop-up window.



Ametite klassifikaator aegpidev\_2021.xlsx (1014 KB)



For further information: [klassifikaatorid@stat.ee](mailto:klassifikaatorid@stat.ee)

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