

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: 14622022

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:

A. 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 employees	Part time employees
		1	2	3
The MANUAL is available here.				
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			
Number of hours worked (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, i.e., newly created post, a vacancy or a post soon to be vacant which the employer plans to fill (if none, insert 0)	4		x	
2. LABOUR COSTS	x			
2.1. GROSS WAGES AND SALARIES, euros	x1			
Basic wage or salary with monthly regular bonus ES and premiums	5			
Earnings related to overtime	6			
Bonus for working in night shifts and on public holidays	7			

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Irregular bonuses and premiums	8			
Payments for days not worked (e.g., holiday pay or payments for time spent at work-related trainings)	9			
Wages and salaries in kind (e.g., indirect benefits for employees; remuneration as a product or service; compensation for transport or accommodation costs).	10			
Payments to employees' savings schemes	11			
2.2. EMPLOYER'S SOCIAL CONTRIBUTIONS WITH ALLOWANCES AND BENEFITS, euro	x2			
Social tax	12			
Employer's unemployment insurance premium	13			
Collectively agreed, contractual and voluntary social-security contributions (incl. insurance)	14			
Allowances paid for employees for sickness, occupational accidents or occupational diseases	15			
Allowances and benefits paid for employees for pensions and health care	16			
Payments to employees leaving the enterprise	17			
Other allowances and benefits paid for employees (e.g., average salary paid for obstacle to work, benefits for other events, education allowance, etc.)	18			
3. SUBSIDIES RECEIVED BY THE EMPLOYER, euro	x3			
Salary subsidy received by the employer (included in the basic wage or salary)	19			
Subsidies received by the employer from target donations (included in the basic wage or salary)	20			
To accept warnings errors, click on "Confirm warnings".	xx			

B. RESULTS CALCULATED BASED ON THE DATA YOU SUBMITTED

		Total	Full time employees	Part time employees	Formula
		1	2	3	4
Average hourly gross wages and salaries, euros	1				Basic wage or salary together with regular bonus and premium (full time/part time) + earnings related to overtime (full time/part time) + bonus for working in night shifts and on public holidays (full time/part time) / number of hours worked (full time/part time) * 1,000.
Average number of hours worked per month per employee, hour	2				Number of hours worked (full time/part time) * 1,000 / number of employees received payment at the end of the reference month (full time/part time).
Average gross monthly earnings, euro	3				Basic wage or salary together with regular bonus and premium + earnings related to overtime + bonus for working in night shifts and on public holidays + irregular bonuses and premiums + payments for days not worked + wages and salaries in kind + payments to employees' savings schemes / average number of employees in full-time equivalent

C. ABSENCE OF PAID LABOUR

		Select an answer from the list (to cancel the answer, select "Clear table" under the Settings button")
		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

D. TIME SPENT ON FILLING OUT THE QUESTIONNAIRE (incl. for preparing the data, only for April)

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.

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		Time spent
		1
Hours	1	
Minutes	2	
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	

COMMENT
