

## Questionnaire manual: Structure of earnings

Questionnaire code: 10892023

Submitted in: 20.02.2023

Periodicity: Annual

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Statistikaamet tagab esitatavate andmete täieliku kaitse

eSTAT (<https://estat.stat.ee/>) is for data submission.

Please make sure that you enter data in the correct cell. If you enter alphabetical characters in a number field, a corresponding error message is displayed. In the case of some fields, logic (arithmetic) checks have been applied to prevent data entry mistakes. If there is a conflict in the entered data or they conflict with pre-filled data, an error message appears when the table is checked. In the case of errors, review the data carefully and make corrections.

After correcting the data, save changes and check the questionnaire again. If there are no more mistakes, confirm and submit the data by clicking "Confirm" on the last page of the questionnaire. You will be displayed a message that the data have been submitted successfully. If you have any questions, please contact Statistics Estonia's customer service either by phone at +372 625 9300 (Mon–Thu 8:30–16:30, Fri 8:30–15:30) or by e-mail at [klienditugi@stat.ee](mailto:klienditugi@stat.ee).

### DATA COLLECTED WITH THE QUESTIONNAIRE

**Table 1. PEOPLE EMPLOYED UNDER AN EMPLOYMENT CONTRACT, CONTRACT OF SERVICES OR CIVIL SERVICE ACT**

Row code/ column code	Name of variable * - mandatory	Code of variable	Explanation	Type of data (number of decimals) or list/classification name	You need not fill in the value: period, economic activity
2_1 / 1	Number of employees in the list of employees who earned wages (salaries) – October *	SES_2_1	Employees are persons employed under an employment contract and on the basis of the Civil Service Act, who are listed among the employees of the company or institution and receive remuneration. Both full-time and part-time employees are included. It includes special cases based on the Civil Service Act: President of the Republic, members of the Government, Auditor General, the Chancellor of Justice, judges, police officers, border guard officers, prison officers, prosecutors and persons contracted under the Military Service Act. It does not include members of the local government council and members of the council of public or private limited companies, unless they are employees of the public or private limited company. The employees listed among the employees who are on parental leave and 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.	Positive integer	

**Table 2. ANNUAL AND OCTOBER (as at 31 October) DATA (data on October in columns 0 to 17 and annual data in columns 18 to 24)**

See the classification of occupation <https://klassifikaatorid.stat.ee/item/stat.ee/b8fdb2b9-8269-41ca-b29e-5454df555147/14>.

More explanations are available in the manual. The questionnaire covers data of the employees who have been in the list of employees and have received payments in October.

Data shall be submitted on persons employed under an employment contract, contract of services or the Civil Service Act, including the following persons listed in subsection 2 (2) and (3) the Civil Service Act: 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 taxed in a foreign country.

If you fill in the questionnaire in Excel, please code the questionnaire according to codes provided in the manual.

Row code/ column	Name of variable * - mandatory	Code of variable	Explanation	Type of data (number of decimals) or	You need not fill in the value:
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code				list/ classification name	period, economic activity
1 / IK	Personal ID code	IK	Personal ID code is a unique code assigned by the state to its citizens and persons permanently residing in the country. Personal ID code is formed differently across countries. Personal ID code is printed on the personal identification document.	Positive integer	
1 / YA2	Date of birth	YA2	If an employee does not have a personal ID code, write instead the date of birth with sex data. The date of birth should be indicated as follows: day/month/year (DD.MM.YYYY).	Date	
1 / 1	Sex	SUGU		sugu_1v	
1 / 3	Occupational group *	AMET	The occupational group should be selected from the International Standard Classification of Occupations (ISCO-08). The occupational group is coded to the four-digit code level based on the Classification of Occupations. The occupational group should be selected based on the content of work and the qualification it requires. The occupational code should show the work tasks as precisely as possible.	Ametite klassifikaator 2008v1.5b	
1 / 25	Person's place of work in Estonia	SES_3_25	The place of work in Estonia is the employer's business address where the person performs his/her job. If the place of performance of work is changing (e.g. construction, guarding of objects), or not fixed (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 constructions etc.) are not places of work.	Eesti haldus- ja asustusjaotuse klassifikaator 2022v3	
1 / 5	Length of employment with the present employer	SES_3_05	The length of employment is measured in full years (e.g. employment shorter than 12 months is denoted by 0). The length of employment is calculated from the moment of concluding the employment relationship between the employee and the employer. If the employment relationship has been interrupted for less than a year, this period is included among employment (temporary incapacity for work, holiday etc.). If the employment relationship has been interrupted for longer than a year, this period is not included among employment (parental leave etc.). The employment relationship is not interrupted if the company or institution is reorganised, or the subordination, owner or type of owner is changed.	Positive integer	
1 / 6	Full-time or part-time employee – October *	SES_3_06	Full-time employee is an employee whose working week is 40 hours or shorter pursuant to the provisions of law (minors, employees who work in jobs that pose a health hazard etc.) and the work procedure rules. Part-time employee is a person who is working less than normal working hours per day/week/month; who works temporarily part time at the employer's initiative.	taistoo_osalinea_okt	
1 / 7	Type of contract *	SES_3_07		lepingu_liik	
1 / 8	Standard weekly working hours – October	SES_3_08	Standard working time is the number of working hours per specific time period, stipulated by law or other legislation, collective or employment contract. The national standard working time is 8 hours a day, or 40 hours a week. The standard working time for part-time employees is less than 40 hours a week, depending on the agreed workload between the employer and employee in October.	Positive integer	
1 / 9	Total number of hours worked – October	SES_3_09	It includes hours actually worked in October (incl. preparation of work, time spent on the repair, cleaning of equipment, filling in work orders and reports; time spent at work place but not for working, e.g., short-time stoppages of equipment, etc.; coffee and tea breaks). It includes paid overtime. It does not include hours paid but not worked (annual leave, illness etc.), meal breaks and travel between home and work, in education or training (courses). It does not include overtime hours which are compensated by granting time off.	Positive integer	
1 / 10	Number of paid overtime hours – October	SES_3_10	The number of paid overtime hours shows the time worked in addition to the normal or conventional working hours which are additionally remunerated. Not included are overtime hours, which are compensated by granting time off.	Positive integer	
1 / 11	Number of days of annual and additional holiday – October	SES_3_11	Annual and additional holidays are measured in calendar days. They do not include additional child leave, which is covered from state budget funds, and unused holiday upon termination of the employment relationship.	Positive integer	
1 / 12	Number of days	SES_3_12	Number of days not worked for which average wages are	Positive	

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	not worked for which average wages are paid – October	2	paid is measured in working days. It included only the days for which the employer is required to pay average wages or remuneration has been agreed between the employer and employee (days spent on education or training etc.). It does not include days not worked for which the employer pays at a <b>reduced rate, or average wages from the state budget, etc.</b>	integer	
1 / 13	Total earnings for time worked – October	SES_3_1 3	Total earnings include time-rated and piece-rated remuneration in October; additional remuneration for overtime, night work and allowances for working in unhealthy conditions, monthly bonuses, qualifications, language, length of service and other regular additional remuneration. It should include income tax, unemployment insurance premium and mandatory funded pension contributions for the obligated persons. It does not include quarterly and annual bonuses, Christmas bonus, other irregular bonuses and allowances; payments in kind; compensations in case of termination of employment relationship and illness; single allowances upon <b>jubilee, childbirth, or death etc.</b>	Positive integer	
1 / 14	Overtime pay – October	SES_3_1 4	It includes the overtime pay for October comprising hourly wages with additional remuneration. Example: the hourly wage rate of an employee is 3.2 euros and the additional remuneration rate for overtime hours is 50%, i.e. 1.6 euros. <b>Hence, the overtime pay is <math>3.2 + 1.6 = 4.8</math> euros.</b>	Positive integer	
1 / 15	Allowance for night work – October	SES_3_1 5	This includes allowances for night work in October (0.25). Example: the hourly wage rate of an employee is 3.0 euros and the allowance rate for night work is 25%, i.e. 0.75 euros. <b>Hence, the allowance for night work 0.75 euros.</b>	Positive integer	
1 / 16	Annual and additional holiday pay for leave days – October	SES_3_1 6	It includes payments for annual and additional holiday days in October. It includes income tax, unemployment insurance premium and mandatory funded pension contributions for the obligated persons. It does not include additional child leave pay, which is covered from state budget, and compensation for unused holiday upon termination of the employment relationship.	Positive integer	
1 / 17	Pay for days not worked, calculated on the basis of average wages – October	SES_3_1 7	It includes average wages (salaries) or remuneration agreed between the employer and employee for days not worked (days spent on formal education, vocational training etc.). It includes income tax, unemployment insurance premium and mandatory funded pension contributions for the obligated persons. It does not include remuneration for days not worked for which the employer pays at a reduced rate, or remuneration covered on the basis of average wage rates <b>from the state budget.</b>	Positive integer	
1 / 18	Number of months in the employer's list of employees – October	SES_3_1 8	It shows the number of months in the employer's list of employees. The number of months should be indicated with one decimal place. Example: employee was in the employer's list of employees from 15 September to 31 December, <b>hence 3.5 months.</b>	Positive real number (0,1)	
1 / 19	Number of days worked and remunerated – year	SES_3_1 9	It includes the number of days worked annually for which wages were calculated. It does not include basic and additional holiday, days not worked for which average wages were paid, unused holiday upon termination of the employment relationship, sick leave etc. Measured in working days.	Positive integer	
1 / 20	Number of days of annual and additional holiday – year	SES_3_2 0	Annual and additional holidays are measured in calendar days. It does not include additional child leave, which is covered from the state budget, and unused holiday upon <b>termination of the employment relationship.</b>	Positive integer	
1 / 21	Number of days not worked for which average wages are paid – year	SES_3_2 1	The number of days not worked for which average wages are paid are calculated in full working days. It includes only those days for which the employer is obligated to pay average wages (salaries) or wages agreed between the employer and employee (days spent on education or training etc.). It does not include days not worked for which the employer paid at a reduced rate or average wages were paid from state budget <b>funds etc.</b>	Positive integer	
1 / 23	Gross earnings – year	SES_3_2 3	It includes basic wage or salary for work at time rate and for piece-work, payments for overtime, for night work and work on public holidays, for work in hard conditions, for work that poses a health hazard; monthly bonuses; qualifications, language, length of service etc. regular allowances; irregular allowances and bonuses (quarterly and annual bonuses, holiday and Christmas bonus, 13th and 14th month pay, cost of living compensation etc.); annual and additional holiday pay; unused holiday pay; payments for days not worked based on average wages or agreement between employer	Positive integer	

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			and employee (in education or training etc.). Remuneration includes income tax, unemployment insurance premium and mandatory funded pension contributions for the obligated persons. It does not include payments in kind, compensations upon termination of employment relationship; single allowances upon jubilee, childbirth etc.; payments from the state budget and payments made by employer at a <b>reduced rate</b> .		
1 / 24	Irregular bonuses and allowances – year	SES_3_24	It includes irregularly paid bonuses and allowances (quarterly and annual bonuses, Christmas bonus, 13th and 14th month pay, holiday pay, cost of living compensation etc.), unused holiday allowance etc. It does not include payments in kind, compensations in case of termination of employment relationship; single allowances upon jubilee, childbirth, or death etc.	Positive integer	

**Table 3. 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.

Row code/ column code	Name of variable * - mandatory	Code of variable	Explanation	Type of data (number of decimals) or list/ classification name	You need not fill in the value: period, economic activity
/	Number of hours spent on completing the questionnaire and collecting and preparing the necessary data	TAITMIS EAEGTU NDI	Number of hours spent by all employees on completing the questionnaire. The time spent on completing the questionnaire includes the time spent on reviewing instructions, collecting and preparing the necessary data.	Positive integer	
/	Number of minutes spent on completing the questionnaire and collecting and preparing the necessary data	TAITMIS EAEGMI NUTIT	Number of minutes spent by all employees on completing the questionnaire. The time spent on completing the questionnaire includes the time spent on reviewing instructions, collecting and preparing data. Permitted value range 0–59.	Positive integer	

**Table Y1. Assessment on a scale of 1 to 5**

Row code/ column code	Name of variable * - mandatory	Code of variable	Explanation	Type of data (number of decimals) or list/ classification name	You need not fill in the value: period, economic activity
/	Wording of questions	TAGASI S_2		rahulolu_nu mbriline_5_ kuni_1_9L	
/	Wording of error messages or controls of questions	TAGASI S_3		rahulolu_nu mbriline_5_ kuni_1_9L	
/	Questionnaire manual	TAGASI S_6		rahulolu_nu mbriline_5_ kuni_1_9L	
/	Explanatory texts (appearing when the mouse cursor hovers over them) of the questionnaire	TAGASI S_7		rahulolu_nu mbriline_5_ kuni_1_9L	
/	Pre-filling of the questionnaire	TAGASI S_8		rahulolu_nu mbriline_5_ kuni_1_9L	

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				kuni_1_9L	
/	User-friendliness of eSTAT	TAGASI S_9		rahulolu_nu mbriline_5_ kuni_1_9L	

**Table Y2. Overall assessment on the questionnaire**

Row code/ column code	Name of variable * - mandatory	Code of variable	Explanation	Type of data (number of decimals) or list/ classification name	You need not fill in the value: period, economic activity
/	Overall assessment on the ease of completing the questionnaire	TAGASI SY_1		rahulolu_vaga_lihtne_vaga_keeruline_5L	

**Table Y3. Suggestions and comments (200 characters max)**

Row code/ column code	Name of variable * - mandatory	Code of variable	Explanation	Type of data (number of decimals) or list/ classification name	You need not fill in the value: period, economic activity
/	Suggestions and comments	TAGASI S_TESS T		Text	

### LISTS / CLASSIFICATIONS

Name of the list/classification: **sugu\_1v**

Item code	Item name	Unit of measurement	Clarification
1	Male		
2	Female		