

## Questionnaire manual: Gross hourly earnings of male and female employees in October

Questionnaire code: 14102023

Submitted in: 01.12.2023, data about 2023. for the month of October

Periodicity: Annual

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Statistics Estonia guarantees the full protection of data submitted.

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 1.1. WAGES AND SALARIES IN OCTOBER

If you had employees who received remuneration in October, fill out Table 1.1 and write in Table 2 the time spent on completing the questionnaire. If you did not have employees who received remuneration in October, fill out Table 1.2 and write in Table 2 the time spent on completing the questionnaire.

During the period from 18–29 November, the number of employees, the number of hours worked and remuneration are pre-filled for those respondents who have submitted the questionnaire "Wages and salaries and labour force" for October. Starting from 30 November, for respondents who have not submitted the questionnaire "Wages and salaries and labour force" for October, the number of employees is pre-filled on the basis of employment register (TÖR) data.

Pre-filled by the next morning after the questionnaire has been submitted. Please double check the pre-filled fields, correct if necessary. The number of hours worked in October is indicated in thousand hours, rounded to the nearest 0.01. (for example, 176 h write as 0.18; 2,640 h write as 2.64) The auxiliary column and auxiliary rows are for assistance and to check the submitted data. Values will be displayed after saving.

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
1 / 1	Number of employees in the list of employees who received remuneration in October - total	WS_001_3	The number of employees includes persons employed under an employment contract, contract of services and the Civil Service Act who are listed among the employees of the company or institution and received remuneration, incl. full and part-time employees. The employees who are on parental leave and in military service at the end of the reference period, are not included among full and part-time employees. Excluded are also employees who were ill or on leave of absence throughout October. 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 are included. Not included are members of local government councils and members of the council of public or private limited companies, unless they are employees of the public or private limited company.	Positive integer	
1 / 2	Number of employees in the list of employees who received remuneration in October - men	WS_001_1	The number of employees includes persons employed under an employment contract, contract of services and the Civil Service Act, who are listed among employees of the company or institution and received remuneration, incl. full and part-time employees. The employees who are on parental leave or in military service at the end of the reference period, are not included among full-time and part-	Positive integer	

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			time employees. Not included are employees who were ill or on leave of absence throughout October, incl. 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 local government councils and members of the council of public or private limited companies, unless employees of a public or private limited company.		
1 / 3	Number of employees in the list of employees who received remuneration in October - women	WS_001_2	The number of employees includes persons employed under an employment contract, contract of services and the Civil Service Act, who are listed as employees of the company or institution and received remuneration, incl. full and part-time employees. The employees who are on parental leave and in military service at the end of the reference period, are not included among the full-time and part-time employees. Not included are also employees who were ill or on leave of absence throughout October. Special cases based on the Civil Service Act are included: 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 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.	Positive integer	
2 / 1	Number of hours worked in October - total	WS_002_3	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). Including paid overtime. Not included are hours paid but not worked (annual leave, illness etc.), meal breaks and travel between home and work, in education or training (courses). Total number of hours worked by women and men should be equal to the "Number of hours worked - total" in the questionnaire "Wages and salaries". Calculated in thousand hours with two decimals.	Positive real number (0,2)	
2 / 2	Number of hours worked in October - men	WS_002_1	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). Including paid overtime. Not included are hours paid but not worked (annual leave, illness etc.), meal breaks and travel between home and work, in education or training (courses). Total number of hours worked by women and men should be equal to the "Number of hours worked - total" in the questionnaire "Wages and salaries". Calculated in thousand hours with two decimals.	Positive real number (0,2)	
2 / 3	Number of hours worked in October - women	WS_002_2	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). Including paid overtime. Not included are hours paid but not worked (annual leave, illness etc.), meal breaks and travel between home and work, in education or training (courses). Total number of hours worked by women and men should be equal to the "Number of hours worked - total" in the questionnaire "Wages and salaries". Calculated in thousand hours with two decimals.	Positive real number (0,2)	
3 / 1	Remuneration for actually worked time in October - total	WS_003_3	Remuneration for hours actually worked - time-rated and piece-rated remuneration; premium pay for overtime, night work and holiday work; premium pay for working in unhealthy conditions, qualifications, language and length of service and other regular additional remuneration. Income tax, unemployment insurance premium and mandatory funded pension contributions should be included. Not included are quarterly and annual bonuses, Christmas bonus and other irregular bonuses and allowances; payments in kind; compensations in case of termination of employment relationship and illness; single allowances upon jubilee, childbirth, death etc. Total remuneration for women and men	Positive integer	

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			for hours actually worked should be equal to the sum of "Basic wage or salary together with monthly bonus and premium", "Earnings related to overtime" and „Bonus for working in shifts, in night shifts and on public holidays“ in the questionnaire "Wages and salaries and labour force" (code 1462). Calculated in euros.		
3 / 2	Remuneration for actually worked time in October - men	WS_003_1	Remuneration for hours actually worked - time-rated and piece-rated remuneration; premium pay for overtime, night work and holiday work; premium pay for working in unhealthy conditions, qualifications, language and length of service and other regular additional remuneration. Income tax, unemployment insurance premium and mandatory funded pension contributions should be included. Not included are quarterly and annual bonuses, Christmas bonus and other irregular bonuses and allowances; payments in kind; compensations in case of termination of employment relationship and illness; single allowances upon jubilee, childbirth, death etc. Total remuneration for women and men for hours actually worked should be equal to the sum of "Basic wage or salary together with monthly bonus and premium", "Earnings related to overtime" and „Bonus for working in shifts, in night shifts and on public holidays“ in the questionnaire "Wages and salaries and labour force" (code 1462). Calculated in euros.	Positive integer	
3 / 3	Remuneration for actually worked time in October - women	WS_003_2	Remuneration for hours actually worked - time-rated and piece-rated remuneration; premium pay for overtime, night work and holiday work; premium pay for working in unhealthy conditions, qualifications, language and length of service and other regular additional remuneration. Income tax, unemployment insurance premium and mandatory funded pension contributions should be included. Not included are quarterly and annual bonuses, Christmas bonus and other irregular bonuses and allowances; payments in kind; compensations in case of termination of employment relationship and illness; single allowances upon jubilee, childbirth, death etc. Total remuneration for women and men for hours actually worked should be equal to the sum of "Basic wage or salary together with monthly bonus and premium", "Earnings related to overtime" and „Bonus for working in shifts, in night shifts and on public holidays“ in the questionnaire "Wages and salaries and labour force" (code 1462). Calculated in euros.	Positive integer	

**Table 1.2. ABSENCE OF PAID LABOUR IN OCTOBER**

To be filled out only by the respondents who did not have any paid labour in October .

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
1 / 1	Reason for the absence of salaried employees	WS_004_1	Reason for the absence of employees	majanduteg evuse_tunnus_8L	

**Table 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

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				name	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	
/	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	
/	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_va ga_lihtne_v aga_keeruli ne_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
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/	Suggestions and comments	TAGASI S_TESS T		Text	
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LISTS / CLASSIFICATIONS

Name of the list/classification: **majandutegevuse\_tunnus\_8L**

Item code	Item name	Unit of measurement	Clarification
10	Economic activity has not been started yet		
20	Economic activity exists, but there are no employees		
30	Economic activity is seasonal; wages and salaries were not paid in October		
40	Employees are on an annual holiday or furlough		
50	Economic activity has been suspended		
60	Economic activity has been ceased		
70	The data are submitted with a questionnaire of another enterprise/institution		
OTH	Other		