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# EMPLOYMENT AND COMPENSATIONS OF EMPLOYEES SURVEY

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## 1. General Background of the Survey

### 1.1 Introduction

- The Employment Survey is an annual national survey conducted by the Department of Statistics (DoS). The principal aim of the survey is to provide up-to-date statistical data on the number of establishments, number of employees and their basic socio-economic characteristics, volume of compensations in both the public and the private sectors, as well as basic data that allow measuring the development of the salaries and wages according to various occupations.
- Due to the fact that some of the workers do not work all year round, the data are collected annually with October serving as the reference month

## 1.2 Objectives of the Survey

The Employment Survey aims at providing the following data:

- Number of establishments operating in the public and the private sectors by various economic activities.
- Number of employees in the public and the private sectors and their characteristics, such as sex, nationality, educational level and specialization.
- Levels of cash salaries and wages paid to different occupation categories as well as regular and irregular cash allowances and remunerations.
- Compensations of employees by major occupation categories.
- Usual work hours during the month except week end days by occupation categories in both the public and the private sectors.
- Size of employment in both the public and the private sectors.



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- **1.3 Survey Coverage**
- The survey covered all operating establishments in the public sector (except for military and security establishments) and all establishments of the private sector regardless of the number of employees (except for the agricultural sector). The Department of Statistics has included establishments employing less than five workers since 1999.
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- **1.4 Sample Design**
- The sample of the 2016 survey was designed to include:
  - All establishments of the public sector excluding military and security establishments, with a total number of 284 establishments.
  - All establishments of the private sector engaging 50 workers and more excluding the agricultural sector.
  - A sample was drawn from the remaining establishments.
  - The total sample size of the survey was 7960 establishments.



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- **2. Preparatory Stage**
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- **2.1 Survey Main Documents**
- The documents used in this survey included the survey questionnaire, the instructions manual and the coding manual.
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- **2.1.1 Survey Questionnaire**
- At the beginning of the year, the survey questionnaire was thoroughly revised to make sure that it meets the objectives of the survey. The questionnaire consists of the following topics:
  - Identification and general information of the establishments.
  - Number of employees and their characteristics.
  - Employees' compensations.
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- **2.1.2 Instructions Manual**
- The manual contained definitions and concepts used in the survey as well as detailed instructions for the office and the field staff at various supervisory and executive levels. It also included detailed explanation of items on the questionnaire and how to complete the data in a way that ensures high quality and accuracy. Further, the manual included basic edit rules that should be followed by enumerators and editors when checking the consistency of data on the questionnaire. The duties and responsibilities of various levels of the survey staff were also included in this manual. In addition, the necessary edit rules were also prepared for electronic processing of data.
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- **2.1.3 Coding Manual**

- The coding manual was revised and prepared after designing the survey questionnaire. The International Standard Industrial Classification of all Economic Activities, Third Revision (ISIC4) was used to code activity, the Jordanian Standard Classification of Education (JISCED) which is based on the International Standard Classification of Education (ISCED) was used to code the educational level and specialization, and Standard Classification of Occupation (ISCO-08) was used to code the occupation

- **2.2 Definitions and Classifications**

- **Statistical Unit:** The establishment is considered to be the statistical unit for this survey. It should have a financial autonomy and might practice one or more economic activities, where one of which is considered the main activity and the rest are considered secondary activities



- **Main Activity:** It is the principal activity practiced by the establishment, where it could be identified by the volume of production, revenue or the value added of its main produce of goods and /or services. This activity should be recorded in detail according to the ISIC4
- **Reference Month:** It is the month for which the data are collected from all establishments of the sample. For the purposes of this survey the reference month is October.
- **Work Hours:** The calculation of work hours was amended on the basis of usual work hours and the work hours of the week end are not calculated as of the survey of 2009.
- **Compensations of Employees:** Total salaries and wages paid or due to employees either in cash or in kind. It also includes the contribution of the establishment in the social security plus any other cash or in kind benefits paid or due to employees.
- **Establishment Ownership:** All economic establishments in which the government owns 51% and more of their capital or has the right to interfere in their internal policies and decisions are considered public sector, otherwise they are private



- **Cash Salaries and Wages:** The total amount of money paid in cash by the employer directly and regularly to the employee in return of his work in the establishment for normal daily work hours, this includes:
  - The basic salary or the wage.
  - The family and cost of living allowance.
  - The academic certificate allowance.
  - Any other allowances related to difficulty of occupation such as doctors, engineers...etc.
- **Regular and Irregular Cash Grants, Remunerations and Allowances:** Regular (almost all year round) and irregular (some months of the year) grants, remunerations and allowances paid in cash by the employer to the employee. These include:
  - Payments in return of overtime work or working during official holidays and vacations.
  - Shift or night duty allowances, provided that such payments are not considered as overtime work.
  - Benefits and remunerations related to production or commission.
  - Grants and allowances paid directly with the monthly salary such as housing allowances.
  - Any other allowances.

## 2.3 Organization of Survey Staff

- The survey staff consists of the survey administration which is in charge of all administrative and technical duties, and of the office processing staff (editors and coders). The field staff consists of supervisors, field editors and enumerators under the supervision of the field supervisor.





## ■ 2.4 Recruitment and Training of Staff

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- The field staff was selected according to certain criteria relevant to the nature of the work to be accomplished. Emphasis was placed on the experience, education and specialization of the staff members as much as possible.
- A training course was held to provide guidelines on the survey objectives, data collection procedures and how to deal with establishments as well as a detailed explanation of the items in the questionnaire. At the end of the course, a written test was held for the staff to determine their comprehension levels and understanding of the concepts and instructions of the questionnaire.
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## ■ 3. Data Collection Stage

### ■ 3.1 Organization of Fieldwork

- The fieldwork was carried out by teams each of which consisted of two to three enumerators plus an office editor and a team supervisor.

### ■ 3.2 Data Collection

- Data collection started in April 2016 through the personal interview method. In case of large-size establishments the enumerators left the questionnaire by the concerned person in the establishment and fixed a later appointment to complete or collect the questionnaire. This procedure allowed sufficient time for the respondent to prepare the required information



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- **3.3 Field Editing**
- Field editing was assigned to the team supervisor, where he has to check daily a sample of questionnaires for each enumerator working with him. Any detected errors were made clear to the enumerators.
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- **4. Data Processing Stage**
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- **4.1 Office Processing**
- All completed and field-edited questionnaires were delivered to the Employment Division head office for further editing. During the editing process any error detected in the questionnaire was referred to the division chief. In this case, either a telephone call was made with the respondent for clarification or the enumerator paid a visit to the establishment to correct the faulty data. The questionnaires were then coded before being sent to the Computer Directorate for data entry.
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- **4.2 Electronic Processing**
- The office-processed questionnaires were delivered to the Data Entry Division where they were captured using special pre-prepared entry programs and electronic edit rules. Upon completing the data entry process preliminary cross tabulations of the survey results were generated for review by the subject-matter persons in the Division. Any suspected findings were checked with regard to data entry, tabulation program and raising factors.
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- **4.3 Tabulation and Dissemination of Results**
- After obtaining a clean data file, the final results were tabulated in accordance with the pre-prepared dummy tables. Then the final report was prepared containing detailed tabulations as well as the methodology of the survey. The results of the survey were loaded on the page of the Department of Statistics (DoS).
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