

CONFIDENTIAL

Form B



If above details are incorrect, please amend and tick this box

Phone enquiries to:
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Enterprise No / CBR :

Earnings, Hours & Employment Costs Section
Central Statistics Office
Skehard Road
Cork
T12 X00E

Reply to:
THE DIRECTOR GENERAL
in the free-post envelope enclosed or electronically via our Secure Deposit Box

Earnings, Hours & Employment Costs Survey

Notice is served under Section 26 of the Statistics Act, 1993
You are obliged by law to fully complete and return this form to the Central Statistics Office

Date of Return: This form must be completed and returned no later than A free-post pre-addressed envelope is enclosed for your convenience.

Explanatory Notes: Please read the instructions carefully before completing this form. If you require any assistance, please see contact details above.

Purpose of Survey: The Earnings, Hours & Employment Costs Survey enables the Central Statistics Office to compile regular and timely labour cost indices for the purpose of monitoring change in labour costs in Ireland and across the European Union.

Statutory Basis: The data sought by the Central Statistics Office in this questionnaire is compulsory under the Statistics (Labour Costs Surveys) Order, 2018, (S.I. No 115 of 2018), Council Regulation (EC) No. 450/2003 and Council Regulation (EC) No. 530/1999.

Confidentiality: The information you supply will be treated as **strictly confidential** under the provisions of the Statistics Act, 1993.

Thank you in advance for your participation in this survey. **The latest results from the survey are available on the CSO website at the address www.csso.ie/en/statistics/earnings/earningsandlabourcosts**

Pádraig Dalton
Pádraig Dalton
Director General

Tá leagan Gaeilge den fhoirm seo ar fáil.

Declaration (To be completed in all cases)

I hereby declare that the information provided in this return is complete and correct to the best of my knowledge and belief.

Name:

Position: Phone:

Payroll Software: Vat no:

Type of return (Enter O for original return or A for amended return) Date: / /

Signature: _____ E-Mail: _____

NACE

Official Use Relevant Code

THANK YOU FOR YOUR CO-OPERATION IN COMPLETING THIS FORM

P.T.O →

PR 301243 EHCS OJ 2018 mail enquiry Form A and B

PR 301241 Base Form B Q2 2018



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Part 1 - Number of Persons Employed.

Please complete the following tables with respect to Employees, Apprentices/Trainees and Other Persons Engaged in the business during the quarter. You are also asked to indicate the number of job vacancies and the number of employees in receipt of the National Minimum Wage or allowed sub-minimum rates at the end of the quarter.

Persons Employed	Full-Time Employees	Part-Time Employees
- as at first day of quarter	<input type="text"/>	<input type="text"/>
- as at last day of quarter	<input type="text"/>	<input type="text"/>
- hired during the quarter	<input type="text"/>	<input type="text"/>
Average number of Apprentices/Trainees engaged in the business during the quarter	<input type="text"/>	
Average number of other persons engaged who are not paid a regular wage/salary during the quarter	<input type="text"/>	
Job vacancies Number of job vacancies as at last working day of quarter (Please see instructions for further details on job vacancies)	<input type="text"/>	
National Minimum Wage Number of full-time and part-time employees (i.e. exclude apprentices/trainees) in receipt of €9.55 per hour or less at end of quarter.	<input type="text"/>	

Part 2 - Total Wages & Salaries and Corresponding Paid Hours.

Please provide a breakdown of total wages and salaries for the quarter, rounded to nearest Euro, for full-time and part-time employees separated into Regular, Overtime and Irregular payments. For Apprentices, please enter an overall figure. Give gross figures before any deductions. For each broken down payment figure provided, please enter the corresponding number of paid hours (both worked and not worked).

Wages & Salaries and Corresponding Paid Hours	Gross Amount €	Corresponding Paid Hours
Full-Time Employees		
Regular wages & salaries (incl. sick and maternity pay)	<input type="text"/>	<input type="text"/>
Overtime	<input type="text"/>	<input type="text"/>
Irregular bonuses and allowances*	<input type="text"/>	
Part-Time Employees		
Regular wages & salaries (incl. sick and maternity pay)	<input type="text"/>	<input type="text"/>
Overtime	<input type="text"/>	<input type="text"/>
Irregular bonuses and allowances*	<input type="text"/>	
Apprentices / Trainees Total wages and salaries	<input type="text"/>	<input type="text"/>

*Please see Instructions for further details on irregular bonuses and allowances

Part 3 - Total Other Employer's Contributions for ALL EMPLOYEES (cost to Employers only, and not included in Part 2) rounded to the nearest Euro.

Total Other Contributions	All Employees €
Employer's Statutory PRSI (excluding Apprentices/Trainees)	<input type="text"/>
Employer's contributions to pension funds	<input type="text"/>
Other contributions (e.g. Income continuance insurance, study grants)	<input type="text"/>
Redundancy payments	<input type="text"/>
Apprentices / Trainees	
Total social security contributions for apprentices/trainees	<input type="text"/>

Part 4 - Total Cost to the Employer of Benefits provided to Employees (excluding Apprentices/Trainees), rounded to the nearest Euro.

Benefits to Employees	All Employees €
Total Benefit in Kind	<input type="text"/>

Part 5 - Total Subsidies and Refunds Received for all Employees (including Apprentices/Trainees) rounded to the nearest Euro.

Subsidies and Refunds Received	All Employees €
Include Training & Employment Subsidies (Solás, Youth Employment Support Scheme, etc.) & Refunds from Dept. of Employment Affairs and Social Protection*	<input type="text"/>

*See instructions for further details on refunds.

Part 6 - Response Burden.

As part of the effort to measure the burden on respondents when filling out survey forms, you are asked to indicate across how long (i.e. how many minutes) it took to complete this form.	<input type="text"/>
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COMMENTS

Please make any comments that would help us interpret the data provided and avoid further queries. In particular, if there are changes from the previous quarter to the areas below, please tick the appropriate box and provide a brief explanation.

- | | |
|--|---|
| <input type="checkbox"/> Total hours worked (eg reduction in working week) | <input type="checkbox"/> Number of pay weeks |
| <input type="checkbox"/> Hourly rates of pay | <input type="checkbox"/> Number of persons employed |

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