



Quarterly employment statistics

June 2005

Part 1: Estimation of number of employees and their earnings

Note:

The Quarterly Employment Statistics (QES) survey replaces the Survey of Employment and Earnings (SEE), which was discontinued as from June 2005.

The SEE covered both employing and non-employing value added tax (VAT) registered businesses with an annual turnover of R300 000 or more. The QES cover employing enterprises registered for income tax (IT). This results in better coverage of small businesses that were not necessarily registered for VAT. At the same time, the omission of non-employing businesses for the calculation of average monthly earnings is in accordance with the International Labour Organisation (ILO) definitions and concepts.

Estimates for average monthly earnings will be published for the first time in October 2005.

Information regarding employers, employees and the self-employed can be obtained from the six-monthly Labour Force Survey (LFS), conducted among 30 000 households countrywide.

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Executive summary

Key estimates for the quarters ended December 2004, March 2005 and June 2005

Main estimates	Quarter ended December 2004	Quarter ended March 2005	Percentage change between the quarters ended December 2004 and March 2005	Quarter ended June 2005	Percentage change between the quarters ended March 2005 and June 2005
Number of employees ('000)	7 097*	6 945*	-2,1	7 076	1,9
Gross earnings (R'000)	159 739 000*	146 446 000*	-8,3	151 981 000	3,8

*Revised estimates

Key findings for the quarter ended June 2005

Employment in the formal non-agricultural business sector increased between the quarters ended March 2005 and June 2005.

The June 2005 Quarterly Employment Statistics (QES) survey showed that the number of persons employed in the formal non-agricultural business sector of the South African economy increased by about 131 000 persons or 1,9% from March 2005 (an estimated 6 945 000 employees) to June 2005 (an estimated 7 076 000 employees).

Gross earnings paid to employees in the formal non-agricultural business sector increased between the quarters ended March 2005 and June 2005.

According to the June 2005 Quarterly Employment Statistics (QES) survey gross earnings paid to employees during the quarter ended June 2005 (April 2005 to June 2005) amounted to R151 981 million. This represents a quarterly increase of R5 535 million or 3,8% compared with the quarter ended March 2005.

Estimates of number of employees within 95% confidence limits for December 2004, March 2005 and June 2005

Quarter	Lower limit	Estimate	Upper limit	RSE
December 2004*	6 876 482	7 098 849	7 321 217	1,6
March 2005*	6 811 834	6 945 621	7 079 410	1,0
June 2005	6 934 370	7 074 588	7 214 807	1,0

*Revised estimates

Estimates of gross earnings (R'000) within 95% confidence limits for December 2004, March 2005 and June 2005

Quarter	Lower limit	Estimate	Upper limit	RSE
December 2004*	157 520 401	159 739 199	161 957 999	0,7
March 2005*	144 790 248	146 445 446	148 100 646	0,6
June 2005	150 202 824	151 981 369	153 759 916	0,6

*Revised estimates

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Forthcoming issues**Issue****Expected release date**

September 2005

13 December 2005

Purpose of the survey

The Quarterly Employment Statistics (QES) survey is a quarterly survey covering a sample of approximately 24 000 private and public enterprises in the formal non-agricultural business sector of the South African economy. The information received is used to estimate key economic statistics on employment and gross earnings, and is used as an input to the Gross Domestic Product (GDP).

Response rates

The percentage response for June 2005 was 90,8%.

Table 1 – Number of employees: All industries

Industry	Quarter ended December 2004*	Quarter ended March 2005*	Change in number of employees between quarters ended December 2004 and March 2005	Percentage change between quarters ended December 2004 and March 2005	Quarter ended June 2005	Change in number of employees between quarters ended March 2005 and June 2005	Percentage change between quarters ended March 2005 and June 2005
Mining and quarrying	456 000	449 000	-7 000	-1,5	450 000	1 000	0,2
Manufacturing	1 178 000	1 176 000	-2 000	-0,2	1 190 000	14 000	1,2
Electricity, gas and water supply	42 000	44 000	2 000	4,8	44 000	0	0,0
Construction	373 000	375 000	2 000	0,5	421 000	46 000	12,3
Wholesale and retail trade; repair of motor vehicles, motor cycles and personal and household goods; hotels and restaurants	1 388 000	1 347 000	-41 000	-3,0	1 376 000	29 000	2,2
Transport, storage and communication	313 000	312 000	-1 000	-0,3	320 000	8 000	2,6
Financial intermediation, insurance, real estate and business services	1 565 000	1 449 000	-116 000	-7,4	1 471 000	22 000	1,5
Community, social and personal services	1 782 000	1 793 000	11 000	0,6	1 804 000	11 000	0,6
Total	7 097 000	6 945 000	-152 000	-2,1	7 076 000	131 000	1,9

*Revised estimates

Quarterly changes in the level of employment at June 2005

The *mining and quarrying industry* reported a quarterly increase of 1 000 employees (or +0,2%) at June 2005 compared with March 2005.

Data obtained from Department of Minerals and Energy (DME). **See explanatory notes: paragraph 5.**

The *manufacturing industry* reported a quarterly increase of 14 000 employees (or +1,2%) at June 2005 compared with March 2005. This increase may be due to appointments in manufacturing of radio, television and communication equipment and apparatus; medical, precision and optical instruments; watches and clocks; electrical machinery and apparatus; wood and products of wood and cork; articles of straw and plaiting material; paper and paper products; printing and publishing; and the reproduction of recorded media.

The *construction industry* reported a quarterly increase of 46 000 employees (or +12,3%) at June 2005 compared with March 2005. This increase may be due to the appointments in building of complete constructions or part thereof, the civil engineering and the building completion divisions of this industry.

The *wholesale and retail trade; repair of motor vehicles, motor cycles and personal and household goods; hotels and restaurants industry* reported a quarterly increase of 29 000 employees (or +2,2%) at June 2005 compared with March 2005. This increase may be due to appointments in wholesale and commission trade (except of motor vehicles and motor cycles); sale, maintenance and repair of motor vehicles and motor cycles; and retail trade in automotive fuel.

The *transport, storage and communication industry* reported a quarterly increase of 8 000 employees (or +2,6%) at June 2005 compared with March 2005. This increase may be due to appointments in land transport; transport via pipelines; and air transport enterprises.

The *financial intermediation, insurance, real estate and business services industry* reported a quarterly increase of 22 000 employees (or +1,5%) at June 2005 compared with March 2005. This increase may be due to appointments in financial intermediation, (except insurance and pension funding); activities auxiliary to financial intermediation; computer and related activities; architectural, engineering and other technical activities; advertising; and other business activities.

The *community, social and personal services industry* reported a quarterly increase of 11 000 employees (or +0,6%) at June 2005 compared with March 2005. This quarterly increase may be due to appointments in public administration, defence activities and other central activities; education and education by technikons; other community, social and personal services activities; and other services activities.

Table 2 – Gross earnings: All industries

Industry	Quarter ended December 2004* (R'000)	Quarter ended March 2005* (R'000)	Change in gross earnings between quarters ended December 2004 and March 2005 (R'000)	Percentage change between quarters ended December 2004 and March 2005	Quarter ended June 2005 (R'000)	Change in gross earnings between quarters ended March 2005 and June 2005 (R'000)	Percentage change between quarters ended March 2005 and June 2005
Mining and quarrying	8 830 000	8 435 000	-395 000	-4,5	8 515 000	80 000	0,9
Manufacturing	26 212 000	23 044 000	-3 168 000	-12,1	23 091 000	47 000	0,2
Electricity, gas and water supply	2 000 000	1 825 000	-175 000	-8,8	2 700 000	875 000	47,9
Construction	5 844 000	4 664 000	-1 180 000	-20,2	5 429 000	765 000	16,4
Wholesale and retail trade; repair of motor vehicles, motor cycles and personal and household goods; hotels and restaurants	22 629 000	19 319 000	-3 310 000	-14,6	19 859 000	540 000	2,8
Transport, storage and communication	10 196 000	9 461 000	-735 000	-7,2	10 232 000	771 000	8,1
Financial intermediation, insurance, real estate and business services	35 483 000	33 935 000	-1 548 000	-4,4	34 801 000	866 000	2,6
Community, social and personal services	48 545 000	45 763 000	-2 782 000	-5,7	47 354 000	1 591 000	3,5
Total	159 739 000	146 446 000	-13 293 000	-8,3	151 981 000	5 535 000	3,8

*Revised estimates

Quarterly changes in gross earnings paid to employees for the quarter ended June 2005.

Gross earnings paid to employees in the *mining and quarrying industry* reflected a quarterly increase of R80 million (or +0,9%) for the quarter ended June 2005 compared with the quarter ended March 2005.

Data obtained from Department of Minerals and Energy (DME). **See explanatory notes: paragraph 5.**

Gross earnings paid to employees in the *manufacturing industry* reflected a quarterly increase of R47 million (or +0,2%) for the quarter ended June 2005 compared with the quarter ended March 2005. This increase may be due to annual and performance bonuses, annual salary increases, commission and overtime paid during the quarter ended June 2005.

Gross earnings paid to employees in the *electricity, gas and water supply industry* reflected a quarterly increase of R875 million (or +47,9%) for the quarter ended June 2005 compared with the quarter ended March 2005. This increase may be due to annual salary increases, performance bonuses and commission paid during the quarter ended June 2005.

Gross earnings paid to employees in the *construction industry* reflected a quarterly increase of R765 million (or +16,4%) for the quarter ended June 2005 compared with the quarter ended March 2005. This increase may be due to annual salary increases, incentive and performance bonuses and overtime payments paid during the quarter ended June 2005.

Gross earnings paid to employees in the *wholesale and retail trade; repair of motor vehicles, motor cycles and personal and household goods; hotels and restaurants industry* reflected a quarterly increase of R540 million (or +2,8%) for the quarter ended June 2005 compared with the quarter ended March 2005. This increase may be due to annual salary increases, performance bonuses, profit share bonuses, commission and overtime payments during the quarter ended June 2005.

Gross earnings paid to employees in the *transport, storage and communication industry* reflected a quarterly increase of R771 million (or +8,1%) for the quarter ended June 2005 compared with the quarter ended March 2005. This increase may be due to annual salary increases, incentive and performance bonuses and overtime payments paid during the quarter ended June 2005.

Gross earnings paid to employees in the *financial intermediation, insurance, real estate and business services industry* reflected a quarterly increase of R866 million (or +2,6%) for the quarter ended June 2005 compared with the quarter ended March 2005. This increase may be due to annual salary increases, profit sharing and performance bonuses and overtime payments paid during the quarter ended June 2005.

Gross earnings paid to employees in the *community, social and personal services industry* reflected a quarterly increase of R1 591 million (or +3,5%) for the quarter ended June 2005 compared with the quarter ended March 2005. This increase may be due to annual salary increases, annual and performance bonuses, commission and overtime payments paid during the quarter ended June 2005.

Comparability of results with other Stats SA employment data sources

Table 3 – Comparison between the Quarterly Employment Statistics (QES) survey and the Labour Force Survey (LFS): March 2005

Industry	Number of employees: QES March 2005 ('000)	Number of employees: LFS March 2005 ('000)	Difference in number of employees between QES and LFS ('000)	Percentage difference between QES and LFS
Mining and quarrying	449	414	35	8,5
Manufacturing	1 176	1 370	-194	-14,2
Electricity, gas and water supply	44	121	-77	-63,6
Construction	375	474	-99	-20,9
Wholesale and retail trade; repair of motor vehicles, motor cycles and personal and household goods; hotels and restaurants	1 347	1 465	-118	-8,1
Transport, storage and communication	312	416	-104	-25,0
Financial intermediation, insurance, real estate and business services	1 449	934	515	55,1
Community, social and personal services	1 793	1 965	-172	-8,8
Total	6 945	7 159	-214	-3,0

Possible reasons for the difference in the level of employment between the QES and the LFS

The LFS, which is a household-based survey, collects information, twice per annum, regarding employed and unemployed persons in the formal and the informal business sectors.

The QES is a quarterly survey covering a sample of private enterprises and public institutions in the formal non-agricultural business sector of the South African economy.

Please refer to Explanatory notes – paragraph 6: reliability of estimates. Care should be taken when comparing the results of the QES with the results of the LFS for the reasons given below.

- **Sample size**

The QES covers a sample of 24 447 private enterprises and public institutions in the formal non-agricultural business sector of the South African economy. The LFS covers a sample of approximately 30 000 dwelling units across the country.

- **Sample frame**

The QES is designed and drawn from Stats SA's Business Sampling Frame (BSF) and covers all employing enterprises registered for income tax (IT). The LFS is drawn from the master sample updated through the Population Census.

- **Survey scope**

The QES covers all employing IT-registered enterprises in all the industries of the formal non-agricultural business sector, while the LFS covers individuals who are employed, self-employed and who are unemployed but took initiative to find a job.

- **Survey period**

While the QES is a quarterly survey conducted in March, June, September and December of each year, the LFS is only conducted twice a year, in March and September.

- **Collection method**

The QES questionnaires are collected by mail, telephone follow-ups and faxes. The LFS is collected by personal visits to individual households.

- **Classification**

In the QES sample, the classification of the industrial activity of the enterprise may be incorrect on the BSF, while in the LFS the classification of the activity depends on the respondent's perceived definition of the industry he/she works in.

- **Agriculture, hunting, forestry and fishing industry**

The QES does not cover this industry, whereas the LFS covers it.

- **Mining and quarrying industry**

For the QES, information regarding this industry is received from the Minerals Bureau, Department of Minerals and Energy. For the LFS, information is received from individual respondents who perceive they are working in the industry.

- **Manufacturing industry**

The QES sample is an enterprise-based sample. If the main activity of the enterprise is manufacturing, then the enterprise is classified under the manufacturing industry. If the main activity is e.g. retail trade, then the enterprise is classified as retail trade, even if the enterprise includes manufacturing establishments (branches). The LFS is a household-based survey. Thus, information is gathered from individuals in households, who may have reported the establishment rather than the enterprise.

- **Wholesale and retail trade; repair of motor vehicles, motor cycles and personal and household goods; hotels and restaurants**

The QES sample covers employing IT-registered private enterprises and public institutions in the formal non-agricultural business sector, whereas the LFS may also include some non-registered businesses.

- **Transport, storage and communication**

The non-IT-registered taxi businesses are not included in the QES, whereas both registered and non-registered businesses are included in the LFS.

- **Community, social and personal services**

The QES covers employing IT-registered community, social and personal services in the formal sector. All community, social and personal services provided by non-governmental organisations, charity and welfare organisations from both the formal and the informal sectors are included in the LFS.

Technical notes**1) Confidence intervals**

The estimated population value will be contained within the interval between the lower and upper 95% confidence limits.

The 95% confidence intervals of a population parameter (gross salaries and wages) is obtained as follows:

Lower limit

= lower 95% confidence limit of a population parameter

= estimate – 1,96*Standard Error (estimate)

and

Upper limit

= upper 95% confidence limit of a population parameter

= estimate + 1,96*Standard Error (estimate)

$$1.1) \text{ Standard Error (SE)} = \frac{\text{upper limit} - \text{lower limit}}{2 \times 1,96}$$

$$1.2) \text{ Relative Standard Error (RSE)} = \frac{\text{SE (estimate)}}{\text{estimate}} \times 100$$

Table A: Estimates of number of employees by industry within 95% confidence limits for December 2004, March 2005 and June 2005

Industry	Quarter ended December 2004*				Quarter ended March 2005*				Quarter ended June 2005			
	Lower limit	Estimate	Upper limit	RSE	Lower limit	Estimate	Upper limit	RSE	Lower limit	Estimate	Upper limit	RSE
Mining and quarrying	456 214	456 214	456 214	**	449 332	449 332	449 332	**	450 338	450 338	450 338	**
Manufacturing	1 152 028	1 178 340	1 204 652	1,1	1 141 538	1 175 642	1 209 747	1,5	1 157 906	1 189 724	1 221 543	1,4
Electricity, gas and water supply	39 979	42 123	44 268	2,6	41 790	44 386	46 983	3,0	41 569	43 698	45 827	2,5
Construction	327 578	373 402	419 225	6,3	325 199	375 317	425 435	6,8	355 821	421 014	486 208	7,9
Wholesale and retail trade; repair of motor vehicles, motor cycles and personal and household goods; hotels and restaurants	1 338 253	1 388 329	1 438 405	1,8	1 293 172	1 346 711	1 400 249	2,0	1 316 630	1 375 757	1 434 884	2,2
Transport, storage and communication	289 595	313 186	336 778	3,8	286 470	311 532	336 594	4,1	294 041	319 571	345 101	4,1
Financial intermediation, insurance, real estate and business services	1 355 449	1 565 342	1 775 235	6,8	1 349 180	1 449 346	1 549 512	3,5	1 372 467	1 470 944	1 569 421	3,4
Community, social and personal services	1 750 862	1 781 913	1 812 965	0,9	1 760 514	1 793 355	1 826 197	0,9	1 771 638	1 803 542	1 835 446	0,9
Total	6 876 482	7 098 849	7 321 217	1,6	6 811 834	6 945 621	7 079 410	1,0	6 934 370	7 074 588	7 214 807	1,0

*Revised estimates

**Data obtained from the Minerals Bureau, Department of Minerals and Energy (see explanatory notes: paragraph 5)

Table B: Estimates of gross earnings (R'000) by industry within 95% confidence limits for December 2004, March 2005 and June 2005

Industry	Quarter ended December 2004*				Quarter ended March 2005*				Quarter ended June 2005			
	Lower limit	Estimate	Upper limit	RSE	Lower limit	Estimate	Upper limit	RSE	Lower limit	Estimate	Upper limit	RSE
Mining and quarrying	8 829 832	8 829 832	8 829 832	**	8 435 147	8 435 147	8 435 147	**	8 514 849	8 514 849	8 514 849	**
Manufacturing	25 845 209	26 211 509	26 577 809	0,7	22 681 958	23 043 861	23 405 765	0,8	22 760 770	23 090 935	23 421 100	0,7
Electricity, gas and water supply	1 979 526	2 000 237	2 020 949	0,5	1 810 274	1 825 226	1 840 177	0,4	2 688 568	2 700 310	2 712 053	0,2
Construction	5 522 620	5 844 168	6 165 716	2,8	4 309 894	4 663 544	5 017 194	3,9	4 737 895	5 428 520	6 119 145	6,5
Wholesale and retail trade; repair of motor vehicles, motor cycles and personal and household goods; hotels and restaurants	21 565 064	22 629 256	23 693 448	2,4	18 277 881	19 318 769	20 359 656	2,7	19 020 580	19 859 481	20 698 382	2,2
Transport, storage and communication	9 700 930	10 196 257	10 691 584	2,5	9 020 556	9 461 104	9 901 653	2,4	9 776 488	10 232 225	10 687 962	2,3
Financial intermediation, insurance, real estate and business services	33 682 015	35 482 647	37 283 280	2,6	32 911 503	33 934 544	34 957 585	1,5	33 626 336	34 801 451	35 976 566	1,7
Community, social and personal services	48 078 487	48 545 293	49 012 099	0,5	45 280 568	45 763 251	46 245 935	0,5	46 740 702	47 353 598	47 966 495	0,7
Total	157 520 401	159 739 199	161 957 999	0,7	144 790 248	146 445 446	148 100 646	0,6	150 202 824	151 981 369	153 759 916	0,6

*Revised estimates

**Data obtained from the Minerals Bureau, Department of Minerals and Energy (see explanatory notes: paragraph 5)

Explanatory notes

Introduction		This publication contains results of the quarterly employment statistics survey of enterprises in the formal non-agricultural business sector of the South African economy. The survey is designed to obtain information regarding: the number of persons employed in the business as at the end of the reference quarter; and gross earnings paid; bonuses paid; overtime payments; and severance, termination and redundancy payments paid to employees during the reference quarter.
Scope of the survey	1	<p>This survey covers employment statistics of the following industries according to the Standard Industrial Classification of all Economic Activities (SIC), Fifth edition, January 1993:</p> <ul style="list-style-type: none"> • mining and quarrying industry; • manufacturing industry; • electricity, gas and water supply industry; • construction industry; • wholesale and retail trade; repair of motor vehicles, motor cycles and personal and household goods; hotels and restaurants industry; • transport, storage and communication industry; • financial intermediation, insurance, real estate and business services industry; and • community, social and personal services industry.
Classification	2	<p>The Standard Industrial Classification of all Economic Activities (SIC), Fifth edition, January 1993, was used to classify the statistical units in the survey. The SIC is based on the 1990 International Standard Industrial Classification of all Economic Activities (ISIC), with suitable adaptations for local conditions. Statistics in this publication are only presented at the SIC major division (one digit) level. Each enterprise is classified to the industry, which reflects the predominant activity of the enterprise.</p>
Statistical unit	3	<p>The statistical unit for the collection of information is an enterprise. An enterprise is a legal unit or a combination of legal units that includes and directly controls all functions necessary to carry out its production activities.</p>
	4	<p>This survey is conducted by mail each quarter from a sample of 24 447 private businesses and public institutions.</p>
	5	<p>Stats SA receives information regarding the mining and quarrying industry from the Minerals Bureau, Department of Minerals and Energy. The information for the latest quarter is preliminary and will be revised by the Minerals Bureau as soon as they receive more information from the different mines.</p>
Reliability of estimates	6	<p>Inaccuracies may occur because of imperfections in reporting by enterprises, and errors made with the collection and processing of the data. Inaccuracies of this kind are referred to as non-sampling errors. Every effort is made to reduce non-sampling errors to a minimum by designing the questionnaire carefully, undertaking pilot studies, editing the data and efficient operating procedures. Fluctuations may occur in consecutive quarters as a result of seasonal and economic factors.</p>
Standard errors	7	<p>The estimates in this publication are based on a sample drawn from units in the surveyed population. As a result of the entire population not being surveyed, the published estimates are subject to sampling error. The most common way of quantifying such sampling error is to calculate the standard error for the published estimate or statistic.</p>

Revised figures **8** Revised figures for the quarters published in this release are preliminary and may be revised in subsequent publications.

Related publications **9** Users may also wish to refer to the following publications which are available from Stats SA:

Bulletin of Statistics.
Labour Force Survey.
SA Statistics.

Pre-release policy **10** Stats SA’s pre-release policy may be inspected at its website, www.statssa.gov.za.

Abbreviations and symbols

BSF	Business Sampling Frame
GDP	Gross Domestic Product
IBR	Integrated Business Register
ILO	International Labour Organisation
IT	Income Tax
LFS	Labour Force Survey
QES	Quarterly Employment Statistics
RSE	Relative Standard Error
SARS	South African Revenue Services
SE	Standard Error
SEE	Survey of Employment and Earnings
SIC	Standard Industrial Classification of all Economic Activities
SNA	System of National Accounts
Stats SA	Statistics South Africa
VAT	Value Added Tax
*	Revised figures

Glossary

Casual employees	Casual employees are employees who fall neither within the 'permanent employee' category nor within that of a 'temporary employee'. Such employees are typically daily or hourly. Employers can dispense with their services at a very short notice, usually not exceeding a period of one week. Casual employees are not entitled to benefits such as paid leave and medical aid contributions paid by employers.
Enterprises	Enterprises are legal units, or a combination of legal units that includes and directly controls all functions necessary to carry out its production activities.
Formal sector	The formal sector includes all employing businesses that are registered in any way.
Full-time employees	Full-time employees are those permanent, temporary and casual employees who normally work the agreed number of hours in their particular occupation or, if the agreed number of hours does not apply, who normally work 40 hours or more per week. This excludes the self-employed at work or with an enterprise but temporarily not at work.
Gross earnings	Gross earnings are payments for ordinary-time, standard or agreed hours during the reference period for all permanent, temporary, casual, executive and managerial employees before taxation and other deductions for the three months. This includes salaries and wages; commission if a retainer, wage or salary was also paid; employer's contribution to pension, provident, medical aid, sick pay and other funds; allowances; etc., but excludes earnings of sole proprietors or partners of unincorporated businesses; commission where a retainer, wage or salary was not paid; payments to subcontractors and consultants who are not part of the enterprise; performance and other bonuses; overtime payments; and severance, termination and redundancy payments. Gross earnings are the total sum of the earnings for the three months of the reference quarter (e.g. gross earnings of quarter ended September is the sum of total earnings of July, August and September).
Industries	Industries consist of groups of enterprises engaged in the same or similar kind of activity. The definition of industries is based on the System of National Accounts (SNA) and is in line with that in the Standard Industrial Classification of all Economic Activities, Fifth Edition, and Report No. 09-09-02 of January 1993 (SIC).
Informal sector	The informal sector consists of those businesses that are not registered in any way. They are generally small in nature, and are seldom run from business premises. Instead, they are generally run from homes, street pavements and other informal arrangements.
Number of employees	The number of employees is the number of people employed by the business, who received payment (in salaries; wages; commission, in addition to a retainer, salary or wage; piece rates; or payments in kind) for any part of the reference period. This excludes independent contractors and consultants; working proprietors; sole and joint owners; and employees paid on a commission basis where a retainer, salary or wage was not paid. Number of employees refers to the number of people employed at the end of the reference period (e.g. number of employees as at the quarter ended December refers to the number of employees as at the end of the month of December).

Ordinary-time hours	Ordinary-time hours are those hours actually worked during normal periods of work. These hours include hours of paid leave taken during the reference period (e.g. sick leave, annual leave) and hours of normal shift work. Ordinary-time hours paid for exclude overtime hours worked, hours relating to payment in advance and hours relating to back pay.
Overtime hours paid for	Overtime hours paid for are those hours worked in excess of ordinary-time hours, standard or agreed hours of work that were paid for in the reference period.
Overtime payment	Overtime payment refers to payment for hours worked and paid for in excess of ordinary-time hours, standard or agreed hours worked for the reference period. Penalty payments that relate to overtime are also included.
Part-time employees	Part-time employees are those permanent, temporary or casual employees who are not full-time employees as defined above or who normally work less than 40 hours per week. This excludes the self-employed at work or with an enterprise but temporarily not at work.
Performance and other bonuses	<p>Performance and other bonuses cover seasonal, end-of-year and one-time bonuses and additional payments supplementary to normal payments.</p> <p>Performance and other bonuses include profit sharing bonuses, merit bonuses, incentive bonuses, total amounts of payments that were paid during the reference period but relate to other pay periods, e.g. annual leave, thirteenth cheques, severance, termination, redundancy and leave gratuity payments. Performance and other bonuses exclude reimbursements for expenses incurred whilst conducting employer's business.</p>
Permanent employees	Permanent employees are employees appointed on an open-ended contract with no stipulated termination date, and who are entitled to benefits such as paid leave and medical aid contributions paid by employers. This excludes the self-employed at work.
Quarterly percentage change	A quarterly percentage change is the change in the employment or the gross earnings of the given quarter compared with the employment or the gross earnings of the previous quarter expressed as a percentage.
Reference quarter/period	Reference quarter/period for this survey refers to the three months up to the end of March, June, September or December.
Severance, termination and redundancy payments	Severance, termination and redundancy payments include payments of leave made to employees who finished work during the reference quarter as well as payments intended to compensate for loss of employment.
Temporary employees	Temporary employees are employees appointed on a short-term contract basis for periods normally not exceeding one year. Such contract would typically stipulate a termination date, but could be renewed by mutual agreement between the employer and the employee. This excludes the self-employed with an enterprise but temporarily not at work.

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