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# **Quarterly employment statistics** November 2004, February 2005 and May 2005

# **Part 2: Estimation of average monthly earnings**

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 survey covers 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 are being published for the first time in October 2005.

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

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### **Key estimates**

Table A - Average monthly earnings paid to employees in the formal non-agricultural business sector

| Average monthly earnings paid<br>to employees in the formal non-<br>agricultural business sector | November<br>2004<br>(Rand) | February<br>2005<br>(Rand) | Percentage<br>change<br>between<br>November<br>2004 and<br>February 2005 | May<br>2005<br>(Rand) | Percentage<br>change<br>between<br>February<br>2005 and<br>May 2005 |  |
|--|----------------------------|----------------------------|--|-----------------------|---|--|
| Including bonuses and overtime payments  | 6 887                      | 6 742                      | -2,1   | 6 797                 | 0,8   |  |

### Key findings regarding average monthly earnings including bonuses and overtime payments

Average monthly earnings, including bonuses and overtime payments, paid to employees in the formal nonagricultural business sector decreased between November 2004 and February 2005 and increased between February 2005 and May 2005.

The March 2005 Quarterly Employment Statistics (QES) survey showed that average monthly earnings, including bonuses and overtime payments, paid to employees in the formal non-agricultural business sector decreased by 2,1% between November 2004 and February 2005. The June 2005 QES survey showed that average monthly earnings, including bonuses and overtime payments, paid to employees between February 2005 and May 2005 increased by 0,8%.

### Table B – Estimates within 95% confidence levels

| Month         | Lower limit (Rand) | Estimate (Rand) | Upper limit (Rand) | RSE |
|---------------|--------------------|-----------------|--------------------|-----|
| November 2004 | 6 656              | 6 887           | 7 118              | 1,7 |
| February 2005 | 6 589              | 6 742           | 6 895              | 1,2 |
| May 2005      | 6 642              | 6 797           | 6 952              | 1,2 |

PJ Lehohla Statistician-General

## Contents

## Page

| Key estimates   |
|---|
| Notes   |
| Table 1 – Average monthly earnings, including bonuses and overtime payments, at current prices, by industries4  |
| Table 2 – Average monthly earnings, excluding bonuses and overtime payments, at current prices, by industries4  |
| Table 3 – Average monthly earnings, including bonuses and overtime payments, at constant 2000 prices, by industry                                     |
| Table 4 – Average monthly earnings, excluding bonuses and overtime payments, at constant 2000 prices, by industry                                     |
| Table C – Estimates of average monthly earnings, including bonuses and overtime payments, at current prices, by industry within 95% confidence limits |
| Table D – Estimates of average monthly earnings, excluding bonuses and overtime payments, at current prices, by industry within 95% confidence limits |
| Explanatory notes   |
| Glossary  |
| General information   |

## Notes

| Forthcoming issues    | Issue   | Expected release date  |
|-----------------------|---|--|
|                       | August 2005   | January 2006   |
| Purpose of the survey | covering a sample of app<br>formal non-agricultural b<br>information received is<br>employment and gross ea<br>Product (GDP) and to e | nent Statistics (QES) survey is a quarterly survey<br>roximately 24 000 private and public enterprises in the<br>pusiness sector of the South African economy. The<br>s used to estimate key economic statistics on<br>arrnings that is used as an input to the Gross Domestic<br>stimate key economic statistics on average monthly<br>used for monitoring economic indicators of the South |
| Response rates        | The percentage response   | for November 2004 was 86,6%.<br>for February 2005 was 82,3%.<br>for May 2005 was 90,8%.  |

| Industry   | November<br>2004<br>(Rand) | February<br>2005<br>(Rand) | Percentage<br>change<br>between<br>November<br>2004 and<br>February<br>2005 | May<br>2005<br>(Rand) | Percentage<br>change<br>between<br>February<br>2004 and<br>May 2005 |
|--|----------------------------|----------------------------|---|-----------------------|---|
| Mining and quarrying**   | 6 513                      | 6 250                      | -4,0  | 6 391                 | 2,3   |
| Manufacturing  | 6 388                      | 6 380                      | -0,1  | 6 238                 | -2,2  |
| Electricity, gas and water supply  | 14 768                     | 13 127                     | -11,1   | 13 629                | 3,8   |
| Construction   | 4 279                      | 4 128                      | -3,5  | 4 222                 | 2,3   |
| Wholesale and retail trade; repair of<br>motor vehicles, motor cycles and<br>personal and household goods;<br>hotels and restaurants | 5 034                      | 4 660                      | -7,4  | 4 661                 | 0,0   |
| Transport, storage and communication   | 10 180                     | 10 118                     | -0,6  | 10 056                | -0,6  |
| Financial intermediation, insurance, real estate and business services   | 6 724                      | 7 182                      | 6,8   | 7 327                 | 2,0   |
| Community, social and personal services  | 8 681                      | 8 117                      | -6,5  | 8 311                 | 2,4   |
| Total  | 6 887                      | 6 742                      | -2,1  | 6 797                 | 0,8   |

### Table 1 - Average monthly earnings, including bonuses and overtime payments, at current prices, by industry

Table 2 – Average monthly earnings, excluding bonuses and overtime payments, at current prices, by industry

| Industry   | November<br>2004<br>(Rand) | 2004 2005 |      | May<br>2005<br>(Rand) | Percentage<br>change<br>between<br>February<br>2004 and<br>May 2005 |  |
|--|----------------------------|-----------|------|-----------------------|---|--|
| Mining and quarrying**   | -                          | -         | -    | -                     | -   |  |
| Manufacturing  | 5 932                      | 5 877     | -0,9 | 5 825                 | -0,9  |  |
| Electricity, gas and water supply  | 13 972                     | 13 000    | -7,0 | 12 771                | -1,8  |  |
| Construction   | 3 982                      | 3 895     | -2,2 | 4 005                 | 2,8   |  |
| Wholesale and retail trade; repair of motor vehicles, motor cycles and personal and household goods; |                            |           |      |                       |   |  |
| hotels and restaurants   | 4 715                      | 4 521     | -4,1 | 4 514                 | -0,2  |  |
| Transport, storage and communication   | 9 818                      | 9 869     | 0,5  | 9 745                 | -1,3  |  |
| Financial intermediation, insurance, real estate and business services                               | 6 466                      | 6 947     | 7,4  | 7 088                 | 2,0   |  |
| Community, social and personal services  | 8 453                      | 7 935     | -6,1 | 8 060                 | 1,6   |  |

\*\*Data obtained from the Minerals Bureau, Department of Minerals and Energy (see explanatory notes: paragraph 5). At this stage the Department of Minerals and Energy is unable to provide data items with regard to bonuses and overtime payments separately.

| Industry   | November<br>2004<br>(Rand) | February<br>2005<br>(Rand) | Percentage<br>change<br>between the<br>November<br>2004 and<br>February<br>2005 | May<br>2005<br>(Rand) | Percentage<br>change<br>between<br>February<br>2005 and<br>May 2005 |
|--|----------------------------|----------------------------|---|-----------------------|---|
| Mining and quarrying**   | 5 210                      | 4 976                      | -4,5  | 5 009                 | 0,7   |
| Manufacturing  | 5 1 1 0                    | 5 080                      | -0,6  | 4 889                 | -3,8  |
| Electricity, gas and water supply  | 11 814                     | 10 451                     | -11,5   | 10 681                | 2,2   |
| Construction   | 3 423                      | 3 287                      | -4,0  | 3 309                 | 0,7   |
| Wholesale and retail trade; repair of<br>motor vehicles, motor cycles and<br>personal and household goods; hotels<br>and restaurants | 4 027                      | 3 710                      | -7,9  | 3 653                 | -1,5  |
| Transport, storage and communication   | 8 144                      | 8 056                      | -1,1  | 7 881                 | -2,2  |
| Financial intermediation, insurance, real estate and business services   | 5 379                      | 5 718                      | 6,3   | 5 742                 | 0,4   |
| Community, social and personal services  | 6 945                      | 6 463                      | -6,9  | 6 513                 | 0,8   |
| Total  | 5 510                      | 5 368                      | -2,6  | 5 327                 | -0,8  |

# Table 3 – Average monthly earnings, including bonuses and overtime payments, at constant 2000 prices (see glossary: paragraph 1), by industry

# Table 4 – Average monthly earnings, excluding bonuses and overtime payments, at constant 2000 prices (see glossary: paragraph 1), by industry

| Industry  | November<br>2004<br>(Rand) | February<br>2005<br>(Rand) | Percentage<br>change<br>between the<br>November<br>2004 and<br>February<br>2005 | May<br>2005<br>(Rand) | Percentage<br>change<br>between<br>February<br>2005 and<br>May 2005 |
|---|----------------------------|----------------------------|---|-----------------------|---|
| Mining and quarrying**  | -                          | -                          | -   | -                     | -   |
| Manufacturing   | 4 746                      | 4 679                      | -1,4  | 4 565                 | -2,4  |
| Electricity, gas and water supply   | 11 178                     | 10 350                     | -7,4  | 10 009                | -3,3  |
| Construction  | 3 186                      | 3 101                      | -2,7  | 3 139                 | 1,2   |
| Wholesale and retail trade; repair of<br>motor vehicles, motor cycles and<br>personal and household goods; hotels |                            |                            |   |                       |   |
| and restaurants   | 3 772                      | 3 600                      | -4,6  | 3 538                 | -1,7  |
| Transport, storage and communication  | 7 854                      | 7 857                      | 0,0   | 7 637                 | -2,8  |
| Financial intermediation, insurance, real estate and business services  | 5 173                      | 5 531                      | 6,9   | 5 555                 | 0,4   |
| Community, social and personal services   | 6 762                      | 6 318                      | -6,6  | 6 317                 | 0,0   |

\*\*Data obtained from the Minerals Bureau, Department of Minerals and Energy (see explanatory notes: paragraph 5). At this stage the Department of Minerals and Energy is unable to provide data items with regard to bonuses and overtime payments separately

### **Technical notes**

| 1) Confidence intervals | The estimated population value will be contained within the interval between |
|-------------------------|--|
|                         | the lower and upper 95% confidence limits.                                   |

6

The 95% confidence intervals of a population parameter (average monthly earnings) 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) Standard Error (SE) =  $\frac{\text{upper limit - lower limit}}{2 \times 1.96}$ 

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

### Statistics South Africa

|   | November 2004            |                    |                          | February 2005 |                          |                    |                          | May 2005 |                          |                    |                          |     |
|---|--------------------------|--------------------|--------------------------|---------------|--------------------------|--------------------|--------------------------|----------|--------------------------|--------------------|--------------------------|-----|
| Industry  | Lower<br>Limit<br>(Rand) | Estimate<br>(Rand) | Upper<br>Limit<br>(Rand) | RSE           | Lower<br>Limit<br>(Rand) | Estimate<br>(Rand) | Upper<br>Limit<br>(Rand) | RSE      | Lower<br>Limit<br>(Rand) | Estimate<br>(Rand) | Upper<br>Limit<br>(Rand) | RSE |
| Mining and quarrying**  | 6 513                    | 6 513              | 6 513                    | -             | 6 250                    | 6 250              | 6 250                    | -        | 6 391                    | 6 391              | 6 391                    | -   |
| Manufacturing   | 6 2 1 6                  | 6 388              | 6 560                    | 1,4           | 6 162                    | 6 380              | 6 598                    | 1,7      | 6 048                    | 6 238              | 6 428                    | 1,6 |
| Electricity, gas and water supply   | 14 029                   | 14 768             | 15 507                   | 2,6           | 12 349                   | 13 127             | 13 905                   | 3,0      | 13 008                   | 13 629             | 14 250                   | 2,3 |
| Construction  | 3 699                    | 4 279              | 4 859                    | 6,9           | 3 450                    | 4 128              | 4 806                    | 8,4      | 3 448                    | 4 222              | 4 996                    | 9,4 |
| Wholesale and retail<br>trade; repair of motor<br>vehicles, motor cycles<br>and personal and<br>household goods; hotels | 4.515                    | 5 004              | 5 959                    |               | 4.007                    | 1.650              | 4 000                    |          | 4.050                    |                    | 4.042                    |     |
| and restaurants   | 4 715                    | 5 034              | 5 353                    | 3,2           | 4 327                    | 4 660              | 4 993                    | 3,6      | 4 379                    | 4 661              | 4 943                    | 3,1 |
| Transport, storage and communication  | 9 306                    | 10 180             | 11 054                   | 4,4           | 9 222                    | 10 118             | 11 014                   | 4,5      | 9 127                    | 10 056             | 10 985                   | 4,7 |
| Financial<br>intermediation,<br>insurance, real estate<br>and business services   | 5 787                    | 6 724              | 7 661                    | 7,1           | 6 641                    | 7 182              | 7 723                    | 3,8      | 6 774                    | 7 327              | 7 880                    | 3,8 |
| Community, social and personal services   | 8 509                    | 8 681              | 8 853                    | 1,0           | 7 945                    | 8 117              | 8 289                    | 1,1      | 8 125                    | 8 311              | 8 497                    | 1,1 |
| Total (all industries)  | 6 656                    | 6 887              | 7 118                    | 1,7           | 6 589                    | 6 742              | 6 895                    | 1,2      | 6 642                    | 6 797              | 6 952                    | 1,2 |

### Table C: Estimates of average monthly earnings, *including bonuses and overtime payments*, at current prices, by industry within 95% confidence limits

\*\*Data obtained from the Minerals Bureau, Department of Minerals and Energy (see explanatory notes: paragraph 5). At this stage the Department of Minerals and Energy is unable to provide data items with regard to bonuses and overtime payments separately.

### Statistics South Africa

|  | November 2004            |                    |                          | February 2005 |                          |                    |                          | May 2005 |                          |                    |                          |     |
|--|--------------------------|--------------------|--------------------------|---------------|--------------------------|--------------------|--------------------------|----------|--------------------------|--------------------|--------------------------|-----|
| Industry   | Lower<br>Limit<br>(Rand) | Estimate<br>(Rand) | Upper<br>Limit<br>(Rand) | RSE           | Lower<br>Limit<br>(Rand) | Estimate<br>(Rand) | Upper<br>Limit<br>(Rand) | RSE      | Lower<br>Limit<br>(Rand) | Estimate<br>(Rand) | Upper<br>Limit<br>(Rand) | RSE |
| Mining and quarrying**   | -                        | -                  | -                        | -             | -                        | -                  | -                        | -        | -                        | -                  | -                        | -   |
| Manufacturing  | 5 771                    | 5 932              | 6 093                    | 1,4           | 5 674                    | 5 877              | 6 080                    | 1,8      | 5 645                    | 5 825              | 6 005                    | 1,6 |
| Electricity, gas and water supply  | 13 274                   | 13 972             | 14 670                   | 2,5           | 12 231                   | 13 000             | 13 769                   | 3,0      | 12 190                   | 12 771             | 13 352                   | 2,3 |
| Construction   | 3 445                    | 3 982              | 4 519                    | 6,9           | 3 266                    | 3 895              | 4 524                    | 8,2      | 3 268                    | 4 005              | 4 742                    | 9,4 |
| Wholesale and retail<br>trade; repair of motor<br>vehicles, motor cycles<br>and personal and<br>household goods; hotels<br>and restaurants | 4 417                    | 4 715              | 5 013                    | 3,2           | 4 206                    | 4 521              | 4 836                    | 3,6      | 4 243                    | 4 514              | 4 785                    | 3,1 |
| Transport, storage and communication   | 8 986                    | 9 818              | 10 650                   | 4,3           | 8 997                    | 9 869              | 10 741                   | 4,5      | 8 844                    | 9 745              | 10 646                   | 4,7 |
| Financial<br>intermediation,<br>insurance, real estate<br>and business services  | 5 570                    | 6 466              | 7 362                    | 7,1           | 6 424                    | 6 947              | 7 470                    | 3,8      | 6 556                    | 7 088              | 7 620                    | 3,8 |
| Community, social and personal services  | 8 284                    | 8 453              | 8 622                    | 1,0           | 7 766                    | 7 935              | 8 104                    | 1,1      | 7 877                    | 8 060              | 8 243                    | 1,2 |

Table D: Estimates of average monthly earnings, excluding bonuses and overtime payments, at current prices, by industry within 95% confidence limits

\*\*Data obtained from the Minerals Bureau, Department of Minerals and Energy (see explanatory notes: paragraph 5). At this stage the Department of Minerals and Energy is unable to provide data items with regard to bonuses and overtime payments separately.

### **Explanatory notes**

| Introduction        | This publication contains results of the quarterly employment statistics survey of<br>enterprises in the formal non-agricultural business sector of the South African<br>economy. The survey is designed to obtain information regarding: the number of<br>persons employed in the business; gross earnings paid; bonuses paid; overtime<br>payments; and severance, termination and redundancy payments paid to<br>employees for each month of the reference quarter.<br>Part 2: deals with the estimation of average monthly earnings.  |
|---------------------|---|
| Scope of the survey | <ol> <li>This survey covers employment statistics of the following industries according to the Standard Industrial Classification of all Economic Activities (SIC), Fifth edition, January 1993:</li> <li>mining and quarrying industry;</li> <li>manufacturing industry;</li> <li>electricity, gas and water supply industry;</li> <li>construction industry;</li> </ol>   |
|                     | <ul> <li>wholesale and retail trade; repair of motor vehicles, motor cycles and personal and household goods; hotels and restaurants industry;</li> <li>transport, storage and communication industry;</li> <li>financial intermediation, insurance, real estate and business services industry; and</li> <li>community, social and personal services.</li> </ul>   |
| Classification      | 2 The Standard Industrial Classification of all Economic Activities (SIC),<br>Fifth edition, January 1993, was used to classify the statistical units in the<br>survey. The SIC is based on the 1990 International Standard Industrial<br>Classification of all Economic Activities (ISIC), with suitable adaptations<br>for local conditions. Statistics in this publication are only presented at the<br>SIC major division (one digit) level. Each enterprise is classified to the<br>industry that reflects the predominant activity of the enterprise.   |
| Statistical unit    | <b>3</b> 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.   |
|                     | <b>4</b> This survey is conducted by mail each quarter from a sample of approximately 24 000 private businesses and public institutions.  |
|                     | <b>5</b> 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.   |
| Notes on estimates  | 6 Average monthly earnings statistics represent average gross (before tax) earnings of employees and do not relate to average award rates nor to the earnings of the 'average person'. Estimates of average monthly earnings are derived by dividing estimates of monthly total earnings by estimates of number of employees. Changes in the average may be affected not only by changes in the level of earnings of employees but also by changes in the overall composition of the wage and salary earner segment of the labour force. There are several aspects which can contribute to compositional changes, including variations over time in the proportions of full-time, part-time and casual employees. |

| Reliability of estimates | 7 | 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.                       |

- Standard errors8 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.
- **Effects of rounding** 9 Estimates of average monthly earnings are rounded to the nearest Rand.
  - **10** Percentage changes are calculated on the actual values and may differ from calculations on rounded estimates.
- **Revised figures** 11 Revised figures for the quarters published in this release are preliminary and may be revised in subsequent publications.
- **Related publications** 12 Users may also wish to refer to the following publications which are available from Stats SA:

Quarterly employment statistics (Part 1: Estimation of number of employees and their earnings). Bulletin of Statistics. Labour Force Survey. SA Statistics.

Pre-release policy13StatsSA's pre-release policy may be inspected at its website,<br/>www.statssa.gov.za.Abbreviations andBSFBusiness Sampling Frame

symbols

| ions and | 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   |
|          | -        | Not available   |

### Glossary

| Average monthly earnings at constant 2000 prices | Average monthly earnings at constant 2000 prices measure change<br>in average monthly earnings after the direct effects of inflation have<br>been eliminated. The deflator used to devalue the current average<br>earnings is the consumer price index (2000=100).  |
|--|---|
| Average monthly earnings at current prices       | Average monthly earnings at current prices are calculated by<br>dividing the total gross earnings, excluding severance, termination<br>and redundancy payments, for the reference month by the number of<br>employees as at the end of the reference month.   |
| Casual employees                                 | Casual employees are employees who fall neither within the<br>'permanent employee' category nor within that of a 'temporary<br>employee'. Such employees are typically daily or hourly.<br>Employers can dispense with their services at a very short notice,<br>usually not exceeding a period of one week. Casual employees are<br>not entitled to benefits such as paid leave and medical aid<br>contributions paid by employers.  |
| Enterprises                                      | Enterprises are legal units, or a combination of legal units that<br>includes and directly controls all functions necessary to carry out its<br>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<br>employees who normally work the agreed number of hours in their<br>particular occupation or, if the agreed number of hours does not<br>apply, who normally work 40 hours or more per week. This<br>excludes the self-employed at work or with an enterprise but<br>temporarily not at work.  |
| Gross earnings                                   | Gross earnings are payments for ordinary-time, standard or agreed<br>hours during the reference period for all permanent, temporary,<br>casual, executive and managerial employees before taxation and<br>other deductions for the reference period. This includes salaries and<br>wages; commission if a retainer, wage or salary was also paid;<br>employer's contribution to pension, provident, medical aid, sick pay<br>and other funds; allowances; etc., but excludes earnings of sole<br>proprietors or partners of unincorporated businesses; commission<br>where a retainer, wage or salary was not paid; payments to<br>subcontractors and consultants who are not part of the enterprise;<br>performance and other bonuses; overtime payments; and severance,<br>termination and redundancy payments. |
| Industries                                       | Industries consist of groups of enterprises engaged in the same or<br>similar kind of activity. The definition of industries is based on the<br>System of National Accounts (SNA) and is in line with that in the<br>Standard Industrial Classification of all Economic Activities, Fifth<br>Edition, and Report No. 09-09-02 of January 1993 (SIC).  |
| Informal sector                                  | The informal sector consists of those businesses that are not<br>registered in any way. They are generally small in nature, and are<br>seldom run from business premises. Instead, they are generally run<br>from homes, street pavements and other informal arrangements.  |
| Number of employees                              | The number of employees is the number of people employed by the<br>business, who received payment (in salaries; wages; commission in<br>addition to a retainer, salary or wage; piece rates; or payments in<br>kind) for any part of the reference period. This exclude independent<br>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. Ordinary-time hours are those hours actually worked during normal **Ordinary-time hours** 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 payments** Overtime payments refer 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 selfemployed at work or with an enterprise but temporarily not at work. Performance and other bonuses Performance and other bonuses cover seasonal, end-of-year and onetime bonuses and additional payments supplementary to normal payments. 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. Performance and other bonuses exclude reimbursements for expenses incurred whilst conducting employer's business, severance, termination, redundancy and leave gratuity payments. 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. A quarterly percentage change is the change in the employment, the Quarterly percentage change gross earnings or the average monthly earnings of the given quarter/month compared with the employment, the gross earnings or the average monthly earnings of the previous quarter/month expressed as a percentage. **Reference month/period** Reference month/period for this publication refers to the months of February, May, August or November. Severance, termination and Severance, termination and redundancy payments includes payments redundancy payments of leave made to employees who finished work during the reference period 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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13

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#### Enquiries

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