

Wage Price Index Survey – November 2017 Employer Form

In correspondence, please quote this number ▼ Aust	ralian Business Number			
Purpose of Collection The Wage Price Index Survey provides a key measure of the change in the cost to organisations of employing labour. The survey results will be used in formulating industrial relations, wages policies and economic analysis.	ise correct any			
Collection Authority The information asked for is collected under the authority of the Census and Statistics Act 1905. Your cooperation is sought in completing and returning this form by the due date. The Act provides me with the power, if needed, to direct you to provide the information sought. Confidentiality				
Your completed form and personal information remain confidential to the Australian Bureau of Statistics (ABS). Due Date Please complete this form and return it in the reply paid envelope to the Australian Bureau of Statistics by Reference Period The key reference period for this form is the last pay period ending	Help Available Telephone: 1800 093 327 Freecall (excluding mobile phones) Mail: Australian Bureau of Statistics Reply Paid K881			
on or before Friday 17 November 2017. Help Available If you have problems in completing this form, or feel that you may have difficulties meeting the due date, please contact the Australian Bureau of Statistics.				
Australian Statistician Person we should contact if any queries arise regarding this form				
Name Title/				
Position Telephone				
Email				

Signature

WPI-EM1

Please read this first

- Firstly, complete parts A to F of this form; then
- Go to the enclosed Job Forms and complete a separate Job Form for each of the employees selected; then
- Complete parts **G** to **J** on page 4 of this form.
- The items listed under *Including* and *Excluding* are examples and should not be taken as a complete list of items to be included or excluded.
- If exact figures are not available, please provide careful estimates.
- You will need to report an estimate of time taken when you have completed this form.

Business details

A How many employees in the organisation shown on the address label are based in and received pay for the last pay period ending on or before Friday 17 November 2017?

Note

- Include all payrolls, e.g. managerial and executive staff, salaried staff, casuals, etc
- If you have more than one payroll, e.g. weekly and monthly, then the last pay period may be different for each payroll.

Including

- Persons paid a retainer, wage or salary
- Full-time and part-time employees
- Permanent, temporary and casual employees
- Managerial and executive employees
- Employees absent on paid or **prepaid** leave
- Employees of this organisation on individual contracts

Excluding

- Employees who did not receive any pay for the reference period
- Self-employed persons such as subcontractors or consultants who are not employees of this business/ organisation
- Non-salaried directors
- Proprietors/partners of unincorporated businesses
- Persons paid by commission only (i.e. a retainer/wage/salary is not paid)
- Working proprietors/owner managers of Pty Ltd companies
- Employees on workers compensation who are not paid through the payroll
 Employees of Community
- Development Employment Programs
- Employees with pay determined by pension or benefit limits
- Employees based interstate or overseas
- · Employees paid in foreign currency

Total number of employees who received pay

B How many employees reported in part A are in seasonal or temporary jobs?

Definition

- Seasonal jobs are those which will be occupied for less than 6 months of the year.
- Temporary jobs are those which will cease during the next 6 months.

Note

- Casuals employed on an ongoing basis throughout the year are not occupying seasonal or temporary jobs.
- If you are unable to provide the number of seasonal and temporary jobs, please contact the ABS on 1800 093 327 before proceeding to part C.

Total number of employees in seasonal or temporary jobs



How to select the employees

~			
C	Is the nui	nber of employees identified in part A	
	less than	?	
	Yes	Contact the ABS on 1800 093 327 to ensure that you do not select more employees than required.	
	No		C
D	Is the number of employees identified in part A greater than ?		
	greater th	an ?	
	Yes	Contact the ABS on 1800 093 327 to ensure that you do not select more employees than required.	
	No		

E Follow the instructions below to select a sample of employees

Note

- If you have more than one payroll, list these payrolls one after the other to form one complete list.
- By following the instructions below you should select no more than 12 employees. If you select more than 12 employees contact the ABS on 1800 093 327 before completing any Job Forms.

Including

• Employees who received pay for the reference period

Excluding

- Employees in seasonal jobs which will be occupied for less than 6 months of the year
- Employees in temporary jobs, where these jobs will cease during the next 6 months

From a list of employees identified in part A, select

the employee then select employee until you reach the end of your payrolls/list.

F Identify the job currently occupied by each of the employees you have selected in part E

This survey will be following the **job**, not the employee, over time.

On the enclosed Job Forms you will need to specify enough detail about the jobs to allow you to identify and follow the same jobs in subsequent quarters.

Please complete a separate Job Form for each employee selected \boldsymbol{before} $\boldsymbol{proceeding}$ to \boldsymbol{part} \boldsymbol{G}

Note

• You may not need to use all the Job Forms provided. However, should you require additional Job Forms, please contact the ABS on 1800 093 327.

Additional information

	Please describe the activity from which this organisation derives its nain income (e.g. carpentry, paper manufacturing, fast food retailing, etc.)	
H P	lease provide comments)
	on any unusual factors affecting remuneration arrangements in your organisation on any difficulties you had in providing the requested information, or suggested improvements to this form (Please use BLOCK letters)	
I P	lease provide an estimate of the time taken to complete these forms	
	 Including The time actually spent reading the instructions, working on the questions and obtaining the information 	
	• The time spent by all employees in collecting and providing this	
	information hrs min	S
J B	efore returning this form please check that you have	
	corrected any errors on the address label (on the front of this form).	
	completed contact details (on the front of this form). reported total employees at part A of this form.	
	completed Job Forms for all the jobs identified in part F of this form. recorded the time taken to complete these forms. photocopied all forms to retain for your own records.	
	lease ensure that you return this form and all Job Forms to the BS in the reply paid envelope	