

How to select the employees

C Is the number 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

D Is the number of employees identified in part A

greater than ?

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 **before proceeding to part 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

G Please describe the activity from which this organisation derives its main income (e.g. carpentry, paper manufacturing, fast food retailing, etc.)

H Please 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 Please 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 mins

J Before 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.

Please ensure that you return this form and all Job Forms to the ABS in the reply paid envelope

Thank you for completing these forms