



## Instructions for reporting Longitudinal studies salaries 2019

Submitting information via an Excel file

<b>Name and personal identification number</b>	Reporting refers to the enterprise/employee that is stated in the questionnaire. If the person had more than one position, refer to the position that was prominent. The selected person <b>cannot</b> be replaced by someone else.
<b>Workplace numbers</b>	The person's workplace number (if any), according to the most recent statement of earnings, is already filled in.
<b>Reporting period</b>	The period for reporting is the month of <b>November 2019</b> . If November is not representative, for example in the case of variable pay, another month can be used. This should be noted in the space for comments.
<b>Wages/salaries before taxes</b>	The report should reflect the situation for wages/salaries in <b>November 2019</b> and should indicate wages/salaries before taxes (gross pay). The wages/salaries must have been <b>earned in November 2019, regardless of when they were paid.</b>
<b>Do not report the following:</b>	<ul style="list-style-type: none"> <li>• Overtime compensation</li> <li>• Sick pay</li> <li>• Holiday pay, holiday compensation</li> <li>• Weekend pay</li> <li>• Severance pay</li> <li>• Daily allowance, reimbursement for car, entertainment, office, telephone etc.</li> <li>• Share of profits</li> <li>• Employer social security contributions and other collective fees</li> </ul>

	<b>Code/Reason</b> <b>State whether any of the nine alternatives below apply to the person.</b>
	<p><b>What applies to the person?</b> Mark whether any of the options below applied to the person during the measurement month. <i>Fill in the information.</i></p> <p><b>Code 100</b> Employee <b>Code 11</b> Employed in labour market policy measures <b>Code 12</b> Apprentice, trainee or similar</p> <hr/> <p>Only certain information is to be reported for employees who have not been on duty because of sickness, parental leave or other leave. <i>Mark the reason why the person has not been on duty. Fill in the most current information for occupation, type of pay, agreed wages/salary, agreed weekly working time and agreed weekly working time for full-time.</i></p> <p><b>Code 9</b> Worked in November 2019 <b>Code 3</b> Sickness <b>Code 4</b> Parental leave <b>Code 5</b> Other leave of absence</p> <hr/> <p><i>Mark if any of the above apply to the selected person. Otherwise leave the field blank.</i></p> <hr/> <p>Information about wages/salary is not/cannot be submitted for some persons. <b>Code 601</b> No agreed pay or working hours - self-employed persons/employees with <b>unknown</b> time worked or whose wages/salary is mainly based on the results of the company. <i>Please note!</i> The reporting of salaries should be done for self-employed persons as well as for family members <i>if an agreed monthly salary/hourly wage has been drawn.</i> - temporary employees and piece work employees, board members who do not work at the</p>

	company
<b>Code 700</b>	Employees working abroad/employees working on board
<b>Code 800</b>	Not employed during November 2019

	<p><b>Occupation or description of work duties in plain language</b> Give the person's occupational title or describe the main work duties in plain language.</p>
	<p><b>SSYK code</b> Occupational code Give the 4-digit code for the person's occupational group. Please note that business leaders whose main job is to plan, lead and coordinate operations belong to occupational field 1. If the occupational work has the most bearing, classification should be accordingly, i.e. code 7122 for a floor layer. <b>Please note that the occupational code, SSYK12, is to be used.</b> See <a href="http://www.scb.se/linda">www.scb.se/linda</a> You can find information about occupational codes by searching the occupation: <a href="http://www.scb.se/ssyk">www.scb.se/ssyk</a></p>
	<p><b>Type of pay</b> 1 = Monthly pay 2 = Weekly pay 3 = Hourly pay (for hourly pay, see also the information about weekend pay) 4 = Only variable pay.</p>
	<p><b>Weekend pay</b> 1=Yes 2=No For those <i>paid by the hour</i>, please state whether weekend pay has been paid during the year. Weekend pay is a special form of compensation for pay lost on public holidays falling on a day that usually is a working day, such as Good Friday.</p>
	<p><b>Agreed fixed pay per month, week or hour</b> (<i>kronor and öre</i>) Fill in the agreed fixed gross pay . Please include fixed pay supplements. Examples of fixed pay supplements are reassignment supplements, personal supplements such as supplements for length of employment, extra competence, etc. Pay is that which was confirmed in the 2019 salary revision, if this occurred during the measurement period or earlier. Deductions for things like personal computers are <b>not</b> to be made. Pay is to correspond to the employment rate. Part-time pay is to be reported for part-time employees. <i>Hourly pay is to be given in kronor and öre. Monthly pay and weekly pay is to be given in whole kronor.</i></p>
	<p><b>Agreed weekly working time</b> (<i>Hours with 2 decimals</i>) Fill in the agreed normal weekly working time during a normal work week. If the person does not have an agreed weekly working time, write 0.00.</p> <p><b>Weekly working time for the corresponding full time position</b> (<i>Hours with 2 decimals</i>) If the person works part time or is paid by the hour, fill in the time that would correspond to a full-time position.</p>
	<p><b>Total number of hours worked</b> State the actual number of hours worked in November, including additional time and overtime. On-call and availability pay shall <b>not</b> be included. - If hours are missing in the payroll system, the calculation can be made as follows: Weekly working time * number of weeks during the period + + (additional time and overtime) – time of absence</p>
<p><b>Only include pay supplements earned in November 2019.</b></p>	
	<p><b>Variable pay</b> (<i>total</i>) The following types of variable pay are to be included: incentive pay, piece work pay, commission, performance-related pay, bonuses and bonuses according to contractual agreements. Share of profits is <b>not</b> to be included. - If November is not representative for variable pay, take an average per hour over the year and multiply it with the hours worked in November. - If this is not possible, then use an average per month over the year. - If the monthly salary is largely made up of incentive pay, piece work pay, etc., the aggregate salary or wages should be stated (agreed fixed pay + variable pay).</p>
	<p><b>Shift supplements, additional pay for inconvenient working hours, etc.</b> (<i>total</i>) State the total amount of expenses paid in cash in connection with shift work, inconvenient or staggered working hours and supplements for risks, unsanitary conditions, heat, etc. Basic pay should <b>not</b> be included in the reported total. Overtime compensation should <b>not</b> be included in the total.</p>

**The value of benefits and on call and availability pay, etc. outside regular working hours (total)**

The following is to be reported:

- Benefits: report the value during the month of November for car, meals, housing benefits, fuel, gratuities etc. according to the norms of the Swedish Tax Agency. All benefits considered to constitute compensation for work performed shall be included, even if the total value is below the amount that is taxable.
- Compensation for travel and waiting time outside of normal working hours.

If November is not representative for these values, give an average per month over the year.