

Instructions for reporting Longitudinal studies salaries 2018

Reporting period	The period for reporting is the month of November 2018 . 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 in the questionnaire.
Wages/salaries before taxes	The report should reflect the situation for wages/salaries in November 2018 and should indicate wages/salaries before taxes (gross pay). The wages/salaries are to have been earned in November 2018, regardless of when they were paid .
Do not report the following:	<ul style="list-style-type: none"> • Overtime compensation • Sick pay • Holiday pay, holiday compensation • Weekend pay • Severance pay • Daily allowance, reimbursement for car, entertainment, office, telephone etc. • Share of profits • Employer social security contributions and other collective fees
Name and personal identification number	Reporting refers to the enterprise/employee named in the questionnaire. If the person had more than one position, refer to the position that was prominent. The selected person cannot be replaced by someone else.

Employment conditions	<p>Which of these alternatives best describes the situation for the person in November 2018?</p> <ul style="list-style-type: none"> – employee, even temporarily employed in November 2018 – employee in labour market programmes – apprentice, trainee, student, etc. – sole proprietor or family member If the person is a sole proprietor (owner/part owner and shareholder) or a family member. Please note that the reporting of salaries should be carried out for self-employed persons as well as for family members <i>if an agreed monthly salary/hourly wage has been drawn</i>. <p>Information about wages/salary shall not/cannot be submitted for some persons.</p> <ul style="list-style-type: none"> – sole proprietors/employees with unknown agreed working time or pay that is mainly based on the company's performance – temporary employees and piece work employees, board members who do not work at the company – not employed in November 2018 – employees working abroad/employees working on board
Absence	Mark the correct answer that applies to the person.
Reason for absence	Regarding employees who have not been on duty because of sickness, parental leave or other leave, everything should be reported except hours worked.
Occupation	<p>Click on the magnifying glass to search for occupation. Select the occupational title that mainly applies to the person. 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. You can find more information about occupational codes on our website: www.scb.se/ssyk</p> <p>Please note that occupational code, SSYK12, is to be used. See www.scb.se/linda</p>

Type of pay	1 = Monthly pay 2 = Weekly pay 3 = Hourly pay (for hourly pay, see also the information about weekend pay) 4 = Only variable pay.
Agreed weekly working time	Fill in the agreed normal weekly working time during a normal work week. If there is no agreed weekly working time, fill in 0.00.
Weekly working time for full time	State the weekly working time for a person holding this position who works <i>full time</i> . If the person works part time or is paid by the hour, fill in the time that would correspond to a <i>full-time position</i> .
Agreed fixed monthly/weekly or hourly salary	Fill in the agreed fixed gross pay. The salary should correspond to the employment rate. Part-time pay is to be reported for part-time employees. 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 2018 salary revision, if this occurred during the measurement period or earlier. Deductions for things like personal computers are not to be made.
Total number of hours worked	State the actual number of hours worked in November 2018, including additional time and overtime. On-call and availability pay should not 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
Only include pay supplements earned in November 2018.	
Variable salary	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 not 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).
Additions (inconvenient hours, shift work, etc.)	State the <i>total amount</i> of expenses paid in cash in connection with shift work, inconvenient or staggered working hours and supplements for risks, unsanitary conditions, heat, etc. earned in November 2018. Basic pay should not be included in the reported total. Overtime compensation should not be included in the total.
Benefits	The value of benefits and on call and availability pay, etc. outside regular working hours. 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 that constitute compensation for work performed shall be included, even if the total value is below the amount that is taxable. – On-call and availability pay and 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.
Weekend pay	For those <i>paid by the hour</i> , please inform if 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.