

Instructions for salary reporting of individual data

Salary structure statistics, private sector (AM/SLP) 2023

What should be reported?

Salaries are to be reported for each person in the enterprise. If the enterprise has several workplaces, the information of the individuals is to be reported at each workplace. Workplace refers to the address that is given at the top of the form for individuals.

The reporting period is **1 September - 30 September**. The information should be as close to this period as possible.

Report individual information for all persons who:

- Are over 18 years old and have yet not turned 69 by September 30th **and**
- Have worked at least one hour with pay during September.

Report information for all categories of personnel at the workplace: manual workers, non-manual workers, persons with employee agreements, managers, managing directors, active co-owners/family members, persons employed on a project basis, trial employees, trainees etc., regardless of whether they are permanent or temporary employees.

Do not report individual information for:

- Persons who have not worked at all in September due to leave of absence, sickness etc.
- Pupils/trainees/apprentices and employees in labour market policy measures/programmes.
- Piece work employees and persons who have only received compensation.
- Active part owners/family members with unknown agreed pay and time worked.
- Employees working on board and abroad.
- Individuals with protected identity.

How can information be submitted?

Enterprises with 50 employees or more are expected to report information in a data file. If it is not possible to obtain a data file from the payroll system with the information, there is an Excel template that can be filled in manually. This file can be downloaded at www.scb.se/slp-en. The data file is also recommended for enterprises with 20 or more employees.

How to handle short-time working?

Please contact us if your company are using short-time working for the employees and you are unsure how to report the information correctly in the survey.

Reporting via the Internet:

Log on at www.scb.se/slp-en. You will find your user ID and password in the information letter.

Reporting on a web template:

Enterprises with less than 50 employees can report individual information directly through the web form at www.scb.se/slp-en.

Reporting on a data file:

Most payroll systems on the market allow this type of information to be retrieved via a data file.

A description of how the file should be structured is available at www.scb.se/slp-en. Click on the link "Item description for reporting on text file (PDF)".

The file is then submitted via www.scb.se/slp-en

Report using an Excel template:

- Excel template can be downloaded from www.scb.se/slp-en
- The file is then submitted via www.scb.se/slp

Instructions for reporting data at the firm level

Collective agreement

The proportion of employees covered by the company's collective agreements must be declared. The question is divided into two parts. Question a) Are there collective agreements covering employees in the statistical unit? If yes, then answer question b) The percentage of employees covered by collective agreements, rounded to the nearest tenth.

Instructions for the questions in the form "Reporting of pay for individuals"

1. Personal identification number

The personal identification number must be entered with 12 digits, e.g. 197001011111.

If the workplace has provided information the previous year, the personal identification numbers for those individuals are already filled in the web form. Pre-printed personal identification numbers that are no longer current should be skipped. To add individuals, click 'Add Person,' then enter the personal identification number and press "Report" to fill in the remaining details for the individual.

Please note! See page 1 for instructions on who should and should not be included in this survey.

2. Occupational code (SSYK12)

To look for the correct occupation in the web form, the search function on the toolbar is used. If the information is to be sent via a file, the search function for occupation is under "instructions" on the toolbar. All persons for whom we request information in this survey are to have an occupational code.

For example:

- If a person is educated as an economist but works as a receptionist, receptionist is the occupation to be given, occupational code 4225.
- If a person works as a "consultant", please specify the area of activities, e.g., IT-architect, occupational code 2131.
- A project manager is coded based on the function of the project.
- Company managers whose main jobs are to plan, lead and coordinate operations in general, are classified as "manager". However, if the occupational work has the most bearing, classification should be accordingly. For example, the owner of a company may work for the most part as a floor layer, the occupational code is then " 7122", "floor layer".

3. Occupation or work duties

If an occupational code has been given, the question does not need to be filled in. If you are unsure if the code is right, it is good to describe the occupation or the work duties in plain language.

4. Category: manual worker or non-manual employee

Which staff category does the person belong under?

Manual workers and non-manual workers are defined by the wage agreement of the trade unions. Employees within the LO unions' wage agreements are classified as manual workers. Other employees are classified as non-manual workers.

Please note that employees are classified as manual or non-manual workers by the area of wage agreement and not by agreements for general conditions, pension agreements or collective insurance areas. If there is no collective agreement at the workplace, find out which wage agreement area would apply if one belonged to a union.

The following codes are used when reporting via a data file: Manual workers = 1, Others = 2

5. Type of pay (monthly, weekly, or hourly)

If the person is paid every two weeks - re-calculate the pay in question 6 to weekly or monthly pay and fill in the corresponding type of pay.

If reporting on a data file, the following codes are used to give each type of pay:

Monthly pay = 1 Weekly pay = 2 Hourly pay = 3

Reporting (question 6 and 11-13)

The following compensation is **not** to be included in the reporting in question 6 and 11-13:

- Sick pay
- Holiday pay
- Contracted remuneration for lost pay due to public holidays
- Severance pay
- Daily allowance, reimbursement for car, entertainment, office, telephone etc.
- Share of profits
- Employer social contributions and other collective fees

6. Agreed fixed gross pay

What is the agreed fixed gross pay (monthly, weekly, or hourly)?

- Fill in the agreed fixed gross pay.
- Fixed pay supplements are to be included, such as reassignment supplements, shift supplements, personal supplements such as supplements for time of employment, extra competence etc.
- Part-time pay is to be reported for part-time employees.
- If gross pay deductions are made for things like personal computers, these are to be reported in the fixed pay before the deduction.
- If pay has been revised during the measurement period, the new pay is to be reported.
- If the person is paid every two weeks, re-calculate the pay to weekly or monthly pay.

7. Agreed weekly working time

What is the agreed weekly working time?

Fill in the agreed normal weekly working time during a normal work week.

Note: If the person doesn't have a set weekly work schedule, please enter 00.00.

8. Weekly working time for a corresponding full-time position

What is the weekly working time for a corresponding full-time position?

If the person works part time or is paid by the hour, fill in the time that would correspond to a full-time position.

9. Actual number of hours worked

How many hours did the person work during all of September?

Please report the actual number of hours worked during normal working hours, and include additional time, overtime, and inconvenient hours.

- Only work that has been conducted is to be reported. Time for on-call duty, holidays, sickness absence, waiting, free days due to re-organisation of working time is **not** to be included.
- If a split reporting period is used, this can be used instead of September.
- If the number of hours is missing in the payroll system, a calculation can be done as follows: weekly working time x number of weeks (4.35) + (additional time and overtime) - time of absence.

10 a Additional time and overtime *

How many hours were paid for additional time and overtime?

The number of hours of work conducted and paid for additional time and overtime is to be reported separately. The hours are also to be included in question 9 (Total time worked in September).

- No breakdown of simple or qualified overtime is to be done.
- Please note that the hours that have only been used as compensation in free time are **not** to be included.

**Submission of this information is voluntary for the year 2023.*

10 b Overtime allowance (Total kronor) *

The supplement (excluding basic salary) shall be indicated for the hours shown in column 10 a.

**Submission of this information is voluntary for the year 2023.*

10 c Overtime / additional time compensation (Total kronor) *

Compensation (including basic salary) shall be indicated for the hours shown in column 10 a.

**Submission of this information is voluntary for the year 2023.*

11. Variable pay

In addition to fixed pay, how much in total was paid in variable pay for September?

You are only to report variable pay that corresponds to the hours that were reported in question 9.

The following types of variable pay are to be included:

- Incentive pay, piece work pay
- Commission, performance pay, bonuses that are paid monthly according to agreements

Share of profits is **not** to be included.

12. Compensation for shift and inconvenient hours, risky work, unsanitary conditions, heat etc.

Report the sum for paid cash supplements during September for:

- Shifts, inconvenient hours, or staggered working hours
- Risks, unsanitary conditions, heat etc.

Report only supplements for hours that are included in the total number of hours in question 9. Basic pay is **not** to be included in the reported sum for supplements.

13. Benefits, compensation for on call time, travel time

The following pay is to be reported:

- Value of taxable benefits during September for things like cars, fuel, meals, housing benefits, gratuities etc. according to the norms of the National Tax Board.
- On call and availability pay
- Compensation for travel and waiting time outside of normal working hours

14. Of which benefits

What is the value of taxable benefits during September that are included in question 13 above?
For example, car, fuel, meals housing benefits, gratuities etc. according to the norms of the National Tax Board.

15. Type of shift hours (mining and manufacturing industries only)

Type of working time (shifts) is only to be reported for workplaces in the mining and manufacturing industries. It is printed on the form if you are to fill in the type of working time for your staff.

The following codes are to be used:

- | | |
|---|---------------------------|
| 1 = Day work | 5 = Underground work |
| 2 = Two shift | 6 = Constant night shift |
| 3 = Intermittent/ discontinuous three shift | 7 = Other types of shifts |
| 4 = Continuous three shift | |

16. Number of holidays

Number of holidays that the employee is entitled to in a year regardless of whether holiday pay has been earned or not (usually at least 25 days).

17. Form of employment

What is the employee's form of employment?

The following codes should be used:

- 1=Permanent employment
- 2=Temporary or fixed-term employment

In the case of a permanent employment, the employee and the employer have not agreed on the duration of the contract and the contract applies for an indefinite period.

An employment contract is considered to be temporary or fixed-term if the employee and the employer have agreed on an end date for the employment or that the duration of the contract will be determined by certain conditions. Such as the completion of a certain task or that another employee, who has been temporarily absent, returns to his or her employment.