



Version	Date	Summary of changes
2019	2020-03-10	<b>To clarify what information that should be reported in the survey, the text have been updated in several places.</b> Changed year references. Changed instructions regarding how to report information if you have a fiscal year that are different from the Calendar year. The word "Compensation" has replaced with "Bonuses" under "Include". In addition, a text regarding what compensations that are not reconciled every month that is to be reported. Added a bullet point under "Do not include" regarding honorariums

## Bonuses and other irregular payments 2019 Instructions

### Who should be included in the statistics?

The statement refers to persons in the enterprise who received one or more of the following types of payment for 2019.

### Which information should be submitted?

#### **Bonuses and other irregular payments referring to the 2019 financial year**

This refers to payments made or that will be made from the first quarter of 2019 up to and including the second quarter of 2020. If you have a financial year that is different from the 2019 calendar year, please submit information for all compensations that has been earned during 2019, no matter which fiscal year the compensations belongs to. If that is not possible, please contact us.

Using the web form, report the percentage of the enterprise's total bonuses and other irregular payments for 2019 that have been made or will be made in each quarter. Estimation may be used. The percentage should be submitted without decimals and refer to the quarter in which payment was made.

Using the web form or via a file (see item description on the following page), report the gross sum of all relevant payments for each employee (look below for which compensations that are to be reported in the survey). Enter personal identity numbers with 12 digits.

**NOTE!** If you have a file **with more than one** bonus per personal identity number, it will not work to submit the file. Sum up bonuses so it will be one bonus per personal identity number before the file is submitted.

#### **Include** (only cash payments):

- Payments for achieved results based on turnover, sales, production, reaching the budget, etc., that is not reconciled every month. E.g. Quarterly bonuses should be included
- Thirteenth or fourteenth monthly salary.
- Bonus, gratuity, piecework surplus, commission, profit share, etc that is not reconciled every month.
- Options that are redeemed for money.

#### **Do not include:**

- Payments that are reconciled every month (pay period).
- Pension insurance, shares and options that are not redeemed for money.
- Payments made in 2019 that refer to 2018.
- Paid out honorariums.

## Item description

Statistics Sweden can receive files with two different item dispositions; as an Excel file and as a text file.

### Excel file

A template for Excel file is available when you log in.

### Suggested procedure for reporting via the Excel file

1. Start by finding the template.
2. Fill in all three columns. Personal identity numbers are to be entered without hyphen. Enter all employees who received any of the requested payments for 2019.

Organisationsnummer	Personnummer	Totalt bonusbelopp	
Ska skrivas med tio siffror utan bindestreck	Ska skrivas med tolv siffror utan bindestreck		
1			
2	5566223344	194410122333	25000
3	5566223344	195501013344	10000
4	5566223344	196601014455	150000
5			
6			
7			
8			

3. Save the file, for instance as **SCB\_Bonus.xls**. We suggest that you compile a list of the information. In case of errors/uncertainties in the submitted information, any supplements will be easier if the respondent has access to the reported information.

### Item description for reporting statistical information using an Excel file

**NOTE that column A is called SCB:Orgnr. However, the enterprise's corporate identity number is to be reported here.**

Column Excel	Field name Excel	Field description	Comments
A	SCB:Orgnr	Corporate ID number	10 digits without hyphen
B	Pnr	Personal identity number	12 digits without hyphen
C	Totbonus	Total annual bonus paid, excl. monthly payments	Total SEK

## Text file – variables separated with semi-colons

Item description for reporting statistical information using a text file with semi-colon as variable separator

Field name	Length	Comments
Corporate ID number	10	No hyphen
Personal identity number	12	No hyphen
Total annual bonus paid, excl. monthly payments	1- 8	Total SEK

### Exempel semikolon - Anteckningar

[Arkiv](#) [Redigera](#) [Format](#) [Visa](#) [Hjälp](#)

```
5555555555;199999999999;30000
5555555555;199999999998;15000
5555555555;199999999995;22350
5555555555;199999999993;21000
5555555555;199999999997;10000
5555555555;199999999991;150000
```

## Text file – variables separated with tabs

Item description for reporting statistical information using a text file with tabs as variable separator

Field name	Length	Comments
Corporate ID number	10	No hyphen
Personal identity number	12	No hyphen
Total annual bonus paid, excl. monthly payments	1-8	Total SEK

### Exempel tabbar - Anteckningar

[Arkiv](#) [Redigera](#) [Format](#) [Visa](#) [Hjälp](#)

```
5555555555      199999999999      30000
5555555555      199999999998      15000
5555555555      199999999995      22350
5555555555      199999999993      21000
5555555555      199999999997      10000
5555555555      199999999991      150000
```