

## DETAILED INSTRUCTIONS

- Please complete this employment form and return to the Fiji Islands Bureau of Statistics within 30 days from the post date.
- Careful implementation of these instructions will avoid further follow-up work.
- Please provide particulars of Wage and Salary Earners employed by your establishment during the last full pay week in June 2009.
- Particulars of Working Proprietors and Family/Home Workers [refer to Questions 6 and 7 in Form A] should not appear in Form B.

### Column 2 - FNPF or Employee No.

- Write down the employees' FNPF number or other employees' number.

### Column 3 - Occupation

- Please ensure that the occupation titles given reflect the specific duties or work performed by employees, for example:
  - a. Clerk - specify what kind of clerk - accounts clerk, filing clerk, customs clerk, general office clerk, etc.
  - b. Foreman - specify what kind of foreman - carpentry foreman, road construction foreman, painting foreman, etc.
  - c. Tradesman - specify what kind of trade - joinery, block laying, plastering, plumbing, etc.
  - d. Technical Assistant - specify what field of work - radio, civil engineering, draughting, etc.
  - e. Apprentice - specify what kind of trade in which apprenticeship is being served - plumbing, electrical fitting, boilermaking, etc.

### Column 4 - Occupation Code

- Leave this column blank.

### Column 5 - Sex

- Indicate whether male or female by ticking appropriate column.

### Column 6 - Year of Birth

- For your convenience the figure 19 is already entered in the form. You are only required to fill the last two figures of the employees year of birth.
- Where the exact year of birth is not available, an approximate year of birth should be stated.

### Column 8 - Gross Cash Earnings

- Write down in this column the total money earned by the employee in the last payweek in June and payable to him/her before any deductions whatsoever have been made. It includes payments of overtime, height, shift and meal allowances, penalty rates, commissions and similar cash remunerations actually earned.

### Column 9 - Normal Hourly rate

- Write in this column the hourly rate of pay applicable to the wage employee for normal or ordinary hours of work.
- In cases where an hourly rate of pay is not readily available [such as for time-rate or piece-rate workers], this is to be calculated by dividing the gross cash earnings by the number of hours worked during the last payweek in June.

### Column 10 - Normal Hours of Work

- Normal hours worked per week is the number of hours ordinarily worked in a full week at the ordinary or normal rate of pay.

### Column 11 - Gross Annual Salary

- Write down the gross annual salary of **salaried employee** in this column.