EDROU Identification Code								

State Statistical Observation

Confidentiality of statistical information is guaranteed by Article 21 of the Law of Ukraine "On State Statistics"

Violation of procedure of submission or usage of state statistical observations will entail the responsibility under Article186³ of the Code of Ukraine on administrative delinquencies

Labour Report
For January_____201___.

To be submitted by:	Deadline	# 1-PV
legal entities, their separate entities, which are determined according to the list of state statistics offices – state statistics office at the place of activity	not later than 7-th date after the reporting period	(quarterly) ADOPTED BY: Order of the SSSU 29.06.2011 # 163

Respondent:

Name _____

Location (legal address):_____

_____
(zip code, region /Autonomous Republic of Crimea, district, residential point, street /lane, square etc.,
_____
building #, flat # /office)

Address of activity with regard to which the reporting form is submitted (actual address): _____

_____
(zip code, region /Autonomous Republic of Crimea, district, residential point, street /lane, square etc.,
_____
building #, flat # /office)

If, in accordance with item 1.2. of the Instruction for statistics of number of employees adopted by the SSSU Order of 28.09.2005 # 286 (with amendments), the report is being produced for structural division, please, indicate its name_____

Number of structural division			

If the report is produced for structural division its number is coordinated with the regional state statistics office, otherwise – it equals 1.
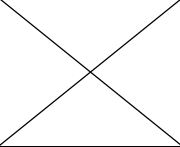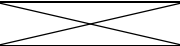
Note! In all sections of the report the indicators of number of employees and working time are completed in full units but the cost indicators – with one decimal.

Section I. Number of employees

Indicator	row code	for the period from start of the year	
		total	of those women
A	Б	1	2
Average booked number of full-time employees	3010		
employees people	3020		
of those to newly created jobs	3030		
Dismissed employees	3040		
of those for reasons of: changes in organization of production and labour (restructuring, reduction of number of employees)	3050		
staff turnover (at their own request, upon agreement of the parties, violation of labour discipline etc.)	3060		
Booked number of full-time employees by the end of the reporting period	3070		
	3080		

	3090		

Section II. Usage of working time of full-time employees

Indicator	row code	for the period from start of the year	
		man-hours	number of employees, persons
A	Б	1	2
Working time fund, total (row 4020 + row 4040)	4010		
Spent time	4020		
Unspent time (sum of rows from 4050 to 4110)	4040		
of that for the reasons of: annual leaves (main and additional)	4050		
temporary disability	4060		
leaves without keeping the salary upon agreement of the parties	4070		
other leaves without keeping the salary (for the period of termination of work)	4080		
switching, for economic reasons, to part-time	4090		
collective truancies (strikes)	4100		
other reasons	4110		
	4120		
	4130		

Section III. Composition of labour payment fund and other payments

Indicator	row code	for the period from start of the year, UAH 000
A	Б	1
Labour payment fund of full-time employees, total (row 5020 + row 5030 + row 5060)	5010	
Main salary fund	5020	
Additional salary fund	5030	
of that: mark-ups and additional payments to tariff rates and job salaries	5040	
bonuses and remunerations, which are systemic (monthly, quarterly)	5050	
Incentives and compensation payments	5060	
of those: material aid	5070	
social benefits, which are individual	5080	
Payment for non-worked time (of rows 5030, 5060)	5090	
Payments, which are not part of labour payment fund *(rows 5100 – 5110 are being completed in report for January – December)*		
Calculated for employees under compulsory state social insurance due to temporary disability	5100	
of that payment of the first five days of temporary disability from the funds of enterprise	5110	
	5120	
	5130	

Section IV. Allocation of employees by amount of salary
for_____ 20__
(to be completed for the last month of quarter – March, June, September, December)

Indicator	row code	persons
A	Б	1
Number of full-time employees who got paid 50% and more working time set for a month, total (sum of rows 6020 – 6120)	6010	
of those in amount of, UAH: up to	6020	
from up to 1500,00	6030	
from 1500,01 up to 2000,00	6040	
from 2000,01 up to 2500,00	6050	
from 2500,01 up to 3000,00	6060	
from 3000,01 up to 3500,00	6070	
from 3500,01 up to 3750,00	6080	
from 3750,01 up to 4000,00	6090	
from 4000,01 up to 4500,00	6100	
from 4500,01 up to 5000,00	6110	
over 5000,00	6120	
Number of full-time employees, who fully worked for the norm of working time set for month (from row 6010)	6130	
of those the employees, whose calculated salary was within the minimal salary established by law	6140	
Reference information. Booked number of full-time employees by the end of the month, which established the tariff rate (salary) lower than the cost of living established by law for person capable of working	6150	
	6160	
	6170	

Section V. Number and labour payment fund of certain categories of employees

Indicator	row code	for the period from start of the year		
		average booked number, persons	labour payment fund, UAH 000	spent, man-hours
A	Б	1	2	3
Of average booked number of full-time employees:				
women	7010			
employees, labour payment of whom is financed from state and local budgets (to be completed by budget institutions (administrators of budget funds)	7020			
employees, which are not booked as full-time (freelance):				
combining their jobs	7030			
working under civil and legal agreements	7040			
	7050			

Section VI. Information about conclusion of collective agreements *

As of 31 _____ 20__

(March, December)

Indicator	row code	total on enterprise
A	Б	1
Number of concluded and registered collective agreements, units	8010	
Number of employees covered by collective agreements, persons	8020	
Amount of minimal monthly tariff rate (salary) established in collective agreement, UAH	8030	
Amount of minimal monthly tariff rate (salary) established in sectoral agreement, UAH	8040	
	8050	
	8060	

* This section is being completed in general on legal entity (separate division), including the data on structural divisions, 2 times a year: in reports for January–March and January-December – for the respective date.

Section VII. Labour costs, which are not included in the Labour Payment Fund *

Indicator	row code	total on enterprise, for January-December 20____
A	Б	1
Sum of enterprise's expenditures to keep labour, except of those allocated in the labour payment fund (sum of rows from 9020 up to 9060), UAH 000.	9010	
of those: expenditures for social security of employees	9020	
expenditures for cultural and household support of employees	9030	
expenditures to provide employees with housing	9040	
expenditures for professional training	9050	
other labour expenditures	9060	
Reference information. Average booked number of full-time employees of enterprise for January-December of the previous year, persons	9070	
	9080	
	9090	

* This section is completed by legal entities and separate divisions (except of budget institutions), including the data on structural divisions only in report for January-March.

_____   _____
Signature of manager (owner) and/or person   (name, family name)
in charge of reliability of provided information

_____   _____
                                                                                    (name, family name)

telephone:_____ fax: _____e-mail:_____

To attention of respondents. If the last day of the established deadline for submission of reporting form falls the day-off (or holiday) following the working day then the last day of its submission deadline can be considered the last working day that precedes the day-off (holiday). If the last day of the established deadline for submission of the reporting form falls the day-off (or holiday) that precedes the working one then the last day of its submission deadline can be considered the first working day following the day-off (or holiday) (item 3.3 of Section 3 of the Procedure for revision of reporting and statistical documentation needed to conduct the state statistical observations adopted by the SSSU Order of 25.12.2008 # 521).