

1 Please correct any errors in the details provided below.
If you have any additional locations, provide the details below or contact us on 0800 809 484.

2 Within the last three months has this location been purchased, sold, or has it ceased operation?

purchased } Date when purchased or sold → Go to **3**
 sold } Date when purchased or sold → Go to **3**
 ceased operation → Date when ceased operation → Go to **4**
 none of the above → Go to **4**

3 If purchased, please give the name and postal address of the previous owner.
If sold, please give the name and postal address of the new owner.

Name

Postal address

4 i) Enter the pay date that fell on or immediately before the survey date shown:

Pay Date:

Day Month Year

ii) Please mark the appropriate oval for your pay period:

week
 fortnight
 calendar month
 other please specify →

i Please complete this questionnaire for the pay date and pay period as described in question 4.

5 Number of WORKING PROPRIETORS:

Include

- sole proprietors or partners actively engaged in the business
- shareholders in a limited liability company actively engaged in its management
- those working proprietors being paid a salary or wage
- those working proprietors temporarily absent from work (eg sick, on leave)

i) who are FULL TIME regularly working 30 hours or more per week as at your pay date.

Males

Females

ii) who are PART TIME regularly working less than 30 hours per week as at your pay date.

Males

Females

i Exclude working proprietors from the remainder of the questionnaire.

6 Number of EMPLOYEES:

Include

- those temporarily absent from work (eg sick, on leave, strike or temporary lay-off, etc) whether paid or not
- all managerial and executive staff (eg Chief Executive)

i) who are FULL TIME regularly working 30 hours or more per week as at your pay date.

Males

Females

ii) who are PART TIME regularly working less than 30 hours per week as at your pay date.

Males

Females

i If a payment is for longer than the period stated, give the amount that would apply to that period.
Give **whole figures** only ie round to the nearest hour or dollar, as shown in the examples:

eg ordinary time pay of \$4296.37 is recorded as: \$

eg 101.5 ordinary time hours is recorded as:

7 ORDINARY TIME PAY to all employees given in question 6.
This is the gross total pay for the pay period LESS any overtime payments.

Include

- all shift, penal and other allowances
- ACC earner premiums
- bonuses, paid leave and commissions earned in the pay period

Exclude

- payments NOT earned in the pay period (eg back pay, redundancy or severance pay)
- non-taxable payment (eg tool money)

Males \$

Females \$

8 ORDINARY TIME HOURS IN PAY PERIOD represented by the ordinary time pay given in question 7.

Include

- paid travelling time, hours represented by holiday pay, sick pay, etc

Males

Females

9 OVERTIME PAY to all employees given in question 6.
This is the gross total pay for overtime hours worked in the pay period.

Males \$

Females \$

10 OVERTIME HOURS IN PAY PERIOD represented by the overtime pay given in question 9.

Males

Females

11 Please make any comments that might help us interpret the information that you have given (eg decrease in number of employees due to redundancies).