Indicators on work for Selected market services

1 Contact	
1.1 Organization	The Statistical Office of the Slovak Republic
1.2 Address	Lamačská cesta 3/C, 840 05 Bratislava
1.3 Contact name	Veronika Machová
1.4 Organization unit	Department of Construction, Trade and Services Statistics
1.5 Phone number	+421 2 50236 270
1.6 Email address	Veronika.Machova@statistics.sk

2 Metadata update	
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3 Statistical presentation

3.1 Data description

The monitored indicators are:
— Number of employees;
— wages;
— hours worked;
Based on the above information, an estimate of the number of employed persons is made.

3.2 Classification system

Statistical Classification of Economic Activities (SK NACE Rev. 2) in accordance with the Decree of the Statistical Office of the Slovak Republic No 306/ 2007 Coll., on 18 June 2007
Classification of statistical territorial units

3.3 Sector coverage

Enterprises with main activity in NACE Rev.2 divisions 68-71,73,74,77-82,85,5-6,90-93,95,96:
68 Real estate activities
69 Legal and accounting activities
70 Activities of head offices; management consultancy activities
71 Architectural and engineering activities and related technical consultancy
73 Advertising and market research
74 Other professional, scientific and technical activities
77 Rental and leasing activities
78 Employment activities
79 Travel agency and tour operator, other reservation and related activities

80 Security and investigation activities
81 Services to building and landscape activities
82 Office administrative, office support and other business support activities
85 Education
90 Creative, arts and entertainment activities
91 Activities of libraries, archives, museums and other cultural activities
92 Gambling and betting activities
93 Sports activities and amusement and recreation activities
95 Repair of computers, personal and household goods
96 Other personal service activities

3.4 Statistical concepts and definitions

The variable **number of persons employed** includes:
- Paid employees, e.g. persons who have an employment contract and who are on the company's payrol. Paid working owners, paid students and homeworkers, part-time workers, seasonal workers. It is measured as an average number;
- Unpaid employed persons, e. g. unpaid working owners, unpaid family workers. Data for unpaid working owners are estimated using the data from the structural business statistics survey.

Wages and salaries include the total remuneration of employees included in wages for their work, before deducting their share of social security contributions. Includes remuneration and bonuses paid from the company's profit, payments for emergency work. The individual items are based on the company's accounting items.

Hours worked include all hours actually worked during the current period (basic or regular hours, overtime hours, hours worked during nights, Sundays or public holidays, short periods of rest at the place of work including tea and coffee breaks, time spent on business trips). The variable excludes hours which are paid but not worked such as paid annual holidays, public holidays, sick leave, or due to accidents, strikes, lock-outs or slack time.

Estimates of all 3 variables are realised **for population of small enterprises based on results of monthly sample surveys and quarterly sample surveys** and **for self- employed persons** carrying out their business activity on the base of issued trade licences according to Act No 455/1991 [Digest] (the data source is the number of issued trade licences). The estimation of hours worked of self-employed is based on hours worked by employees. The Business register is the frame for identifying units for the population. The Business register is updated in daily frequency from: the business register, the trades register, the professional chambers, and from other ministries. The Business register is updated with information from the Tax register, the Social insurance company register and from statistical surveys.

3.5 Statistical unit

The reporting unit is an enterprise.

3.6 Statistical population

Statistical survey is carried out for the population:
- business entities with 20 or more employees registered in the Business Register,
- business entities with less than 20 employees and an annual turnover of over 5 mill. EUR registered in the Business Register
- self-employed persons with more than 20 employees and an annual turnover of more than 5 mill. EUR).

3.7 Reference area

Statistics of services are available for the Slovak Republic total and divided into 8 regions.

3.8 Time coverage

The number of persons employed:
Data are sent regularly to Eurostat from 1Q2010.
Wages and salaries:
Data on wages and salaries are sent regularly to Eurostat from 1Q2010.
Number of hours worked:
Data on hours worked are sent regularly to Eurostat from 1Q2010.

3.9 Base period

Base period is not relevant for sending absolute values.

4 Unit of measure

Number of persons, euros, hours.

5 Reference period

The reference period for the number of persons employed and wages and salaries is one month.
The reference period for hours worked is a quarter.

6 Institutional mandate

6.1 Legal acts and other agreements

The Statistical Office of the SR collects information on the statistics of Selected market services in the statistical survey VTS 1-12 included in the Program of State Statistical Surveys, issued for a three-year period in the Collection of Laws of the Slovak Republic. The reporting obligation to submit statistical reports to entities follows from Act No. 540/2001 Coll. on State Statistics as amended (Section 18 (3)) and cannot be rejected (Section 18 (8)). The Statistical Office of the Slovak Republic is responsible for the protection of confidential data obtained and guarantees their use exclusively for statistical purposes.

6.2 Data sharing

Required variables have been sent to Eurostat from 2017 in the format of SDMX and other organizations to meet the needs of the national information system.

7 Confidentiality

7.1 Confidentiality - policy

Protection of statistical confidentiality (protection of confidential statistical data) is a system of interrelated measures in the legislative, methodological, organizational, technical, security and personnel fields, preventing the leakage of confidential statistical data or the premature publication of statistical information. Bodies performing state statistics are obliged to ensure the protection of confidential statistical data against misuse in the manner specified in § 25a and § 29 and 30 of Act No. 540/2001 Coll. on State Statistics, as amended. The principles of the application of confidential statistical data protection are available on the website of the SO SR at: Statistical confidentiality policy

7.2 Confidentiality - data treatment

Confidential statistical data are not published. In the publications and databases of the Statistical Office of the Slovak Republic, the data is replaced by the symbol "D" in the appropriate places.

8 Release policy

8.1 Release calendar

First Release Calendar provides exact release dates for the next four months in advance. The calendar is updated monthly. It includes main economic and social indicators currently set out in EU regulations and the IMF special standard, which also defines timeliness standards.
The First Release Calendar shall take into account the publication dates defined by Eurostat..
First Release Calendar

8.2 Release calendar access

First Release Calendar is ispublicly available on the Office's website:
First Release Calendar
The data are released simultaneously to all interested parties by issuing "Information reports" which are posted on the website of the Statistical Office of the SR:

Information Reports

8.3 User access

The policy of dissemination of statistical information is formulated in accordance with the Act on State Statistics, the Statistical Office Development Strategy, the Eurostat Information Dissemination Strategy and the European Statistics Code of Practice.
The principles of publishing and providing statistical information are available on the website of the Statistical Office of the SR at:
the principles of publishing and providing statistical information

9 Frequency of dissemination

(1) Data on the Number of person employed, Wages and salaries and Hours worked are transmitted to Eurostat on a quarterly basis.
(2) Data on the Number of employed persons are provided to national users on a monthly basis.

10 Accessibility and clarity

10.1 News release

Published monthly in electronic publications:
— "Information reports" according to the release calendar;
— "Basic Indicators of Selected Market Services".
Released quarterly in electronic publications:
— "Statistical Report on Basic Development Tendencies in the Economy of the Slovak Republic".
Website: www.statistics.sk

10.2 Publications

Statistical Report on Basic Development Tendencies in the Economy of the Slovak Republic published on a quarterly basis.
Statistical Yearbook of the Slovak Republic published annually.
Statistical Yearbook
wages and salaries and hours worked are not published.

10.3 On-line database

DATACUBE.
STATdat.

10.4 Micro-data access

Micro data is not published.

10.5 Other

Aggregated statistical outputs are provided by Eurostat, central government, professional and trade associations.

10.6 Documentation on methodology

Each publication contains an introduction with methodological notes and a contact for information service.
On the website of the SOSR there is available:
— information on the turnover of services in the“Indicators on economic development” including basic methodological
notes;
— statistical questionnaire forms in the national version, including methodological notes;
— methodological sheets (detailed descriptions of statistical indicators) in national version.
Statistical Questionnaires
Metadata of the variables

10.7 Quality documentation

Technical projects of statistical surveys and methodological directives Quality indicators of statistical outputs and processes (MET-2/2012) and Application of mathematical-statistical methods for statistical surveys (MET-3/2012) are available for the creation of statistical outputs. On an annual basis, quality reports for individual indicators are prepared in the ESS Metadata Handler in accordance with the ESS Handbook for Quality Reports (EQHQR) on the basis of Eurostat requirements.

11 Quality management

11.1 Quality assurance

The SO SR has an established quality management system. The Quality Manual includes a description of the quality management system and compliance with the requirements of ISO 9001. The application of the Manual ensures that all activities that affect the quality of the products being produced are planned, managed, reviewed, evaluated and meet the requirements accepted in the order. The Quality Guide is available at:
quality assurance

The basis of the whole quality management system is the Code of Practice for European Statistics:
Code of Practice for European Statistics

11.2 Quality assessment

At present, technical projects are developed for each statistical survey, including all necessary data issues, data completeness and statistical controls. This process is organized by specialized workplaces of the Statistical Office of the Slovak Republic. Cross-checking is performed in the context of the statistical control process.

12 Relevance

12.1 User needs

Consultations with users is required by the statistical act, which emphasizes the cooperation with other organizations (ministries and other state organizations) in the preparation of the Program of State Statistical Surveys.
The key users of individual statistical products are listed in the marketing plan:
International organizations – Eurostat.
National institutions – Ministry of Economy of the Slovak Republic (MH SR), Ministry of Finance of the Slovak Republic(MF SR), National Bank of Slovakia (NBS), Trade - Union KOVO.

12.2 User satisfaction

User satisfaction is monitored through “Survey of user satisfaction with products and services of the SO SR”, which is regularly performed with a two-year periodicity. The evaluation of the user satisfaction survey also includes level satisfactions (overall and for specified areas as well as products groups) and is submitted for approval to top management together with conclusions and suggestions for improvement.

12.3 Completeness

100%
The number of persons employed:
Quarterly time series on the number of persons employed are available from 1Q 2010.

The wages and salaries:
Quarterly time series are available from 1Q 2010.
The hours worked:
Quarterly time series are available from 1Q 2010.

13 Accuracy and reliability

13.1 Overall accuracy

The SO SR makes great efforts to prevent the occurrence of errors in data and performs a thorough.

13.2 Sampling error

Absolute numbers are measured:
- exhaustingly (enterprises with 20 and more employees)
- sample survey (enterprises with less than 20 employees), one third of the sample changes annually
- an estimate for self-employed persons.

13.3 Non-sampling error

To avoid non-sampling errors, i.e. errors in the process of collection and processing the SO SR has integrated logical and data controls in the integrated statistical information system (IŠIS) at the level of micro-data as well as at the level of aggregated data that are performed during data collection and processing.

The electronic questionnaire provides many arithmetic and logical controls between variables that we distinguish between serious and informative. In the event of serious errors in the form, this is not accepted and, in consultation with the reporting agent, is corrected to be correct and entered into processing.
With these tools we try to minimize errors already in the collection itself and then during data processing.

14 Timeliness and punctuality

14.1 Timeliness

The data are published in accordance with the Timetable for updating the single public database DATACube and sent to Eurostat in accordance with the requirements of European legislation for data transmission..

14.2 Punctuality

Publication dates are respected.

15 Coherence and comparability

15.1 Comparability - geographical

The same statistical methods are applied for the entire area of Slovak Republic.

15.2 Comparability - over time

The number of persons employed:
Comparable time series for number of persons employed are available from January 2010.

The wages and salaries:
Comparable time series are available from January 2010.
The hours worked:
Comparable time series are available from 1Q 2010.

15.3 Coherence - cross domain

The following data comparison analysis is performed:
1) Comparison of the monthly survey results with the quarterly data survey for the purposes of national accounts (for the calculation of quarterly GDP);
2) Comparison with structural business statistics data;
3) Regular meetings of STS experts with national account experts are organized;
4) Trends of STS data are compared with the business surveys.
The analysis shows very good compliance level in the case of exhaustive part of population. Some differences appear when comparing data from monthly, quarterly and annual samples, which are the subject of further detailed data analysis..

15.4 Coherence - internal

It is estimated on the basis of the reporting unit of the time required to complete the form.

16 Cost and burden

It is estimated on the basis of the reporting unit of the time required to complete the form.

17 Data revision

17.1 Data revision - policy

The revision policy set out the basic rules and general procedures by which the pre-compiled data are subsequently revised as well as applied in revisions for other reasons. The policy and calendar of revisions is available on the website of SO SR at: Revision Policy

17.2 Data revision - practice

The primary source of routine revisions is the need of data revisions due to data available from quarterly business surveys, new data obtained from reporting units or corrected data from reporting units. Adjusted data for the last 3 months of the quarter are published together with preliminary results for the following month. The publication of the revised data is carried out periodically in accordance with the revision calendar.

In the case of any revision (also for previous years), a note is given in the databases and in the relevant SO SR publications that the data have been revised

18 Statistical processing

18.1 Source data

The source of data is the monthly statistical survey VTS 1-12 Monthly Report in selected market services and Quarterly Statistical Survey Prod 3 - 04 Quarterly Report of Production Industries and Prod 13-04 Quarterly Report of Production Industries in Small Enterprises.

18.2 Frequency of data collection

Monthly data collection on the number of persons employed and wages and salaries.
Quarterly data collection for hours worked.

18.3 Data collection

Data collection is provided by a specialized office of the SO SR in Prešov. Electronic data collection is mandatory from 1 January 2016 in accordance with the obligation established by the Act of the Slovak National Council No.326/2014 Coll., Amending and supplementing the Act of the Slovak National Council no. 540/2001 Coll.
Reporting unit is obliged to submit the report by the 17th calendar day after the end of the reference month.
Most of the errors are directly consulted with the reporting units.

18.4 Data validation

Data validation is build into the integrated statistical information system of the SO SR. The following checks are distinguished when collecting data:
1- formal checks carried out automatically in the data collection process
2- informal controls to check the complexity and relationships between variables.
In terms of the severity of errors, the following are distinguished::

I - information errors - provide additional information that is needed for the process of checking and correcting data. They provide information on possible exceedances of set limits, partial non-response, etc.
Z - material errors - indicating specific errors that need to be corrected or justified by the reporting agent. These errors are discussed by the SO SR staff with the reporting unit and corrected.
The ISIS system also defines controls and algorithms for creating outputs that ensure their required quality.

18.5 Data compilation

Non-responses from active reporting units are resolved by data imputation.
The results for the small enterprise population shall be calculated using the Horwitz-Thomson estimate taking into account the activity of the enterprise. The initial weights are modified according to the non-response rate of the inactive units.

18.6 Adjustment

The indicators number of persons employed and wages are not adjusted. Only the number of hours worked indicator is adjusted. Cleaning is performed using Demetra software using the Tramo / Seats method, which takes into account the number of working days and holidays.

19 Comment