



## ~ Methodology ~

# REPORT ON EMPLOYED PERSONS AND THEIR WAGES (RAD-1 MARCH / RAD-1 SEPTEMBER)

## LEGAL BASIS

The survey is carried out in accordance with the Law on Statistics of Republika Srpska ("Official Gazette of Republika Srpska", No. 85/03) and the Statistical Programme of Republika Srpska for the period 2022–2025 and the current Work plan of the Republika Srpska Institute of Statistics.

## METHODOLOGICAL BASIS

### *AIM AND CONTENT*

The aim of this statistical activity is to provide data on the number of employees in Republika Srpska by section of Classification of activities and in total.

### *OBSERVATION UNITS / REPORTING UNITS*

The units of observation of the Semi-annual statistical activity on employed persons and their wages (RAD-1 March and RAD-1 September) are business entities and their units irrespective of their legal status (bankruptcy, liquidation, foundation, and the like).

Reporting unit of the statistical activity on entrepreneurs and their employees (RAD-15) is the Tax Administration of Republika Srpska.

### *COVERAGE*

This statistical activity covers all units in the Statistical Business Register that are located at the territory of Republika Srpska and have employees. The data do not cover persons employed in defense, employed persons who conduct their activities on their family agricultural holdings, persons employed in international organisations and in business units outside Republika Srpska, as well as those employed in branch offices abroad.

### *METHOD AND PERIOD OF DATA COLLECTION*

Data collection within this statistical activity is done using the questionnaires RAD-1 March and RAD-1 September. The basis for obtaining data is the existing financial and accounting documentation, as well as records on personnel. Data on the number of employees are collected twice a year, with the state as on 31st March and the state as on 31st September.

## ***PROTECTION OF CONFIDENTIAL DATA***

Confidential data are protected pursuant to Articles 25 and 27 of the Law on Statistics of Republika Srpska ("Official Gazette of Republika Srpska", No. 85/03) and in accordance with the Rules of protection of confidential data.

## ***DEFINITIONS OF MAIN FEATURES – INDICATORS***

**Employed persons** are all persons who are employed for unlimited or limited period of time and who work in full or part time.

**The annual average number of employed persons** is calculated as the arithmetic mean of data from March and September.

**Level of professional education** is the highest level of education attained by an employee by finishing an appropriate school, course or completing professional exam which provides educational level.

**Entrepreneur** is any natural person who performs an entrepreneurial activity in his own name and for his own account in order to make profit. Entrepreneurial activity is considered any activity determined by the current Classification of the activity that the natural person performs by production, trade and service rendering on the market.

**Full-time working hours** are 40 hours per week unless otherwise specified by the law, collective agreement or work contract.

**Part-time working hours** are contracted when the volume of jobs is such that it does not require full time.

**Reduced working hours** refer to jobs where, with the application of occupational safety measures, it is not possible to protect the employee from harmful effects, as well as to reduced working hours due to the care of a young child, illness, etc.

## ***COMPLIANCE WITH INTERNATIONAL RECOMMENDATIONS AND STANDARDS***

Data on employed persons are published by the sections of the Classification of activities KD BiH 2010 which is in its content and structure fully harmonised with the Statistical Classification of Economic Activities NACE Rev.2.

## **IMPLEMENTATION ORGANISATION**

### ***AUTHORITIES IMPLEMENTING THE STATISTICAL SURVEY***

Authorised producer of data on employed persons is the Republika Srpska Institute of Statistics.

Collection of data and data entry is carried out in the regional offices of the Republika Srpska Institute of Statistics, while the data processing is carried out in the Labor Statistics Division in the central office of the Institute.

## ***OBLIGATION TO PROVIDE DATA***

Reporting units are obliged to submit data to the Republika Srpska Institute of Statistics pursuant to the article 8 of the Law on Statistics of Republika Srpska ("Official Gazette of Republika Srpska", No. 85/03).

## ***PERIOD OF DATA COLLECTION***

Reporting unit are submits the completed questionnaire RAD-1 March, i.e. RAD-1 September to the relevant regional office of the Republika Srpska Institute of Statistics at the latest until 20th April, i.e. 20th October.

## **INSTRUMENTS**

### ***QUESTIONNAIRE***

The questionnaire "Report on employed persons and their wages" (RAD-1 March/RAD-1 September) is used to carry out this survey. The questionnaire is published at the official website of the Institute at: <http://www.rzs.rs.ba/front/category/14/181/?&add=None>

### ***INSTRUCTIONS FOR COMPLETING THE QUESTIONNAIRE***

Instructions for completing the questionnaire are provided in the questionnaire itself.

## **PUBLISHING**

Data on employed persons are published twice a year in the form of a release, by the sections of Classification of activities and in total, for the level of Republika Srpska.

Data on employed persons are also published twice a year in the "Monthly statistical review".

More detailed data on employed persons are published annually in the thematic bulletin „Wages, Employment and Unemployment“, the Statistical Yearbook of Republika Srpska and within the publications „Cities and municipalities in Republika Srpska“ and „This is Republika Srpska“.

All publications are available on the website of the Republika Srpska Statistical Office.

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### **Last updated:**

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