

Structure of Earnings Survey 2022 (earn_ses2022)

Reference Metadata in ESS Standard for Quality Reports Structure
(ESQRS)

INSTAT

Reference Metadata

1. Contact	2
2. Statistical presentation	2
3. Statistical processing.....	3
4. Quality management	5
5. Relevance	5
6. Accuracy and reliability	6
7. Timeliness and punctuality	8
8. Coherence and comparability.....	8
9. Accessibility and clarity	9
10. Cost and burden	9
11. Confidentiality	9
12. Comment.....	10
Annex.....	10

1. Contact	
1.1. Contact organisation	INSTAT, Institute of Statistics
1.2. Contact organisation unit	Labour Market and Salary Statistics Sector.
1.3. Contact name	Julinda Haçkaj
1.4. Contact person function	Specialist of Labour Market Statistics Sector
1.5. Contact mail address	Rr. Vllazën Huta, Ndërtesa 35, Hyrja 1, Tiranë, Kodi Postar 1017
1.6. Contact email address	jhackaj@instat.gov.al
1.7. Contact phone number	+(355) 4 233356 / 233/ 240
1.8. Contact fax number	+(355) 4 228300
2. Statistical presentation	
2.1. Data description	<p>The Structure of Earnings Survey (SES) is a 4-yearly survey which provides EU-wide harmonised structural data on gross earnings, hours paid and annual days of paid holiday leave, which are collected every four years under Council Regulation (EC) No 530/1999 concerning structural statistics on earnings and on labour costs, and Commission Regulation (EC) No 1738/2005 amending Regulation (EC) No 1916/2000 as regards the definition and transmission of information on the structure of earnings.</p> <p>The SES 2022 provides detailed information on relationships between the level of hourly, monthly and annual remuneration, personal characteristics of employees (sex, age, occupation, length of service, highest educational level attained, etc.) and their employer (economic activity, size and economic control of the enterprise). Regional data is available on NUTS1 level.</p>
2.2. Classification system	<p>The economic activity is coded in NACE Rev. 2 whereas the occupation is coded in ISCO-08.</p> <p>Information on the highest successfully completed level of education and training variable is classified using the ISCED2011.</p>
2.3. Sector coverage	The Albanian SES refers to local units belonging to enterprises with at least 10 employees in the areas of economic activities defined by NACE Rev. 2 sections B to S excluding O.
2.4. Statistical concepts and definitions	<p>Employees are all persons who have a direct employment contract with the enterprise or local unit and receive remuneration, irrespective of the type of work performed, the number of hours worked (full or part-time) and the duration of the contract (fixed or indefinite).</p> <p>Average annual gross earnings also cover all 'non-standard payments', i.e. payments not occurring in each pay period, such as: 13th or 14th month payments, holiday bonuses,</p>

	<p>quarterly or annual company bonuses and annual payments in kind.</p> <p>Average monthly gross earnings in the reference month cover remuneration in cash paid before any tax deductions and social security contributions payable by wage earners and retained by the employer, and are restricted to gross earnings which are paid in each pay period during the reference month.</p> <p>Average hourly gross earnings are defined as gross earnings in the reference month divided by the number of hours paid during the same period. Number of hours paid includes all normal and overtime hours worked and remunerated by the employer during the reference month. Hours not worked but nevertheless paid are counted as 'paid hours' (e.g. for annual leave, public holidays, paid sick leave, paid vocational training, paid special leave, etc.).</p>
2.5. Statistical unit	The statistical unit is the enterprise and the employees working within the selected unit.
2.6. Statistical population	The population of employees covered in the SES are those who received remuneration for the reference month (October), as requested by the Regulation, in the enterprises and institutions belonging to the Private and Public sectors with at least 10 employees in the NACE Rev. 2 sections B to S excluding O.
2.7. Reference area	Data cover the entire country and aggregate estimates are disseminated at national level and NUTS 1 level.
2.8. Time coverage	<p>Reference year = 2022;</p> <p>Reference month = October.</p>
2.9. Base period	Not applicable.
3. Statistical processing	
3.1. Source data	<p>As source of data for SES is the survey on enterprises. Frame population for SES 2022 contains 128379 unique enterprises from Business register that have local unit's information in it with the respective geographical information.</p> <p>The stratification criteria were the economic activity, the number of employed and the region of the local unit. The SES 2022 was conducted based on a two-stage sampling approach. In the first stage, a stratified random sample of local units was drawn. The sample size selected is 3463 enterprises.</p> <p>The questionnaire, the explanation and a list of local units for which the survey needed to be filled in were sent to the head offices of the selected local units. In the second stage, the local unit had to select a number of employees according to the instructions in the explanation.</p> <p>With regard to the size of the enterprise Albania chose to exclude the small enterprises with fewer than ten employees. We also excluded the NACE section O in our sample. This means that the Albanian datasets only include the local units covered by the Regulation.</p> <p>A distribution of sampled enterprises based on "number of employed" size classes is</p>

	<p>given as following:</p> <table border="1"> <thead> <tr> <th>Total number of employed</th><th>Proportion</th></tr> </thead> <tbody> <tr> <td>10 - 49 employed</td><td>49.1%</td></tr> <tr> <td>50 - 249 employed</td><td>25.2%</td></tr> <tr> <td>250 - 499 employed</td><td>22.7%</td></tr> <tr> <td>500 - 999 employed</td><td>17.7%</td></tr> <tr> <td>1000+ employed</td><td>17.6%</td></tr> </tbody> </table>	Total number of employed	Proportion	10 - 49 employed	49.1%	50 - 249 employed	25.2%	250 - 499 employed	22.7%	500 - 999 employed	17.7%	1000+ employed	17.6%
Total number of employed	Proportion												
10 - 49 employed	49.1%												
50 - 249 employed	25.2%												
250 - 499 employed	22.7%												
500 - 999 employed	17.7%												
1000+ employed	17.6%												
3.2. Frequency of data collection	Every 4 years.												
3.3. Data collection	<p>The data were collected using PAPI method, Paper Assisted Personal Interview. In some cases, electronic questionnaire were sent by e-mail.</p> <p>Important phase in the preparation for data collection is the preparation of all the necessary materials and the preparation of data entry software. Should be identified the enterprises to be interviewed, the sample is divided among enumerators; the enumerators are selected and trained. At the training the enumerators receive the prepared materials such as guideline of questionnaire, enumerator's tasks, list of economic activity, notification letter for enterprises.</p> <p>Everything reported by enterprises is recorded in the data collection process. In case of lack of clarity, the reporting unit is contacted. In case of non-reporting, an official letter signed by the head of the Institution is sent to the reporting unit. The enumerator is required to behave ethically in the event of refusals by enterprises.</p>												
3.4. Data validation	<p>Data validation consists of global checks and plausibility checks. Global checks are necessary to ensure that complete data are available. Plausibility checks on all variables were done to ensure that the data are reasonable and consistent with other variables. In addition, more checks were done during the analysis stage where data was compared with administrative data.</p> <p>In terms of data validation, data editing procedures generally refer to micro level or otherwise enterprise level editing.</p> <ol style="list-style-type: none"> 1. Data editing in data entry program. <ul style="list-style-type: none"> • Control of incoming questionnaires, Completeness checks, valid values checks, range checks, logical control of the questionnaire. The number of incoming questionnaires should be equal with the number of distributed questionnaires in the prefectures. • Individual checks are done for the cases of refusal and no contacts. • The answered active enterprises are checked for coherence of data given in different sessions of questionnaire. 2. Control of some questions through information that can be found from individual contact of enterprise. <p>An appropriate weight is calculated for each unit that reported its data. This weight is calculated for various reasons: unequal probability of selection, nonresponse adjustment, enterprises that result out of scope. Outlier treatment is taken into consideration at the</p>												

	weighting procedure.
3.5. Data compilation	<p>The process of data compilation is done through two procedures:</p> <p>Quality of data</p> <p>There are applied some rules for analysing quality of data:</p> <ul style="list-style-type: none"> - Mathematic control of the questionnaire · Logic control of the questionnaire's data - Comparison of data with administrative register - Analyze of huge deviations from average. <p>Treatment of non-response</p> <p>Are considered as all cases of:</p> <ul style="list-style-type: none"> - Non-contact - Full refuse - Partial refuses (for different indicators). <p>The treatment of non-response is done using direct methods or their combinations such as:</p> <ul style="list-style-type: none"> - Data from administrative register; - Data from enterprises that have similar conditions are used.
3.6. Adjustment	Not applicable.
4. Quality management	
4.1. Quality assurance	<p>INSTAT is committed to ensure the highest quality with respect to the compilation of official statistics. In accordance with the "Law on Official Statistics", Nr.9180, date 05.02.2004, INSTAT use statistical methods and processes in compliance with internationally recognized scientific principles and standards and conduct ongoing analyses of the statistics with a view to quality improvements and ensure that statistics are as up to-date. In performing its tasks, INSTAT follows the general principles of quality management in line with the European Statistics Code of Practice. INSTAT declares that it takes into account the following principles: impartiality, quality of processes and products, user orientation, employee orientation, effectiveness of statistical processes, reducing the workload for respondents. Quality controls and validation of data are actions carried out throughout the process. The staff are involved in different stages such as the data collection, data control, data input and other final controls.</p>
4.2. Quality assessment	<p>SES microdata are checked for completeness and consistency. They are checked for any large changes in the data, especially due to large deviations in the main variables concerned. In case of changes, data from other available sources are used to confirm the situation of cases where are encountered large differences of behaviour of any unit within the dataset.</p>
5. Relevance	
5.1. User needs	<p>The results and data of the Structure of Earnings Survey (SES) are often used by the Albanian general public. Students, Research centres, Universities, Trade unions, The Media, Private companies and Public administration institutions can all be considered as important users of the SES.</p> <p>SES is the only national source where earnings can be linked with important personal characteristics such as the level of education or the occupation of the worker. The rather unique combination between individual features on the one hand and enterprise characteristics on the other hand can also explain the broad use of the SES.</p>

5.2. User satisfaction	No User Satisfaction Survey referring to the SES data is carried out.
5.3. Completeness	All requirements of the regulation are met.
5.3.1. Data completeness - rate	The degree of completeness of the data, for the SES 2022 is 100%. This calculation took into account Council Regulation (EC) No 530/1999 concerning structural statistics on earnings and on labour costs, and Commission Regulation (EC) No 1738/2005 amending Regulation (EC) No 1916/2000 as regards the definition and transmission of information on the structure of earnings.
6. Accuracy and reliability	
6.1. Overall accuracy	<p>Overall, the data is checked to identify any significant changes within the dataset. Where changes occur, the survey data is checked with alternative sources, if any. When there is no information from alternative sources, INSTAT corrects or confirms the data using emails or by calling the respondents. Measures taken by INSTAT for SES, to increase response rates or to reduce the impact of nonresponse by imputing them are as follow:</p> <ul style="list-style-type: none"> • Data are collected directly from the enterprise. • The enumerators staff is trained how to handle difficult respondents. • Due to the lack of an address system, it is often difficult for enumerators to find enterprise. For this reason, INSTAT staff, via email addresses or phone number, contacts the person responsible for completing the survey and receives more information on the location as well as the date and time of the meeting. • Priority is given to larger businesses. When these enterprises refuses to respond to interviewer, an official request in particular is directed for the president of enterprises and signed by INSTAT director general; it is also done for enterprises that require only this way to give the information. • A formal request is also sent to other companies that agree to respond only if the information is formally requested. • The enterprises are invited to contact the Statistical Office in case of questions and always qualified staffs are available to answer the enterprises calls. • In order to detect outliers and other quality problems, several aggregated checks were integrated into the different data collection tools. • More complicated inconsistency problems were solved internally or by contacting the local unit on a bilateral basis.
6.2. Sampling error	Please refer to the Annex 1 for the Coefficients of variation for the main indicators estimates. All indicators values are weighted to represent the whole population.
6.2.1. Sampling error - indicators	In Annex1 are shown the Coefficients of variation for the Average of Gross Monthly earnings and Coefficients of variation for the Average of Gross Hourly earnings.
6.3. Non-sampling error	Since the SES is a sample survey, all SES estimates are subject to both sampling error and non-sampling errors. The non-sampling errors can arise at any stage of the collection and processing of the survey data and include all errors not related to the selection. These include measurement errors, response errors, interviewer errors, processing errors, etc. Interviewers are instructed to make all reasonable attempts to obtain SES interviews with employees of selected enterprises. After all attempts have been made to obtain interviews completed, a small number of unit non-response remained still. For more refer to Annex 2.

	Data completeness is one of the advantages of an administrative register. Consequently, for non-responses, we impute information through tax administrative authorities.
6.3.1. Coverage error	Over-coverage occurs when a unit is registered in SBR as active, but during the interview the status is not active anymore (closed/sleeping) or changed the size of the enterprise (less than 10 employed) and are not within the scope of the survey.
6.3.1.1. Over-coverage - rate	Over coverage rate for SES 2022 is 2.5%.
6.3.1.2. Common units - proportion	Not applicable.
6.3.2. Measurement error	Measurement errors may result due to the reporting units and interviewers. Errors in interviewing are identified whenever survey follow ups are conducted. These errors are fixed accordingly. Other errors are captured during data editing and coding stage, or at the data cleaning stage. Imputations are used to fix these errors accordingly.
6.3.3. Non response error	For all unit non-response data completeness is assured by the usage of administrative register information. Consequently, for non-responses, we impute information through tax administrative authorities.
6.3.3.1. Unit non-response - rate	See 6.3.
6.3.3.2. Item non-response - rate	See 6.3
6.3.4. Processing error	Processing errors result from codification errors. National occupation codes (according to ISCO-08), Level of Education (ISCED2011) and Economic activity codes (NACE Rev2) are inserted basing in the free text option in the questionnaire (job title and description of job; economic activity description and name of place of work, and the highest successfully completed level of education and training variable) are carefully checked.
6.3.4.1. Imputation - rate	For the Structure of Earnings Survey, the response rate was 73.8%. The rest was imputed by INSTAT from administrative data. Anex.2 shows the response rate by economic activities
6.3.5. Model assumption error	Not applicable
6.4. Seasonal adjustment	No seasonal adjustments are made to the SES data
6.5. Data revision - policy	Structure of Earning Statistics Review Policies are made in accordance with the revision policy and the policy of settling errors set by INSTAT. For more information refer to: <ul style="list-style-type: none"> • Statistical revision policy • The Errors Treatment Policy
6.6. Data revision - practice	Not applicable.

6.6.1. Data revision - average size	Not applicable.
7. Timeliness and punctuality	
7.1. Timeliness	The time lag between the delivery date and the end of the reference period is approximately 540 days (T+540). Publication takes place strictly in accordance with published release dates for Labour Market Statistics in the INSTAT webpage.
7.1.1. Time lag - first result	Structure of Earning Statistics data do not include publication of preliminary result.
7.1.2. Time lag - final result	The results of the SES are published based on the publication calendar, in the INSTAT website, with the frequency every 4 years.
7.2. Punctuality	At the end of each year, INSTAT publishes a Fixed Release Calendar for the next year:
7.2.1. Punctuality - delivery and publication	For the results of SES 2022, INSTAT has been punctual in time, 100%.
8. Coherence and comparability	
8.1. Comparability - geographical	The SES 2022 complies with the standard set up on the Council Regulation (EC) No 530/1999 concerning structural statistics on earnings and on labour costs and with the definitions of variables adopted in the Commission Regulation 1737/2005. The sampling unit in the first stage is the enterprises, but the register information allows to localize the employee in the region in which he/she is employed.
8.1.1. Asymmetry for mirror flow statistics - coefficient	Calculated by EUROSTAT
8.2. Comparability - over time	Compared to the data of the previous period, there are no changes in coverage, definitions and methodology. All the variables for SES 2022 did not deviate from the Community legislation.
8.2.1. Length of comparable time series	Not applicable
8.3. Coherence - cross domain	The only possible data source to which data from SES could be compared is regular Monthly administrative data on persons employed and wages. See cross domain comparison on Annex 3. For this purposes data on monthly gross earnings per employee for October 2022 from both sources was compared. The differences in data come out from coverage. Data from SES 2022 are sample based and those from Administrative source relate to all of persons employed in each activity NACE section.
8.4. Coherence - sub annual and annual statistics	Not applicable.

8.5. Coherence - National Accounts	Not applicable.
8.6. Coherence - internal	Internal data consistency has been checked before finalizing SES results. The links between the variables and the coherence within the data set are also checked before the publication.
9. Accessibility and clarity	
9.1. News release	The press release contains information on key indicators provided by the survey such as: Structure of employment, wages, hours of work, gender pay gap etc... The press release is published online at INSTAT's website.
9.2. Publications	The SES 2022 results are published on INSTAT website.
9.3. On-line database	Not applicable.
9.3.1. Data tables - consultations	Structure of earnings survey
9.4. Micro-data access	Data bases at micro level are not published due to confidentiality reasons. Aggregated data is the only type of data that is provided to external users.
9.5. Other	Users can submit specific requests for data from the SES survey through the INSTAT website .
9.6. Documentation on methodology	Methodological documentation on SES 2018 is done following: Eurostat's arrangements for implementing the Council Regulation 530/1999, the Commission Regulations 1916/2000 and 1738/2005
9.7. Quality documentation	Labour Market and Wages Statistics sector documents the entire work process and Structure of Earning Survey procedures for internal purposes.
9.7.1. Metadata completeness - rate	Calculated by EUROSTAT.
10. Cost and burden	Persons working for SES are: <ul style="list-style-type: none"> • Total staff in Central Office: 2 employees • Not permanent staff of INSTAT: 4 Operators • Staff in Regional Offices: 70 Interviewers, 15 Controllers.
11. Confidentiality	
11.1. Confidentiality - policy	Data are considered strictly confidential and are used only for statistical and research purposes based on national “Law on Official Statistics”, No.9180, and on Law No.9887, date 10.03.2008 “Personal Data Protection”. Article 31 of the “Law on Official Statistics”, reads as follows: Data collected for the production of official statistics shall be treated by

	INSTAT as confidential and shall be used only in aggregated tables that will not identify the source information unit. Direct identification means when a statistical unit is directly identified from its name, address or any officially allocated and commonly known identification number. When data processing is made in a manner that allows the identification of the data subject, the data should immediately be encrypted in order for the subjects to be no longer identifiable.
11.2. Confidentiality - data treatment	In accordance with national Statistical Law No.9180 “On Official Statistics”, in the micro data level, in SES data are excluded Name/Surname.
12. Comment	

Annex

Annex 1: Coefficients of variation

Coefficients of variation - Monthly earnings, SES 2022

		MEAN	SE	CV (%)
Total		70,806	1,078	1.5%
Full-time men		73,670	1,317	1.8%
Full-time women		68,142	1,200	1.8%
Part-time men		74,454	3,783	5.1%
Part-time women		67,566	4,194	6.2%
NACE	B	113,194	18,713	16.5%
	C	53,648	965	1.8%
	D	85,996	6,116	7.1%
	E	51,394	1,806	3.5%
	F	56,236	1,945	3.5%
	G	61,706	1,984	3.2%
	H	75,515	4,422	5.9%
	I	48,328	1,383	2.9%
	J	118,327	4,725	4.0%
	K	161,003	24,053	14.9%
	L	84,125	9,182	10.9%
	M	93,206	6,042	6.5%
	N	74,438	4,112	5.5%
	P	77,054	1,909	2.5%
	Q	74,913	1,645	2.2%
	R	82,277	8,801	10.7%
	S	71,282	4,151	5.8%
Occupation	1	155,502	8,068	5.2%
	2	83,291	1,172	1.4%
	3	78,192	3,289	4.2%
	4	67,350	3,518	5.2%
	5	48,507	1,018	2.1%
	6	40,639	1,667	4.1%
	7	45,668	616	1.3%
	8	47,197	791	1.7%
	9	42,354	597	1.4%
Age	< 20	56,120	8,584	15.3%
	20-29	63,381	1,164	1.8%
	30-39	73,279		1.3%

			971	
	40-49	76,708	2,222	2.9%
	50-59	69,307	1,710	2.5%
	≥ 60	68,821	1,666	2.4%
Region (NUTS 1)	AL	70,806	1,078	1.5%
Size	E10_49	57,518	915	1,6%
	E50_249	72,224	1,649	2,3%
	E250_499	81,521	2,407	3,0%
	E500_499	88,355	7,725	8,7%
	E1000	79,239	4,682	5,9%
ISCED	1	43,975	772	1.8%
	2	48,127	428	0.9%
	3	90,401	2,743	3.0%
	4	92,695	2,048	2.2%

Coefficients of variation - Hourly earnings, SES 2022

		MEAN	SE	CV
Total		406	6.3	1.5%
Full-time men		417	7.6	1.8%
Full-time women		390	7.0	1.8%
Part-time men		669	39.1	5.8%
Part-time women		406	6.3	7.8%
NACE	B	643	105.9	16.5%
	C	300	5.6	1.9%
	D	493	35.9	7.3%
	E	289	10.5	3.6%
	F	323	11.6	3.6%
	G	343	11.1	3.2%
	H	432	25.7	5.9%
	I	264	7.7	2.9%
	J	676	27.2	4.0%
	K	938	139.5	14.9%
	L	468	55.3	11.8%
	M	547	35.1	6.4%
	N	421	23.7	5.6%
	P	469	12.1	2.6%
	Q	430	10.2	2.4%
	R	491	54.2	11.0%
	S	413	24.5	5.9%
Occupation	1	891	46.6	5.2%
	2	490	6.9	1.4%
	3	444	18.8	4.2%
	4	382	20.1	5.3%
	5	269	5.8	2.1%
	6	224	9.7	4.3%
	7	256	3.6	1.4%
	8	264	4.7	1.8%
	9	236	3.3	1.4%
Age	< 20	317	48.1	15.2%

	20-29	362	6.8	1.9%
	30-39	421	5.8	1.4%
	40-49	439	12.8	2.9%
	50-59	398	9.8	2.5%
	≥ 60	395	9.6	2.4%
Region	AL	406	6.3	1.5%
Size	E10_49	324	5.3	1.6%
	E50_249	412	9.5	2.3%
	E250_499	470	14.0	3.0%
	E500_499	518	45.1	8.7%
	E1000	463	27.3	5.9%
ISCED	1	242	4.4	1.8%
	2	269	2.5	0.9%
	3	519	15.8	3.0%
	4	543	11.8	2.1%

Annex 2: Response rate (percent), by NACE section

Economic Activity	Response rate (percent)
Total	73.8%
B	80.0%
C	81.2%
D	58.1%
E	85.7%
F	68.9%
G	72.7%
H	70.8%
I	81.6%
J	59.8%
K	47.1%
L	85.7%
M	64.5%
N	68.3%
P	71.7%
Q	79.4%
R	80.0%
S	68.9%

Annex 3: Average monthly earnings per employee by economic activity

NACE rev. 2	SES (B42)	Administrative data (Average monthly wage, October 2022, for enterprises +10 employees)	Change of Average monthly wage from two data sources (SES-Administrative data)/SES %
B	113,194	109,273	-3.5%

C	53,648	50,127	-6.6%
D	85,996	79,276	-7.8%
E	51,394	47,345	-7.9%
F	56,236	51,865	-7.8%
G	61,706	60,266	-2.3%
H	75,515	64,759	-14.2%
I	48,328	46,594	-3.6%
J	118,327	104,861	-11.4%
K	161,003	143,047	-11.2%
L	84,125	72,507	-13.8%
M	93,206	88,674	-4.9%
N	74,438	69,878	-6.1%
P	77,054	74,939	-2.7%
Q	74,913	72,510	-3.2%
R	82,277	75,731	-8.0%
S	71,282	68,697	-3.6%
Total	70,806	68,669	-3.0%