

Information to complete your Quarterly Employment Survey online

Important information

- Before you begin, we encourage you to read the checklist below to gather all the information you need to complete the questionnaire.
- You will need to create an account the first time you complete your survey online.
- Please only enter your access code if you are the right person to complete the survey. Once you have entered your unique access code the survey can only be accessed from your account. This is to keep your information secure and private.
- You do not need to complete the survey in one session, progress is saved each time you move to the next page. Please keep a copy of your access code as this will be needed along with your log in details to resume your survey.
- If you use your browser refresh button, navigation buttons, or your questionnaire session times out, you will need to re-enter your access code to continue.
- You can print or save a copy of your responses to the survey. Use the 'print' button after you have submitted your completed questionnaire to produce a PDF file. After you leave this page you will not be able to access your survey data.
- Additional help in completing the online questionnaire can be found in the 'Frequently Asked Questions' section of the online questionnaire.

The Kind of Activity Unit (KAU or KA)

Some enterprises can have multiple divisions under the same enterprise that operate independently of each other and generate separate financial accounts. We use a statistical unit called Kind of Activity Unit (KAU) to identify these separate divisions of an enterprise. Enterprises with multiple divisions will be asked to provide their payroll and gender information separately for each KAU. Some enterprises have only one KAU because they do not have separate divisions.

'Before you begin' checklist

Note: Information requested is for the pay period that ended on or immediately before <<payperiod>>.

You will need the following information before you begin:

- Location details and total employee numbers by location.
- For each payroll split by gender - Male/Female/Another gender (if available):
 - Number of full-time (≥ 30 hours per week) and part-time employees (< 30 hours per week)
 - Total gross pay
 - Ordinary pay and the number of hours this represents
 - Overtime pay and the number of hours this represents
 - Payments of bonuses and commissions
 - Other payments, such as backpay, redundancy, or retirement pay

Accessing the survey

Type **<https://surveys.stats.govt.nz/business>** into your web browser address bar and press the enter button to reach the login page of the survey. If this is your first time completing the survey, you will need to create an account.

Once you are logged in, enter your unique 12 digit access code **<<access code>>**.

If you do not land on the login page of the survey, check you have:

- Entered the weblink correctly.
- Entered the weblink into the web browser address bar rather than a search engine.
- Used one of the browsers listed in the FAQs on the next page.

If you are still unable to access the login page, try closing your internet session and starting again.

Here is everything you need to know about the Quarterly Employment Survey

What is this survey?

This survey gathers data on employment, such as the number of people employed and hourly earnings.

Why have I been selected?

Your business has been selected as a representative slice of employers in your industry.

Do I have to take part in the survey?

Yes – the law requires you to take part in our surveys. Under the Statistics Act 1975 anyone or any business selected must complete the survey.

Is my information confidential?

Yes - we have high standards for keeping your information private, secure, and confidential. The information we collect is primarily used by Stats NZ and trusted researchers to produce statistics and research to benefit New Zealand. We do not identify individuals in published statistics or research. We may release some information about businesses in accordance with the Statistics Act.

How is this information used?

Your information contributes to producing vital employment statistics used by government and industry groups in policy analysis and decision-making. These statistics are used to compare the performance and productivity of the New Zealand economy internationally. Your information is also used in the benchmarking of ACC levies, superannuation, and paid parental leave.

Do I have to use the category 'another gender'?

No – if your organisation only classifies employees as male or female, you do not need to use this category.

What do I need to complete the survey online?

Most computers and browsers can be used to complete this survey online. It is not recommended you try completing this survey on a mobile device (e.g. smart phone or tablet).

This survey has been tested and optimised for the following operating systems and web browsers:

Operating systems:

- Windows 7 or higher version
- Mac Mavericks (10.9) or higher version.

Web browsers:

- Edge 14 and above (only for Windows 10 and later version)
- Firefox 44 and above
- Google Chrome 44 and above
- Opera 31 and above
- Internet Explorer 10+ and above
- Safari 9.1 for El Capitan (10.11); Safari 10.1 for Sierra (10.12); Safari 11 for High Sierra (10.13).

The minimum security requirement is using an SSL enabled browser capable of 128 bit encryption.

Can I see the results?

Yes – results for this and many other surveys are available free of charge on our website. Go to **www.stats.govt.nz**
