



Short Guide

To the salary survey in the Data Entry Tool

1. INTRODUCTION

This short guide should help you to use the DET for the salary survey. It focuses on the new features introduced for this survey.

If you use the WebStart function, the new DET will automatically be downloaded next time you start the DET.

If you don't use Web Start please download the new version from the DET homepage:

https://webgate.ec.europa.eu/ppp_tool/DET/index.html

This version of the DET does not affect the consumer goods surveys.

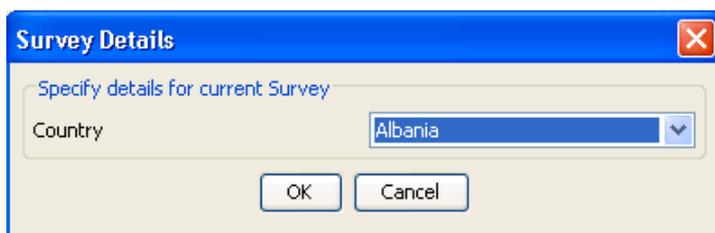
2. INITIALISING THE SALARY SURVEY

Principally the procedure to initialise the salary survey is very similar to the other surveys.



The corresponding survey SUA file is provided by Eurostat.

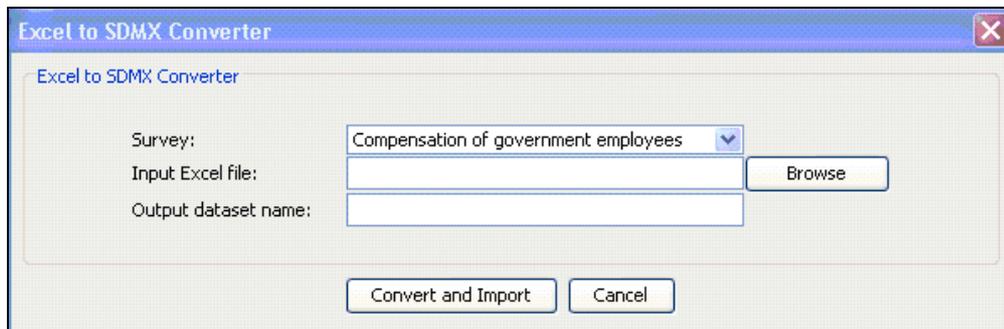
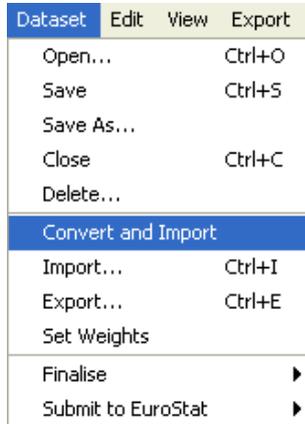
Please specify details for current survey in the survey details dialogue. Additional checking of the country code will be done whenever you try to export your dataset.



3. DATA ENTRY

3.1. Conversion and import of the salary questionnaire

The DET will not replace the salary questionnaire in Excel format. Instead, it can convert and import the Excel questionnaire distributed by Eurostat in February¹. You will find a feature Convert and Import Dataset in the menu.



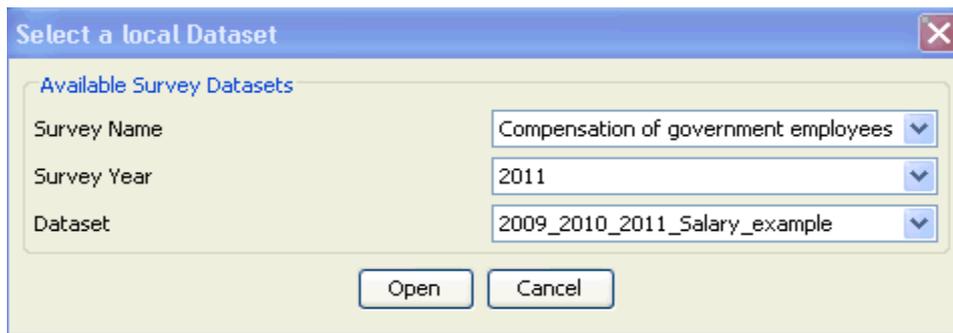
The salary survey is pre-selected. Please click on **Browse** to select the filled in salary questionnaire in Excel format.



The name of the Excel file is the default name of the output dataset that will be imported to the DET. You are free to change this name. When all settings are o.k. click on **Convert and Import**.

¹ Of course, it is also possible to fill in the data directly in the DET.

Please note that the imported dataset will not be opened automatically by the DET. You must do it manually with Dataset/Open.



3.2. How to fill in the Salary Questionnaire in Excel

- Please fill in only the blue cells of the Excel file
- Don't add or delete rows or columns
- Don't change the cells containing formulas.
- Don't change anything on the front page

Please respect these advices. Otherwise the conversion will not work correctly.

3.3. Entry and correction of data

Opening the imported dataset you will see the summary table.

Survey Tree		Summary				
Item Search		Code	Name	2011 NC price	2010 NC price	2009 NC price
SALAR-2011 FINAL EUROPEAN LIST		13.02.21.1.01.aa	Hospital doctor	61621.62	55296.20	59072.73
13.02.21.1 - Physicians		13.02.21.1.01.ab	Specialist doctor	49297.30	44236.96	47258.18
13.02.21.1.01.aa - Hospital doctor		13.02.21.2.01.aa	Hospital nurse (skill level 4)	36972.97	33177.72	35443.64
13.02.21.1.01.ab - Specialist doctor		13.02.21.2.01.ab	Hospital nurse (skill level 3)	36972.97	33177.72	35443.64
13.02.21.2 - Nurses and other medical staff		13.02.21.2.01.ac	Laboratory assistant	30810.81	27648.10	29536.36
13.02.21.3 - Non-medical staff		13.02.21.2.01.ad	Nursing aide (clinic or hospital)	18486.49	16588.86	17721.82
14.01.11.2 - Collective services other than defense		13.02.21.3.01.aa	Executive official	55459.46	49766.58	53165.45
		13.02.21.3.01.ab	Secretary	43135.14	38707.34	41350.91
		13.02.21.3.01.ac	Cleaner	18486.49	16588.86	17721.82
		14.01.11.2.01.aa	Judge	73945.95	66355.43	70887.27
		14.01.11.2.01.ab	Law clerk	51762.16	46448.80	49621.09
		14.01.11.2.01.ac	Police inspector	49297.30	44236.96	47258.18
		14.01.11.2.01.ad	Police officer	36972.97	33177.72	35443.64
		14.01.11.2.01.ae	Firefighter	43135.14	38707.34	41350.91
		14.01.11.2.01.af	Prison guard	36972.97	33177.72	35443.64
		14.01.11.2.02.ba	Statistician	36972.97	33177.72	35443.64
		14.01.11.2.02.bb	Database administrator	39437.84	35389.57	37806.55
		14.01.11.2.02.bc	Executive official	38205.41	34283.64	36625.09
		14.01.11.2.02.bd	Customs inspector	36972.97	33177.72	35443.64
		14.01.11.2.02.be	Tax officer	38451.89	34504.83	36861.38
		14.01.11.2.02.bf	Computer operator	41902.70	37601.41	40169.45
		14.01.11.2.02.bg	Secretary	30810.81	27648.10	29536.36
		14.01.11.2.02.bh	Maintenance electrician	30810.81	27648.10	29536.36
		14.01.11.2.02.bi	Driver	44367.57	39813.26	42532.36
		14.01.11.2.02.bj	Building caretaker	24648.65	22118.48	23629.09
		14.01.11.2.02.bk	Cleaner	14789.19	13271.09	14177.45

The navigation in the survey tree is the same as in the consumer surveys. You can correct values in the item table.

The screenshot shows the 'Survey Tree' on the left with '13.02.21.1.01.aa - Hospital doctor' selected. The main area displays a table with the following data:

	2011	2010	2009
Status	0	0	0
Observed skill level	4	4	4
Avg. annual gross salary	50000.00	50000.00	50000.00
Employer's actual social contributions (NA ratio) %	16.00	13.00	11.00
Employer's actual social contributions	8000.00	6500.00	5500.00
Employer's imputed social contributions (NA ratio) %	4.00	6.00	3.00
Employer's imputed social contributions	2000.00	3000.00	1500.00
Annual avg. compensation	60000.00	59500.00	57000.00
Hours per week	37.50	40.00	37.50
Holiday entitlement	29.00	25.00	30.00
Public holidays	9.00	5.00	10.00
Annual contractual hours worked	1665.00	1840.00	1650.00
Adj. annual avg. compensation (NC price)	61621.62	55296.20	59072.73
Comments			

The weights can be checked in the corresponding table.

The screenshot shows the 'Weights' tab with the following data:

Code	Name	2011 Weight(%)	2010 Weight(%)	2009 Weight(%)
13.02.21.1.01	Physicians	100.00	100.00	100.00
13.02.21.2.01	Nurses and other medical staff	100.00	100.00	100.00
13.02.21.3.01	Non-medical staff	100.00	100.00	100.00
14.01.11.2.01	Public order and safety		30.00	30.00
14.01.11.2.02	Collective services n.e.c.		70.00	70.00

In the example you see that in 2011 the weights for the SPDs 14.01.11.2.01 Public order and safety and 14.01.11.2.02 Collective services n.e.c. are missing.

You can adjust the weights in the menu Dataset/Set Weights.

The screenshot shows the 'Dataset' menu with the following options: Open..., Save, Save As..., Close, Delete..., Convert and Import, Import..., Export..., Set Weights (highlighted), Finalise, and Submit to EuroStat.

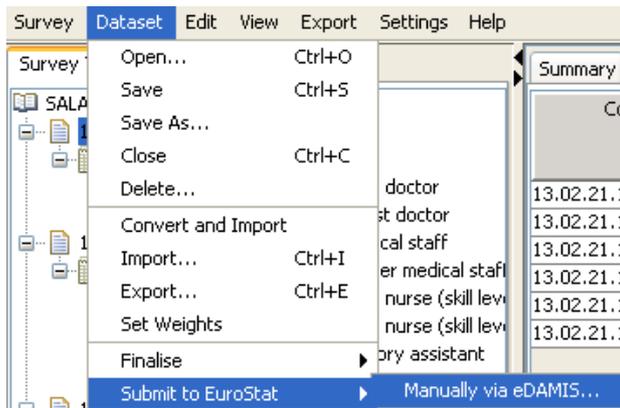
The dialog box shows the following input values:

- Select SPD: 14.01.11.2.01 - Public order and safety
- 2011: 0
- 2010: 30
- 2009: 30

The weights can also be edited by right-clicking on the SPD level in the tree.

4. PREPARATION OF SUBMISSION

The preparation for submission works principally the same as for other surveys.



Upon selecting "Submit to Eurostat/Manually via eDAMIS" the DET will finalise your file and check in particular that:

- Each priced occupation is completely and correctly filled in
- The weights for the BH Collective services add up to 100.

The DET will inform you if there are items that cannot be finalised and if so, why. After you have closed the warning window, a new tab "Report" will appear on the left part of the screen, which will guide you through the corrections to be made.

After you made all corrections and successfully finalised the whole dataset, you can export the xml file for submission to Eurostat via eDAMIS.