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Wages and salaries and labour force

You can collect the data for the Statistics Estonia report **Wages and salaries and labour force** directly from Directo. Once you have completed the settings below, Directo will compile the report data for you, so you no longer need to calculate the number of employees, hours worked or labour costs manually.

You can find the report in the menu Personnel → REPORTS → **Wages and salaries and labour force**.

First, define which types of work relationships are included in the report. To do this, open Settings → Personnel Settings → **Employee work relationships**.

- Select **Yes** in the **Statistika** column if you want employees with this type of work relationship to be included in the report.
- Select **No** or leave the field empty if these employees should not be included in the report.
- Also select the **Type of work**, i.e. the basis on which the work relationship has been concluded.



Labour force and hours worked

Number of employees who earned wages in the reference month (enter 0 if none)
The report shows the number of employees who were paid wages during the reporting period, taking into account each employee's workload. The wage calculation document must be confirmed.

Average number of employees converted to full-time equivalent (to two decimal places)
Directo calculates the average for each day. Directo does not include employees who have an absence whose absence type has **No** selected in the **Force structure** field.

Number of hours worked (in thousands of hours to two decimal places)
By default, Directo includes the standard working hours of the employees who earned wages.
If you want the report to include the actual hours entered on the employee's wage calculation document, open the employee card, go to the **Employment relationship and holidays** tab and the **Employment Relationship** subtab, and select **Yes** in the **Working time calc.** field.

In addition, check that the quantities of the hour-type wage formula with the **Graph** checkbox selected are entered correctly on the employee's wage calculation document.

 If an employee has **Yes** selected in the **Working time calc.** field but their wage calculation uses a wage formula that is not hour-type, their hours will not be included in the report.

Number of vacant paid positions at the end of the reference month, i.e. newly created, vacant or soon-to-be-vacant positions that the employer intends to fill (enter 0 if none)
For this row, set up the position statistics on the department card. Read how to do it: Departments.
Directo adds up the positions of all departments and subtracts all valid work relationships to which a position has been assigned. Directo does not take into account whether the employee received wages during the period. Directo does not include work relationship rows if the employee has an absence

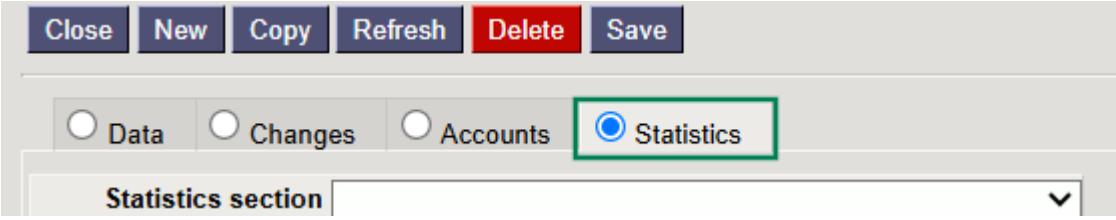
whose absence type has **No** selected in the **Force structure** field.

For example, if there are 10 positions in total in the departments and 8 valid work relationships with a position, the report shows 2 vacant positions.

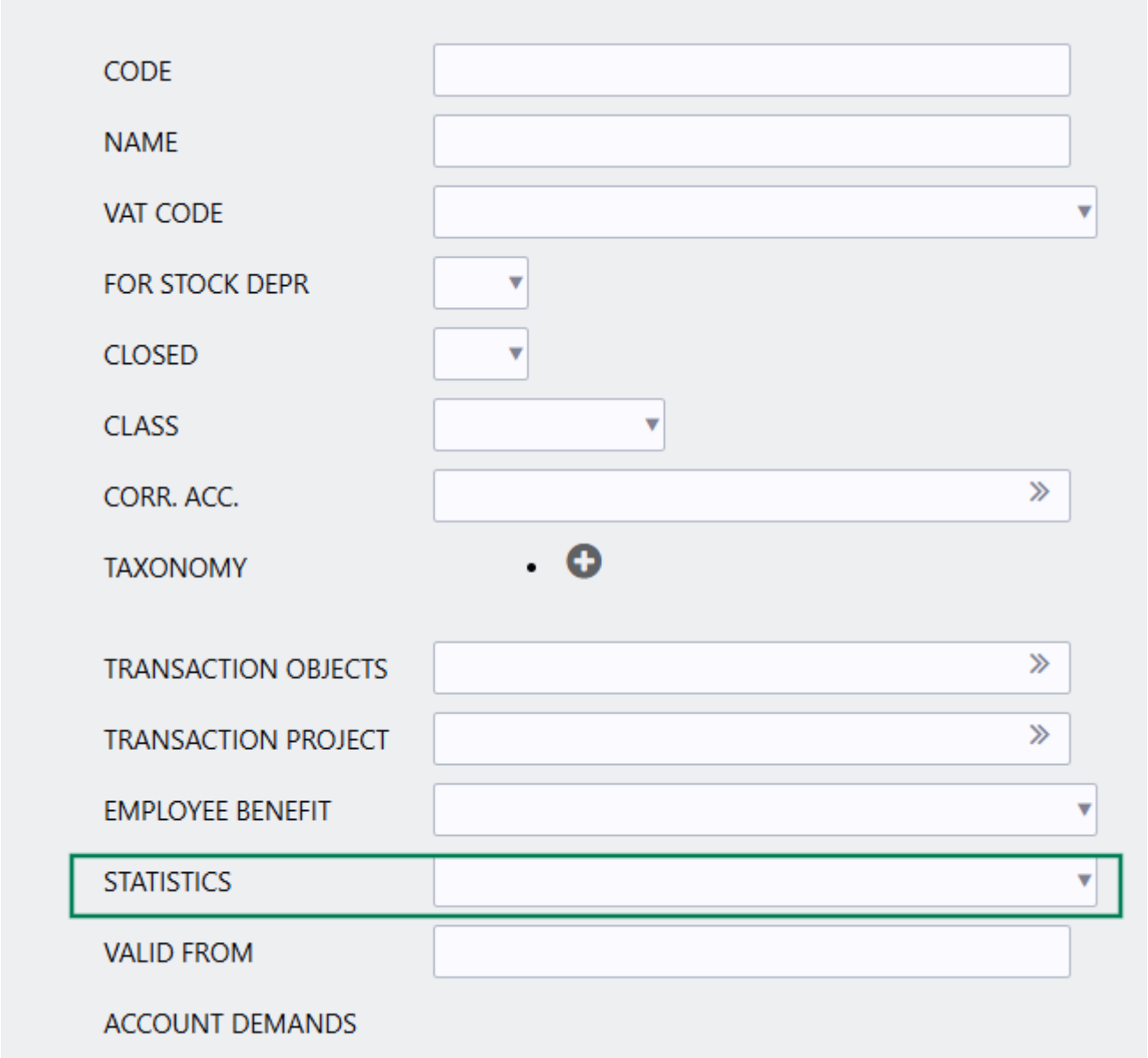
Labour costs

Gross wages and salaries

In this section, the report shows wages according to the wage formula settings. Open the **Statistics** tab on the wage formula and select the report section in the **Statistics section** field to which wages calculated with this formula belong.



Non-monetary remuneration (e.g. indirect benefits to employees; remuneration in the form of goods or services; compensation of travel, housing costs, etc.). Employer's contributions to employee savings schemes
Directo takes the data for these rows from financial accounts. To do this, select the correct section in the **Statistics** field on the account card. The report shows the turnover of these accounts during the reporting period.



Social tax including benefits / compensations

In this section, the report shows the taxes calculated on wage calculation documents according to the TSD code of the tax formula. Directo includes the tax formulas whose TSD value is **sotsmaks** or **töötus firma** in the report. The wage calculation document must be confirmed.

Employer's contractual and voluntary social contributions (incl. insurance)
The report shows the turnover during the reporting period of the financial accounts for which you have selected this section in the **Statistika** field.

Subsidies to the employer

In this section, the report shows wages according to the wage formula settings. Open the **Statistics** tab on the wage formula and select the report section in the **Statistics section** field to which wages calculated with this formula belong.

Set up subsidies paid to the employer as separate wage formulas so that Directo can assign them to the correct section.

Gross hourly wages of male and female employees in October

You can get the source data for the report **Gross hourly wages of male and female employees in October** [CHECK: official report name] from the report `Wages and salaries and labour force`. Compile the report for October and select first men and then women in the gender filter.

Number of employees on the payroll who received wages in October - you can find the value in the first section of the report, in the **Total** [CHECK: column name] column of the row `Number of employees who earned wages in the reference month (enter 0 if none)`.

Number of hours worked in October (in thousands of hours with an accuracy of 0.01) - you can find the value in the first section of the report, in the **Total** column of the row `Number of hours worked (in thousands of hours to two decimal places)`.

Wages for actual time worked in October, in euros - add up the values in the **Total** column of the following rows in the second section of the report:

- `Basic wages including monthly regular bonuses and premiums`
- `Pay for overtime work`
- `Bonuses for shift work, night work and work on public holidays`

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