

Explanatory Notes on Main Statistical Indicators

Number of Employment Personnel at Period-end

refers to the number of employees who work in the unit and obtain wages or other forms of payment at the end of the reporting period.

This indicator is a time-point indicator, excluding those who have terminated the labor contract with the unit on or before the last day. It is the sum of employed staff and workers, labor dispatch personnel and other employees. Employees do not include persons who have left their units while keeping labor contract (employment relation) unchanged and receiving regular alimony and all kinds of enrolled students who do internship in various units.

On-post Staff and Workers

refer to persons who signed labor contracts with working units and working units would pay wages, social insurance and housing funds for them. Persons who have their work posts but are temporarily absent from work for reasons of study or on sick, injury or maternal leave and still receive wages from their working units are also included. On-post staff and workers also include:

- (1) persons who should have signed the labor contracts but not;
- (2) employees on probation;
- (3) employees beyond the staffing quota, such as temporary employees;
- (4) employees who are sent to other working units but still obtain wages or other forms of labor payment from their original units. (situations like on-the-job placement, expatriated assignment, etc.)

Labor Dispatch Personnel

According to the *Labor Contract Law of the People's Republic of China*, it refers to persons who sign labor contracts with labor dispatch units, who are dispatched by the labor dispatch units to work in the actual employers, and the labor dispatch units sign labor dispatch agreements with the actual employers.

Note:

- (1) Labor dispatch personnel shall be counted by the actual employer rather than the labor dispatch unit.
- (2) The labor outsourcing personnel shall be counted as "on-post staff and workers" by the legal entity that contracted labor services rather than the actual employer. Self-employed households or natural persons who contracted labor services are not included in the statistical scope.

Other Employment Personnel

refer to the personnel out of on-post staff and workers and outsourcing labor, which are working in the units and receiving

wages or other forms of payment, including part-time staff, re-employed retirees, part-time workers and on-campus students who work in their spare time, and foreigners and Chinese compatriots from Hong Kong, Macao, and Taiwan working in the units.

Registered Unemployed Personnel in Urban Area

refer to the persons who are registered as permanent residents in the urban areas engaged in non-agricultural activities, aged within the range of working age (16-retired age), capable to labor, unemployed but desirous to be employed and have been registered at the local employment service agencies to apply for a job.

Total Remuneration of Employment Personnel

refers to the total amount of labor remuneration directly paid by the unit to all employees monthly or annual. Whether it is included in costs or not, and whether it is paid in money or real objects, it should be included in the calculation of total remuneration. Especially, the total remuneration is the pre-tax salary, including personal income tax, housing expenses, water and electricity fees, social security funds and housing accumulation funds withheld directly by the employer from the employee's wage. It does not include cash or in-kind from unit labor union funds or accounts, the dividends of shares, the proceeds of equity incentives and capital gains. The total remuneration includes:

- (1) salaries, which include basic salaries and performance salaries. The basic salary refers to the labor remuneration paid by the unit to the employees of the unit to provide normal work according to the statutory working hours; performance salary refers to the incentive salary paid regularly to the employees of the unit according to the profit growth and work performance of the unit.
- (2) bonus, which refers to the excess labor remuneration paid to the employees of the unit and the labor remuneration for increasing income and reducing expenditure. It includes year-end award, full-time award, production award, saving award, labor competition award and other awards, as well as commissioned salary after the completion of a work item, double salary at the end of the year, etc.

- (3) subsidies and allowances, which refer to the allowances paid for the special or additional labor consumption and other special reasons of the employees of the unit in the relevant wage policies formulated by the unit, as well as the price allowances paid to ensure that their wage levels are not affected by prices. These include: allowances to compensate for special or additional labor consumption and post allowance, health allowance, technical allowance, regional allowance and other allowances. Such as: savings, communication subsidies,

transportation subsidies, bus reform subsidies, heating subsidies, property subsidies, no vacation subsidies, no canteen subsidies, self-disposable housing subsidies issued by the unit, and commercial insurance paid for employees.

(4) other wages, which refers to the labor remuneration paid by the unit to employees in addition to salaries, bonuses, allowances and subsidies. Such as the payment of the previous year's salary.

Average Wage of Employment Personnel

refers to the average per capita wage during a certain period of time for employed persons. The formula is as follows:

Average Wage of Employment Personnel=

$$\frac{\text{the total remuneration of the employment personnel}}{\text{the average number of employment personnel}}$$