

BUSINESS REGISTER AND EMPLOYMENT SURVEY 2023

Compulsory Government Inquiry under Article 5 of the Statistics of Trade and Employment (Northern Ireland) Order 1988

Guidance Notes

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Purpose

The Business Register and Employment Survey aims to collect information about business structure and employee jobs across Northern Ireland. The information is used to maintain a register of businesses that supports statistical enquiries across Government and provides the most accurate employee job figures for Northern Ireland, on an annual basis. The survey also aims to collect information on the extent to which migration has impacted the employment market and, also, to provide an estimate of the number of employee job vacancies.

Why have I been selected?

Your business was selected from a UK register of businesses that is derived from VAT and PAYE registrations. Selection depends on many factors including the number of people you employ, how many locations your business operates from as well as how many other businesses operate in your industry and the size of those businesses.

Employees

An employee is anyone aged 16 years or over that your organisation directly pays from its payroll(s), in return for carrying out a full-time or part-time job or being on a training scheme in Northern Ireland.

Part-time means those who normally work 30 hours or less.

When providing employee figures, please:

Include

- All workers paid directly from this business's payroll(s), who are based in Northern Ireland.
- Those temporarily absent but still being paid, e.g. those on maternity leave.
- Seconded/Agency staff paid directly by you.

Exclude

- All employees based outside Northern Ireland.
- Agency workers paid directly from the agency payroll (n/a to recruitment agencies).
- Voluntary workers.
- Former employees only receiving a pension.
- Self-employed workers.
- Working owners who are not paid via PAYE.

Please provide the number of employees you have by gender and working pattern for each location. In order to prevent scanning errors figures should be entered into the response box as follows:

Example

0 employees

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Example

5 employees

				5
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	F	I	V	E
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Example

123 employees

		1	2	3
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1	2	3		
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Working Owners

A working owner will receive a draw or share of the profits from the business but are **NOT PAID via PAYE**. Working owners include sole traders/proprietors, partners and directors.

Limited companies, charities, churches, voluntary or public bodies will not have any working owners.

Contact

If you require further guidance or advice, please contact us:

E-mail - BRES@finance-ni.gov.uk