

Instructions for reporting salary statistics

Data shall be submitted through our website for reporting <https://indata.bao.se>. We ask you to carefully follow the instructions below in the preparation of your data to avoid errors when reporting.

The reporting process is done entirely in the browser. Your data file is uploaded and corrected immediately. Any errors found will be highlighted in a new file. You must download the new file, correct any highlighted errors and upload the new file again. This process is repeated until all data rows are correct.

The traffic between your browser and our website is secured with 256-bit encryption. All data is stored locally at BAO in secure premises. Only a few people who are directly involved in managing the servers have access to your data.

Note that data files should not be sent via e-mail or regular mail to the BAO.

Which employees should be in the file?

Your data must contain **all employees** who reach **17-67 years of** age during the current reporting year. **All working hours during the month of September** must be reported. This includes temporary workers and those who only worked one hour during the month.

BESTA codes

All positions are classified according to the BESTA 5-digit code. Thus, classification must include employees who are on leave, temps and other fixed-term employees as well as probationary employees. The managing director (VD) must be encoded as BESTA 10000. Please review all BESTA codes prior to uploading your file, as we need these codes to be correct. Contact BAO if you need help determining which code an employee should have.

Data sampling intervals

The fixed monthly salary or hourly wage shall be reported as it stands on October 1 after distribution of the local salary space. Other data columns should include **all amounts paid out during the month of September**. In the event that a person is no longer employed on October 1, the full salary for the month of September should be reported instead.

Columns 63-68 and 86-93 should be sampled on October 1 (1 day).

Columns 52-62 and 69-84 should contain all data for September (1 month).

Column 85 should be sampled on the last working day in September (1 day).

NOTE: Pad any numerical columns with zero (0) and text columns with spaces to the specified length.

Statistics columns

Swedish names in parenthesis.

Statistics number

(Statistiknummer)

Text file: Columns 1-4

Excel file: Column A

Specifies the statistics number of your company supplied by BAO (four digits including padding).

You'll find your statistics number after you log in at <https://indata.bao.se>

Sub unit

(Delägarintern underenhet)

Text file: Column 5

Excel file: -

This column is not currently in use. Enter '0' if you are uploading a text file.

Municipality code

(Kommunkod)

Text file: Columns 6-9

Excel file: Column T

Specifies employee location (county and municipality) with four digits (including any left zero). Code according to Appendix 3.

Personal identity number

(Personnummer)

Text file: Columns 10-19

Excel file : Column B

The personal identity number (or Co-ordination number) assigned to a person by the Swedish Tax Agency.

Employment- and salary code

(Anställnings- och löneform)

Text file: Column 20
Excel file: Column M

Specifies the type of employment and type of remuneration.

Category	Code
Permanent employee, monthly salary	1
Probationary employee, monthly salary	2
Temporary employee, monthly salary	3
Permanent employee, paid by the hour	6
Probationary employee, paid by the hour	7
Temporary employee, paid by the hour	8

Education code

(SUN)

Text file: Columns 21-23
Excel file: Column U

Specifies the SUN code for education using three digits.
Code according to Appendix 4.

Local group

(Lokal gruppering)

Text file: Columns 24-25
Excel file: Column V

This column is not currently in use. Enter '00'.

BESTA code

(Befattningskod BESTA)

Text file: Columns 26-30
Excel file: Column J

Enter the five digit BESTA code. Contact us for more information regarding this code.
The managing director must have code 10000.

Length of employment

(Anställningstid)

Text file: Columns 31-32
Excel file: Column P

Enter the number of years the person has been employed.

Name

(Namn)

Text file: Columns 33-50

Excel file: Column D

Last name and first name. Pad with spaces to specified length.

Union code

(Facklig kod)

Text file: Column 51

Excel file: Column O

This code specifies which union the employee is a member of or which category best describes his or her union status. Code according to table below:

Union status	Union code
Exempt from industrial action according to CBA with The Financial Sector Union of Sweden (Finansförbundet)	B
Exempt from industrial action according to CBA with Saco	C
Union representative according to CBA with The Financial Sector Union of Sweden (Finansförbundet)	K
Union representative according to CBA with Saco	S
Member of The Financial Sector Union of Sweden (Finansförbundet)	X
Member of Saco-union	A
Member of LO-union	M
Not organized according to CBA with The Financial Sector Union of Sweden (Finansförbundet)	I
Not organized according to CBA with Saco-union	O
Not organized according to CBA with LO-union	E
Union status unknown	Z

Benefits

(Förmåner och vissa ersättningar)

Text file: Columns 52-56

Excel file: Column G

Specify benefits such as car, fuel, food, housing, loan interest, etc during the month of September. In addition specify contingency and travel time compensation accordingly.

You may also report 1/12 of the previous 12-month period or monthly average of the current year's values from January to September.

Commission or bonus

(Provision, tantiem, premie eller bonus)

Text file: Columns 57-62

Excel file: Column F

Specify performance-related salary in the form of commission or bonus during the month of September where relevant. Profit sharing should not be included.

You may also report 1/12 of the previous 12-month period or monthly average of the current year's values from January to September.

For employees not entitled to commission or bonus, enter '000001'.

Monthly salary / hourly wage

(Fastställd månadslön / timlön)

Text file: Columns 63-68

Excel file: Column E

For employees with a monthly salary, specify the salary as per October 1. For part-time employees specify time-proportioned actual part-time salary. Salaries specified in positions 52-62 and 69-78 should not be included. Holiday pay should not be included.

Make deductions for company car where relevant.

For employees paid by the hour, specify the hourly wage in **kronor** and **ören** without a decimal. An hourly wage of SEK 138,50 would be entered as '013850'.

For cleaners working on-contract and who are paid by the hour, the hourly wage should be multiplied by 1.3 to obtain a comparable hourly wage.

Compensation for overtime / additional hours

(Övertids- och mertidsutbetalning)

Text file: Columns 69-73

Excel file: Column I

Specify compensation for all overtime and additional hours during the month of September (including the monthly salary entered in columns 63-68).

The amount should correspond to the number of overtime hours / additional hours reported in columns 83-84.

For employees not entitled to overtime hours / additional hours, enter '00001'.

Compensation for work at certain unsocial hours / shift work

(Ersättning för arbete på vissa tider, skift- och ob-ersättning)

Text File: Columns 74-78

Excel file: Column H

Specify special compensation for work at certain unsocial hours and/or shift work during the month of September. Salary / wage should not be included.

Working time in hours, including any overtime / additional hours

(Arbetad tid i timmar inkl all övertid / mertid)

Text File: Columns 79-81

Excel file: Column Q

Specify actual time worked during September in whole hours, including overtime / extra hours, etc. Contingency, call time and travel time outside working hours should not be included.

Only hours worked should be reported. Leave (paid leave of absence), offset time, vacation and sick leave shall not be included.

Working time can be calculated as follows:

$((\text{Agreed weekly hours} \times 4.3) + \text{overtime} | \text{additional hours}) - \text{absentee hours}$

Overtime / overtime hours

(Arbetad övertid /mertid i timmar)

Text File: Columns 82-84

Excel file: Column R

Specify overtime / extra hours in whole hours during September, regardless of the form of compensation.

You may also report 1/12 of the previous 12-month period or monthly average of the current year's values from January to September.

Status

(Tjänstgöringskod)

Text File: Column 85

Excel file: Column N

Code specifying the employees status during the last working day in September.

Type of absence	Code
Sick	1
Temporary care of children	2
Other parental leave	3
Other leave	4

For employees NOT absent as above, specify '0'.

Individual weekly hours

(Individuell veckoarbetstid)

Text File: Columns 86-89

Excel file: Column K

For employees with monthly salary, please specify weekly working hours (without decimal).

Example:

A full-time employee with a working week of 38 hours and 30 minutes, specify '3850'.

For a part-time employee with a working week of 22 h 45 m, specify '2275'.

For employees in the LO collective, a full working week is 40 hours. For cleaners working on-contract, divide the working week by 1.3 to obtain a statistically comparable working week. A full "on-contract"-week is 52 hours. Thus $52 / 1.3 = 40$ hours / week, which should be entered as '4000'.

For employees who are paid by the hour, weekly working hours should be specified the same way. If this data is not stored in your system, it can be calculated as follows:

Working time in hours (columns 79-81) divided by 4.3

Working hours according to CBA

(Avtalsenlig veckoarbetstid för heltid)

Text File: Columns 90-93

Excel file: Column L

Specify a full working week according to the relevant CBA (in hours without decimal)
See example for columns 86-89 above.

Vacation (vacation entitlement)

(Antal semesterdagar under året (semesterrätt))

Text file: Columns 94-95

Excel file: Column S

Specifies the employee's holiday entitlement according to the relevant CBA for the statistical year, including any additional leave awarded to those not eligible for overtime compensation.

Please enter days entitled, not the actual vacation days used by the employee.

Statistical year

(Statistikår)

text File: Columns 96-97

Excel file: Column C

The last two digits of the year being reported.

Benefits that will not be reported in the statistics

- Weekend pay
- Holiday allowances, holiday pay
- Sick pay and similar compensation
- Redundancy pay
- Remuneration for expenses such as per diem, expenses for business trips
- Profit sharing
- Payroll taxes and other public charges

Report layout for text files

The file must follow the specification of this document. A row corresponds to one (1) employee and the columns must be filled to the specified lengths. Numeric columns that lack information must be filled with zeros (0). Only data for one company may appear in the file.

Columns 63 - 68 och 86 - 93 refer to october 1.

Columns 52 - 62 och 69 - 84 refer to the month of September.

Column 85 refers to the last working day in September.

<u>Column</u>	<u>No of chars</u>	<u>Contents</u>
1 - 4	4	Statistics number
5	1	Sub unit (not in use)
6 - 9	4	Municipality code
10 – 19	10	Personal identity number
20	1	Employment- and salary code
21 – 23	3	Education code (SUN)
24 – 25	2	Local group (not in use)
26 – 30	5	BESTA code
31 – 32	2	Length of employment
33 – 50	18	Last name and first name
51	1	Union code
52 – 56	5	Benefits
57 – 62	6	Commission or bonus
63 – 68	6	Monthly salary / hourly wage
69 – 73	5	Compensation for overtime / additional hours
74 – 78	5	Compensation for work at certain unsocial hours / shift work
79 – 81	3	Working time in hours, including any overtime / additional hours
82 – 84	3	Overtime / overtime hours
85	1	Status
86 – 89	4	Individual weekly hours
90 – 93	4	Working hours according to CBA
94 – 95	2	Vacation (vacation entitlement)
96 – 97	2	Statistical year

Save the text file in ANSI/ASCII-format.

Please direct any general questions regarding salary statistics to:

Staffan Johansson, tel 08-611 17 06, staffan@bao.se

If you have problems or questions regarding the technical aspects of uploading your data, please contact:

Matts Härsing, tel 08-611 17 39, matts@bao.se

Report layout for excel files

The file must follow the specification of this document. A row corresponds to one (1) employee and the columns must be filled to the specified lengths. Numeric columns that lack information must be filled with zeros (0). Only data for one company may appear in the file.

Note!

- **Column order is different from the text file specification**
- **Cell format must be "text"**
- **Row 1 must contain the company name**
- **Row 2 must contain the statistics and company registration number**
- **The first data row always starts in cell A4!**
- **Please review the file template at <http://www.bao.se/start/inrapportering>**

Columns E, K and L refer to october 1.

Columns F, G, H, I, Q, and R refer to the month of September.

Column N refers to the last working day in September.

<u>Column</u>	<u>No of chars</u>	<u>Contents</u>
A	4	Statistics number
B	10	Personal identity number
C	2	Statistical year
D	18	Last name and first name
E	6	Monthly salary / hourly wage
F	6	Commission or bonus
G	5	Benefits
H	5	Compensation for work at certain unsocial hours / shift work
I	5	Compensation for overtime / additional hours
J	5	BESTA code
K	4	Individual weekly hours
L	4	Working hours according to CBA
M	1	Employment- and salary code
N	1	Status
O	1	Union code
P	2	Length of employment
Q	3	Working time in hours, including any overtime / additional hours
R	3	Overtime / overtime hours
S	2	Vacation (vacation entitlement)
T	4	Municipality code
U	3	Education code (SUN)
V	2	Local group (not in use)
W	0	Comment (Must be empty)

Save the file as an Excel file (XLS or XLSX).

Please direct any general questions regarding salary statistics to:

Staffan Johansson, tel 08-611 17 06, staffan@bao.se

If you have problems or questions regarding the technical aspects of uploading your data, please contact:

Matts Härsing, tel 08-611 17 39, matts@bao.se

STATISTICS NUMBERS

For banks the statistics number equals the bank clearing number as specified in the publication "Bankplatser i Sverige" found at <https://www.bankplatser.nu>

For companies which are not banks, please use the following:

Company	Member nr	Statistics nr
Andra AP-fonden	857209-0606	0972
Fjärde AP-fonden	802005-1952	0979
Första AP-fonden	802005-7538	0978
Sjunde AP-fonden	802406-2302	0977
Sjätte AP-fonden	855104-0721	0976
Tredje AP-fonden	802014-4120	0973
Danica Pension Försäkringsaktiefbolag (publ)	516401-6643	0951
Handelsbanken Livförsäkring AB	516401-8284	0650
ICA Försäkring AB	556966-2975	0950
Nordea Livförsäkring Sverige AB	516401-8508	0350
Nordnet Pensionsförsäkring AB	516406-0286	0957
SEB Pension och Försäkring AB	516401-8243	0551
Sparinstitutens Pensionskassa	802005-5581	0852
Swedbank Försäkring AB	516401-8292	0850
Aktiefbolaget Svensk Exportkredit	556084-0315	0936
Bambora AB	556233-9423	0591
Bankgirocentralen BGC Aktiefbolag	556047-3521	0990
Bankomat AB	556817-9716	0988
BDB Bankernas Depå AB	556695-3567	0985
BlueStep Servicing AB	556955-3927	0943
BMW Financial Services Scandinavia AB	556482-8555	0929
Cerdo Bankpartner AB	556552-3585	0892
Danske Capital Sverige AB	556308-0703	0969
Danske Hypotek AB (publ)	559001-4154	0945
E. Öhman J:or Asset Management AB	556573-1352	0252
E. Öhman J:or Fonder AB	556050-3020	0251
E. Öhman J:or Wealth Management AB	556563-7039	0250
Ecster AB	556993-2311	0640
EnterCard Holding AB	556673-0585	0894
EnterCard Sverige AB	556673-0593	0895
Euroclear Sweden AB	556112-8074	0994
FJ Juristbyrå i Sverige AB	556576-8891	0881
GE Capital AB	556028-5016	0924
Getswish AB	556913-7382	0260
Handelsbanken Fastigheter AB	556873-0021	0610
Handelsbanken Finans AB	556053-0841	0620
Handelsbanken Fonder AB	556418-8851	0661

Company	Member nr	Statistics nr
Konsumenternas Bank- och finansbyrå	802400-0039	0903
Kortaccept Nordic AB	559015-5429	0370
Kredit-Inkasso AB	556069-3185	0630
Nets Cards Processing A/S, Danmark, Filial Sverige	516404-4199	0995
NF Techfleet AB	556967-5423	0203
Nordea Finans Sverige AB (publ)	556021-1475	0320
Nordea Funds AB, svensk filial	516408-8782	0364
Nordea Hypotek AB	556091-5448	0330
Nordea Investment Management AB	556060-2301	0362
Nordea Life Holding AB	556742-3305	0351
PNA Card Service AB	556279-3207	0887
SEB Investment Management AB	556197-3719	0562
Skandinavisk Data Center 16988138, filial	516410-0660	0259
Spar Tjänster i Linköping AB	556824-4122	0886
Sparbankernas Kort AB	556685-6224	0896
Sparbanksstiftelsen 1826	802478-1513	0853
Sparbanksstiftelsen Färs & Frosta	848001-1926	0899
Sparbanksstiftelsen Söderhamn	886000-7882	0854
Sparbanksstiftelsen Varberg	849600-8015	0856
SPP Fonder AB	556397-8922	0970
SPP Konsult AB	556045-7581	0996
SPP Pension & Försäkring AB (publ)	516401-8599	0956
SPP Spar AB	556892-4830	0997
Stadshypotek AB	556459-6715	0930
Stiftelsens UtbildningsForum Skåne AB	559045-0291	0855
Storebrand & SPP Business Services AB	556594-9517	0944
Storebrand Asset Management AS Norge, filial Sverige	516408-8402	0202
Storebrand Fastigheter AB	556801-1802	0942
Svealands Risk och Compliance AB	556938-6989	0810
Swedbank Fastighetsbyrå AB	556090-2115	0841
Swedbank Företagsförmedling AB	556184-2120	08460
Swedbank Hypotek AB	556003-3283	0832
Swedbank Robur Fonder AB	556198-0128	0861
Svenska Bankföreningen	802000-2518	0902
UC AB	556137-5113	0993
UC Marknadsinformation AB	556948-5518	0201
Wahlstedt & Partners AB	556771-1345	0999
Wahlstedt Sageryd Financial Services AB	556493-5897	0987
Wahlstedt Sageryd Financial Systems AB	556745-9788	0986
Wells Fargo Capital Finance (UK) Limited, Stockholm Filial	516410-1874	0921
Xact Kapitalförvaltning AB	556997-8140	0663
Ålandsbankens Fondbolag	502075-6309	0231

MUNICIPALITY CODES**Stockholm county**

0114 Upplands-
Väsby
0115 Vallentuna
0117 Österåker
0120 Värmdö
0123 Järfälla
0125 Ekerö
0126 Huddinge
0127 Botkyrka
0128 Salem
0136 Haninge
0138 Tyresö
0139 Upplands-Bro
0140 Nykvarn
0160 Täby
0162 Danderyd
0163 Sollentuna
0180 Stockholm
0181 Södertälje
0182 Nacka
0183 Sundbyberg
0184 Solna
0186 Lidingö
0187 Vaxholm
0188 Norrtälje
0191 Sigtuna
0192 Nynäshamn

Uppsala county

0305 Håbo
0319 Älvkarleby
0330 Knivsta
0331 Heby
0360 Tierp
0380 Uppsala
0381 Enköping
0382 Östhammar

Södermanland county

0428 Vingåker
0461 Gnesta
0480 Nyköping
0481 Oxelösund
0482 Flen
0483 Katrineholm
0484 Eskilstuna
0486 Strängnäs

0488 Trosa

Östergötland county

0509 Ödeshög
0512 Ydre
0513 Kinda
0560 Boxholm
0561 Åtvidaberg
0562 Finspång
0563 Valdemarsvik
0580 Linköping
0581 Norrköping
0582 Söderköping
0583 Motala
0584 Vadstena
0586 Mjölby

Jönköping county

0604 Aneby
0617 Gnosjö
0642 Mullsjö
0643 Habo
0662 Gislaved
0665 Vaggeryd
0680 Jönköping
0682 Nässjö
0683 Värnamo
0684 Sävsjö
0685 Vetlanda
0686 Eksjö
0687 Tranås

Kronoberg county

0760 Uppvidinge
0761 Lessebo
0763 Tingsryd
0764 Alvesta
0765 Älmhult
0767 Markaryd
0780 Växjö
0781 Ljungby

Kalmar county

0821 Högsby
0834 Torsås
0840 Mörbylånga
0860 Hultsfred
0861 Mönsterås

0862 Emmaboda
0880 Kalmar
0881 Nybro
0882 Oskarshamn
0883 Västervik
0884 Vimmerby
0885 Borgholm

Gotland county

0980 Gotland

Blekinge county

1060 Olofström
1080 Karlskrona
1081 Ronneby
1082 Karlshamn
1083 Sölvesborg

Skåne county

1214 Svalöv
1230 Staffanstorps
1231 Burlöv
1233 Vellinge
1256 Östra Göinge
1257 Örkelljunga
1260 Bjuv
1270 Tomelilla
1272 Bromölla
1273 Osby
1275 Perstorp
1276 Klippan
1277 Åstorp
1278 Båstad
1261 Kävlinge
1262 Lomma
1263 Svedala
1264 Skurup
1265 Sjöbo
1266 Hörby
1267 Höör
1280 Malmö
1281 Lund
1282 Landskrona
1283 Helsingborg
1284 Höganäs
1285 Eslöv
1286 Ystad
1287 Trelleborg

1290 Kristianstad
1291 Simrishamn
1292 Ängelholm
1293 Hässleholm

Halland county

1315 Hylte
1380 Halmstad
1381 Laholm
1382 Falkenberg
1383 Varberg
1384 Kungsbacka

Västra Götaland county

1401 Härryda
1402 Partille
1407 Öckerö
1415 Stenungsund
1419 Tjörn
1421 Orust
1427 Sotenäs
1430 Munkedal
1435 Tanum
1438 Dals-Ed
1439 Färgelanda
1440 Ale
1441 Lerum
1442 Vårgårda
1443 Bollebygd
1444 Grästorp
1445 Essunga
1446 Karlsborg
1447 Gullspång
1452 Tranemo
1460 Bengtsfors
1461 Mellerud
1462 Lilla Edet
1463 Mark
1465 Svenljunga
1466 Herrljunga
1470 Vara
1471 Götene
1472 Tibro
1473 Töreboda
1480 Göteborg
1481 Mölndal
1482 Kungälv
1484 Lysekil
1485 Uddevalla

1486 Strömstad
1487 Vänersborg
1488 Trollhättan
1489 Alingsås
1490 Borås
1491 Ulricehamn
1492 Åmål
1493 Mariestad
1494 Lidköping
1495 Skara
1496 Skövde
1497 Hjo
1498 Tidaholm
1499 Falköping

Värmland county

1715 Kil
1730 Eda
1737 Torsby
1760 Storfors
1761 Hammarö
1762 Munkfors
1763 Forshaga
1764 Grums
1765 Årjäng
1766 Sunne
1780 Karlstad
1781 Kristinehamn
1782 Filipstad
1783 Hagfors
1784 Arvika
1785 Säffle

Örebro county

1814 Lekeberg
1860 Laxå
1861 Hallsberg
1862 Degerfors
1863 Hällefors
1864 Ljusnarsberg
1880 Örebro
1881 Kumla
1882 Askersund
1883 Karlskoga
1884 Nora
1885 Lindesberg

Västmanland county

1904 Skinnskatteberg
1907 Surahammar

1960 Kungsör
1961 Hallstahammar
1962 Norberg
1980 Västerås
1981 Sala
1982 Fagersta
1983 Köping
1984 Arboga

Kopparberg county

2021 Vansbro
2023 Malung-Sälen
2026 Gagnef
2029 Leksand
2031 Rättvik
2034 Orsa
2039 Älvdalen
2061 Smedjebacken
2062 Mora
2080 Falun
2081 Borlänge
2082 Säter
2083 Hedemora
2084 Avesta
2085 Ludvika

Gävleborg county

2101 Ockelbo
2104 Hofors
2121 Ovanåker
2132 Nordanstig
2161 Ljusdal
2180 Gävle
2181 Sandviken
2182 Söderhamn
2183 Bollnäs
2184 Hudiksvall

Västernorrland county

2260 Ånge
2262 Timrå
2280 Härnösand
2281 Sundsvall
2282 Kramfors
2283 Sollefteå
2284 Örnsköldsvik

Jämtland county

2303 Ragunda

2305 Bräcke
2309 Krokomb
2313 Strömsund
2321 Åre
2326 Berg
2361 Härjedalen
2380 Östersund

Västerbotten county

2401 Nordmaling
2403 Bjurholm
2404 Vindeln
2409 Robertsfors
2417 Norsjö
2418 Malå
2421 Storuman
2422 Sorsele
2425 Dorotea
2460 Vännäs
2462 Vilhelmina
2463 Åsele
2480 Umeå
2481 Lycksele
2482 Skellefteå

Norrbotten county

2505 Arvidsjaur
2506 Arjeplog
2510 Jokkmokk
2513 Övertkalix
2514 Kalix
2518 Övertorneå
2521 Pajala
2523 Gällivare
2560 Älvsbyn
2580 Luleå
2581 Piteå
2582 Boden
2583 Haparanda
2584 Kiruna