## Making corrections to your submission if Department Of Statistics 'rejects' your survey

The Department of Statistics (DOS) administrators will review in detail the items you have submitted form by form.

If they have a significant query they may reject your survey and ask you to look at certain line items.

You will receive an email to this effect.

They will have added a note to any lines which have been 'Rejected'.

You are asked to review those line items and make a correction if you think appropriate.

If you believe your entry is correct, simply follow the instructions to resubmit.

## When you log in you will quickly see where the rejected items are

## e and How Videos

Dack 1305778 Sign Out SPORTY SOFTWARE LIMITED Contact: STEVE O'REILLY, P.O. BOX HM 2372, 7999321. Industry: Com Statistics Administrator: Steve OReilly

a entry progress is as follows: Last year your organisation had 7 jobs. Of those you have indicated 1 Changes, 1 Deletes, You indicated No Ch te. Additionally you have added 0 new Jobs, and reported 1 Vacancies



Press the specific grey button to get to that form. The rejected items will be at the top of your list.

You will see the note, in grey, you have been asked to consider, in this case the hours worked

DASHBOARD       HELP DESK         Velcome back 1305/78 sign out       SPORTY SOFTWARE LIMTED       Contact:       STEVE O'REILLY       P.O. BOX HM 2372       , 7999321       Industry:       Computer software consultancy         Form A - Current Vacancies       Form B - New Employees       Form C - Employees and Occupations       Form D - Recruitments, Promotions, Departures         Sumame:       BLACK       Forename:       EPHETH       DOB(dd/mm/Y/YY) 19/10/1980       Gender:       Male       Race:       Black       M         Job Title/Code:       (3328)       Consultant, Busin       Income:       Annual Income       \$60,000 and under \$72,000       Normal Hours:       \$5.0         Benefits:       Annual Bonus       Car Allowance       Housing Allowance       Mortgage Subsidy       Stock Options       Travel Allowance       Other RECEDED         Emp. Type       Owner       Sumame:       BROWN       Forename:       KERRY       DOB(dd/mm/YYY):       2/2/201976       Gender:       Female       Race:       White         Job Title/Code:       (3328) Consultant, Busin       Actual Hours:       33.5       Normal Hours:       35.0       Status:       Non-Bernudian       Income:       Annual Income       -Please Select:       Income:       Status:       Non-Bernudian       Income:				
Vetcome back 1305778 Sign Out       SPORTY SOFTWARE LIMTED       Contact:       STEVE O'REILLY       P.O. BOX HM 2372       7999321       Industry:       Computer software consultancy         Form A - Current Vacancies       Form B - New Employees       Form C - Employees and Occupations       Form D - Recruitments, Promotions, Departures         Sumame:       BLACK       Forename:       JEPHETH       DOB(dd/mm/YYYY):       19/10/1980       Gender:       Male       Race:       Black       Image:         Job Title/Code:       (3326) Consultant, Busin       Actual Hours:       42.5       Normal Hours:       35.0       Image:       Black       Image:       Image:       Black       Image:       Ima	DASHBOARD HELP DESK			
Form A - Current Vacancies       Form B - New Employees       Form C - Employees and Occupations       Form D - Recruitments, Promotions, Departures         Surname:       BLACK       Forename:       JEPHETH       DOB(dd/mm//YYY):       [9/10/1980       Gender:       Male       Race       Black         Job Title/Code:       (3326) Consultant, Busin       Income:       Annual Income       \$60,000 and under \$72,000       Income:       Normal Hours:       (55.0)         Benefits:       Annual Bonus       Car Allowance       Housing Allowance       Mortgage Subsidy       Stock Options       Travel Allowance       Other       RESECTED         Emp. Type       Owner       Summer:       Summer:       Forename:       KERRY       DOB(dd/mm//YYY):       2/102/1976       Gender:       Female       Race:       White         Job Title/Code:       (3326) Consultant, Busin       Actual Hours:       (33.5)       Normal Hours:       (35.0)         Status:       Non-Bermudian       Income       Annual Income       Please Select       Image:         Benefits:       Annual Bonus       Car Allowance       Hours:       (35.0)       Normal Hours:       (35.0)         Status:       Non-Bermudian       Income       Annual Income       Please Select       Image:       Image	Welcome back 1305778 Sign Out SPORTY	Y SOFTWARE LIMTED Contact: STEVE O'RE	EILLY , P.O. BOX HM 2372 , 7999321	. Industry: Computer software consultancy
Surname:       BLACK       Forename:       JEPHETH       DOB(dd/mm/YYYY):       19/10/1980       Gender:       Made       Race       Black         Job Title/Code:       (3326) Consultant, Busin       Income:       Annual Income       \$60,000 and under \$72,000       Image:       Normal Hours:       35.0         Benefits:       Annual Bonus       Car Allowance       Housing Allowance       Mortgage Subsidy       Stock Options       Travel Allowance       Other       Travel Allowance       Normal       Normal       Travel Allowance       Normal Hours:       35.0       Normal Hours:       35.0 <td< td=""><td>Form A - Current Vacancies Form B - New Employee</td><td>es Form C – Employees and Occupations Form</td><td>D - Recruitments, Promotions, Departures</td><td></td></td<>	Form A - Current Vacancies Form B - New Employee	es Form C – Employees and Occupations Form	D - Recruitments, Promotions, Departures	
Job Title/Code; [3326] Consultant, Busin Actual Hours; 42.5 Normal Hours; 35.0   Status; Bermudian Income; Annual Income \$60,000 and under \$72,000   Benefits: Annual Bonus Car Allowance Housing Allowance   Mortgage Subsidy Stock Options Travel Allowance Other   Emp. Type Owner Summer Student Part Time   Mortgage Subsidy DOB(dd/mm/YYYY); 21/02/1976 Gender; Female Race:   White Vinite   Job Title/Code; [3326] Consultant, Busin Actual Hours; 33.5 Normal Hours; 35.0   Status; Non-Bermudian Income; Annual Income -Please Select-   Benefits: Annual Bonus Car Allowance Housing Allowance   Income; Annual Income -Please Select-   Benefits:     Summer Student    Part Time Part Time    Summer Student     Summer Student     Part Time  Annual Income:    Annual Bonus Car Allowance   Housing Allowance Mortgage Subsidy   Status; Non-Bermudian Income; Annual Income   Please Select- Income; Annual Income    Summer:    Summer: FARRIER Forename; ABID   Job Title/Code; (3326) Consultant, Busin   Actual Hours; 35.0   Normal Hours; 35.0   Normal Hours; 35.0    Please Select-	Sumame: BLACK Forenam	e: JEPHETH DOB(dd/mm/YYYY): 19/10/	/1980 Gender: Male	Race: Black
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Surmame:     FARRIER     Forename:     ABID     DOB(dd/mm/YYYY):     12/11/1979     Gender:     Male     Race:     Asian       Job Title/Code:     [3326] Consultant, Busin     Actual Hours:     35.0     Normal Hours:     35.0       Status:     Non-Bermudian     Income:     Annual Income:     Please Select     V	Emp. Type 🔲 Owner 🗌 Summer Student 🗌 Pa	art Time C H A N G E D	dele Change No Change	C
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Emp. Type Owner Summer Student Part Time	Emp. Type 🔲 Owner 🗌 Summer Student 🗌 Pa	art Time	lete Change No Change	0

You may if you would like to revise the details, click \_\_\_\_\_\_ then follow the normal process for amending an employee.

The Red box and the comment will not be removed until the Administrators reviews the record after you resubmit the survey.

So, review and lines and finish any form with 'Rejected' using the 'Finished form button' exactly as you did first time around.

In this case I only needed to go to the Form C and look at one record.

## Now I have done that I am good to re-submit.

Your data entry progress is as follows: Last year your organisation had 7 jobs. Of those you have indicated 1 Changes, 1 Deletes, You indicated % complete. Additionally you have added 0 new Jobs, and reported 1 Vacancies

Form A - Current Vacancies	Not Started In Progress Finished Approved Rejected
Form B - New Employees	Not Started In Progress Finished Approved Rejected
Form C - Employees and Occupations	Not Started In Progress Finished Approved Rejected
Form D - Recruitment, Promotion, Departures	Not Started In Progress Finisher Approved Rejected
Form F (Application for Employment Form)	
All forms are Green, you may press Submit when ready	
Submit Survey	)