



**PART 1**  
**OED X PWM**

**OCCUPATIONAL EMPLOYMENT  
DATASET (OED): WHAT IS THE OED AND  
WHAT DOES IT MEAN FOR BUSINESSES?**

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# WHAT IS THE OED?

- The OED is an online registry that collects occupational and employment data of current workers in Singapore.
- Under the Statistics Act 1973, registered businesses are required to provide the latest employment details of all employees\* under their payroll to the Ministry of Manpower (MOM).

\*Citizens, permanent residents and foreigners



# WHY DOES THE OED MATTER TO BUSINESSES?

- ▶ The OED is used to assess if organisations have met the Progressive Wage Model (PWM) and Local Qualifying Salary (LQS) wage requirements.
- ▶ Firms that do not comply with the PWM/LQS wage requirements will not be able to renew existing work passes or apply for new work passes.
- ▶ The OED can reduce organisations' manpower survey load and provide insights for the review of manpower policies.



# WHAT DATA IS TAKEN FROM THE OED FOR PWM ASSESSMENT?

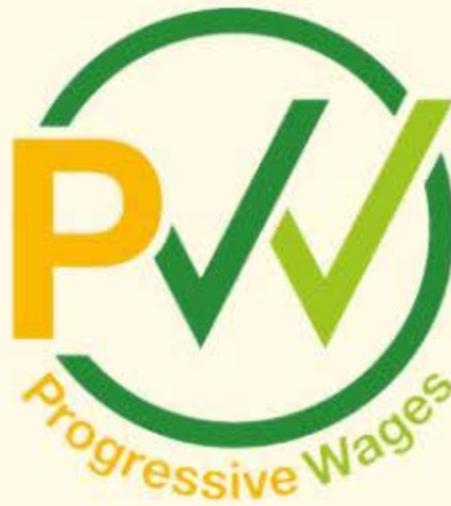
Occupational and employment data from the OED are used to assess if employers have fulfilled the PWM/LQS wage requirements.

Employers who hire workers\* across the following 9 sectors/occupations covered by the PWM are required to meet the prevailing PWM wage requirements.



MOM will also match the submitted OED data with the declared wage data submitted to CPF Board in the PWM/LQS wage assessment.

\*Singapore citizens and permanent residents



**PART 2**  
**OED X PWM**

**OCCUPATIONAL EMPLOYMENT  
DATASET (OED) TIPS**

Swipe next →



# CPF RECORD HAS TO TALLY WITH THE OED SUBMISSION

➤ MOM utilises the Occupational Employment Dataset (OED) and CPF contribution data to assess if firms pay progressive wages to local\* employees.

\*Citizens and permanent residents

➤ Employee records submitted must tally with the OED and CPF contribution data for an easier Progressive Wage Model assessment. And ultimately an easier Progressive Wage Mark application.

# MAIN JOB TITLE

➔ If an employee holds more than 1 role in his/her job scope, employers should indicate the main job title that the employee performs most; i.e. >50% of time spent.

**LANDSCAPE WORKER**



## JOB ROLES

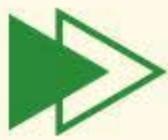
- WATERING
- WEEDING
- PRUNING
- SOIL AERATION
- CLEARING OF HORTICULTURAL WASTE

TECHNICAL  
SUPPORT

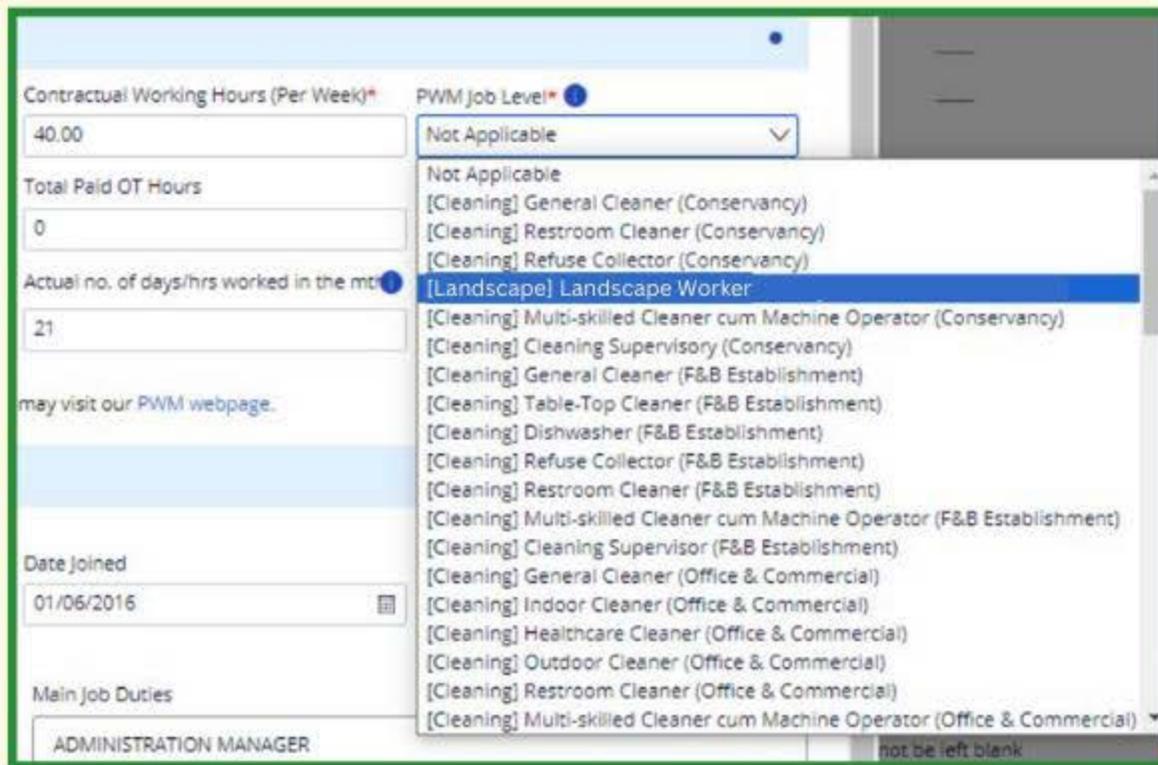
ADMINISTRATIVE

# PROGRESSIVE WAGE MODEL

## JOB LEVEL



When populating the OED application, ensure PWM Job Level column is completed in accordance with PWM job descriptions.

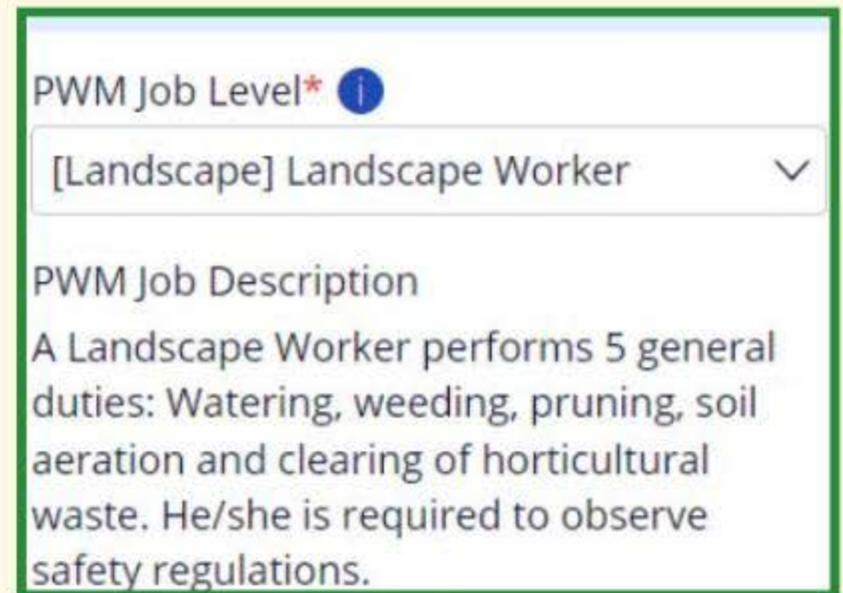


The screenshot shows a form with the following fields:

- Contractual Working Hours (Per Week)\*: 40.00
- Total Paid OT Hours: 0
- Actual no. of days/hrs worked in the month: 21
- Date Joined: 01/06/2016
- Main Job Duties: ADMINISTRATION MANAGER

The PWM Job Level\* dropdown menu is open, showing the following options:

- Not Applicable
- [Cleaning] General Cleaner (Conservancy)
- [Cleaning] Restroom Cleaner (Conservancy)
- [Cleaning] Refuse Collector (Conservancy)
- [Landscape] Landscape Worker (Selected)
- [Cleaning] Multi-skilled Cleaner cum Machine Operator (Conservancy)
- [Cleaning] Cleaning Supervisory (Conservancy)
- [Cleaning] General Cleaner (F&B Establishment)
- [Cleaning] Table-Top Cleaner (F&B Establishment)
- [Cleaning] Dishwasher (F&B Establishment)
- [Cleaning] Refuse Collector (F&B Establishment)
- [Cleaning] Restroom Cleaner (F&B Establishment)
- [Cleaning] Multi-skilled Cleaner cum Machine Operator (F&B Establishment)
- [Cleaning] Cleaning Supervisor (F&B Establishment)
- [Cleaning] General Cleaner (Office & Commercial)
- [Cleaning] Indoor Cleaner (Office & Commercial)
- [Cleaning] Healthcare Cleaner (Office & Commercial)
- [Cleaning] Outdoor Cleaner (Office & Commercial)
- [Cleaning] Restroom Cleaner (Office & Commercial)
- [Cleaning] Multi-skilled Cleaner cum Machine Operator (Office & Commercial)



The PWM Job Level\* dropdown menu is shown with the following options:

- [Landscape] Landscape Worker (Selected)

PWM Job Description

A Landscape Worker performs 5 general duties: Watering, weeding, pruning, soil aeration and clearing of horticultural waste. He/she is required to observe safety regulations.

[Tip] If in doubt, employers can refer to the PWM job descriptions in Annex B of the OED form (image on right)

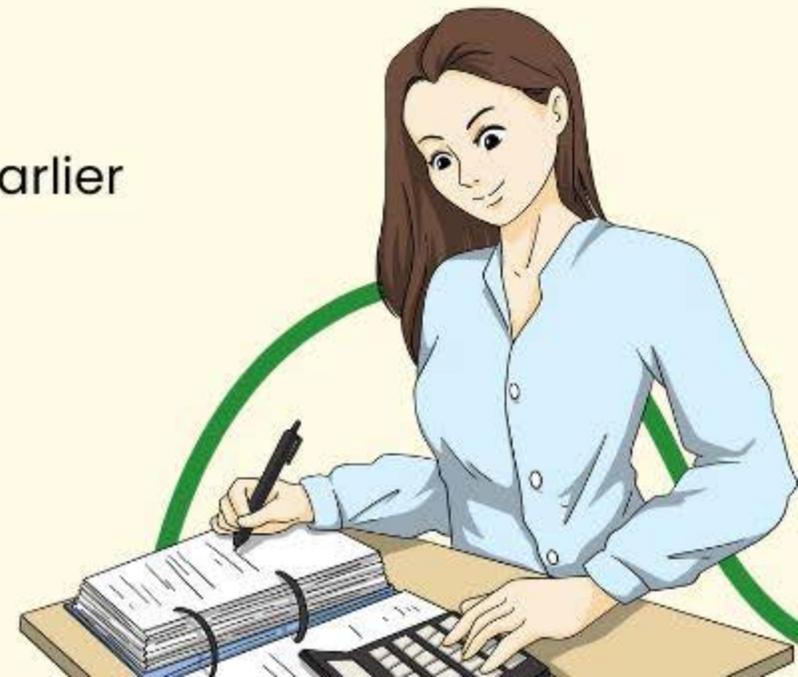
# ACTUAL NUMBER OF DAYS/HOURS WORKED IN THE MONTH

➡ Employees who did not work the entire month should have their “Actual number of days/hours worked in the month” updated in that column.

With this data, your employees will be assessed based on pro-rated PWM/LQS wage threshold for the monthly PWM/LQS assessment.

➡ Examples of employees who did not work the entire month:

- Employees who took unpaid leave
- Employees who joined mid-month or left earlier during the month
- Part-timers who worked less than the contractual hours for any week





**PART 3**  
**OED X PWM**

**OCCUPATIONAL EMPLOYMENT DATASET (OED),  
PROGRESSIVE WAGE MODEL (PWM) AND  
GOVERNMENT CONTRACTS**

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# HOW PWM IMPACTS GOVERNMENT SUPPLIERS

- Government suppliers that hire Singapore Citizens and Permanent Residents covered under the prevailing PWMs are required to be accredited with the Progressive Wage Mark (PW Mark) to be awarded government contracts valued above S\$6,000.
- Similarly, all eligible subcontractors servicing government tenders valued above S\$1 million are also required to be accredited with the PW Mark.



# PW MARK ELIGIBILITY



Government suppliers that fulfill the criteria below are eligible for the PW Mark:

- Hire at least 1 local worker covered by the Sectoral or Occupational PWMs
- Pay those local workers according to PWM requirements
- Pay all other local workers at least the Local Qualifying Salary (LQS)

*Note: Information submitted in the OED will be used to compute the LQS/PWM wage requirements that your employees are required to meet.*

CLEANING



LANDSCAPE



RETAIL



WASTE  
MANAGEMENT



DRIVERS



SECURITY



LIFT &  
ESCALATOR



FOOD SERVICES



ADMINISTRATORS



# 4 KEY STEPS FOR PW MARK ELIGIBLE SUPPLIERS TO NOTE

**ENSURE THAT WAGES PAID TO LOCALS MEET THE RELEVANT  
PWM/LQS WAGE REQUIREMENTS**



**SUBMIT THE OED CORRECTLY**  
*Refer to part 2 of this series for OED tips.*



**EASIER PW MARK APPLICATION AND ASSESSMENT**



**GET ACCREDITED WITH THE PW MARK AND STAY  
COMPLIANT TO BE AWARDED GOVERNMENT CONTRACTS**



**PART 4**  
**OED X PWM**

**WHAT'S NEXT AFTER GETTING YOUR  
PROGRESSIVE WAGE MARK (PW MARK)?**

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# BENEFITS OF PW MARK



## **Better recruitment**

Hire better when you brand yourself as a progressive employer.



## **Better productivity**

Retain better and benefit from a more productive and skilled workforce.



## **Better branding**

Brand better to consumers by standing out as a socially responsible business.

# HERE ARE SOME IDEAS ON HOW EMPLOYERS CAN 'SHOW' THEIR PW MARK



WEBSITES / JOB ADS



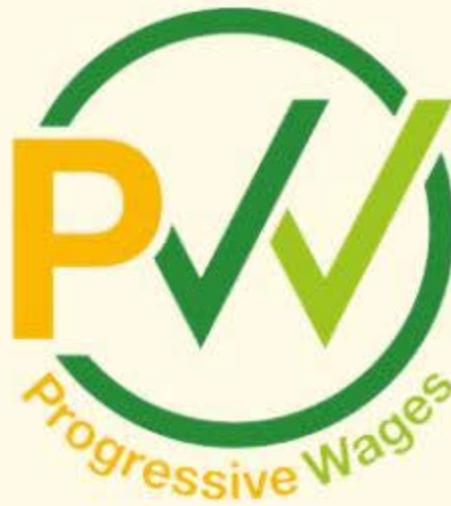
STORE FRONT



PAYMENT COUNTER



CERTIFICATE



**PART 5**  
**OED X PWM**

**OCCUPATIONAL EMPLOYMENT  
DATASET (OED): THE TL;DR  
VERSION IN 4 FRAMES**

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# THE OED: IN SUMMARY

## ▶▶ **What is the OED?**

The OED is an online registry that requires all registered businesses to submit employment data of all Singapore-based employees to MOM.

## ▶▶ **How does the OED impact businesses?**

The OED is used to assess if organisations have met the Progressive Wage Model (PWM) and Local Qualifying Salary (LQS) wage requirements. Firms that do not comply with these requirements will be unable to renew existing work passes or apply for new ones. Additionally, the OED can reduce organisations' manpower survey load and provide insights for the review of manpower policies.



# KEY OED TIPS: A RECAP

➤ Employee records submitted for the OED must align with CPF contribution data for a smoother PWM assessment and a successful Progressive Wage Mark (PW Mark) application.

➤ Tag locals covered under the PWMs via the "PWM Job Level" column in accordance with PWM job descriptions.

➤ Paid pro-rated wages for the month? Ensure that the "Actual number of days/hours worked in the month" column is updated for relevant employees. This will enable MOM to pro-rate monthly PWM/LQS wage assessment.



# FACING ISSUES WITH YOUR OED SUBMISSION? NEED ADVICE ON TAGGING PWM EMPLOYEES? **MOM IS HERE TO HELP!**

- Hotline: 63207722  
(Mondays to Fridays, 8.30am–5.30pm)
- Email: MOM\_OED@mom.gov.sg
- Or scan the QR Code and arrange for an officer to contact you.



<https://go.gov.sg/oedhelpdesk>



# ONE LAST THING!

## ENSURE YOU GRANT CONSENT

- ▶ Required data from OED is used to assess requirements for PWM and PW Mark as well as to share the assessment with relevant government agencies and appointed administrators.
- ▶ Failure to grant consent will delay the assessment of a firm's eligibility to hire foreign workers and obtain the PW Mark.
- ▶ Need more info about how OED is used for PWM and PW Mark assessment? Read more here: [go.gov.sg/pwmfaq](https://go.gov.sg/pwmfaq)



<https://go.gov.sg/oedconsentform>



WHAT ARE YOU WAITING FOR?

**SUBMIT  
YOUR OED  
TODAY!**

**THIS OED X PWM SERIES IS BROUGHT TO YOU BY:**

