



**START HERE** for Report Number

- **What and who** to count: See reverse side of this form.
- **Same pay schedule** for all employees? Enter the information requested in Pay Group 1 below.
- **Different pay schedules** for some employees—for example, weekly pay for some and monthly for others? Enter the information for one group in Pay Group 1 on this page and for the second group in Pay Group 2 on the next page.

**Location:**  
**Industry:**  
**UI:**

**About YOU:** If this information is not correct, please

Your name:

Title:

Your report #

Phone:

Ext:

Fax:

**FOR MORE INFORMATION:** 1-800-827-2005

E-mail:

**ALL EMPLOYEES IN PAY GROUP 1**

- A.** Employees receive pay: (check one) .....  Each week  Every 2 weeks  Twice a month  Once a month
- B.** Do employees receive commissions? .....  Yes  No  
 (IF YES)...Employees receive commissions: (check one)  Each week  Every 2 weeks  Twice a month  Once a month  
 If you checked one of the boxes above, report commissions in Column 4 for the most recent complete period available.  
 Less often than once a month. Enter 0 in Column 4.  
 (IF NO) .... Enter 0 in Column 4.

**C. Report columns 1-7 for the pay period that includes the 12th of the month**

Month	1 Employee Count	2 Women Employee Count	3 Payroll, Excluding Commissions (Whole dollars)	4 Commissions Paid at Least Monthly (Whole dollars)	5 Hours, Including Overtime (Whole hours)	6 Overtime Hours (Whole hours)	7 Reason for Large Changes (D1-D2 below)
<b>DEC</b>			\$	\$			
All Workers							
Production Workers			\$	\$			
<b>JAN</b>			\$	\$			
All Workers							
Production Workers			\$	\$			
<b>FEB</b>			\$	\$			
All Workers							
Production Workers			\$	\$			
<b>MAR</b>			\$	\$			
All Workers							
Production Workers			\$	\$			
<b>APR</b>			\$	\$			
All Workers							
Production Workers			\$	\$			
<b>MAY</b>			\$	\$			
All Workers							
Production Workers			\$	\$			
<b>JUN</b>			\$	\$			
All Workers							
Production Workers			\$	\$			

**D. Reason for Large Changes:** To explain changes of 25% or more, enter numbers from the list below in column 6. You may enter one or two numbers into each row.

D1. Changes in Employment (Column 7)		D2. Changes in Pay and Hours (Column 7)	
01 Seasonal increase	08 Strike	20 Wage rate decrease	40 Shorter scheduled workweek
02 Seasonal decrease	12 Internal reorganization-decrease	21 Wage rate increase	41 Longer scheduled workweek
03 More business/expansion	13 Internal reorganization-increase	25 Higher hourly earnings for piecework or incentive pay	46 Workers on unpaid vacation
04 Less business/contraction	19 Employment returns to normal	26 Less overtime pay	50 Bad weather
05 Short-term project starting	09 Temporary shutdown	27 More overtime pay	55 Return to normal following bad weather
06 Short-term project ending	86 Permanent shutdown	32 More/fewer commissions paid	38 Other reason, pay or hours
07 Layoff	37 Other reason		



This report is authorized by law 29 U.S.C. 2. We request your cooperation to make the results of this survey comprehensive, accurate, and timely. The Bureau of Labor Statistics, its employees, agents, and partner statistical agencies, will use the information you provide for statistical purposes only and will hold the information in confidence to the full extent permitted by law. In accordance with the Confidential Information Protection and Statistical Efficiency Act of 2002 (Title 5 of Public Law 107-347) and other applicable Federal laws, your responses will not be disclosed in identifiable form without your informed consent. Please note this report is mandatory in North Carolina, under Section 96-4(g) (l) of the North Carolina Employment Security Law; in Oregon, under the Oregon Revised Statute 657.660; in Washington, under the Revised Code of Washington sections 50.12.010, 50.12.070, and 50.12.180; and in South Carolina, under Section 41-29-120 of the Code of Laws of South Carolina (for firms employing more than twenty individuals). **Form Approved OMB No. 1220-0011.** We estimate that it will take an average of 11 minutes to complete this form each month including time to review instructions, search existing data sources, gather and maintain the necessary data, and complete and review this information. If you have any comments regarding these estimates or any other aspects of this survey, send them to the Bureau of Labor Statistics, Division of Current Employment Statistics (1220-0011), 2 Massachusetts Avenue, NE, Washington, DC 20212. You are not required to respond to the collection of information unless it displays a currently valid OMB control number.

Need help with this form?  
Call 1-800-827-2005  
Your Report Number:

### INSTRUCTIONS FOR COMPLETING THIS FORM

#### REFERENCE PERIOD

Complete this form monthly for the pay period checked in Box A that includes the 12<sup>th</sup> day of the month. If you have a weekly or biweekly pay period and the 12<sup>th</sup> falls on a Saturday, report for the period ending on the 12<sup>th</sup>. If the 12<sup>th</sup> falls on a Sunday, report for the period starting on the 12<sup>th</sup>.

#### PAY GROUP

See reverse side of this form. If your business has more than two pay groups, call the help number shown above for assistance.

#### EMPLOYEE COUNT (Column 1) – ALL WORKERS

Total number of persons in this pay group who worked or received pay for any part of the pay period that includes the 12<sup>th</sup> of the month.

##### Include:

- Executives and their staff
- Full-time and part-time workers
- Salaried officials of corporations
- Trainees
- Workers on active duty, if receiving pay from employer
- Workers on paid sick leave
- Workers on paid vacation
- Workers on other paid leave

##### Exclude:

- Outside contractors and their employees
- Pensioners
- Proprietors, owners, or partners of unincorporated firms
- Workers on active duty, if **not** receiving pay from employer
- Workers on leave without pay for entire pay period
- Workers on strike for entire pay period
- Unpaid family members

#### EMPLOYEE COUNT (Column 1) – PRODUCTION WORKERS

Number of "All Workers" defined above who are production workers. Production workers include working supervisors or group leaders who may be "in charge" of some employees, but whose supervisory functions are only incidental to their regular work.

##### Include individuals working in:

- Assembling
- Fabricating
- Janitorial activities
- Maintenance or repair
- Materials handling
- Processing
- Product development
- Recordkeeping related to production
- Shipping or receiving
- Storage or warehousing
- Trucking

##### Exclude individuals working in:

- Accounting or finance
- Advertising
- Cafeterias
- Collection and credit
- Executive, professional, or technical positions
- Force account construction
- Legal
- Medical
- Personnel
- Product installation or servicing
- Purchasing
- Recordkeeping *not* related to production
- Sales and delivery

#### WOMEN EMPLOYEE COUNT (Column 2)

Number of "All Workers" defined above who are women.

#### PAYROLL, EXCLUDING COMMISSIONS (Column 3)

Total gross pay earned during the entire pay period. Report separately for All Workers and for Production Workers.

##### Report pay before employee deductions for:

- Taxes
- FICA (Social Security)
- Health insurance
- Pay deferral plans such as 401K
- Bonds
- Pensions
- Unemployment insurance
- Union dues

(Continued)

#### PAYROLL, EXCLUDING COMMISSIONS (Column 3)

##### Include:

- Wages and salaries
- Paid holidays, vacation, sick leave, and other paid leave
- Incentive pay
- Bonuses paid **each** pay period
- Overtime pay
- Severance, if paid over multiple pay periods

##### Exclude:

- Commissions
- Annual pay for unused leave
- Awards or bonuses not paid each pay period
- **Employer** contributions to pay such as 401K
- Pay advances, such as vacation pay advances
- Payments "in kind"
- Retroactive or back pay
- Severance, if provided as one payment
- Travel or other work-related reimbursements

#### COMMISSIONS (Column 4)

Commissions paid during the period checked in Box B on the reverse side of this form. Report separately for All Workers and Production Workers.

- Report for the most recent *complete* period for which commissions are available, which might be different from the pay period that includes the 12th. Enter 0 if none paid for the period or pay group.
- **Exclude** base pay, drawing accounts, or basic guarantees.

#### HOURS, INCLUDING OVERTIME (Column 5)

Total number of hours for which employees received pay during the entire pay period. Report separately for All Workers and Production Workers.

- **Include** overtime; stand-by or reporting time; and hours not worked, but for which workers received pay (holidays, vacations, sick leave, etc.).
- Report hours for salaried and commission-only employees based on their standard work week.
- **Do not** convert overtime or other premium hours to straight-time equivalent hours.

#### OVERTIME HOURS (Column 6)

Total number of hours for which employees received overtime premiums because they worked more than their regularly scheduled hours. Report separately for All Workers and Production Workers.

- **Include** Saturday, Sunday, 6<sup>th</sup> day, 7<sup>th</sup> day, and holiday hours.
- **Exclude** shift differential, hazard, incentive, or similar premiums.

#### REASON FOR LARGE CHANGES (Column 7)

If employment, payroll, or hours changed by 25% or more, enter one or two numbers from D1 or D2 at the bottom of the reverse side of this form to explain the change. Otherwise leave Column 7 blank.