



This report is authorized by law 29 U.S.C. 2. Your cooperation is needed to make the results of this survey comprehensive, accurate, and timely. The Bureau of Labor Statistics and the State Agency collecting this information will use the information you provide for statistical purposes only and will hold the information in confidence to the full extent permitted by law.

Form Approved  
O.M.B. No. 1220-0011

<b>Report Number</b>	<b>Industry</b>	We estimate that it will take an average of 7 minutes to complete this form each month including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing this information. If you have any comments regarding these estimates or any other aspect of this survey, send them to the Bureau of Labor Statistics, Division of Monthly Industry Employment Statistics (1220-0011), 2 Massachusetts Avenue, NE, Washington, DC 20212. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number.
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For Location: \_\_\_\_\_

\_\_\_\_\_

*Please retain for your records*

: 1-

<b>A. Contact person, in case of questions:</b> Your Name	Title	Phone Number	FAX Number
E-mail Address			

<b>B. Please provide the number and location of establishments covered by this report.</b>			
Number of establishments	City	County	State

**C. Please check one: Construction workers are paid:**   
 each week   
 every 2 weeks   
 twice a month   
 once a month  
 other, specify: \_\_\_\_\_

**D. Please complete columns 1-5 for the single pay period checked above which includes the 12th of the month. Detailed directions are on the back.**

Reference Period	1) All employees: Report the number of paid employees who worked during or received pay for any part of the pay period that includes the 12th of the month	(2) Women Employees: Report the number of employees from column 1 who are women	(3) Construction Workers: Report the number of employees from column 1 who are construction workers	(4) Construction Worker Payroll: Report the total construction worker payroll, including overtime and excluding lump sum pay-ments for the pay period that includes the 12th of the month	(5) Construction Worker Hours: Report the total construction worker hours paid, including overtime, for the pay period that includes the 12th of the month	(6) C o m C m o e d n e t	BLS Use Only
				OMIT CENTS	OMIT FRACTIONS		LP
12=DEC				\$			
01=JAN				\$			
02=FEB				\$			
03=MAR				\$			
04=APR				\$			
05=MAY				\$			
06=JUN				\$			
07=JUL				\$			
08=AUG				\$			
09=SEP				\$			
10=OCT				\$			
11=NOV				\$			
12=DEC				\$			

**E. Please report comments on significant changes in your employment, payroll, or hours on the back. Also list the corresponding comment code in column 6.**

**Detailed Directions for Entering Data**

**For what time period should I complete this form?**

Complete this form only for the **single** pay period checked in Part C (weekly, monthly, etc.) that includes the 12<sup>th</sup> day of the month. Payroll and hours (Part D, columns 4-6) should be reported for the entire pay period checked in Part C, regardless of its length.

If your pay period is Monday through Friday, and the 12<sup>th</sup> falls on a Saturday, please report for the week of the 6<sup>th</sup> through the 12<sup>th</sup>. For a Monday-Friday payroll, when the 12<sup>th</sup> falls on a Sunday, report for the week of the 12<sup>th</sup> through the 18<sup>th</sup>.

**Column 1 All Employees:**

Enter the total number of persons who worked full- or part-time or received pay for any part of the pay period including the 12<sup>th</sup> of the month.

**Include** in "All Employees":

- \* salaried officials of corporations
- \* executives and their staff
- \* persons on paid sick leave
- persons on other paid leave
- part-time employees
- trainees

**Exclude** from "All Employees":

- proprietors
- pensioners
- unpaid family members
- partners of unincorporated firms
- persons on strike the entire pay period
- \* persons on leave without pay the entire pay period
- armed forces personnel on active duty the entire pay period
- subcontractors and their employees

**Column 2 Women Employees:**

Enter the number of employees from column 1 who are women.

**Column 3 Construction Workers:**

Enter the number of employees from column 1 who are construction workers.

**Include** in "Construction Workers":

- laborers
- mechanics
- helpers
- apprentices
- qualified craftworkers

- Engaged in:
- demolition
- new work
- repair
- alterations
- maintenance

**COMMON REPORTING ADJUSTMENTS:**  
Please pay special attention to items marked with an asterisk (\*).

"Construction workers" must work at the site of construction, or in shops or yards at jobs ordinarily performed by members of the construction trades.

"Construction workers" also **includes** working supervisors and group leaders who maybe "in charge" of a group of employees, but whose supervisory functions are only incidental to their regular work.

**Exclude** from "Construction Workers":

- executives
- finance
- legal
- personnel
- professional
- technical
- purchasing
- accounting
- clerical

**Column 4 Construction Worker Payroll:**

Enter the total amount of pay earned during the entire pay period checked in Part C (weekly, etc.) for all construction workers in column 3. Report pay **before** employee deductions for:

- FICA (social Security)
- unemployment insurance
- health insurance
- pensions
- pay deferral plans (401K plans)
- Federal, State, and local income taxes
- bonds
- union dues

**Include pay for:**

- \* bonuses paid each pay period
- overtime
- holidays
- vacations
- sick leave
- other paid leave
- incentive pay
- commissions paid at least monthly

**Exclude:**

- \* bonuses not paid each pay period
- \* lump sum payments
- \* retroactive pay
- payments-in-kind
- annual pay for unused leave
- pay advances, such as
- vacation pay advances

**Column 5 Construction Worker Hours:**

Enter the total number of hours paid for during the entire pay period checked in Part C (weekly, etc.) for all construction workers in column 3. Do not convert overtime or other premium hours to straight-time equivalent hours. "Hours paid for" is the sum of :

1. Hours worked, including overtime hours
2. Hours paid for stand-by or reporting time
3. Hours not worked, but for which pay was received directly from the firm. Included are holidays, vacations, sick leave, or other paid leave.

**Location of the work in this State.** In January, or the first month you report on this form, list each county (or parish, town, or similar area) in which you did work that month, with the date work began. If you start work in another such area at any time during the year, enter the location and date. When work in an area is completed, enter the date of completion. If work is resumed in a later month, enter again, as if it were for a new area.

County or similar area	Date work in county began	Date work in county ended	County or similar area	Date work in county began	Date work in county ended

<b>E. Your Comments.</b> Check the box which best indicates the reason for significant changes in employment (Emp), payroll (PR), or hours (Hrs). Circle the item(s) (Emp, PR, or Hrs) to which the comment applies. Please enter the comment code on the front of the form in Column 6.				Seasonal Increase = 01	Seasonal Decrease = 02	More business (new orders) = 03	Less business (lack of orders) = 04	More overtime = 27	Less overtime = 26	Longer scheduled work week = 41	Shorter scheduled work week = 40	Increase in % of lower paid workers = 22	Increase in % of higher paid workers = 23	Adverse weather conditions = 50	Temporary shutdown = 09	Permanent Shutdown = 86	Strike = 08	Please write any other comments here. Your comments are important and are used to understand the economic meaning of the data
JAN	Emp	PR	Hrs															
FEB	Emp	PR	Hrs															
MAR	Emp	PR	Hrs															
APR	Emp	PR	Hrs															
MAY	Emp	PR	Hrs															
JUN	Emp	PR	Hrs															
JUL	Emp	PR	Hrs															
AUG	Emp	PR	Hrs															
SEP	Emp	PR	Hrs															
OCT	Emp	PR	Hrs															
NOV	Emp	PR	Hrs															
DEC	Emp	PR	Hrs															