



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

Report Number	Industry	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-

A. Contact person, in case of questions:

Your Name	Title	Phone Number	FAX Number
		E-mail Address	

B. Please provide the number and location of establishments covered by this report.

Number of establishments	City	County	State
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C. Please check one: Production workers are paid

each week
 every 2 weeks
 twice a month
 once a month
 other, specify: _____

D. Please complete columns 1-6 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:	(2) Women Employees:	(3) Production Workers:	(4) Production Worker Payroll:	(5) Production Worker Hours:	(6) Production Worker Overtime Hours:	(7) C o m m o n e d n e t	BLS Use Only
Please report data only for the pay period that includes the 12th of the month	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	Report the number of employees from column 1 who are women	Report the number of employees from column 1 who are production workers	Report the total production worker payroll, including overtime and excluding lump sum payments for the pay period that includes the 12th of the month	Report the total production worker hours paid, including overtime, for the pay period that includes the 12th of the month	Report the total production worker overtime hours paid included in column 5		
				\$	OMIT FRACTIONS	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 7.

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 12th 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 12th falls on a Saturday, please report for the week of the 6th through the 12th. For a Monday-Friday payroll, when the 12th falls on a Sunday, report for the week of the 12th through the 18th.

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 12th 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

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

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
- outside contractors and their employees

Column 2 Women Employees:

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

Column 3 Production Workers:

Enter the number of employees from column 1 who are production workers. "Production Workers" **includes** all workers engaged in such occupations as:

- | | | |
|-------------|--|------------|
| fabricating | shipping | processing |
| storage | trucking | assembling |
| receiving | packing | janitorial |
| warehousing | handling | repair |
| maintenance | product development | |
| | recordkeeping (clerical) related to production | |

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

Exclude from "Production Workers":

- | | | |
|-----------------------|--|----------------------------|
| executives | personnel | cafeterias |
| finance | medical | accounting |
| technical | professional | legal |
| advertising | credit | sales |
| collection | sales-delivery | force account construction |
| servicing of products | purchasing | installation of products |
| | recordkeeping (clerical) not related to production | |

Column 4 Production Worker Payroll:

Enter the total amount of pay earned during the entire pay period checked in Part C (weekly, etc.) for all production 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 Production Worker Hours:

Enter the total number of hours paid for during the entire pay period checked in part C (weekly, etc.) for all production 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.

Column 6 Production Worker Overtime Hours:

Enter the total number of hours from column 5 for which overtime premiums were paid because the hours were in excess of the regularly scheduled hours. Include Saturday, Sunday, 6th day, 7th day, and holiday hours only if overtime premiums were paid. Exclude hours for which only shift differential, hazard, incentive, or other similar types of premiums were paid.

If there were no overtime hours, enter "0" in column 6.

E. Your Comments. 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 7.				Seasonal Increase = 01	Seasonal Decrease = 02	More business (expansion) = 03	Less business (contraction) = 04	Majority on paid vacation = 45	Majority on unpaid vacation = 46	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	Layoff = 07	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																	