



U.S. Department of Labor  
Bureau of Labor Statistics



January 12, 2024

Please see the attached form, which may assist you in reporting monthly to the Current Employment Statistics (CES) program. Please use this form only for your internal use and record keeping, if you wish.

Your company was selected as a part of a scientific sample of businesses throughout the United States. The BLS 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 (Title 5 of Public Law 107-347), the information you provide to the BLS **will not be disclosed in identifiable form without your informed consent.**

Your assistance in producing this important information about our nation's economy is greatly appreciated.

► Our records show the following information for your firm:

**Contact:**

Tel: Ext:

Fax:

**Report Number:**

**Location:**

**UI Number:**

**Industry Code:**

**Email:**

► Definitions for the Questions on the Next Page:

**Column 1** EMPLOYEE COUNT– ALL EMPLOYEES

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 employees
- Salaried officials of corporations
- Trainees
- Employees on active duty, if receiving pay from employer
- Employees on paid sick leave
- Employees on paid vacation
- Employees on other paid leave

**Exclude:**

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

**EMPLOYEE COUNT– PRODUCTION EMPLOYEES**

Number of "All Employees" defined above who are Production Employees. Production Employees 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: **Exclude** individuals working in:

- |                                       |   |
|---------------------------------------|---|
| ▪ Assembling                          | ▪ Accounting or finance                           |
| ▪ Fabricating                         | ▪ Advertising                                     |
| ▪ Janitorial activities               | ▪ Cafeterias                                      |
| ▪ Maintenance or repair               | ▪ Collection and credit                           |
| ▪ Materials handling                  | ▪ Executive, professional, or technical positions |
| ▪ Processing                          | ▪ Force account construction                      |
| ▪ Product development                 | ▪ Legal   |
| ▪ Recordkeeping related to production | ▪ Medical   |
| ▪ Shipping or receiving               | ▪ Personnel                                       |
| ▪ Storage or warehousing              | ▪ Product installation or servicing               |
| ▪ Trucking                            | ▪ Purchasing                                      |
|                                       | ▪ Recordkeeping <i>not</i> related to production  |
|                                       | ▪ Sales and delivery                              |

**Column 2** WOMEN EMPLOYEE COUNT

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

**Column 3** PAYROLL, EXCLUDING COMMISSIONS

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

**PAYROLL, EXCLUDING COMMISSIONS (CONTINUED)**

Report pay **before** employee deductions for:

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

**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 work-related reimbursements

**Column 4** COMMISSIONS

Report separately for "All Employees" and for "Production Employees".

- 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.

**Column 5** HOURS, INCLUDING OVERTIME

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

- **Include** overtime; stand-by or reporting time; and hours not worked, but for which employees received pay (holidays, vacations, sick leave, etc.).
- Report hours paid 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.

**Column 6** OVERTIME HOURS

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

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

**Report Number:**

**Name of Firm:**

Each month report your payroll information for the pay period that includes the 12<sup>th</sup> of the month. For questions refer to page 2 for the **Column** definitions or.

Employees receive pay:		Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
Pay Group 1: Commissions Pay Group 1		EMPLOYEE COUNT	WOMEN EMPLOYEE COUNT	PAYROLL, EXCLUDING COMMISSIONS (Whole dollars)	COMMISSIONS, PAID AT LEAST ONCE A MONTH (Whole dollars)	HOURS, INCLUDING OVERTIME (Whole hours)	OVERTIME HOURS (Whole hours)
Pay period that includes <b>January 12<sup>th</sup> 2024</b>	All Employees			\$	\$		
	Production Employees		N/A. Data not collected.	\$	\$		
<b>February 12<sup>th</sup> 2024</b>	All Employees			\$	\$		
	Production Employees		N/A. Data not collected.	\$	\$		
<b>March 12<sup>th</sup> 2024</b>	All Employees			\$	\$		
	Production Employees		N/A. Data not collected.	\$	\$		
<b>April 12<sup>th</sup> 2024</b>	All Employees			\$	\$		
	Production Employees		N/A. Data not collected.	\$	\$		
<b>May 12<sup>th</sup> 2024</b>	All Employees			\$	\$		
	Production Employees		N/A. Data not collected.	\$	\$		
<b>June 12<sup>th</sup> 2024</b>	All Employees			\$	\$		
	Production Employees		N/A. Data not collected.	\$	\$		
<b>July 12<sup>th</sup> 2024</b>	All Employees			\$	\$		
	Production Employees		N/A. Data not collected.	\$	\$		
<b>August 12<sup>th</sup> 2024</b>	All Employees			\$	\$		
	Production Employees		N/A. Data not collected.	\$	\$		
<b>September 12<sup>th</sup> 2024</b>	All Employees			\$	\$		
	Production Employees		N/A. Data not collected.	\$	\$		
<b>October 12<sup>th</sup> 2024</b>	All Employees			\$	\$		
	Production Employees		N/A. Data not collected.	\$	\$		
<b>November 12<sup>th</sup> 2024</b>	All Employees			\$	\$		
	Production Employees		N/A. Data not collected.	\$	\$		
<b>December 12<sup>th</sup> 2024</b>	All Employees			\$	\$		
	Production Employees		N/A. Data not collected.	\$	\$		



**Thank you for your help! The Bureau of Labor Statistics (BLS) will use the information you provide in determining the nation's job count as part of the Current Employment Statistics (CES) program.**

**The CES is the nation's monthly indicator of employment trends. This monthly report of the nation's employment is depended on by the Federal Reserve, government agencies, banks, and others to assess the nation's economy and to help you make decisions about your operations.**

**On the first Friday of every month major media outlets across the country publish the nation's job count. BLS is responsible for compiling these statistics from information gathered from thousands of firms like yours. This statistic, along with other leading economic indicators produced by BLS provides businesses with information critical in planning for growth and success.**

**You can find data from the Current Employment Statistics program, along with information from other BLS programs, on our web site, <http://www.bls.gov/>.**

**Our Frequently Asked Questions page is located at:**

<http://www.bls.gov/respondents/ces/home.htm>.

**Your assistance in maintaining the quality of our nation's economic data is greatly appreciated.**

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 (44 U.S.C. 3572) and other applicable Federal laws, your responses will not be disclosed in identifiable form without your informed consent. Per the Federal Cybersecurity Enhancement Act of 2015, Federal information systems are protected from malicious activities through cybersecurity screening of transmitted data.

Please note this report is mandatory in California, under Title 22 CCR § 320.5-1; in New Mexico, under NMAC 11.3.400.428; in Oregon, under the Oregon Revised Statute 657.660; in South Carolina, under Section 41-29-120 of the Code of Laws of South Carolina (for firms employing more than twenty individuals); and in Puerto Rico, under State Law 15, Sections 5, 6 and 15, amended and approved on April 14, 1931.

We estimate that it will take an average of 10 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), BLS\_PRA\_Public@bls.gov. You are not required to respond to the collection of information unless it displays a currently valid OMB control number. **Form Approved OMB No. 1220-0011.**