The National Compensation Survey (NCS) provides local, regional, and national data on wages and benefits provided to the Nation's workforce.

Your establishment is one of over 36,000 around the country chosen to represent all the Nation's workers.

As part of your participation in this survey, you will be asked to provide wage data for certain occupations in your establishment.

You Can Provide Your Data In Electronic Form

You can give us a file created from your computer system that has the data we need.

The Benefits of Providing Data In Electronic Form

Eliminate the need to print out or transcribe wage records.

Speed the survey process and ensure that we obtain the most accurate data possible.

What Data Are Needed?

The Bureau of Labor Statistics (BLS) economist who will be working with you will use probability techniques to select a small number of occupations from your establishment.

For workers in each of the occupations selected, the following data items are needed:

- Job title or code
- Earnings (Report hourly, weekly, monthly, or annual)
- Time period associated with earnings

Example

BLS needs a data file containing information similar to the following:

<table>
<thead>
<tr>
<th>Occupation</th>
<th>Earnings</th>
<th>Time Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engineer</td>
<td>$43,200</td>
<td>year</td>
</tr>
<tr>
<td></td>
<td>$17.93</td>
<td>hour</td>
</tr>
<tr>
<td></td>
<td>$41,930</td>
<td>year</td>
</tr>
<tr>
<td>Secretary</td>
<td>$450.00</td>
<td>week</td>
</tr>
<tr>
<td></td>
<td>$2,000</td>
<td>month</td>
</tr>
<tr>
<td>Pipefitters</td>
<td>$21.75</td>
<td>hour</td>
</tr>
<tr>
<td></td>
<td>$21.75</td>
<td>hour</td>
</tr>
<tr>
<td></td>
<td>$23.50</td>
<td>hour</td>
</tr>
<tr>
<td></td>
<td>$23.50</td>
<td>hour</td>
</tr>
</tbody>
</table>

Electronic Data Formats

BLS can accept your electronic data in a variety of formats, including:

- Spreadsheet software, such as:
  - EXCEL
  - LOTUS
- Database software, such as:
  - DBASE
  - FOXPRO
  - ACCESS
  - QUATTRO/PRO
- Wordprocessing software, such as:
  - WORD
  - WORDPERFECT

Data can also be provided in other formats, including TEXT and ASCII files.

If possible, provide data on a 3 1/2 inch diskette. The BLS economist can provide you with a diskette.
Your Contacts For Labor Statistics

Bureau of Labor Statistics Regional Offices can help meet your economic information needs and can answer questions about participating in BLS surveys.

Region I - Boston
JFK Federal Building, E-310
15 New Sudbury Street
Boston, MA 02203-1603
Phone: (617) 565-2327  Fax: (617) 565-4182

Region II - New York
Room 808
201 Varick Street
New York, NY 10014-4811
Phone: (212) 337-2400  Fax: (212) 337-2532

Region III - Philadelphia
3535 Market Street, 8th Floor
Gateway Building, Suite 8000
Philadelphia, PA 19104
Phone: (215) 596-1154  Fax: (215) 596-4263

Region IV - Atlanta
Room 7750
61 Forsyth Street, SW
Atlanta, GA 30303
Phone: (404) 562-2463  Fax: (404) 562-2550

Region V - Chicago
9th Floor
Federal Office Building
230 S. Dearborn Street
Chicago, IL 60604-1595
Phone: (312) 353-1880  Fax: (312) 353-1886

Region VI - Dallas
Federal Building
525 Griffith Street, Room 221
Dallas, TX 75202-5028
Phone: (214) 767-6970  Fax: (214) 767-3720

Region VII and VIII - Kansas City
City Center Square
1100 Main, Suite 600
Kansas City, MO 64105-2112
Phone: (616) 426-2481  Fax: (616) 426-6537

Region IX and X - San Francisco
71 Stevenson Street
P.O. Box 193766
San Francisco, CA 94119-3766
Phone: (415) 975-4350  Fax: (415) 975-4371

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