January 12, 2022

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:  
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 12th 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:
- 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

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
- FICA (Social Security)
- Health insurance
- Pay deferral plans such as 401K

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, 6th day, 7th day, and holiday hours.

Exclude shift differential, hazard, incentive, or similar premiums.
Each month report your payroll information for the pay period that includes the 12th of the month. For questions refer to page 2 for the Column definitions or.

<table>
<thead>
<tr>
<th>Pay period that includes</th>
<th>Pay Group 1:</th>
<th>Column 1</th>
<th>Column 2</th>
<th>Column 3</th>
<th>Column 4</th>
<th>Column 5</th>
<th>Column 6</th>
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</thead>
<tbody>
<tr>
<td><strong>January 12th 2022</strong></td>
<td>All Employees</td>
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<td>Production Employees</td>
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</table>
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/](http://www.bls.gov/).

Our Frequently Asked Questions page is located at:

[http://www.bls.gov/respondents/ces/home.htm](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 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. 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 New Mexico, under NMAC 11.3.400.428; 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), 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. Form Approved OMB No. 1220-0011.