U.S. Department of Labor
Bureau of Labor Statistics
Data Collection Center

Phone: Fax:

January 20, 2020

Dear:

Thank you for your willingness to continue participating in the CES survey. You can use this form for keeping a record of your monthly reports, 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.

Sincerely,

Data Collection Center Manager

► 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 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
- Bonds
- Pensions
- Unemployment insurance
- 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, 6th day, 7th 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 12th of the month. For questions refer to page 2 for the **Column** *definitions or.*

Employees receive pay: **Pay Group 1**: **Commissions Pay Group 1**		**Column 1** **EMPLOYEE COUNT**	**Column 2** **WOMEN EMPLOYEE COUNT**	**Column 3** **PAYROLL, EXCLUDING COMMISSIONS** (Whole dollars)	**Column 4** **COMMISSIONS, PAID AT LEAST ONCE A MONTH** (Whole dollars)	**Column 5** **HOURS, INCLUDING OVERTIME** (Whole hours)	**Column 6** **OVERTIME HOURS** (Whole hours)
Pay period that includes **January 12th 2020**	All Employees			$	$		
	Production Employees		N/A. Data not collected.	$	$		
February 12th 2020	All Employees			$	$		
	Production Employees		N/A. Data not collected.	$	$		
March 12th 2020	All Employees			$	$		
	Production Employees		N/A. Data not collected.	$	$		
April 12th 2020	All Employees			$	$		
	Production Employees		N/A. Data not collected.	$	$		
May 12th 2020	All Employees			$	$		
	Production Employees		N/A. Data not collected.	$	$		
June 12th 2020	All Employees			$	$		
	Production Employees		N/A. Data not collected.	$	$		
July 12th 2020	All Employees			$	$		
	Production Employees		N/A. Data not collected.	$	$		
August 12th 2020	All Employees			$	$		
	Production Employees		N/A. Data not collected.	$	$		
September 12th 2020	All Employees			$	$		
	Production Employees		N/A. Data not collected.	$	$		
October 12th 2020	All Employees			$	$		
	Production Employees		N/A. Data not collected.	$	$		
November 12th 2020	All Employees			$	$		
	Production Employees		N/A. Data not collected.	$	$		
December 12th 2020	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 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.

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.

U.S. Department of Labor
Bureau of Labor Statistics
Data Collection Center

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Phone: Fax:

January 20, 2020

Dear :

Due to the presence of more than 1 payroll within your firm, we have created a form to account for the additional employment data —Second Pay Group.

The attached form is to track and submit employment data for your firm's Second Pay Group. Pay Group 2 should represent those employees on an alternative pay schedule than presented on the previous form.

Please keep this form along with the form for Pay Group 1.

Thank you in advance for your cooperation. Your assistance in producing this important information about our nation's economy is greatly appreciated.

Sincerely,

Data Collection Center Manager

► Our records show the following information for your firm:

Contact:

Tel: Ext:
Fax:

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Location:
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- Assembling
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- Janitorial activities
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- 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
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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.

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- Health insurance
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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
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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.
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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.

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- ***Exclude*** shift differential, hazard, incentive, or similar premiums.

Pay Group 2

Report Number: **Name of Firm:**

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Employees receive pay: Pay Group 2 Commissions Pay Group 2		Column 1 EMPLOYEE COUNT	Column 2 WOMEN EMPLOYEE COUNT	Column 3 PAYROLL, EXCLUDING COMMISSIONS (Whole dollars)	Column 4 COMMISSIONS, PAID AT LEAST ONCE A MONTH (Whole dollars)	Column 5 HOURS, INCLUDING OVERTIME (Whole hours)	Column 6 OVERTIME HOURS (Whole hours)
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