January 12, 2023

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:

### 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
- 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

**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.

Report number:
- Location:
- UI number:
- Industry code:

Contact:
- Tel: Ext: Fax:
**Report Number:** [Blank]  
**Name of Firm:** [Blank]

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

<table>
<thead>
<tr>
<th>Column 1</th>
<th>Column 2</th>
<th>Column 3</th>
<th>Column 4</th>
<th>Column 5</th>
<th>Column 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMPLOYEE COUNT</td>
<td>WOMEN EMPLOYEE COUNT</td>
<td>PAYROLL, EXCLUDING COMMISSIONS (Whole dollars)</td>
<td>COMMISSIONS, PAID AT LEAST ONCE A MONTH (Whole dollars)</td>
<td>HOURS, INCLUDING OVERTIME (Whole hours)</td>
<td>OVERTIME HOURS (Whole hours)</td>
</tr>
<tr>
<td>-----------</td>
<td>----------</td>
<td>----------</td>
<td>----------</td>
<td>----------</td>
<td>----------</td>
</tr>
<tr>
<td>All Employees</td>
<td>N/A. Data not collected.</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Production Employees</td>
<td>N/A. Data not collected.</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

**Pay period that includes January 12th 2023**

| All Employees | N/A. Data not collected. | $ | $ |
| Production Employees | N/A. Data not collected. | $ | $ |

**February 12th 2023**

| All Employees | N/A. Data not collected. | $ | $ |
| Production Employees | N/A. Data not collected. | $ | $ |

**March 12th 2023**

| All Employees | N/A. Data not collected. | $ | $ |
| Production Employees | N/A. Data not collected. | $ | $ |

**April 12th 2023**

| All Employees | N/A. Data not collected. | $ | $ |
| Production Employees | N/A. Data not collected. | $ | $ |

**May 12th 2023**

| All Employees | N/A. Data not collected. | $ | $ |
| Production Employees | N/A. Data not collected. | $ | $ |

**June 12th 2023**

| All Employees | N/A. Data not collected. | $ | $ |
| Production Employees | N/A. Data not collected. | $ | $ |

**July 12th 2023**

| All Employees | N/A. Data not collected. | $ | $ |
| Production Employees | N/A. Data not collected. | $ | $ |

**August 12th 2023**

| All Employees | N/A. Data not collected. | $ | $ |
| Production Employees | N/A. Data not collected. | $ | $ |

**September 12th 2023**

| All Employees | N/A. Data not collected. | $ | $ |
| Production Employees | N/A. Data not collected. | $ | $ |

**October 12th 2023**

| All Employees | N/A. Data not collected. | $ | $ |
| Production Employees | N/A. Data not collected. | $ | $ |

**November 12th 2023**

| All Employees | N/A. Data not collected. | $ | $ |
| Production Employees | N/A. Data not collected. | $ | $ |

**December 12th 2023**

| All Employees | N/A. Data not collected. | $ | $ |
| 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:


Your assistance in maintaining the quality of our nation’s economic data is greatly appreciated.
Notice:

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**.
Our records show the following information for your firm:

<table>
<thead>
<tr>
<th>Contact:</th>
<th>Report Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tel:</td>
<td>Location:</td>
</tr>
<tr>
<td>Ext:</td>
<td>UI Number:</td>
</tr>
<tr>
<td>Fax:</td>
<td>Industry Code:</td>
</tr>
</tbody>
</table>

**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** 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

**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

**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 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.

**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.
### Pay Group 2

**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 6 for the [Column definitions or].*

<table>
<thead>
<tr>
<th>Employees receive pay:</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>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pay Group 2</strong></td>
<td><strong>Column 1</strong></td>
<td><strong>Column 2</strong></td>
<td><strong>Column 3</strong></td>
<td><strong>Column 4</strong></td>
<td><strong>Column 5</strong></td>
<td><strong>Column 6</strong></td>
</tr>
<tr>
<td><strong>Commissions</strong></td>
<td><strong>EMPLOYEE COUNT</strong></td>
<td><strong>WOMEN</strong></td>
<td><strong>PAYROLL, EXCLUDING COMMISSIONS</strong></td>
<td><strong>COMMISSIONS, PAID AT LEAST ONCE A MONTH</strong></td>
<td><strong>HOURS, INCLUDING OVERTIME</strong></td>
<td><strong>OVERTIME HOURS</strong></td>
</tr>
<tr>
<td><strong>Pay period that includes January 12th 2023</strong></td>
<td>All Employees</td>
<td>$</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Production Employees</strong></td>
<td>N/A. Data not collected.</td>
<td>$</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>February 12th 2023</strong></td>
<td>All Employees</td>
<td>$</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Production Employees</strong></td>
<td>N/A. Data not collected.</td>
<td>$</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>March 12th 2023</strong></td>
<td>All Employees</td>
<td>$</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Production Employees</strong></td>
<td>N/A. Data not collected.</td>
<td>$</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>April 12th 2023</strong></td>
<td>All Employees</td>
<td>$</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Production Employees</strong></td>
<td>N/A. Data not collected.</td>
<td>$</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>May 12th 2023</strong></td>
<td>All Employees</td>
<td>$</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Production Employees</strong></td>
<td>N/A. Data not collected.</td>
<td>$</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>June 12th 2023</strong></td>
<td>All Employees</td>
<td>$</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Production Employees</strong></td>
<td>N/A. Data not collected.</td>
<td>$</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>July 12th 2023</strong></td>
<td>All Employees</td>
<td>$</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Production Employees</strong></td>
<td>N/A. Data not collected.</td>
<td>$</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>August 12th 2023</strong></td>
<td>All Employees</td>
<td>$</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Production Employees</strong></td>
<td>N/A. Data not collected.</td>
<td>$</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>September 12th 2023</strong></td>
<td>All Employees</td>
<td>$</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Production Employees</strong></td>
<td>N/A. Data not collected.</td>
<td>$</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>October 12th 2023</strong></td>
<td>All Employees</td>
<td>$</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Production Employees</strong></td>
<td>N/A. Data not collected.</td>
<td>$</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>November 12th 2023</strong></td>
<td>All Employees</td>
<td>$</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Production Employees</strong></td>
<td>N/A. Data not collected.</td>
<td>$</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>December 12th 2023</strong></td>
<td>All Employees</td>
<td>$</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Production Employees</strong></td>
<td>N/A. Data not collected.</td>
<td>$</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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