

**In Cooperation with the
U.S. Department of Labor**



Rev. July 2015

Form Approved
O.M.B. No. 1220-0042

1 Which of the following options describes the status of the location(s) in Item 3 as of the reference date also printed in Item 3?

- ☐ Operating: Go to Item 2.
- ☐ Temporarily closed during the reference period: Report data only for employees paid for work during the reference period. If no employees worked for pay, report "0" in section 4 of this page and return the form in the reply envelope provided.
- ☐ Permanently out of business as of __/__/____: Return the form to the address at the top.
- ☐ Sold or merged: Enter the new name and address below, then go to Item 2.

New Name: _____

New Address: _____

2 Our records show that your main products or services are related to those listed below. If they are not, please list your main products or services on the lines provided and continue with the rest of the report.

3 This form asks for information about the employees described below. Our estimate of employment for these employees appears at the top right corner of the label. *Please make any needed address corrections.*

4 How many employees, **both full and part-time**, worked at this location(s) during the pay period that included the reference date printed in Item 3?

Enter the number here...

Include

- ◆ Full or part-time paid workers
- ◆ Workers on paid leave
- ◆ Workers assigned temporarily to other units
- ◆ Incorporated firms - paid owners, officers, and staff

Do Not Include

- ◆ Contractors and temporary agency employees not on your payroll
- ◆ Unpaid family workers
- ◆ Workers on unpaid leave
- ◆ Unincorporated firms - proprietors, owners, and partners
- ◆ Workers not covered by unemployment insurance

Do all employees reported above work at one location?

☐ Yes ☐ No... Enter number of locations

5 Please tell us who to contact if we have questions about your data.

Name: _____

Title: _____

Phone: _____ Date: _____

E-mail address: _____

FOR
OFFICE
USE ONLY

Instructions for Reporting by Occupation

- Report employees in the occupations in which they are working, **not** necessarily in occupations for which they have been trained.

For example: An employee trained as an engineer, but working as a drafter, should be reported as a drafter.

- Report each employee only once in the occupation that requires the **highest** level of skill if the employee performs work in two or more occupations. If there is **no** measurable difference in skill requirements, report employees in the occupation in which they spend the **most** time.
- Use the description of duties along with the job titles to determine where to place employees. Do not rely on job titles alone.
- Report **apprentices** and **trainees** in the job for which they are being trained. Report **helpers** separately because they are not in training for the occupation they are helping.
- Report part-time workers in the job they perform.
- Professionals who directly supervise other workers in professional occupations should be classified in the same occupation as the workers they supervise. For example, a drafter that supervises other drafters is classified as a drafter.
- Workers in Service, Sales, Office and Administrative, Forestry and Farming, Production, Maintenance, and Transportation occupations who spend 80 percent or more of their time performing supervisory duties should be reported as supervisors. Workers with supervisory duties who spend less than 80 percent of their time supervising should be reported with the workers they supervise.

Instructions for Reporting Wage Information

For all employees:

- Please use the hourly and annual wage rate categories to report employees. If wages are not recorded by hour or year (bi-weekly, or monthly for example), convert them into an hourly wage rate.
- For part-time workers, please report the specific hourly wage rate, not an average.
- For tip, commission, and piece-rate workers, please estimate the earnings (base pay plus tips, commissions, or piece rates), and report the appropriate wage.
- For salaried workers who do not work a standard 2080 hours per year (40 hours per week), please report wages on an hourly basis. For workers who are paid an annual salary by contract, such as Airline Pilots, report their annual salary.
- Include and/or exclude from pay as follows:

Include as pay

- Base Rate
- Commissions
- Cost-of-Living Allowance
- Deadheading Pay
- Guaranteed Pay
- Hazard Pay
- Incentive Pay
- Longevity Pay
- Piece Rate
- Portal-to-Portal Rate
- Production Bonus
- Tips

Exclude as pay

- | | |
|-------------------------|--------------------------|
| • Attendance Bonus | • Perquisites |
| • Back Pay | • Profit Sharing Payment |
| • Draw | • Relocation Allowance |
| • Holiday Bonus | • Severance Pay |
| • Holiday Premium Pay | • Shift Differential |
| • Jury Duty Pay | • Stock Bonuses |
| • Lodging Payments | • Tool Allowance |
| • Meal Payments | • Tuition Repayments |
| • Merchandise Discounts | • Uniform Allowance |
| • Nonproduction Bonus | • Weekend Pay |
| • On-call Pay | |
| • Overtime Pay | |

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. This report is authorized by law, 29 U.S.C. §2. Your voluntary cooperation is needed to make the results of this report comprehensive, accurate, and timely.

*We estimate that it will vary from 30 minutes to 6 hours to complete this report, depending on such factors as the size of the establishment. This includes time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing this information. If you have any comments regarding these estimates or any other aspects of this report, including suggestions for reducing this burden, send them to the U.S. Bureau of Labor Statistics, Division of Occupational Employment Statistics (1220-0042), 2 Massachusetts Avenue NE, Suite 2135, Washington, DC 20212. Please do not return your questionnaire to this address. Use the enclosed preaddressed envelope or the address provided at the top of the first page to return your completed questionnaire. You do not have to complete this questionnaire if it does not display a currently valid OMB control number.

Instructions for Completing the Report

On the following pages you will find the Occupational Employment Report. Please refer to the example below and the guidelines on page ii for instructions on how to complete the form. If you have employees whose occupations are not found in the list provided, please use the supplemental pages at the end of this report. Please write each unique occupational title on a separate line along with a short description of duties, the number of employees in each wage category, and the total employment for each occupation.

OCCUPATIONAL TITLE AND DESCRIPTION OF DUTIES		NUMBER OF EMPLOYEES IN SELECTED WAGE RANGES (Report Part-time Workers According to an Hourly Rate)												
		A	B	C	D	E	F	G	H	I	J	K	L	T
		Hourly (part-time or full-time)	under \$9.25	\$9.25 - 11.74	\$11.75 - 14.74	\$14.75 - 18.74	\$18.75 - 23.99	\$24.00 - 30.24	\$30.25 - 38.49	\$38.50 - 48.99	\$49.00 - 61.99	\$62.00 - 78.74	\$78.75 - 99.99	\$100.00 and over
Annual Salary (full-time only)		under \$19,240	\$19,240 - 24,439	\$24,440 - 30,679	\$30,680 - 38,999	\$39,000 - 49,919	\$49,920 - 62,919	\$62,920 - 80,079	\$80,080 - 101,919	\$101,920 - 128,959	\$128,960 - 163,799	\$163,800 - 207,999	\$208,000 and over	Employment
Accountants and Auditors - Examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements.				1	2	3								6
13-2011														

1 For each occupation listed, read the definition to determine which occupations are found in your establishment.

2 For each occupation that is found in your establishment, write in the number of workers in this occupation, based on their wages.

For example, there are six Accountants in your establishment. One is part-time, working 20 hours a week, and earns \$12,480 per year; and five are full-time: two earn \$32,000 per year, and three earn \$46,000. Calculate an hourly wage for the part-time worker by dividing the annual wage by the number of hours worked; 20 hrs x 52 weeks = 1040 hrs/yr, \$12480/1040 hrs = \$12/hr. Write "1" in column C. For the full-time workers, use their annual wage: write "2" in column D and "3" in column E.

3 Add up the total number of workers in this occupation and write the figure in the Total Employment column, making sure the total agrees with your records.

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		Hourly (part-time or full-time)	under \$9.25	\$9.25 - 11.74	\$11.75 - 14.74	\$14.75 - 18.74	\$18.75 - 23.99	\$24.00 - 30.24	\$30.25 - 38.49	\$38.50 - 48.99	\$49.00 - 61.99	\$62.00 - 78.74	\$78.75 - 99.99	\$100.00 and over
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Management Occupations
 (Managers in this section generally have other managers/supervisors reporting to them.)

Chief Executives - Formulate policies and provide overall direction of private and public organizations within guidelines set up by a board of directors or other governing body. Plan, direct, or coordinate operational activities with the help of subordinate executives and managers.	A	B	C	D	E	F	G	H	I	J	K	L	T
11-1011													
General and Operations Managers - Plan, direct, or coordinate the operations of public or private organizations. Responsibilities include formulating policies, managing daily operations, and planning the use of materials and human resources, but are too general to be classified in any one functional area of management or administration. Excludes First-Line Supervisors.	A	B	C	D	E	F	G	H	I	J	K	L	T
11-1021													
Advertising and Promotions Managers - Plan, direct, or coordinate advertising policies and programs or produce materials, such as posters, contests, coupons, or giveaways, to create extra interest in the purchase of a product or service.	A	B	C	D	E	F	G	H	I	J	K	L	T
11-2011													
Marketing Managers - Plan, direct, or coordinate marketing for products and services offered by a firm and identify potential customers. Develop pricing strategies with the goal of maximizing the firm's profits or share of the market while ensuring the firm's customers are satisfied. Oversee product development or monitor trends that indicate the need for new products and services.	A	B	C	D	E	F	G	H	I	J	K	L	T
11-2021													
Sales Managers - Plan, direct, or coordinate the distribution of a product or service to the customer. Establish sales territories, quotas, goals, and training programs for sales representatives. Analyze sales statistics to determine sales potential and inventory requirements and to monitor the preferences of customers.	A	B	C	D	E	F	G	H	I	J	K	L	T
11-2022													

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		under \$9.25	\$9.25 - 11.74	\$11.75 - 14.74	\$14.75 - 18.74	\$18.75 - 23.99	\$24.00 - 30.24	\$30.25 - 38.49	\$38.50 - 48.99	\$49.00 - 61.99	\$62.00 - 78.74	\$78.75 - 99.99	\$100.00 and over	Total Employment
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Public Relations and Fundraising Managers - Plan, direct, or coordinate activities to create or maintain a favorable public image or raise issue awareness for their organization or client, or plan, direct, or coordinate activities to solicit and maintain funds for special projects or nonprofit organizations.		A	B	C	D	E	F	G	H	I	J	K	L	T
11-2031														
Administrative Services Managers - Plan, direct, or coordinate one or more administrative services of an organization, such as records and information management, mail distribution, facilities planning and maintenance, and other support services. Medical records administrators are included in "Medical and Health Services Managers." Excludes "Purchasing Managers."		A	B	C	D	E	F	G	H	I	J	K	L	T
11-3011														
Computer and Information Systems Managers - Plan, direct, or coordinate activities in such fields as electronic data processing, information systems, systems analysis, and computer programming.		A	B	C	D	E	F	G	H	I	J	K	L	T
11-3021														
Financial Managers - Plan, direct, or coordinate accounting, investing, banking, insurance, securities, and other financial activities of a branch, office, or department of an establishment.		A	B	C	D	E	F	G	H	I	J	K	L	T
11-3031														
Compensation and Benefits Managers - Plan, direct, or coordinate compensation and benefits activities of an organization. Job analysis and position description managers are included in "Human Resources Managers."		A	B	C	D	E	F	G	H	I	J	K	L	T
11-3111														
Food Service Managers - Plan, direct, or coordinate activities of an organization or department that serves food and beverages. Excludes "Chefs and Head Cooks."		A	B	C	D	E	F	G	H	I	J	K	L	T
11-9051														
Natural Sciences Managers - Plan, direct, or coordinate activities in such fields as life sciences, physical sciences, mathematics, and research and development in these fields.		A	B	C	D	E	F	G	H	I	J	K	L	T
11-9121														

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		Hourly (part-time or full-time)	under \$9.25	\$9.25 - 11.74	\$11.75 - 14.74	\$14.75 - 18.74	\$18.75 - 23.99	\$24.00 - 30.24	\$30.25 - 38.49	\$38.50 - 48.99	\$49.00 - 61.99	\$62.00 - 78.74	\$78.75 - 99.99	\$100.00 and over
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Social and Community Service Managers - Plan, direct, or coordinate a social service program or community outreach organization. Oversee budget and policies regarding participant involvement, program requirements, and benefits. Work may involve directing social workers, counselors, or probation officers.		A	B	C	D	E	F	G	H	I	J	K	L	T
11-9151														

Business and Financial Operations Occupations

Purchasing Agents, Except Wholesale, Retail, and Farm Products -		A	B	C	D	E	F	G	H	I	J	K	L	T
Purchase machinery, equipment, tools, parts, supplies, or services necessary for the operation of an establishment. Purchase raw or semi-finished materials for manufacturing.														
	13-1023													
Human Resources Specialists -		A	B	C	D	E	F	G	H	I	J	K	L	T
Perform activities in the human resource area. Includes employment specialists who screen, recruit, interview, and place workers. Excludes "Compensation, Benefits, and Job Analysis Specialists" and "Training and Development Specialists."														
	13-1071													
Meeting, Convention, and Event Planners -		A	B	C	D	E	F	G	H	I	J	K	L	T
Coordinate activities of staff or convention personnel to make arrangements for group meetings, events, or conventions.														
	13-1121													
Fundraisers -		A	B	C	D	E	F	G	H	I	J	K	L	T
Organize activities to raise funds or otherwise solicit and gather monetary donations or other gifts for an organization. May design and produce promotional materials. May also raise awareness of the organization's work, goals, and financial needs.														
	13-1131													
Compensation, Benefits, and Job Analysis Specialists -		A	B	C	D	E	F	G	H	I	J	K	L	T
Conduct programs of compensation and benefits and job analysis for employer. May specialize in specific areas, such as position classification and pension programs.														
	13-1141													

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Market Research Analysts and Marketing Specialists - Research local, regional, or national market conditions to determine potential sales of a product or service, or create a marketing campaign. May gather information on competitors, prices, sales, and marketing methods. May use survey results to create a marketing campaign based on regional preferences and buying habits.		A	B	C	D	E	F	G	H	I	J	K	L	T
13-1161														
Accountants and Auditors - Analyze and interpret accounting records to prepare financial statements, give advice, or audit and evaluate statements prepared by others. Install or advise on systems of recording costs or other financial and budgetary data. Excludes "Tax Examiners and Collectors, and Revenue Agents."		A	B	C	D	E	F	G	H	I	J	K	L	T
13-2011														
Computer and Mathematical Occupations														
Database Administrators - Administer, test, and implement computer databases. Coordinate changes to computer databases. May plan, coordinate, and implement security measures to safeguard computer databases.		A	B	C	D	E	F	G	H	I	J	K	L	T
15-1141														
Network and Computer Systems Administrators - Install, configure, and support an organization’s local area network (LAN), wide area network (WAN), and Internet systems or segment of a network system. Ensure network availability. May monitor and test Web site performance. May assist in network modeling, analysis, planning, and coordination between network and data communications hardware and software. May supervise computer user support specialists and computer network support specialists. May administer network security measures.		A	B	C	D	E	F	G	H	I	J	K	L	T
15-1142														
Computer User Support Specialists - Provide technical assistance to computer users. Answer questions or resolve computer problems in person, via telephone, or electronically. May provide assistance concerning computer hardware and software use.		A	B	C	D	E	F	G	H	I	J	K	L	T
15-1151														

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Life, Physical, and Social Science Occupations

Zoologists and Wildlife Biologists - Study the origins, behavior, diseases, genetics, and life processes of animals and wildlife. May specialize in wildlife research and management. May collect and analyze biological data to determine the environmental effects of present and potential use of land and water habitats.	A	B	C	D	E	F	G	H	I	J	K	L	T
19-1023													

Historians - Research, analyze, record, and interpret the past as recorded in sources, such as government and institutional records, newspapers and other periodicals, photographs, interviews, films, electronic media, and unpublished manuscripts, such as personal diaries and letters.	A	B	C	D	E	F	G	H	I	J	K	L	T
19-3093													

Education, Training, and Library Occupations

Self-Enrichment Education Teachers - Teach courses other than those that lead to an occupational objective or degree. Courses may include self-improvement, nonvocational, and nonacademic subjects. Teaching may not take place in a traditional educational institution. Excludes "Fitness Trainers and Aerobics Instructors." Flight instructors are included with "Aircraft Pilots and Flight Engineers."	A	B	C	D	E	F	G	H	I	J	K	L	T
25-3021													

Archivists - Appraise, edit, and direct safekeeping of permanent records and historically valuable documents. Participate in research activities based on archival materials.	A	B	C	D	E	F	G	H	I	J	K	L	T
25-4011													

Curators - Administer collections, such as artwork, collectibles, historic items, or scientific specimens of museums or other institutions. May conduct instructional, research, or public service activities of institution.	A	B	C	D	E	F	G	H	I	J	K	L	T
25-4012													

Museum Technicians and Conservators - Restore, maintain, or prepare objects in museum collections for storage, research, or exhibit. May work with fossils, artifacts, textiles, or art. May identify and record objects or install and arrange them in exhibits. Includes book or document conservators.	A	B	C	D	E	F	G	H	I	J	K	L	T
25-4013													

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Librarians - Administer libraries and perform related services. Work in settings such as public libraries, schools, corporations, and healthcare providers. May select, acquire, catalogue, classify, circulate, and maintain library materials and furnish reference, bibliographical, and readers' advisory services. May perform in-depth, strategic research, and synthesize, analyze, edit, and filter information. May set up or work with databases and information systems to catalogue and access information.		A	B	C	D	E	F	G	H	I	J	K	L	T
25-4021														
Library Technicians - Assist librarians by helping readers in the use of library catalogs, databases, and indexes to locate books and other materials; and by answering questions that require only brief consultation of standard reference. Compile records; sort and shelve books or other media; remove or repair damaged books or other media; register patrons; and check materials in and out of the circulation process. Replace materials in shelving area (stacks) or files. Includes bookmobile drivers who assist with providing services in mobile libraries.		A	B	C	D	E	F	G	H	I	J	K	L	T
25-4031														
Instructional Coordinators - Develop instructional material, coordinate educational content, and incorporate current technology in specialized fields that provide guidelines to educators and instructors for developing curricula and conducting courses. Includes educational consultants and specialists, and instructional material directors.		A	B	C	D	E	F	G	H	I	J	K	L	T
25-9031														
Teacher Assistants - Perform duties that are instructional in nature or deliver direct services to students or parents. Serve in a position for which a teacher has ultimate responsibility for the design and implementation of educational programs and services. Excludes "Graduate Teaching Assistants."		A	B	C	D	E	F	G	H	I	J	K	L	T
25-9041														
Arts, Design, Entertainment, Sports, and Media Occupations														
Art Directors - Formulate design concepts and presentation approaches for visual communications media, such as print, broadcasting, and advertising. Direct workers engaged in art work or layout design.		A	B	C	D	E	F	G	H	I	J	K	L	T
27-1011														

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Craft Artists - Create or reproduce hand-made objects for sale and exhibition using a variety of techniques, such as welding, weaving, pottery, and needlecraft.		A	B	C	D	E	F	G	H	I	J	K	L	T
27-1012														
Fine Artists, Including Painters, Sculptors, and Illustrators - Create original artwork using any of a wide variety of media and techniques.		A	B	C	D	E	F	G	H	I	J	K	L	T
27-1013														
Graphic Designers - Design or create graphics to meet specific commercial or promotional needs, such as packaging, displays, or logos. May use a variety of mediums.		A	B	C	D	E	F	G	H	I	J	K	L	T
27-1024														
Set and Exhibit Designers - Design special exhibits and movie, television, and theater sets.		A	B	C	D	E	F	G	H	I	J	K	L	T
27-1027														
Actors - Play parts in stage, television, radio, video, or motion picture productions for entertainment, information, or instruction. May dance and sing.		A	B	C	D	E	F	G	H	I	J	K	L	T
27-2011														
Public Relations Specialists - Engage in promoting or creating an intended public image for individuals, groups, or organizations. May write or select material for release to various communications media.		A	B	C	D	E	F	G	H	I	J	K	L	T
27-3031														
Editors - Plan, coordinate, or edit content of material for publication. May review proposals and drafts for possible publication. Includes technical editors.		A	B	C	D	E	F	G	H	I	J	K	L	T
27-3041														
Writers and Authors - Originate and prepare written material, such as scripts, stories, advertisements, and other material. Excludes "Public Relations Specialists" and "Technical Writers."		A	B	C	D	E	F	G	H	I	J	K	L	T
27-3043														

OCCUPATIONAL TITLE AND DESCRIPTION OF DUTIES		NUMBER OF EMPLOYEES IN SELECTED WAGE RANGES (Report Part-time Workers According to an Hourly Rate)												
		A	B	C	D	E	F	G	H	I	J	K	L	T
		Hourly (part-time or full-time)	under \$9.25	\$9.25 - 11.74	\$11.75 - 14.74	\$14.75 - 18.74	\$18.75 - 23.99	\$24.00 - 30.24	\$30.25 - 38.49	\$38.50 - 48.99	\$49.00 - 61.99	\$62.00 - 78.74	\$78.75 - 99.99	\$100.00 and over
Annual Salary (full-time only)		under \$19,240	\$19,240 - 24,439	\$24,440 - 30,679	\$30,680 - 38,999	\$39,000 - 49,919	\$49,920 - 62,919	\$62,920 - 80,079	\$80,080 - 101,919	\$101,920 - 128,959	\$128,960 - 163,799	\$163,800 - 207,999	\$208,000 and over	
Interpreters and Translators - Interpret oral or sign language, or translate written text from one language into another.		A	B	C	D	E	F	G	H	I	J	K	L	T
27-3091														
Audio and Video Equipment Technicians - Set up and/or operate audio and video equipment including microphones, speakers, video screens, projectors, video monitors, recording equipment, wires and cables, sound and mixing boards, and related equipment for concerts, sports events, meetings and conventions, presentations, and news conferences. May also set up and operate lighting systems. Excludes "Sound Engineering Technicians."		A	B	C	D	E	F	G	H	I	J	K	L	T
27-4011														
Photographers - Photograph people, landscapes, merchandise, or other subjects, using digital or film cameras and equipment. May develop negatives or use computer software to produce finished images and prints. Includes scientific and aerial photographers, and photojournalists.		A	B	C	D	E	F	G	H	I	J	K	L	T
27-4021														
Healthcare Practitioners and Technical Occupations														
Veterinarians - Diagnose, treat, or research diseases and injuries of animals. Includes veterinarians who conduct research and development.		A	B	C	D	E	F	G	H	I	J	K	L	T
29-1131														
Protective Service Occupations														
Security Guards - Guard, patrol, or monitor premises to prevent theft, violence, or infractions of rules. May operate x-ray and metal detector equipment. Excludes "Transportation Security Screeners."		A	B	C	D	E	F	G	H	I	J	K	L	T
33-9032														
Food Preparation and Serving Related Occupations														
First-Line Supervisors of Food Preparation and Serving Workers - Directly supervise and coordinate activities of workers engaged in preparing and serving food.		A	B	C	D	E	F	G	H	I	J	K	L	T
35-1012														

OCCUPATIONAL TITLE AND DESCRIPTION OF DUTIES		NUMBER OF EMPLOYEES IN SELECTED WAGE RANGES (Report Part-time Workers According to an Hourly Rate)												
		A	B	C	D	E	F	G	H	I	J	K	L	T
		under \$9.25	\$9.25 - 11.74	\$11.75 - 14.74	\$14.75 - 18.74	\$18.75 - 23.99	\$24.00 - 30.24	\$30.25 - 38.49	\$38.50 - 48.99	\$49.00 - 61.99	\$62.00 - 78.74	\$78.75 - 99.99	\$100.00 and over	Total Employment
Hourly (part-time or full-time)														
Annual Salary (full-time only)														
Cooks, Restaurant - Prepare, season, and cook dishes food in restaurants. May order supplies, keep records and accounts, price items on menu, or plan menu.		A	B	C	D	E	F	G	H	I	J	K	L	T
35-2014														
Cooks, Short Order - Prepare and cook to order a variety of foods that require only a short preparation time. May take orders from customers and serve patrons at counters or tables. Excludes "Fast Food Cooks."		A	B	C	D	E	F	G	H	I	J	K	L	T
35-2015														
Food Preparation Workers - Perform a variety of food preparation duties other than cooking, such as preparing cold foods and shellfish, slicing meat, and brewing coffee or tea.		A	B	C	D	E	F	G	H	I	J	K	L	T
35-2021														
Combined Food Preparation and Serving Workers, Including Fast Food - Perform duties which combine preparing and serving food and nonalcoholic beverages.		A	B	C	D	E	F	G	H	I	J	K	L	T
35-3021														
Counter Attendants, Cafeteria, Food Concession, and Coffee Shop - Serve food to diners at counter or from a steam table. Counter attendants who also wait tables are included in "Waiters and Waitresses."		A	B	C	D	E	F	G	H	I	J	K	L	T
35-3022														
Waiters and Waitresses - Take orders and serve food and beverages to patrons at tables. Excludes "Counter Attendants, Cafeteria, Food Concession, and Coffee Shop." Please include tips when calculating wages.		A	B	C	D	E	F	G	H	I	J	K	L	T
35-3031														
Dining Room and Cafeteria Attendants and Bartender Helpers - Facilitate food service. Clean tables, remove dirty dishes, replace soiled table linens; set tables; replenish supply of clean linens, silverware, glassware, and dishes; supply service bar with food; and serve items such as water, condiments, and coffee to patrons. Please include tips when calculating wages.		A	B	C	D	E	F	G	H	I	J	K	L	T
35-9011														

OCCUPATIONAL TITLE AND DESCRIPTION OF DUTIES		NUMBER OF EMPLOYEES IN SELECTED WAGE RANGES (Report Part-time Workers According to an Hourly Rate)													
		A	B	C	D	E	F	G	H	I	J	K	L	T	
		Hourly (part-time or full-time)	under \$9.25	\$9.25 - 11.74	\$11.75 - 14.74	\$14.75 - 18.74	\$18.75 - 23.99	\$24.00 - 30.24	\$30.25 - 38.49	\$38.50 - 48.99	\$49.00 - 61.99	\$62.00 - 78.74	\$78.75 - 99.99	\$100.00 and over	Total
		Annual Salary (full-time only)	under \$19,240	\$19,240 - 24,439	\$24,440 - 30,679	\$30,680 - 38,999	\$39,000 - 49,919	\$49,920 - 62,919	\$62,920 - 80,079	\$80,080 - 101,919	\$101,920 - 128,959	\$128,960 - 163,799	\$163,800 - 207,999	\$208,000 and over	Employment
Dishwashers - Clean dishes, kitchen, food preparation equipment, or utensils.			A	B	C	D	E	F	G	H	I	J	K	L	T
		35-9021													

Building and Grounds Cleaning and Maintenance Occupations

First-Line Supervisors of Housekeeping and Janitorial Workers -	A	B	C	D	E	F	G	H	I	J	K	L	T
Directly supervise and coordinate work activities of cleaning personnel.													
	37-1011												
First-Line Supervisors of Landscaping, Lawn Service, and Groundskeeping Workers -	A	B	C	D	E	F	G	H	I	J	K	L	T
Directly supervise and coordinate activities of landscaping or groundskeeping workers. Work may involve reviewing contracts to ascertain service requirements, answering inquiries from potential customers, and preparing estimates.													
	37-1012												
Janitors and Cleaners, Except Maids and Housekeeping Cleaners -	A	B	C	D	E	F	G	H	I	J	K	L	T
Keep buildings in clean and orderly condition. Perform heavy cleaning duties. Duties may include tending furnace and boiler, performing routine maintenance activities, notifying management of need for repairs, and cleaning snow or debris from sidewalk.													
	37-2011												
Landscaping and Groundskeeping Workers -	A	B	C	D	E	F	G	H	I	J	K	L	T
Landscape or maintain grounds of property using hand or power tools and equipment. Tasks may include sod laying, mowing, trimming, planting, watering, fertilizing, digging, raking, sprinkler installation, and installation of mortarless segmental concrete masonry wall units. Excludes "Farmworkers and Laborers, Crop, Nursery, and Greenhouse."													
	37-3011												

Personal Care and Service Occupations

First-Line Supervisors of Personal Service Workers -	A	B	C	D	E	F	G	H	I	J	K	L	T
Directly supervise and coordinate activities of personal service workers, such as flight attendants, hairdressers, or caddies.													
	39-1021												

OCCUPATIONAL TITLE AND DESCRIPTION OF DUTIES		NUMBER OF EMPLOYEES IN SELECTED WAGE RANGES (Report Part-time Workers According to an Hourly Rate)												
		A	B	C	D	E	F	G	H	I	J	K	L	T
		under \$9.25	\$9.25 - 11.74	\$11.75 - 14.74	\$14.75 - 18.74	\$18.75 - 23.99	\$24.00 - 30.24	\$30.25 - 38.49	\$38.50 - 48.99	\$49.00 - 61.99	\$62.00 - 78.74	\$78.75 - 99.99	\$100.00 and over	Total Employment
Hourly (part-time or full-time)	under \$19,240	\$19,240 - 24,439	\$24,440 - 30,679	\$30,680 - 38,999	\$39,000 - 49,919	\$49,920 - 62,919	\$62,920 - 80,079	\$80,080 - 101,919	\$101,920 - 128,959	\$128,960 - 163,799	\$163,800 - 207,999	\$208,000 and over		
Nonfarm Animal Caretakers - Feed, water, groom, bathe, exercise, or otherwise care for pets and other nonfarm animals, including zoo animals. May keep records of feedings, treatments, and animals received or discharged. May clean, disinfect, and repair cages, pens, or fish tanks. Excludes "Veterinary Assistants and Laboratory Animal Caretakers."		A	B	C	D	E	F	G	H	I	J	K	L	T
39-2021														
Ushers, Lobby Attendants, and Ticket Takers - Assist patrons at entertainment events by collecting admission tickets, assisting in finding seats, searching for lost articles, and locating such facilities as rest rooms and telephones.		A	B	C	D	E	F	G	H	I	J	K	L	T
39-3031														
Amusement and Recreation Attendants - Perform variety of attending duties at amusement or recreation facility. May schedule use of recreation facilities, maintain and provide equipment to participants of sporting events or recreational pursuits, or operate amusement concessions and rides.		A	B	C	D	E	F	G	H	I	J	K	L	T
39-3091														
Tour Guides and Escorts - Escort individuals or groups on sightseeing tours or through places of interest, such as industrial establishments, public buildings, and art galleries. Please include tips when calculating wages.		A	B	C	D	E	F	G	H	I	J	K	L	T
39-7011														
Recreation Workers - Conduct recreation activities with groups in public, private, or volunteer agencies or recreation facilities. Organize and promote activities, such as arts and crafts, sports, and games.		A	B	C	D	E	F	G	H	I	J	K	L	T
39-9032														
Sales and Related Occupations														
First-Line Supervisors of Retail Sales Workers - Directly supervise and coordinate activities of retail sales workers. Duties may include purchasing, budgeting, accounting, and personnel work, in addition to supervisory duties.		A	B	C	D	E	F	G	H	I	J	K	L	T
41-1011														

OCCUPATIONAL TITLE AND DESCRIPTION OF DUTIES		NUMBER OF EMPLOYEES IN SELECTED WAGE RANGES (Report Part-time Workers According to an Hourly Rate)													
		A	B	C	D	E	F	G	H	I	J	K	L	T	
		under \$9.25	\$9.25 - 11.74	\$11.75 - 14.74	\$14.75 - 18.74	\$18.75 - 23.99	\$24.00 - 30.24	\$30.25 - 38.49	\$38.50 - 48.99	\$49.00 - 61.99	\$62.00 - 78.74	\$78.75 - 99.99	\$100.00 and over	Total	
Hourly (part-time or full-time)														Employment	
Annual Salary (full-time only)		under \$19,240	\$19,240 - 24,439	\$24,440 - 30,679	\$30,680 - 38,999	\$39,000 - 49,919	\$49,920 - 62,919	\$62,920 - 80,079	\$80,080 - 101,919	\$101,920 - 128,959	\$128,960 - 163,799	\$163,800 - 207,999	\$208,000 and over		
Cashiers -		A	B	C	D	E	F	G	H	I	J	K	L	T	
Receive and disburse money in establishments other than financial institutions. May use electronic scanners, cash registers, or related equipment. May process credit or debit card transactions and validate checks. Excludes "Gaming Cage Persons and Booth Cashiers."															
41-2011															
Retail Salespersons -		A	B	C	D	E	F	G	H	I	J	K	L	T	
Sell merchandise, such as furniture, motor vehicles, appliances, or apparel to consumers. Excludes "Cashiers."															
41-2031															
Office and Administrative Support Occupations															
First-Line Supervisors of Office and Administrative Support Workers -		A	B	C	D	E	F	G	H	I	J	K	L	T	
Directly supervise and coordinate the activities of clerical and administrative support workers.															
43-1011															
Switchboard Operators, Including Answering Service -		A	B	C	D	E	F	G	H	I	J	K	L	T	
Operate telephone business systems equipment or switchboards to relay calls. May supply information to callers and record messages.															
43-2011															
Bookkeeping, Accounting, and Auditing Clerks -		A	B	C	D	E	F	G	H	I	J	K	L	T	
Compute, classify, and record data to keep financial records complete. Perform routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. Excludes "Payroll and Timekeeping Clerks."															
43-3031															
Payroll and Timekeeping Clerks -		A	B	C	D	E	F	G	H	I	J	K	L	T	
Compile and record employee time and payroll data. May compute employees' time worked, production, and commission. May compute and post wages and deductions, or prepare paychecks.															
43-3051															

OCCUPATIONAL TITLE AND DESCRIPTION OF DUTIES		NUMBER OF EMPLOYEES IN SELECTED WAGE RANGES (Report Part-time Workers According to an Hourly Rate)												
		A	B	C	D	E	F	G	H	I	J	K	L	T
		under \$9.25	\$9.25 - 11.74	\$11.75 - 14.74	\$14.75 - 18.74	\$18.75 - 23.99	\$24.00 - 30.24	\$30.25 - 38.49	\$38.50 - 48.99	\$49.00 - 61.99	\$62.00 - 78.74	\$78.75 - 99.99	\$100.00 and over	Total Employment
Hourly (part-time or full-time)														
Annual Salary (full-time only)		under \$19,240	\$19,240 - 24,439	\$24,440 - 30,679	\$30,680 - 38,999	\$39,000 - 49,919	\$49,920 - 62,919	\$62,920 - 80,079	\$80,080 - 101,919	\$101,920 - 128,959	\$128,960 - 163,799	\$163,800 - 207,999	\$208,000 and over	
Customer Service Representatives - Interact with customers to provide information in response to inquiries about products and services and to handle and resolve complaints. Excludes individuals whose duties are primarily installation, sales, or repair.		A	B	C	D	E	F	G	H	I	J	K	L	T
43-4051														
File Clerks - File correspondence, cards, invoices, receipts, and other records. Locate and remove material from file when requested.		A	B	C	D	E	F	G	H	I	J	K	L	T
43-4071														
Receptionists and Information Clerks - Answer inquiries and provide information regarding activities conducted at establishment and location of departments, offices, and employees within the organization. Excludes "Switchboard Operators, Including Answering Service."		A	B	C	D	E	F	G	H	I	J	K	L	T
43-4171														
Reservation and Transportation Ticket Agents and Travel Clerks - Make and confirm reservations for transportation or lodging, or sell transportation tickets. May check baggage and direct passengers to designated concourse, pier, or track; deliver tickets, contact individuals and groups to inform them of package tours; or provide tourists with travel or transportation information. Excludes "Travel Agents," "Hotel, Motel, and Resort Desk Clerks," and "Cashiers" who sell tickets for local transportation.		A	B	C	D	E	F	G	H	I	J	K	L	T
43-4181														
Stock Clerks and Order Fillers - Receive, store, and issue sales floor merchandise, materials, equipment, and other items from stockroom, warehouse, or storage yard to fill shelves, racks, tables, or customers' orders. May mark prices on merchandise and set up sales displays. Excludes "Shipping, Receiving, and Traffic Clerks."		A	B	C	D	E	F	G	H	I	J	K	L	T
43-5081														
Executive Secretaries and Executive Administrative Assistants - Provide high-level administrative support. Conduct research, prepare statistical reports, handle information requests, and perform clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. May also train and supervise lower-level clerical staff.		A	B	C	D	E	F	G	H	I	J	K	L	T
43-6011														

OCCUPATIONAL TITLE AND DESCRIPTION OF DUTIES		NUMBER OF EMPLOYEES IN SELECTED WAGE RANGES (Report Part-time Workers According to an Hourly Rate)												
		A	B	C	D	E	F	G	H	I	J	K	L	T
		under \$9.25	\$9.25 - 11.74	\$11.75 - 14.74	\$14.75 - 18.74	\$18.75 - 23.99	\$24.00 - 30.24	\$30.25 - 38.49	\$38.50 - 48.99	\$49.00 - 61.99	\$62.00 - 78.74	\$78.75 - 99.99	\$100.00 and over	Total Employment
Annual Salary (full-time only)	under \$19,240	\$19,240 - 24,439	\$24,440 - 30,679	\$30,680 - 38,999	\$39,000 - 49,919	\$49,920 - 62,919	\$62,920 - 80,079	\$80,080 - 101,919	\$101,920 - 128,959	\$128,960 - 163,799	\$163,800 - 207,999	\$208,000 and over		
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive - Perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining files, or providing information to callers.		A	B	C	D	E	F	G	H	I	J	K	L	T
43-6014														
Data Entry Keyers - Operate data entry device, such as keyboard or photo composing perforator. Duties may include verifying data and preparing materials for printing. Excludes "Word Processors and Typists."		A	B	C	D	E	F	G	H	I	J	K	L	T
43-9021														
Office Clerks, General - Perform duties too varied and diverse to be classified in any specific clerical occupation, requiring knowledge of office systems and procedures. Duties may include a combination of answering telephones, bookkeeping, typing or word processing, stenography, office machine operation, and filing.		A	B	C	D	E	F	G	H	I	J	K	L	T
43-9061														
Construction and Extraction Occupations														
Carpenters - Construct, erect, install, or repair structures and fixtures made of wood, such as concrete forms; building frameworks, including partitions, joists, studding, and rafters; and wood stairways, window and door frames, and hardwood floors. May also install cabinets, siding, drywall and batt or roll insulation. Includes brattice builders who build doors or brattices (ventilation walls or partitions) in underground passageways.		A	B	C	D	E	F	G	H	I	J	K	L	T
47-2031														
Installation, Maintenance, and Repair Occupations														
First-Line Supervisors of Mechanics, Installers, and Repairers - Directly supervise and coordinate the activities of mechanics, installers, and repairers. Excludes team or work leaders.		A	B	C	D	E	F	G	H	I	J	K	L	T
49-1011														

OCCUPATIONAL TITLE AND DESCRIPTION OF DUTIES		NUMBER OF EMPLOYEES IN SELECTED WAGE RANGES (Report Part-time Workers According to an Hourly Rate)												
		A	B	C	D	E	F	G	H	I	J	K	L	T
		Hourly (part-time or full-time)	under \$9.25	\$9.25 - 11.74	\$11.75 - 14.74	\$14.75 - 18.74	\$18.75 - 23.99	\$24.00 - 30.24	\$30.25 - 38.49	\$38.50 - 48.99	\$49.00 - 61.99	\$62.00 - 78.74	\$78.75 - 99.99	\$100.00 and over
Annual Salary (full-time only)	under \$19,240	\$19,240 - 24,439	\$24,440 - 30,679	\$30,680 - 38,999	\$39,000 - 49,919	\$49,920 - 62,919	\$62,920 - 80,079	\$80,080 - 101,919	\$101,920 - 128,959	\$128,960 - 163,799	\$163,800 - 207,999	\$208,000 and over		
Maintenance and Repair Workers, General -		A	B	C	D	E	F	G	H	I	J	K	L	T
Perform work involving the skills of two or more maintenance occupations to keep machines, mechanical equipment, or the structure of an establishment in repair. Duties may involve pipe fitting; boiler making; insulating; welding; machining; carpentry; repairing electrical or mechanical equipment; installing, aligning, and balancing equipment; and repairing buildings, floors, or stairs.														
49-9071														
Commercial Divers -		A	B	C	D	E	F	G	H	I	J	K	L	T
Work below surface of water, using scuba gear to inspect, repair, remove, or install equipment and structures. May conduct tests or experiments, rig explosives, or photograph structures or marine life. Excludes "Fishers and Related Fishing Workers," "Athletes and Sports Competitors," and "Police and Sheriff's Patrol Officers."														
49-9092														
Subtotal Employment														T

Instructions for Completing the Supplemental Page

Please use these supplemental pages to report employees whose occupations were not found on the preceding pages. Please write in each unique occupational title, a short description of duties, the number of employees found in each wage column, and the total employment for each occupation. Refer to pages ii and iii for detailed instructions on how to report by occupation, how to determine wages, and how to complete the report.

OCCUPATIONAL TITLE AND DESCRIPTION OF DUTIES	NUMBER OF EMPLOYEES IN SELECTED WAGE RANGES (Report Part-time Workers According to an Hourly Rate)													
	A	B	C	D	E	F	G	H	I	J	K	L	T	
	Hourly (part-time or full-time)	under \$9.25	\$9.25 - 11.74	\$11.75 - 14.74	\$14.75 - 18.74	\$18.75 - 23.99	\$24.00 - 30.24	\$30.25 - 38.49	\$38.50 - 48.99	\$49.00 - 61.99	\$62.00 - 78.74	\$78.75 - 99.99	\$100.00 and over	Total Employment
	Annual Salary (full-time only)	under \$19,240	\$19,240 - 24,439	\$24,440 - 30,679	\$30,680 - 38,999	\$39,000 - 49,919	\$49,920 - 62,919	\$62,920 - 80,079	\$80,080 - 101,919	\$101,920 - 128,959	\$128,960 - 163,799	\$163,800 - 207,999	\$208,000 and over	

A	B	C	D	E	F	G	H	I	J	K	L	T

A	B	C	D	E	F	G	H	I	J	K	L	T

A	B	C	D	E	F	G	H	I	J	K	L	T

A	B	C	D	E	F	G	H	I	J	K	L	T

A	B	C	D	E	F	G	H	I	J	K	L	T

FOR OFFICE USE ONLY	FIPS	Schedule Number	NAICS Code	Unit Total Employment	Reviewed By	Date Reviewed	Subtotal Employment - this page	
							Total Employment identified on this form	

Instructions for Completing the Supplemental Page

Please use these supplemental pages to report employees whose occupations were not found on the preceding pages. Please write in each unique occupational title, a short description of duties, the number of employees found in each wage column, and the total employment for each occupation. Refer to pages ii and iii for detailed instructions on how to report by occupation, how to determine wages, and how to complete the report. If you need additional space to report the workers in your establishment, please photocopy this page.

OCCUPATIONAL TITLE AND DESCRIPTION OF DUTIES		NUMBER OF EMPLOYEES IN SELECTED WAGE RANGES (Report Part-time Workers According to an Hourly Rate)												
		A	B	C	D	E	F	G	H	I	J	K	L	T
		Hourly (part-time or full-time)	under \$9.25	\$9.25 - 11.74	\$11.75 - 14.74	\$14.75 - 18.74	\$18.75 - 23.99	\$24.00 - 30.24	\$30.25 - 38.49	\$38.50 - 48.99	\$49.00 - 61.99	\$62.00 - 78.74	\$78.75 - 99.99	\$100.00 and over
Annual Salary (full-time only)	under \$19,240	\$19,240 - 24,439	\$24,440 - 30,679	\$30,680 - 38,999	\$39,000 - 49,919	\$49,920 - 62,919	\$62,920 - 80,079	\$80,080 - 101,919	\$101,920 - 128,959	\$128,960 - 163,799	\$163,800 - 207,999	\$208,000 and over	Employment	

A	B	C	D	E	F	G	H	I	J	K	L	T

A	B	C	D	E	F	G	H	I	J	K	L	T

A	B	C	D	E	F	G	H	I	J	K	L	T

A	B	C	D	E	F	G	H	I	J	K	L	T

A	B	C	D	E	F	G	H	I	J	K	L	T

FOR OFFICE USE ONLY	FIPS	Schedule Number	NAICS Code	Unit Total Employment	Reviewed By	Date Reviewed	Subtotal Employment - this page	
							Total Employment identified on this form	