

# National Compensation Survey

## Employment Cost Index

### Month Year Update

## Schedule # - 999999

{Index wage and benefits – Private industry}

Thank you for your assistance with the Employment Cost Index (ECI). Please supply individual wages, including commissions and production bonus payments, for each worker currently in the listed occupations within one week of receiving this package. **Include scheduled changes effective before the reference date of MONTH 12, YEAR.** Document any significant changes in numbers of workers or wages since your last report.

There are several reporting options available:

- Secure file transfer over the internet – <https://www.BLSCompdata.bls.gov>
- Email to [BLSCompdata@bls.gov](mailto:BLSCompdata@bls.gov)
- Fax the completed form to 999-999-9999
- Mail a printed report or the completed form

Data can be reported in any standard format, but be sure to include your schedule number, 999999, on any reports or emails. **If you have any questions, please contact: XXXX XXXXXXX at 999-999-8888.**

Please correct name, title, or address, as needed.

Prepared by:

Name \_\_\_\_\_

Title \_\_\_\_\_

Telephone: \_\_\_\_\_

Date Prepared: \_\_\_\_\_

Respondent Name

Respondent Title

Company Name

Company Name 2

Address1

Address2

City, State Zip

As entered by the regional office

As a participant in a Bureau of Labor Statistics (BLS) statistical survey, you should be aware that use of electronic transmittal methods in reporting data to the BLS involves certain inherent risks to the confidentiality of those data. Further, you should be aware that responsible electronic transmittal practices employed by the BLS cannot completely eliminate those risks.

The BLS is committed to the responsible treatment of the data you report and will take appropriate steps within its ability to protect the confidentiality of those data.

**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 survey comprehensive, accurate and timely.*

**Form Approved  
O.M.B. #1220-0164  
Expires 12/31/10**

We estimate that it will take an average of 39 minutes to complete this form, including 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 this estimate or any other aspect of this survey; including suggestions for reducing this burden, please send them to the Bureau of Labor Statistics, Office of Compensation and Working Conditions (1220-0164), 2 Massachusetts Avenue N.E., Washington, D.C. 20212. You are not required to respond to the collection of information unless it displays a currently valid OMB control number.

**(NOTE: This is a computer-generated form that provides prior earnings data to, and requests updated earnings data from survey respondents)**

Bureau of Labor Statistics  
National Compensation Survey

U.S. Department of Labor

Survey Area, State  
Schedule: XXXXXXXX

Location: COMPANY XXX XX BIG STREET CITY, STATE ZIPXXX		Previous employment : XXX For payroll of: 9/12/08				Current employment: _____ For payroll of: _/_/_			
Quote #	Title and description of selected occupations	Company Job Code	Previous Data			Current Data			
			Straight time		Number of Workers	Actual Hourly rate	Straight-time		Number of workers
			Hours	Earnings			Hours	Earnings	
<b>1</b>	<b>Asst. Research</b>	<b>XX1 2.</b>	<b>40. 00</b>	949.0 0	1				
		.	<b>40. 00</b>	1023. 00	1				
<b>2</b>	<b>Engineer Project III</b>	<b>XX2 3</b>	<b>40. 00</b>	2438. 00	1				
			<b>40. 00</b>	2478. 00	1				
<b>3</b>	<b>Engineer/ Specialist</b>	<b>XX4 4.</b>	<b>40. 00</b>	1129. 00	1				
			<b>40. 00</b>	1136. 00	1				
			<b>40. 00</b>	1190. 00	1				
			<b>40. 00</b>	1206. 00	1				

			<b>40.00</b>	1213.00	1				
			<b>40.00</b>	1226.00	1				

**(NOTE: This is a computer-generated form that provides prior benefits data to, and requests updated benefits data from survey respondents)**

Summary of Benefits example – update

**U. S. DEPARTMENT OF LABOR BUREAU OF LABOR STATISTICS SO-1003 PAGE 1**

**Establishment = Any Company Schedule Number = XXXXXXX**

Mr. Xxxx Xxxxx, CEO  
(TEL.) Number

Ben #	<i>Plan description</i>	Expected to change
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**BENEFIT DESCRIPTIONS COVER THE FOLLOWING OCCUPATIONS**

- XXXX Division Manager**
- XXXX Head Technician**
- XXXX Secretary**
- XXXX Janitor**

**01    WORK SCHEDULE – Full-time and part-time**  
**Full-time 8.00 hours/day    40.00/weekly hours    52.0 annual weeks**  
  
**Part-time 5.00 hours/day    25.00/weekly hours    52.0 annual weeks**

**01 1.5X after 40 hours/wk,  
2.0X on Sundays**

**02 VACATION  
After 6 months = 1 week  
After 1 year = 2 weeks  
After 5 years = 3 weeks  
After 10 years = 4 weeks (max.)**

Summary of Benefits example – update

U. S. DEPARTMENT OF LABOR BUREAU OF LABOR STATISTICS  
**Establishment = Any Company Schedule Number = XXXXXX**

Ben #	<i>Plan description</i>	Expected to change
03	<b>HOLIDAYS</b> 8 paid holidays a year. New Year's Day                      Labor Day President's Day                      Veteran's Day Memorial Day                      Thanksgiving July 4 <sup>th</sup> Christmas	
04	<b>SICK LEAVE</b> 5 days/year. No carry over.	
05	<b>OTHER LEAVE</b> Auxiliary Leave Funeral leave: 3 days. Immediate family.  Personal leave:2 days/year. Jury duty: As needed. Unpaid	
07	<b>NONPRODUCTION BONUS</b> Year end bonus Year-end bonus: 1 weeks pay.	12/01/08
10	<b>LIFE INSURANCE</b> All: \$10,000 Life & AD&D. 50% employer paid. Total cost: Life = \$.70/\$1,000/month AD&D = \$.07/\$1,000/month Optional plan 100% employee paid.	09/01/08
11	<u><b>HEALTH BENEFITS</b></u> Blue Cross/Blue Shield Eligibilit 3 month LOS, Full-Time	09/31/08

y= 2007	HEALTH PROVISIONS	EMPLOYER (70%)	EMPLOYEE (30%)
	Total cost: Single = \$212.34/month		
	Family = \$458.16/month		

12	SHORT TERM DISABILITY INSURANCE Optional plan. 100% employee paid.		10/01/08
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Summary of Benefits example – update

U. S. DEPARTMENT OF LABOR BUREAU OF LABOR STATISTICS

Establishment = Any Company Schedule Number = XXXXXX

BEN #	PLAN DISCRIPTION	EXPECTED TO CHANGE
23	<p>PLEASE PROVIDE 2007 RATE  <b>LONG TERM DISABILITY PAY</b>                      Full-time: Benefit = 60% of salary up to \$4,000/month until retirement age.                      2007 TOTAL COST = \$.70/\$100 of payroll                      Company pays 50%                      Employee pays 50%</p>	03/01/08
13	<p><b>DEFINED BENEFIT PENSION PLANS</b>                      Pension plan: Pays 2.0%X years of service                      2007 Fiscal Year: Co. Cost = \$ 189,359.00                      Co. gross payroll = \$2,310,922.00                      Eligibility: Must work over 1,000 hrs/year.</p>	
20	<p>PLEASE PROVIDE 2004RATE.  <b>STATE UNEMPLOYMENT INSURANCE</b>                      2007 rate = 2.4%</p>	03/01/08
21	<p><b>WORKER'S COMPENSATION</b>                      2007 Rates                      Office 8810 = \$.27/\$100.00                      Sales workers 8742 = \$.89/\$100.00                      Experience Modifier = 1.15                      Premium Discount = 9.0%</p>	06/01/08
22	<p><b>THERE ARE NO PROVISIONS FOR THE FOLLOWING BENEFITS:</b>                      Defined Contribution Plan</p>	