CALL SHEET

Hello. My name is _____ from the Bureau of Labor Statistics. I'm calling in reference to the monthly report on employment, payroll, and hours submitted by your firm. May I please speak to CONTACT NAME?

CS1.   Our records show that you are the contact person for the monthly Report on Employment, Payroll, and Hours. Are you the person who prepares this report?

- ❏ YES ➧ GO TO CS3
- ❏ NO

CS2.   Who is the person who prepares the monthly report on Employment, Payroll, and Hours for your company? What is (CONTACT NAME'S) telephone and fax number?

CES CONTACT NAME:_____
CES CONTACT PHONE NUMBER:_____
CES CONTACT FAX NUMBER:_____

CS3.   In addition to the monthly employment, payroll and hours report, your firm also submits a (NAME OF STATE QUARTERLY WAGE AND TAX REPORT) to (NAME OF STATE EMPLOYMENT AGENCY NAME) for unemployment insurance tax purposes. Are you (also) the person in your company who prepares this quarterly report?

- ❏ YES ➧ GO TO RECRUITMENT SCRIPT
- ❏ NO

CS4.   Are you familiar with the (NAME OF STATE QUARTERLY WAGE AND TAX REPORT)? Do you receive copies or summaries of the report?

- ❏ YES, FAMILIAR WITH AND RECEIVE COPIES/SUMMARIES
- ❏ YES, FAMILIAR WITH, BUT DOES NOT RECEIVE COPIES/SUMMARIES
- ❏ NOT FAMILIAR

CS5.   Do you know who prepares the (NAME OF STATE QUARTERLY WAGE AND TAX REPORT)? Is it someone else in the company, a payroll service, an accounting, or someone else?

- ❏ SOMEONE ELSE IN COMPANY
- ❏ PAYROLL PROCESSOR, please specify: _____
- ❏ ACCOUNTANT
- ❏ OTHER, please specify: _____

GO TO RECRUITMENT SCRIPT

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[1] This instrument follows general PAPI conventions to make it easier to follow, i.e., text in CAPS is not read to respondents, while text in small case is. Also, if no skip pattern is noted, continue to the next question.

RECRUITMENT SCRIPT

We routinely ask businesses to help us assure that we collect the best data possible, so we are contacting a small sample of our respondents to discuss (differences in) the employment numbers between the monthly and quarterly reports.

It would be very valuable to us if we could talk to you about any differences and your procedures, reports, and software. I realize you are very busy, but would you have a little time to answer some questions over the telephone? The questions usually take about 15 minutes, and I can schedule an appointment at your convenience.

IF RESPONDENT AGREES ask:
- Which day between [DATE] and [DATE] would be best for me to call you back? And what time of day?

        APPT DAY: _____

        TIME OF DAY: _____

- I called [PHONE NUMBER]. Is this the best phone number to use to reach you?
  - ☐ YES
  - ☐ NO → CORRECT THE INFORMATION HERE: _____

We would like to FAX you a letter describing in more detail our need to understand employment (differences/data quality). We will also attach your company's reported employment counts for these two reports.
- Would it be alright if I faxed you these documents?
  - ☐ YES
  - ☐ NO → USE MAIL, VERIFY CORRECT MAIL ADDRESS

- IF YES, Ask for respondent's FAX number (or verify if interviewer has it)

        FAX Number: _____

- If you need to reach me for any reason, you can call me at [NUMBER]. Again, my name is [NAME]. Do you have any questions for me?

Questionnaire Introduction

INTRO1. We recently (mailed/FAXed) you a letter with a copy of employment data that your company provided for the monthly and quarterly reports last year. It will be useful to refer to while we speak. Do you have it available?

❏ YES, HAVE COPY AVAILABLE   ☛ GO TO INTRO3

❏ NO

INTRO2. I will have some questions about the employment data we included with the letter. It would be better if I sent you another copy that you could refer to. Can I verify your FAX number?

❏ YES   ☛ VERIFY FAX NUMBER, MAKE CALL BACK APPT, FAX INFO
❏ NO (OR NO FAX) ☛ VERIFY MAIL ADDRESS, MAKE CALL BACK APPT, MAIL INFO

INTRO3. We are calling to find out more about how companies keep records and prepare employment counts for the monthly and quarterly reports. First, let me assure you that: CHECK AFTER READING TO RESPONDENT.

❏ The purpose of this call is for statistical purposes only and quality control. This call is not involved with unemployment insurance tax system liability in any way. Your participation is voluntary, and you can decline to answer any questions.

❏ The information you provide will be held in confidence to the full extent permitted by law. Your firm will not be identified in any way.

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. The OMB control number for this interview is: 1220-0011. You are not required to respond to the collection of information unless it displays a currently valid OMB control number.

INTRO4. To make the interview easier, Is there a common name that your firm uses to refer to the monthly report, since I will be asking questions about it? How about the quarterly wage and tax report? (CATI PROGRAMMER: THESE COULD BE SUBSTITUTED IN QUESTIONS IN LIEU OF OTHER NAMES THAT ARE USED FOR THE REPORTS)

MONTHLY REPORT NAME: _____

QUARTERLY REPORT NAME: _____

Questionnaire

Q1. First, I'd like to make sure that we have the correct worksite information. We're looking at: (READ IDENTIFIERS FOR CES AND/OR QCEW WORKSITES; CAN REFER RESPONDENT TO EMPLOYMENT DATA SHEET). Do the reported numbers represent the same worksite, or is it possible they represent other worksites?

❑ SAME WORKSITE

❑ OTHER WORKSITES

❑ DON'T KNOW

Q2. **(**Before we talk about the specific differences in the employment reports),[2] I'd like to ask some questions on payroll, company recordkeeping practices, and how employment numbers are prepared. First, do all of your employees appear on the same payroll or do you have more than one payroll? (For example, sometimes hourly workers are on a different payroll than salaried workers or executives.)

❑ SAME PAYROLL FOR ALL EMPLOYEES

❑ MORE THAN ONE PAYROLL

Q3. Do you use the same or different payroll time periods for employees? (For example, sometimes one group of employees is paid monthly and another is paid weekly.)

❑ SAME TIME PERIOD

❑ DIFFERENT TIME PERIOD

IF Q2 IS MORE THAN ONE PAYROLL AND/OR Q3 IS DIFFERENT TIME PERIOD, GO TO Q5, OTHERWISE CONTINUE

Q4. How often do you pay your employees?

❑ Weekly

❑ Bi-weekly (every other week)

❑ Semi-monthly (twice a month)

❑ Monthly

❑ Other, please specify: _____

GO TO Q7

Q5. What employee groups are on different payrolls or have different pay periods? (ENTER GROUPS BELOW.) What type of pay period(s) are used for (EACH GROUP)—weekly, biweekly, semi-monthly, monthly, or other?

Groups	Weekly	Bi-weekly	Semi-monthly	Monthly	Other
GROUP 1: _____	☐	☐	☐	☐	☐
GROUP 2: _____	☐	☐	☐	☐	☐

---

[2] CATI PROGRAMMER: some respondents may start immediately talking about the differences, so it would be useful if the interviewer could be able to skip to Q53 (or Q35 in Quarterly report only instrument) here and actually at any time in the interview, and then be able to return back to wherever they are in questionnaire.

GROUP 3: _____	☐	☐	☐	☐	☐
GROUP 4: _____	☐	☐	☐	☐	☐
GROUP 5: _____	☐	☐	☐	☐	☐

Q6. Are you able to include employees from all pay groups in the "all employee" figure for the monthly CES report?

> ❏ YES
>
> ❏ NO ☛ Which employee groups are not included? _____
>
> > ☛ Approximately how many employees are not included? _____
>
> ❏ DON'T KNOW

Q7. Do you prepare your payroll in-house at this location, or do you have an outside person, organization, or service bureau prepare it for you?

> ❏ IN-HOUSE
>
> ❏ OUTSIDE PERSON, ORG., SERVICE BUREAU
>
> ❏ OTHER, specify: _____

Q8. Is the "all employee" figure you provide for the monthly CES Report obtained from this payroll or payroll reports?

> ❏ YES
>
> ❏ YES☛IF OUTSIDE PERSON, ORG., SERVICE BUREAU IN Q7, GO TO Q13
>
> ❏ NO☛ GO TO Q12
>
> ❏ DON'T KNOW☛ GO TO Q12

Q9. You said that your payroll is prepared in-house. Does your firm use a computer program/software program to prepare the payroll?

> ❏ YES
>
> ❏ NO ☛ GO TO Q12

Q10. Is your payroll software: a product that was developed internally for your own use, a product you lease or license from a software company, a commercially-available software package that your firm purchased, or something else?

> ❏ DEVELOPED INTERNALLY FOR OWN USE ☛ GO TO Q17
>
> ❏ LEASED OR LICENSED FROM A SOFTWARE COMPANY
>
> ❏ PURCHASED COMMERCIALLY-AVAILABLE PACKAGE
>
> ❏ OTHER (DESCRIBE) ☛ GO TO Q17

Q11. What company developed the software you use to prepare your payroll? IF NOT LISTED, CHECK "OTHER" AND WRITE IN NAME.

ABRA PAYROLL SOFTWARE	MILLENNIUM PAYROLL	SLS TRIAD
CCS ACCOUNTING	PAYCHEX	SOFTWARE PLUS

CHECKMARK SOFTWARE	PEACHTREE SOFTWARE	TESSERACT
DATA PRO ACCOUNTING SOFTWARE	PENSOFT PAYROLL SOLUTIONS	
EBUSINESSPAY BY EBUSINESSLOGIC	PEOPLESOFT	
GENESYS	QUICKBOOKS	
LTTAX	RED WING BUSINESS SYSTEMS	OTHER SOFTWARE COMPANY:
MASTERTAX	SAGE SOFTWARE	NAME:_____
MPAY SERVICES	SAP	DON'T KNOW

Go to Q17

Q12. Where do you get the "all employees" number that you use for the monthly CES Report? (PROBE WHETHER SOURCE IS ELECTRONIC AND RECORD FOR SELECTED CATEGORIES)

❏ Human resources, personnel, or benefits records (❏ ELECTRONIC)
❏ Time cards or attendance records   (❏ ELECTRONIC)
❏ Other, please specify: _____   (❏ ELECTRONIC)
❏ Memory or personal knowledge
❏ Don't know

GO TO Q17

Q13. You said that your payroll is prepared by an outside organization. Would that be a payroll processing service, an accounting firm, your corporate or franchise headquarters, or something else?

❏ PAYROLL PROCESSING SERVICE

❏ ACCOUNTING FIRM OR ACCOUNTANT ➥ GO TO Q15

❏ CORPORATE/FRANCHISE HEADQUARTERS ➥ GO TO Q15

❏ OTHER (DESCRIBE) ➥ GO TO Q15

Q14. What is the name of the payroll processing service your company uses? CHECK NAME; IF NOT LISTED, CHECK "OTHER" AND WRITE IN NAME.

ACCOUNTIX	COMPUPAY	PERFECT SOFTWARE
ACCUPAY	DAVISON	PLATFORM ONE
ADP (AUTOMATED DATA PROCESSING)	J.D. EDWARDS	PRECISION PAYROLL
ADVANTAGE PAYROLL SERVICES	KRONOS	PROBUSINESS SERVICES
ALPHA STAFF	LAWSON	QUICKBOOKS
AMERIPAY	NATIONAL PAYROLL SERVICE	SUMMITT SOFTWARE
CERTIFIED PAYROLL SERVICES	PAYTIME	OTHER PPF:
CERIDIAN	PAYCHEX	NAME:_____
		DON'T KNOW

Q15. Does the (FILL WITH Q13 ANSWER) <u>prepare</u> the monthly CES report for you?

❏   YES

❏   NO   ➥ GO TO Q17

Q16. Does the (FILL WITH Q13 ANSWER) also <u>submit</u> your monthly CES report, or do you submit it?

      ❏   YES, OUTSIDE FIRM/PPF SUBMITS CES REPORT➔   GO TO Q18

      ❏   NO, UNIT ITSELF SUBMITS CES REPORT➔   GO TO Q18

      ❏   DON'T KNOW➔   GO TO Q18

Q17. Do you have any existing program or report that you use every month to compile the monthly CES report?

      ❏   YES

      ❏   NO

Q18. Can you think of any <u>changes</u> to the software, reports, or other data sources used to compile the monthly CES report that might have affected your employment counts during 2006/07?

      ❏   YES

      ❏   NO   ➔   GO TO Q21

      ❏   DON'T KNOW➔   GO TO Q21

Q19. What types of changes?

  ❏ SWITCHED PROVIDER OR SOFTWARE

  ❏ CHANGED OR ADDED PAY PERIODS

  ❏ CHANGE OR REVISION IN REPORTS

  ❏ OTHER, PLEASE SPECIFY:

Q20. When were the changes made?   MM: _____   YYYY: _____

Q21. Does your company or payroll provider clean up or purge employee records at the end of the calendar year or at any other specific time frame? (READ CATEGORIES IF NECESSARY.)

      ❏   YES, END OF CALENDAR YEAR

      ☐   YES, AFTER TAXES AND/OR W2 FORMS ARE COMPLETED

      ☐   YES, END OF QUARTER

      ☐   YES, END OF MONTH

      ☐   YES, OTHER TIMES, please specify: _____

      ☐   NO➔ GO TO Q26

      ☐   DON'T KNOW➔ GO TO Q26

Q22. What type of employee records clean up or purging is done?

Q23. Is it done manually or automatically?

☐   MANUALLY

☐   AUTOMATICALLY

CHECK DIFFERENCE TYPE: IF TYPE OF DIFFERENCE = 'NO DIFFERENCE' GO TO Q26,
OTHERWISE CONTINUE

Q24. For the next question can you refer to the employment table that we sent you (showing CES monthly and quarterly UI report employment). Is it likely that the records cleanup would explain any of the employment differences that are shown in the table (last row of table)?

❏   YES➧ Which months would be affected? _____

❏   NO➧ GO TO Q26

Q25. Would the cleanup affect employment for the monthly CES report, quarterly UI report, or both reports (CHECK ALL THAT APPLY)? Could you explain how it would affect the numbers ?

❏ MONTHLY CES REPORT ONLY _____

❏ QUARTERLY UI REPORT ONLY _____

❏ BOTH REPORTS _____

❏ DON'T KNOW ABOUT MONTHLY CES REPORT

❏ DON'T KNOW ABOUT QUARTERLY UI REPORT

❏ DON'T KNOW ABOUT EITHER REPORT

Q26.   What time period do you use to provide the monthly CES employment counts? (CHECK ALL THAT APPLY.)

❏ COUNT INCLUDES EMPLOYEES WHO WORKED THE ENTIRE MONTH

❏ COUNT INCLUDES EMPLOYEES WHO WORKED THE PAY PERIOD INCLUDING THE 12TH OF THE MONTH

❏ COUNT INCLUDES EMPLOYEES WHO ARE PAID DURING THE PAY PERIOD INCLUDING THE 12TH OF THE MONTH

❏ COUNT INCLUDES EMPLOYEES WHO WORKED DURING A PAY PERIOD OTHER THAN THE 12TH DAY OF THE MONTH

❏ OTHER, PLEASE SPECIFY: _____

❏ DON'T KNOW

Q27.   Is it likely that your monthly CES report counts persons who worked <u>anytime</u> during the month rather than just the (pay/time) period including the 12th?

☐   YES

☐   NO

☐   DON'T KNOW

Q28. Is it likely that your monthly CES report might include a count of the number of checks issued rather than the number of persons receiving pay? An example is if an employee received both a paycheck and a commission or bonus check, he or she could be counted twice.

❑ YES� Would that occur in all or just some months? _____

If just some months, which ones?: _____

☐ NO

☐ DON'T KNOW

Q29. We're interested in finding out exactly who gets counted in the employee numbers. I'm going to read a list of different types of employees; please tell me if you usually have these types of employees. (CHECK YES OR NO BELOW IN COLUMN 1.)

Now, a followup question, are (EMPLOYEE TYPE) typically included in the employment numbers you provide for the CES monthly report?

EMPLOYEE TYPE	(1) HAS EMPLOYEE TYPE?	(2) INCLUDED?
Employees working in locations outside of the state	☐ YES ☐ NO ☐ DK	☐ YES ☐ NO ☐ DK
Employees working in locations outside of US	☐ YES ☐ NO ☐ DK	☐ YES ☐ NO ☐ DK
Trainees	☐ YES ☐ NO ☐ DK	☐ YES ☐ NO ☐ DK
Seasonal or temporary employees	☐ YES ☐ NO ☐ DK	☐ YES ☐ NO ☐ DK
Retired employees receiving pensions	☐ YES ☐ NO ☐ DK	☐ YES ☐ NO ☐ DK
Part-time employees	☐ YES ☐ NO ☐ DK	☐ YES ☐ NO ☐ DK
Executives or corporate officials	☐ YES ☐ NO ☐ DK	☐ YES ☐ NO ☐ DK
Employees on paid vacation, sick, or other paid leave	☐ YES ☐ NO ☐ DK	☐ YES ☐ NO ☐ DK
Employees who received bonus pay but who were not working	☐ YES ☐ NO ☐ DK	☐ YES ☐ NO ☐ DK
Employees who received pay advances but who were not working	☐ YES ☐ NO ☐ DK	☐ YES ☐ NO ☐ DK

Q30. The next groups of workers are slightly different. Please indicate if you have these types of workers, if they are included in the monthly report, and the type of tax form they receive.

Employee Type	(1) HAS EMPLOYEE TYPE?	(2) INCLUDED IN CES?	(3) W2 OR 1099?
Self-employed persons	☐ YES	☐ YES	☐ W2

	NO DK	NO DK	1099 DK
Outside service providers (such as contractors and their employees)	YES NO DK	YES NO DK	W2 1099 NEITHER DK
Real Estate/insurance/sales personnel working solely for commissions (ASK ONLY IF NAICS 524210, 531200)	YES NO DK	YES NO DK	W2 1099 DK

Q31. Do you typically have any of the following types of employees who may be on your books, but who did not receive pay? A followup question, would you typically include or exclude them in the CES monthly report?

EMPLOYEE TYPE	(1) HAS EMPLOYEE TYPE?	(2) INCLUDED?
employees on family leave not receiving pay	YES NO DK	YES NO DK
employees on other leave without pay	YES NO DK	YES NO DK
employees on workers compensation or disability	YES NO DK	YES NO DK
employees available for work or on-call, but not working	YES NO DK	YES NO DK
employees on layoff or on strike	YES NO DK	YES NO DK
employees not at work who resigned, were terminated or were fired	YES NO DK	YES NO DK
employees not at work who received pay advances	YES NO DK	YES NO DK
employees not at work who received travel or other non-wage payments	YES NO DK	YES NO DK

QUARTERLY REPORT CHECKPOINT

COMPLETE IF RESPONDENT IS NOT FAMILIAR WITH QUARTERLY REPORT, OTHERWISE GO TO Q32

Do you know who prepares the Quarterly Wage and Tax Report? Do you have (CONTACT NAME'S) telephone and fax number?

QUARTERLY REPORT CONTACT NAME:_____

QUARTERLY REPORT CONTACT PHONE:_____

QUARTERLY REPORT CONTACT FAX:_____

Would it be possible to contact (CONTACT NAME) to ask him/her a few questions on the quarterly report and how it is prepared?

❏ YES

❏ NO

GO TO Q53

Q32. **Now I have some questions about the Quarterly Unemployment Insurance Wage and Tax Report.** Are the employment numbers you provide for this report obtained from the same source as the CES monthly report? That would be: (AUTO FILL IN THIS ORDER: Q12 ANSWER, Q7 "IN-HOUSE PAYROLL SOFTWARE", Q13 "OUTSIDE ORGANIZATION").

    ❏ SAME SOURCE Q12 OR Q7➔ GO TO Q40

    ❏ SAME SOURCE Q13➔ GO TO Q38

    ❏ DIFFERENT SOURCE

    ❏ DON'T KNOW➔ GO TO Q40

    ❏ OTHER, specify: _____➔ GO TO Q40

Q33. Where do you get the monthly employment numbers that you use for the quarterly report? (PROBE WHETHER SOURCE IS ELECTRONIC AND RECORD FOR SELECTED CATEGORIES.)

    ❏ In-house payroll software

    ❏ An outside organization➔ GO TO Q36

    ❏ Human resource, personnel, or benefits records (❏ ELECTRONIC) ➔GO TO Q40

    ❏ Time cards or attendance records (❏ ELECTRONIC) ➔GO TO Q40

    ❏ Other, please specify: (❏ ELECTRONIC) ➔GO TO Q40

    ❏ Memory or personal knowledge➔ GO TO Q40

    ❏ Don't know➔ GO TO Q40

Q34. Is your payroll software: a product that was developed internally for your own use, a product you lease or license from a software company, a commercially-available software package that your firm purchased, or something else?

❏ DEVELOPED INTERNALLY FOR OWN USE   ☛ GO TO Q40

❏ LEASED OR LICENSED FROM A SOFTWARE COMPANY

❏ PURCHASED COMMERCIALLY-AVAILABLE PACKAGE

❏ OTHER (DESCRIBE)   ☛ GO TO Q40

Q35. What company developed the software you use to prepare your payroll? IF NOT LISTED, CHECK "OTHER" AND WRITE IN NAME.

ABRA PAYROLL SOFTWARE	MILLENNIUM PAYROLL	SLS TRIAD
CCS ACCOUNTING	PAYCHEX	SOFTWARE PLUS
CHECKMARK SOFTWARE	PEACHTREE SOFTWARE	TESSERACT
DATA PRO ACCOUNTING SOFTWARE	PENSOFT PAYROLL SOLUTIONS	
EBUSINESSPAY BY EBUSINESSLOGIC	PEOPLESOFT	
GENESYS	QUICKBOOKS	
LTTAX	RED WING BUSINESS SYSTEMS	OTHER SOFTWARE COMPANY:
MASTERTAX	SAGE SOFTWARE	NAME:_____
MPAY SERVICES	SAP	DON'T KNOW

GO TO Q40

Q36. Would that be a payroll processing service, an accounting firm, your corporate or franchise headquarters, or something else?

❏ PAYROLL PROCESSING SERVICE

❏ ACCOUNTING FIRM OR ACCOUNTANT ☛ GO TO Q38

❏ CORPORATE/FRANCHISE HEADQUARTERS ☛ GO TO Q38

❏ OTHER (DESCRIBE) ☛ GO TO Q38

Q37. What is the name of the payroll processing service your company uses? CHECK NAME; IF NOT LISTED, CHECK "OTHER" AND WRITE IN NAME.

ACCOUNTIX	COMPUPAY	PERFECT SOFTWARE
ACCUPAY	DAVISON	PLATFORM ONE
ADP (AUTOMATED DATA PROCESSING)	J.D. EDWARDS	PRECISION PAYROLL
ADVANTAGE PAYROLL SERVICES	KRONOS	PROBUSINESS SERVICES
ALPHA STAFF	LAWSON	QUICKBOOKS
AMERIPAY	NATIONAL PAYROLL SERVICE	SUMMITT SOFTWARE
CERTIFIED PAYROLL SERVICES	PAYTIME	OTHER PPF:
CERIDIAN	PAYCHEX	NAME:_____
		DON'T KNOW

Q38. Does the (FILL WITH Q13 or Q36 ANSWER) <u>prepare</u> the quarterly report for you?

- ❏ YES
- ❏ NO ☛ GO TO Q40

Q39. Does the (FILL WITH Q13 or Q36 ANSWER) also <u>submit</u> your quarterly report, or do you submit it?

- ❏ YES, OUTSIDE FIRM/PPF SUBMITS QUARTERLY REPORT
- ❏ NO, UNIT ITSELF SUBMITS QUARTERLY REPORT
- ❏ DON'T KNOW

Q40. Can you think of any <u>changes</u> to the software, reports, or other data sources you use to compile the quarterly UI report that might have affected your employment counts during 2006/07?

- ❏ YES
- ❏ NO ☛ GO TO Q43
- ❏ DON'T KNOW☛ GO TO Q43

Q41. What types of changes?

- ❏ SWITCHED PROVIDER OR SOFTWARE
- ❏ CHANGED OR ADDED PAY PERIODS
- ❏ CHANGE OR REVISION IN REPORTS
- ❏ OTHER, PLEASE SPECIFY:

Q42. When were the changes made?   MM: ＿＿＿＿   YYYY: ＿＿＿＿＿＿＿＿

Q43. (IF Q5 HAS ANY ANSWER FILLED). You indicated earlier you had more than one payroll or payperiod. Are you able to include employees from all pay groups in the monthly employment numbers for the Quarterly report?

- ❏ YES
- ❏ NO ☛ Which employee groups are not included? ＿＿＿＿＿＿＿＿＿＿＿＿
    - ☛ Approximately how many employees are not included? ＿＿＿＿＿＿＿
- ❏ DON'T KNOW

Q44. (DO NOT ASK IF Q38 = YES) When do you typically complete the quarterly report?

＿＿

＿＿

- ❏ DON'T KNOW

Q45. The quarterly tax report asks for employment for each month of the quarter. Does the data source you use to complete the quarterly report contain separate employments counts for each individual month of the quarter?

> ❏ YES↲   GO TO Q47
>
> ❏ NO

Q46. How do you obtain the employment counts for the separate months contained in the quarterly report?

Q47   What time period do you use to provide the monthly UI employment counts? (CHECK ALL THAT APPLY.)

> ❏ COUNT INCLUDES EMPLOYEES WHO WORKED THE ENTIRE MONTH
>
> ❏ COUNT INCLUDES EMPLOYEES WHO WORKED THE PAY PERIOD INCLUDING THE 12TH OF THE MONTH
>
> ❏ COUNT INCLUDES EMPLOYEES WHO ARE PAID DURING THE PAY PERIOD INCLUDING THE 12TH OF THE MONTH
>
> ❏ COUNT INCLUDES EMPLOYEES WHO WORKED DURING A PAY PERIOD OTHER THAN THE 12TH DAY OF THE MONTH
>
> ❏ OTHER, PLEASE SPECIFY: _____
>
> ❏ DON'T KNOW

Q48.   Is it likely that your (monthly) UI employment figures include persons who worked <u>anytime</u> during the month rather than just the (pay/time) period including the 12th?

> ☐   YES
>
> ☐   NO
>
> ☐   DON'T KNOW

Q49. Is it likely that your (monthly) UI employment figures include a count of the number of checks issued rather than the number of persons receiving pay? An example is if an employee received both a paycheck and a commission or bonus check, he or she could be counted twice.

> ❏ YES↲ Would that occur in all or just some months? _____
>
>   If just some months, which ones?: _____
>
> ☐   NO
>
> ☐   DON'T KNOW

Q50. We're interested in finding out exactly who gets counted as part of the employee numbers in the quarterly UI report. Do you typically include (AUTOMATICALLY FILL WITH "YES" EMPLOYEE TYPES FROM COLUMN1, Q29)

EMPLOYEE TYPE	INCLUDED?
Employees working in locations outside of the state	☐ YES ☐ NO ☐ DK
Employees working in locations outside of US	☐ YES ☐ NO ☐ DK
Trainees	☐ YES ☐ NO ☐ DK
Seasonal or temporary employees	☐ YES ☐ NO ☐ DK
Retired employees receiving pensions	☐ YES ☐ NO ☐ DK
Part-time employees	☐ YES ☐ NO ☐ DK
Executives or corporate officials	☐ YES ☐ NO ☐ DK
Employees on paid vacation, sick, or other paid leave	☐ YES ☐ NO ☐ DK
Employees who received bonus pay but who were not working	☐ YES ☐ NO ☐ DK
Employees who received pay advances but who were not working	☐ YES ☐ NO ☐ DK

Q51. The next groups of workers may be handled differently than others. Please indicate if you include any of the following workers in the quarterly report. (AUTOMATICALLY FILL WITH "YES" EMPLOYEE TYPES FROM COLUMN1, Q30)

Employee Type	INCLUDED IN QUARTERLY REPORT?
Self-employed persons	☐ YES ☐ NO ☐ DK
Outside service providers (such as contractors and their employees)	☐ YES ☐ NO ☐ DK
Real Estate/insurance/sales personnel working solely for commissions (ASK ONLY IF NAICS 524210, 531200)	☐ YES ☐ NO ☐ DK

Q52. Do you typically include in the quarterly report any of these employees who may be on your books, but who did not receive pay? (AUTOMATICALLY FILL WITH "YES" EMPLOYEE TYPES FROM COLUMN 1, Q31)

EMPLOYEE TYPE	INCLUDED?
employees on family leave not receiving pay	☐ YES ☐ NO ☐ DK
employees on leave not receiving pay	☐ YES ☐ NO ☐ DK
employees on workers compensation or disability	☐ YES ☐ NO ☐ DK
employees available for work or on-call, but not working	☐ YES ☐ NO ☐ DK
employees on layoff or on strike	☐ YES ☐ NO ☐ DK
employees not at work who resigned, were terminated or were fired	☐ YES ☐ NO ☐ DK
employees not at work who received pay advances	☐ YES ☐ NO ☐ DK
employees not at work who received travel or other non-wage payments	☐ YES ☐ NO ☐ DK

CHECK DIFFERENCE TYPE: IF TYPE OF DIFFERENCE = 'NO DIFFERENCE' GO TO END OF INTERVIEW, OTHERWISE CONTINUE

Q53. Finally, looking at the data table we sent with the monthly CES and Quarterly UI figures, there are some months with the same employment, and others that differ. (We have gone over some possible reasons for the differences.) Why do you think the figures are different?

WRITE IN RESPONDENT EXPLANATION:

1._____
_____
_____

2._____
_____
_____

3._____
_____
_____

4._____
_____
_____

5._____
_____
_____
_____

Q54. Do you think that either the CES monthly, quarterly UI tax, or both figures are incorrect?

- ❏ YES, CES MONTHLY FIGURE IS INCORRECT
- ❏ YES, QUARTERLY UI TAX FIGURE IS INCORRECT
- ❏ YES, BOTH FIGURES ARE INCORRECT
- ❏ NO
- ❏ DON'T KNOW

Q55. (PULL UP GRID WITH EMPLOYMENT DIFFERENCES THAT WAS SENT TO RESPONDENT) Can you identify or provide what you think is/are the most accurate employment number(s) for the month(s) that differ the most? (INTERVIEWER: ATTEMPT TO GET CORRECT VALUES FOR THE LARGEST DIFFERENCES, AND THE DECEMBER 2006/JANUARY 2007 DIFFERENCES).

- ☐ YES, FILL IN VALUES
- ☐ NO

Those are all of the questions I have. Thank you very much for your time and for your participation in these important programs, which are critical for the reporting of accurate and timely state and federal employment statistics by the Bureau of Labor Statistics.

ADDITIONAL RESPONDENTS
QUARTERLY REPORT

Questionnaire Introduction

INTRO1. We recently (mailed/FAXed) you a letter with a copy of employment data that (your company/company name) provided for the monthly and quarterly reports last year. It will be useful to refer to while we speak. Do you have it available?

❏ YES, HAVE COPY AVAILABLE   ☛   GO TO INTRO3

❏ NO

INTRO2. I will have some questions about the employment data we included with the letter. It would be better if I sent you another copy that you could refer to. Can I verify your FAX number?

❏ YES   ☛   VERIFY FAX NUMBER, MAKE CALL BACK APPT, FAX INFO
❏ NO (OR NO FAX) ☛   VERIFY MAIL ADDRESS, MAKE CALL BACK APPT, MAIL INFO

INTRO3. We are calling to find out more about how companies keep records and prepare employment counts for the monthly and quarterly reports. First, let me assure you that: CHECK AFTER READING TO RESPONDENT.

❏ The purpose of this call is for statistical purposes only and quality control. This call is not involved with unemployment insurance tax system liability in any way. Your participation is voluntary, and you can decline to answer any questions.

❏ The information you provide will be held in confidence to the full extent permitted by law. Your firm will not be identified in any way.

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. The OMB control number for this interview is: 1220-0011. You are not required to respond to the collection of information unless it displays a currently valid OMB control number.

INTRO4. To make the interview easier, Is there a common name that you use to refer to the monthly CES report, since I will be asking questions about it? How about the quarterly wage and tax report? (CATI PROGRAMMER: THESE COULD BE SUBSTITUTED IN QUESTIONS IN LIEU OF OTHER NAMES THAT ARE USED FOR THE REPORTS)

MONTHLY REPORT NAME: _____

QUARTERLY REPORT NAME: _____

Questionnaire

INTERVIEWER: QUESTIONS 1-14 MAY HAVE BEEN COMPLETED IN OTHER INTERVIEW, SO START AT Q15 IF THAT IS THE CASE).

Q1.	First, I'd like to make sure that we have the correct worksite information. We're looking at: (READ IDENTIFIERS FOR CES AND/OR QCEW WORKSITES; CAN REFER RESPONDENT TO EMPLOYMENT DATA SHEET). Do the reported numbers represent the same worksite, or is it possible they represent other worksites?

❏ SAME WORKSITE

❏ OTHER WORKSITES

❏ DON'T KNOW

Q2.	**(**Before we talk about the specific differences in the employment reports,) I'd like to ask some questions on payroll, company recordkeeping practices, and how employment numbers are prepared. First, do all of (your company/company name) employees appear on the same payroll or is there more than one payroll? (For example, sometimes hourly workers are on a different payroll than salaried workers or executives.)

❏ SAME PAYROLL FOR ALL EMPLOYEES
❏ MORE THAN ONE PAYROLL

Q3.	Does (your company/company name) use the same or different payroll time periods for employees? (For example, sometimes one group of employees is paid monthly and another is paid weekly.)

❏ SAME TIME PERIOD
❏ DIFFERENT TIME PERIOD

IF Q2 IS MORE THAN ONE PAYROLL AND/OR Q3 IS DIFFERENT TIME PERIOD, GO TO Q5, OTHERWISE CONTINUE

Q4.	How often does (your company/company name) pay employees?

❏ Weekly
❏ Bi-weekly (every other week)
❏ Semi-monthly (twice a month)
❏ Monthly
❏ Other, please specify: _____

GO TO Q7

Q5.	What employee groups are on different payrolls or have different pay periods? (ENTER GROUPS BELOW.) What type of pay period(s) are used for (EACH GROUP)—weekly, biweekly, semi-monthly, monthly, or other?

Groups	Weekly	Bi-weekly	Semi-monthly	Monthly	Other
GROUP 1: _____	☐	☐	☐	☐	☐
GROUP 2: _____	☐	☐	☐	☐	☐

GROUP 3: _____	☐	☐	☐	☐	☐
GROUP 4: _____	☐	☐	☐	☐	☐
GROUP 5: _____	☐	☐	☐	☐	☐

Q6. Is (your company/company name) able to include employees from all pay groups in the monthly employment numbers for the quarterly UI report?

    ❏ YES

    ❏ NO ➧ Which employee groups are not included? _____

        ➧ Approximately how many employees are not included? _____

    ❏ DON'T KNOW

Q7. Does (your company/company name) prepare the payroll in-house, or does an outside person, organization, or service bureau prepare it?

    ❏ IN-HOUSE

    ❏ OUTSIDE PERSON, ORG., SERVICE BUREAU

    ❏ OTHER, specify: _____

Q8. Are the monthly employment figures provided for the quarterly UI report obtained from the payroll or payroll reports?

    ❏ YES

    ❏ YES➧IF OUTSIDE PERSON, ORG., SERVICE BUREAU IN Q7, GO TO Q13

    ❏ NO➧ GO TO Q12

    ❏ DON'T KNOW➧ GO TO Q12

Q9. You said that the payroll is prepared in-house. Does (your company/company name) use a computer program/software program to prepare the payroll?

    ❏ YES

    ❏ NO ➧ GO TO Q12

Q10. Is the payroll software: a product that was developed internally for your own use, a product you lease or license from a software company, a commercially-available software package that your firm purchased, or something else?

    ❏ DEVELOPED INTERNALLY FOR OWN USE   ➧ GO TO Q17

    ❏ LEASED OR LICENSED FROM A SOFTWARE COMPANY

    ❏ PURCHASED COMMERCIALLY-AVAILABLE PACKAGE

    ❏ OTHER (DESCRIBE)   ➧ GO TO Q17

Q11. What company developed the software used to prepare the payroll? IF NOT LISTED, CHECK "OTHER" AND WRITE IN NAME.

ABRA PAYROLL SOFTWARE	MILLENNIUM PAYROLL	SLS TRIAD
CCS ACCOUNTING	PAYCHEX	SOFTWARE PLUS
CHECKMARK SOFTWARE	PEACHTREE SOFTWARE	TESSERACT
DATA PRO ACCOUNTING SOFTWARE	PENSOFT PAYROLL SOLUTIONS	
EBUSINESSPAY BY EBUSINESSLOGIC	PEOPLESOFT	
GENESYS	QUICKBOOKS	
LTTAX	RED WING BUSINESS SYSTEMS	OTHER SOFTWARE COMPANY:
MASTERTAX	SAGE SOFTWARE	NAME:_____
MPAY SERVICES	SAP	DON'T KNOW

Go to Q17

Q12. Where does (your company/company name) get the monthly employment figures for the quarterly UI report? (PROBE WHETHER SOURCE IS ELECTRONIC AND RECORD FOR SELECTED CATEGORIES)

- ❏ Human resources, personnel, or benefits records (❏ ELECTRONIC)
- ❏ Time cards or attendance records   (❏ ELECTRONIC)
- ❏ Other, please specify: _____   (❏ ELECTRONIC)
- ❏ Memory or personal knowledge
- ❏ Don't know

GO TO Q17

Q13. You said that the payroll is prepared by an outside organization. Would that be a payroll processing service, an accounting firm, the corporate or franchise headquarters, or something else?

- ❏ PAYROLL PROCESSING SERVICE
- ❏ ACCOUNTING FIRM OR ACCOUNTANT➴ GO TO Q15
- ❏ CORPORATE/FRANCHISE HEADQUARTERS➴ GO TO Q15
- ❏ OTHER (DESCRIBE) ➴ GO TO Q15

Q14. What is the name of the payroll processing service (your company/company name) uses? CHECK NAME; IF NOT LISTED, CHECK "OTHER" AND WRITE IN NAME.

ACCOUNTIX	COMPUPAY	PERFECT SOFTWARE
ACCUPAY	DAVISON	PLATFORM ONE
ADP (AUTOMATED DATA PROCESSING)	J.D. EDWARDS	PRECISION PAYROLL
ADVANTAGE PAYROLL SERVICES	KRONOS	PROBUSINESS SERVICES
ALPHA STAFF	LAWSON	QUICKBOOKS
AMERIPAY	NATIONAL PAYROLL SERVICE	SUMMIT SOFTWARE
CERTIFIED PAYROLL SERVICES	PAYTIME	OTHER PPF:
CERIDIAN	PAYCHEX	NAME:_____
		DON'T KNOW

Q15. Do you/does the (FILL WITH Q13 ANSWER) <u>prepare</u> the quarterly UI report?

❏ YES

❏ NO ✒ GO TO Q17

Q16. Do you/does the (FILL WITH Q13 ANSWER) also <u>submit</u> the quarterly UI report, or does (your company/company name) submit it?

❏ YES, OUTSIDE FIRM/PPF SUBMITS CES REPORT✒ GO TO Q18

❏ NO, UNIT ITSELF SUBMITS CES REPORT✒ GO TO Q18

❏ DON'T KNOW✒ GO TO Q18

Q17. (Do you/does your company/company name) have any existing program or report that is used every quarter to compile the quarterly UI report?

❏ YES, ✒IF OUTSIDE ORGANIZATION, SUCH AS ACCOUNTANT, ASK FOR NAME

OF ANY SOFTWARE PROGRAM USED:_____

❏ NO

Q18. Can you think of any <u>changes</u> to the software, reports, or other data sources used to compile the quarterly report that might have affected the monthly employment counts during 2006/07?

❏ YES

❏ NO ✒ GO TO Q21

❏ DON'T KNOW✒ GO TO Q21

Q19. What types of changes?

❏ SWITCHED PROVIDER OR SOFTWARE

❏ CHANGED OR ADDED PAY PERIODS

❏ CHANGE OR REVISION IN REPORTS

❏ OTHER, PLEASE SPECIFY:

Q20. When were the changes made? MM: ____ YYYY: _____

Q21. (Do you/does your company/company name) clean up or purge employee records at the end of the calendar year or at any other specific time frame? (READ CATEGORIES IF NECESSARY.)

❏ YES, END OF CALENDAR YEAR

☐ YES, AFTER TAXES AND/OR W2 FORMS ARE COMPLETED

☐ YES, END OF QUARTER

☐ YES, END OF MONTH

☐ YES, OTHER TIMES, please specify: _____

☐ NO✒ GO TO Q26

☐ DON'T KNOW✒ GO TO Q26

22

Q22. What type of employee records clean up or purging is done?

Q23. Is it done manually or automatically?
- ☐ MANUALLY
- ☐ AUTOMATICALLY

┌───┐
│ CHECK DIFFERENCE TYPE: IF TYPE OF DIFFERENCE = 'NO DIFFERENCE' GO TO Q26, │
│ OTHERWISE CONTINUE │
└───┘

Q24. For the next question can you refer to the employment table that we sent you (showing CES monthly and quarterly UI report employment). Is it likely that the records cleanup would explain any of the employment differences that are shown in the table (last row of table)?
- ❏ YES➦ Which months would be affected? _____
- ❏ NO➦ GO TO Q26

Q25. Would the cleanup affect employment for the monthly CES report, quarterly UI report, or both reports (CHECK ALL THAT APPLY)? Could you explain how it would affect the numbers?
- ❏ MONTHLY CES REPORT ONLY _____
- ❏ QUARTERLY UI REPORT ONLY _____
- ❏ BOTH REPORTS _____
- ❏ DON'T KNOW ABOUT MONTHLY CES REPORT
- ❏ DON'T KNOW ABOUT QUARTERLY UI REPORT
- ❏ DON'T KNOW ABOUT EITHER REPORT

Q26. What time period (do you/does your company/company name) use to provide the monthly UI employment counts? (CHECK ALL THAT APPLY.)
- ❏ COUNT INCLUDES EMPLOYEES WHO WORKED THE ENTIRE MONTH
- ❏ COUNT INCLUDES EMPLOYEES WHO WORKED THE PAY PERIOD INCLUDING THE 12TH OF THE MONTH
- ❏ COUNT INCLUDES EMPLOYEES WHO ARE PAID DURING THE PAY PERIOD INCLUDING THE 12TH OF THE MONTH
- ❏ COUNT INCLUDES EMPLOYEES WHO WORKED DURING A PAY PERIOD OTHER THAN THE 12TH DAY OF THE MONTH
- ❏ OTHER, PLEASE SPECIFY: _____
- ❏ DON'T KNOW

Q27. Is it likely that the in the monthly employment numbers for the quarterly UI report include persons who worked <u>anytime</u> during the month rather than just the (pay/time) period including the 12th?
- ☐ YES

☐ NO

☐ DON'T KNOW

Q28. Is it likely that the in the monthly employment numbers for the quarterly UI report might include a count of the number of checks issued rather than the number of persons receiving pay? An example is if an employee received both a paycheck and a commission or bonus check, he or she could be counted twice.

❏ YES➥ Would that occur in all or just some months? _____

If just some months, which ones?: _____

☐ NO

☐ DON'T KNOW

Q29. We're interested in finding out exactly who gets counted in the employee numbers. I'm going to read a list of different types of employees; please tell me if (your company/company name) usually has these types of employees. (CHECK YES OR NO BELOW IN COLUMN 1.)

Now, a followup question, are (EMPLOYEE TYPE) typically included in the monthly employment numbers for the quarterly UI report?

EMPLOYEE TYPE	(1) HAS EMPLOYEE TYPE?	(2) INCLUDED?
Employees working in locations outside of the state	☐ YES ☐ NO ☐ DK	☐ YES ☐ NO ☐ DK
Employees working in locations outside of US	☐ YES ☐ NO ☐ DK	☐ YES ☐ NO ☐ DK
Trainees	☐ YES ☐ NO ☐ DK	☐ YES ☐ NO ☐ DK
Seasonal or temporary employees	☐ YES ☐ NO ☐ DK	☐ YES ☐ NO ☐ DK
Retired employees receiving pensions	☐ YES ☐ NO ☐ DK	☐ YES ☐ NO ☐ DK
Part-time employees	☐ YES ☐ NO ☐ DK	☐ YES ☐ NO ☐ DK
Executives or corporate officials	☐ YES ☐ NO ☐ DK	☐ YES ☐ NO ☐ DK
Employees on paid vacation, sick, or other paid leave	☐ YES ☐ NO ☐ DK	☐ YES ☐ NO ☐ DK
Employees who received bonus pay but who were not working	☐ YES ☐ NO ☐ DK	☐ YES ☐ NO ☐ DK
Employees who received pay advances but who were not working	☐ YES ☐ NO ☐ DK	☐ YES ☐ NO ☐ DK

Q30. The next groups of workers are slightly different. Please indicate if (your company/company name) has these types of workers, if they are included in the monthly employment for the UI quarterly report, and the type of tax form they receive.

Employee Type	(1) HAS EMPLOYEE TYPE?	(2) INCLUDED IN CES?	(3) W2 OR 1099?
Self-employed persons	☐ YES ☐ NO ☐ DK	☐ YES ☐ NO ☐ DK	☐ W2 ☐ 1099 ☐ DK
Outside service providers (such as contractors and their employees)	☐ YES ☐ NO ☐ DK	☐ YES ☐ NO ☐ DK	☐ W2 ☐ 1099 ☐ NEITHER ☐ DK
Real Estate/insurance/sales personnel working solely for commissions (ASK ONLY IF NAICS 524210, 531200)	☐ YES ☐ NO ☐ DK	☐ YES ☐ NO ☐ DK	☐ W2 ☐ 1099 ☐ DK

Q31. Do you typically have any of the following types of employees who may be on (your company/company name) books, but who did not receive pay? A followup question, would they typically be included or excluded in the monthly employment numbers for the quarterly UI report?

EMPLOYEE TYPE	(1) HAS EMPLOYEE TYPE?	(2) INCLUDED?
employees on family leave not receiving pay	☐ YES ☐ NO ☐ DK	☐ YES ☐ NO ☐ DK
employees on other leave without pay	☐ YES ☐ NO ☐ DK	☐ YES ☐ NO ☐ DK
employees on workers compensation or disability	☐ YES ☐ NO ☐ DK	☐ YES ☐ NO ☐ DK
employees available for work or on-call, but not working	☐ YES ☐ NO ☐ DK	☐ YES ☐ NO ☐ DK
employees on layoff or on strike	☐ YES ☐ NO ☐ DK	☐ YES ☐ NO ☐ DK
employees not at work who resigned, were terminated or were fired	☐ YES ☐ NO ☐ DK	☐ YES ☐ NO ☐ DK
employees not at work who received pay advances	☐ YES ☐ NO ☐ DK	☐ YES ☐ NO ☐ DK
employees not at work who received travel or other non-wage payments	☐ YES ☐ NO ☐ DK	☐ YES ☐ NO ☐ DK

Q32. When does (your company/company name) typically complete the quarterly report?

_____

_____

    ❏   DON'T KNOW

Q33. The quarterly tax report asks for employment for each month of the quarter. Does the data source used to complete the quarterly report contain separate employments counts for each individual month of the quarter?

    ❏ YES☛   GO TO Q35

    ❏ NO

Q34. How does (your company/company name) obtain the employment counts for the separate months contained in the quarterly report?

> CHECK DIFFERENCE TYPE: IF TYPE OF DIFFERENCE = 'NO DIFFERENCE' GO TO END OF INTERVIEW, OTHERWISE CONTINUE

Q35.   Finally, looking at the data table we sent with the monthly CES and Quarterly UI figures, there are some months with the same employment, and others that differ. (We have gone over some possible reasons for the differences.) Why do you think the figures are different?

WRITE IN RESPONDENT EXPLANATION:

1._____
   _____
   _____

2._____
   _____
   _____

3._____
   _____
   _____

4._____
   _____
   _____

5._____
   _____
   _____
   _____

Q36. Do you think that either the CES monthly, quarterly UI tax, or both figures are incorrect?

❏ YES, CES MONTHLY FIGURE IS INCORRECT

❏ YES, QUARTERLY UI TAX FIGURE IS INCORRECT

❏ YES, BOTH FIGURES ARE INCORRECT

❏ NO

❏ DON'T KNOW

Q37. (PULL UP GRID WITH EMPLOYMENT DIFFERENCES THAT WAS SENT TO RESPONDENT) Can you identify or provide what you think is/are the most accurate employment number(s) for the month(s) that differ the most? (INTERVIEWER: ATTEMPT TO GET CORRECT VALUES FOR THE LARGEST DIFFERENCES, AND THE DECEMBER 2006/JANUARY 2007 DIFFERENCES).

☐   YES, FILL IN VALUES

☐   NO

Those are all of the questions I have. Thank you very much for your time and for your participation in these important programs, which are critical for the reporting of accurate and timely state and federal employment statistics by the Bureau of Labor Statistics.