# Job Openings and Labor Turnover Report

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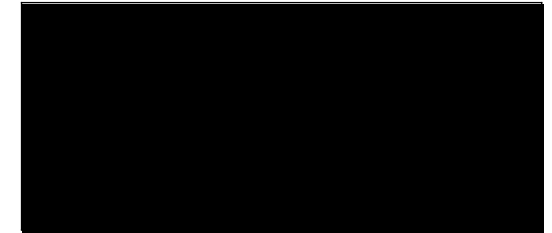
On each line please provide data for the time period indicated for each item. Enter "0" if none. Enter "NA" if data are not available.
See the last page for explanations of the terms below.

Report for month of **JOLTS Reporting ID and Establishment: Location**	**EMPLOYMENT** Number of full- or part-time employees who worked or received pay for the pay period that includes the 12th of the month	**JOB OPENINGS** A job is open if it meets **all three conditions**: • A specific position exists • Work could start *within 30 days* • You are actively seeking workers from outside each location to fill the position	**HIRES** A hire is any addition to your payroll, and: • May be a new hire or a previously separated rehire • May be permanent, short-term, or seasonal • May be a recall from layoff	**Quits** (Except retirements)	**SEPARATIONS** **Layoffs and Discharges** • Layoffs • Discharges • Terminations of permanent, short-term, or seasonal employees	**Other** • Retirements • Transfers from each location • Employee disability • Deaths
	A **Total Employment** *for the pay period that includes the 12th of the month*	**B** **Number of Job Openings** *on the last business day of the month*	**C** **Hires and Recalls** *for the entire month*	**D** **Quits**	**E** **Layoffs and Discharges** - - - - - - *for th	**F** **Other Separations** e entire month* - - - - -

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See the explanation of these terms on the back page.

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JOLTS Reporting ID and Establishment: Location	**A** **Total Employment** *for the pay period that includes the 12th of the month*	**B** **Number of Job Openings** *on the last business day of the month*	**C** **Hires and Recalls** *for the entire month*	**D** **Quits**	**E** **Layoffs and Discharges**	**F** **Other Separations**
				- - - - - - *for the entire month* - - - - -		

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Column A
Total Employment
for the pay period that includes the 12th of the month.
Report all persons on your payroll who worked or received pay for the pay period that includes the 12th of the month.

INCLUDE:
- Full-time and part-time employees
- Permanent, short-term, and seasonal employees
- Salaried and hourly workers
- Employees on paid vacation or other paid leave

DO NOT INCLUDE:
- Proprietors and partners of unincorporated businesses
- Unpaid family workers
- Employees on strike for the entire pay period
- Employees on leave without pay for the entire pay period
- Employees of temporary help agencies, employee leasing companies, outside contractors, or consultants. (These employees will be counted by their employer of record.)

Column B
Job Openings
on the last business day of the month.
Report all positions that are open (not filled) on the last business day of the month. A job is open only if it meets **all three** of these conditions:

- A specific position exists and there is work available for that position. The position can be full-time or part-time, and it can be permanent, short-term, or seasonal, **and**
- The job could start *within 30 days*, whether or not you find a suitable candidate during that time, **and**
- You are *actively recruiting* workers from *outside* each location shown

What is active recruiting? Active recruiting means your establishment is taking steps to fill a position. It may include advertising in newspapers, on television, or on radio; posting Internet notices; posting "help wanted" signs; networking or making "word of mouth" announcements; accepting applications; interviewing candidates; contacting employment agencies; or soliciting employees at job fairs, state or local employment offices, or similar sources.

DO NOT INCLUDE:
- Positions open only to internal transfers, promotions or demotions, or recall from layoffs
- Openings for positions with start dates more than 30 days in the future
- Positions for which employees have been hired, but the employees have not yet reported for work
- Positions to be filled by employees of temporary help agencies, employee leasing companies, outside contractors, or consultants

Column C
Hires and Recalls
for the entire month.
Report all additions to your payroll during the month.

INCLUDE:
- Newly hired and rehired employees
- Full-time and part-time employees
- Permanent, short-term, and seasonal employees
- Employees who were recalled to a job at this location following a layoff (formal suspension from pay status) lasting more than 7 days
- On-call or intermittent employees who returned to work after having been formally separated
- Workers who were hired and separated during the month
- Transfers from other locations

DO NOT INCLUDE:
- Transfers or promotions within each location
- Employees returning from strike
- Employees of temporary help agencies, employee leasing companies, outside contractors, or consultants

Columns D, E, and F
Separations
for the entire month.
Report all separations from your payroll during the month. Report by type of separation.

- **Column D, Quits:** Employees who left voluntarily. Exception: Report retirements or transfers to other locations with Other Separations in Column F.

- **Column E, Layoffs and Discharges:** Involuntary separations initiated by the employer, including:
  - Layoffs with no intent to rehire
  - Layoffs (formal suspensions from pay status) lasting or expected to last more than 7 days. (If the employee was later recalled, also include in the Hires column.)
  - Discharges resulting from mergers, downsizing, or closings
  - Firings or other discharges for cause
  - Terminations of permanent or short-term employees
  - Terminations of seasonal employees (whether or not they are expected to return next season)

- **Column F, Other Separations:** Retirements; transfers to other locations; separations due to employee disability; deaths.

DO NOT INCLUDE:
- Transfers within this location
- Employees on strike
- Employees of temporary help agencies, employee leasing companies, outside contractors, or consultants