

## **JOLTS Touchtone Data Entry**

Thank you for your ongoing participation in the Job Openings and Labor Turnover Survey (JOLTS). We appreciate the effort you have made to provide your establishment's employment, job openings, and turnover information each month. The information you supply is important for measuring the need for labor and tracking the health of the U.S. economy. Your participation is critical to producing high-quality and accurate data.

You have agreed to report your monthly data using our Touchtone Data Entry (TDE) system. Not only is TDE a more efficient use of taxpayer dollars, but many respondents find that TDE is faster and more convenient than the monthly phone interviews. To help you remember to report your data, we will send you a reminder fax or postcard each month.

### **How to Report Your Data Using TDE**

1. Use the enclosed data reporting form to record your establishment's data each month. Continue to refer to the instructions on the back of the form as you prepare the monthly figures.
2. Call toll free **1-800-216-6631** as soon as your data are available for the month. You may call any day or time during the reporting period to enter your establishment's data. Call 1-800-341-4620 to report data that is more than 3 months old.
3. Follow the "Touchtone Reporting Steps" on the back of this page during your call.
4. Press the asterisk or "star" key (\*) to skip a data element if you are unable to provide data for that element for a certain month. Please do not enter 0 to skip. Only enter a 0 if you are reporting 0 as the data value.
5. Listen carefully to each data element when it is read back to you for verification, and re-enter if necessary.
6. Call back and enter all your data if—for any reason—you end the call before you finish entering data.
7. Call 1-800-341-4620 if you have any problems entering data.

### **Tips to Save You Time**

- ✓ Have your data reporting form filled out and ready when you call to make reporting easier.
- ✓ Press the pound sign (#) after entering each data element to quickly advance to the next prompt.
- ✓ Enter data for all individual reports during the same call if you are reporting for more than one location. No need to call back for each report.

## Touchtone Reporting Steps

To begin reporting, dial toll-free **1-800-216-6631**.

### Touchtone System:

### Your Response:

- |   |   |  |
|---|---|--|
| “Thank you for calling the Job Openings and Labor Turnover Survey. Please enter your 8-digit reporting number.” | □ | Enter your 8-digit reporting number, shown in the box on the front of your reporting form.   |
| “You have entered reporting number ... Press 1 to confirm, 0 to re-enter.”                                      | □ | Press 1 if the number read back to you is correct, press 0 if it is incorrect.   |
| “Enter the number of the month you are reporting data for.”   | □ | For January press 1, for February press 2..., for October press 10..., for December press 12.  |
| “You are reporting data for the month of...”  | □ | Press 1 if the month read back to you is correct, press 0 if it is incorrect.  |
| “Enter (total employment, job openings, hires, quits, etc.)...”   | □ | When requested, enter your establishment’s data for each item. For example, to report 25 employees, press 2 then 5. You may follow your entry with a pound sign. NOTE: the system will repeat all entries to you for confirmation. |
| “Are the contact name, address, and phone number shown on your form correct? Press 1 for yes, 0 for no.”        | □ | If the contact information is correct on the form, press 1. If one or more items are incorrect, press 0, and follow the instructions to update the information. Please note on your form that you did update the information.      |
| “To enter more data, press 1. To end this call press 2.”  | □ | Press 1 to enter data for another month or data for a different reporting number. Press 2 to exit the system.  |
| “Thank you for calling the Job Openings and Labor Turnover Survey.”   | □ | You have completed the interview and may hang up.  |