



This report is authorized by law 29 U.S.C. 2. We request your cooperation to make the results of this survey comprehensive, accurate, and timely. 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. Please note this report is mandatory in North Carolina, under Section 96-4(g) (l) of the North Carolina Employment Security Law; in Oregon, under the Oregon Revised Statute 657.660; in Washington, under the Revised Code of Washington sections 50.12.010, 50.12.070, and 50.12.180; and in South Carolina, under Section 41-29-120 of the Code of Laws of South Carolina (for firms employing more than twenty individuals). **Form Approved OMB No. 1220-0011.** We estimate that it will take an average of 11 minutes to complete this form each month including time to review instructions, search existing data sources, gather and maintain the necessary data, and complete and review this information. If you have any comments regarding these estimates or any other aspects of this survey, send them to the Bureau of Labor Statistics, Division of Current Employment Statistics (1220-0011), 2 Massachusetts Avenue, NE, Washington, DC 20212. You are not required to respond to the collection of information unless it displays a currently valid OMB control number.

Dear **Payroll Manager**:

Thank you for providing your employment, payroll, and hours data to the Current Employment Statistics program. Enclosed is your **FAX Report Form**. Please fill out the form **only** for the pay period which includes **the 12<sup>th</sup> of the month** and fax it to the telephone number provided below by **duedate2**.

For each worksite with a pre-printed CES report number and worksite description, report all columns for All Workers and Production, Construction or Nonsupervisory Workers separately. If the worksite maintains more than one pay frequency, report for the first pay group in Pay Group 1 and for the second in Pay Group 2. If a worksite has more than 2 pay groups, please call the information number for more information. *Detailed definitions and instructions are provided below.*

Your response to this report is kept confidential and is used to generate monthly estimates of employment levels and changes, average hourly earnings, and average weekly hours. It also contributes to other statistics including state and local unemployment rates, productivity measures, and the gross domestic product (GDP). Be sure to watch for the release of the national employment situation report on the first Friday of each month. **Your data are included in this important release.**

If any of the information pre-printed on this form is incorrect or if you have any questions, please contact us at **dccphone2**.

## FAX Report to: **faxphone2**

**Con\_Firm**  
**Con\_Address**  
**Con\_City, Con\_State Con\_Zipcode**

Fax your report form to: **faxphone**  
 Not later than: **duedate**

Address: **Data Collection Center**  
**dccaddress**  
**dcccity, dccst dcczip**  
**Any questions? Please call: dccphone**

Contact person, in case of questions:	Title: <b>title</b>	Phone Number: <b>phone</b>	Fax Number: <b>fax</b>
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### INSTRUCTIONS FOR COMPLETING THIS FORM

**REFERENCE MONTH AND YEAR**

Enter the reference Month and Year of the report. Complete this form monthly for the pay period that includes the 12<sup>th</sup> day of the reference Month and Year. If you have a weekly or biweekly pay period and the 12<sup>th</sup> falls on a Saturday, report for the period ending on the 12<sup>th</sup>. If the 12<sup>th</sup> falls on a Sunday, report for the pay period starting on the 12<sup>th</sup>.

**PAY GROUP**

- **Same pay schedule** for all employees? Enter the information requested in Pay Group 1.
- **Different pay schedules** for some employees—for example, weekly pay for some and monthly for others? Enter the information for one group in Pay Group 1 and for the second in Pay Group 2.

If your business has more than two pay groups, call the help number shown above for assistance.

**EMPLOYEE COUNT (Column 1) – ALL WORKERS**

Total number of persons in this pay group who worked or received pay for any part of the pay period that includes the 12<sup>th</sup> of the month.

<b>Include:</b>	<b>Exclude:</b>
• Executives and their staff	• Outside contractors and their employees
• Full-time and part-time workers	• Pensioners
• Salaried officials of corporations	• Proprietors, owners, or partners of unincorporated firms
• Trainees	
• Workers on active duty, if receiving pay from employer	• Workers on active duty, if <b>not</b> receiving pay from employer
• Workers on paid sick leave	• Workers on leave without pay for entire pay period
• Workers on paid vacation	
• Workers on other paid leave	• Workers on strike for entire pay period
	• Unpaid family members

**EMPLOYEE COUNT (Column 1) – PRODUCTION, CONSTRUCTION, OR NONSUPERVISORY WORKERS**

Number of "All Workers" defined above who are production, construction, or nonsupervisory workers. See the definition for each type of employees below:

- A. PRODUCTION WORKERS** – In the Manufacturing and Natural Resources and Mining Industries, "Production Workers" include working supervisors or group leaders who may be "in charge" of some employees, but whose supervisory functions are only incidental to their regular work.

## INSTRUCTIONS FOR COMPLETING THIS FORM (Continued)

*In the Manufacturing Industry:*

**Include** individuals working in:

- Assembling
- Fabricating
- Janitorial activities
- Maintenance or repair
- Materials handling
- Processing
- Product development
- Recordkeeping related to production
- Shipping or receiving
- Storage or warehousing
- Trucking

**Exclude** individuals working in:

- Accounting or finance
- Advertising
- Cafeterias
- Collection and credit
- Executive, professional, or technical positions
- Force account construction
- Legal
- Medical
- Personnel
- Product installation or servicing
- Purchasing
- Recordkeeping *not* related to production
- Sales and delivery

*In the Natural Resources and Mining Industry:*

**Mining, quarrying, crude petroleum production, and natural gas production** include individuals working in:

- |               |                 |                |               |
|---------------|-----------------|----------------|---------------|
| • Blasting    | • Drilling      | • Hauling      | • Maintenance |
| • Cleaning    | • Excavating    | • Hoisting     | • Processing  |
| • Crushing    | • Flow control  | • Inspection   | • Pumping     |
| • Development | • Guard service | • Janitorial   | • Repair      |
| • Drainage    | • Handling      | • Loading      |               |
| • Shipping    | • Storage       | • Trucking     |               |
| • Warehousing | • Ventilation   | • Rig building |               |

**Logging industries**

- Cutting timber
- Transporting timber
- Producing wood chips in the field

**Exclude** individuals working in:

- |                         |  |              |
|-------------------------|--|--------------|
| • Accounting or finance | • Executive, professional, and technical positions | • Personnel  |
| • Advertising           | • Legal  | • Purchasing |
| • Cafeterias            | • Medical  | • Sales      |
| • Collection and credit |  |              |

**B. CONSTRUCTION WORKERS** – Construction workers include working supervisors or group leaders who may be “in charge” of some employees, but whose supervisory functions are only incidental to their regular work. Construction workers work at the site of construction, or in shops or yards at jobs ordinarily performed by members of the construction trade.

**Include:**

- Craft workers
- Laborers
- Mechanics
- Heavy equipment operators
- Apprentices
- Helpers

**Working in:**

- New construction
- Alterations
- Remodeling
- Demolition
- Maintenance
- Repair

**Exclude** individuals working in:

- |              |                |
|--------------|----------------|
| • Accounting | • Personnel    |
| • Clerical   | • Professional |
| • Executives | • Purchasing   |
| • Finance    | • Technical    |
| • Legal      |                |

**C. NONSUPERVISORY WORKERS** – “Nonsupervisory workers” includes every employee **except** those whose major responsibility is to supervise, plan, or direct the work of others.

**Exclude:**

- Department heads
- Executives
- Managers
- Officers
- Superintendents

**WOMEN EMPLOYEE COUNT (Column 2)**

Number of employees from column 1 who are women.

**PAYROLL, EXCLUDING COMMISSIONS (Column 3)**

Total gross pay earned during the entire pay period. Report separately for All Workers and for Nonsupervisory Workers.

**Report pay before employee deductions for:**

- |                                   |                          |
|-----------------------------------|--------------------------|
| • Taxes                           | • Bonds                  |
| • FICA (Social Security)          | • Pensions               |
| • Health insurance                | • Unemployment insurance |
| • Pay deferral plans such as 401K | • Union dues             |

**Include:**

- Wages and salaries
- Paid holidays, vacation, sick leave, and other paid leave
- Incentive pay
- Bonuses paid **each** pay period
- Overtime pay
- Tips if included on W-2s
- Severance, if paid over multiple pay periods

**Exclude:**

- Commissions
- Annual pay for unused leave
- Awards or bonuses not paid each pay period
- **Employer** contributions to pay such as 401K
- Pay advances, such as vacation pay advances
- Payments “in kind”
- Retroactive or back pay
- Severance, if provided as one payment
- Travel or work-related reimbursements

**LENGTH OF PAY: REGULAR PAY (Column 4)**

A 1-digit code that describes the length of the payroll period reported in column 2. Enter ‘1’ for Weekly payroll, ‘2’ for Bi-Weekly payroll, ‘3’ for Semi-Monthly payroll or ‘4’ for Monthly payroll.

**COMMISSIONS (Column 5)**

Report separately for All Workers and Production, Construction, or Nonsupervisory Workers.

- Report for the most recent *complete* period for which commissions are available, which might be different from the pay period that includes the 12th. Enter 0 if none paid for the period or pay group.
- **Exclude** base pay, drawing accounts, or basic guarantees.

**LENGTH OF PAY: COMMISSIONS (Column 6)**

A 1-digit code that describes the length of the length of pay for commissions reported in column 4. Enter ‘1’ for Weekly payroll, ‘2’ for Bi-Weekly payroll, ‘3’ for Semi-Monthly payroll or ‘4’ for Monthly payroll. If commissions are not reported, leave this column blank.

**HOURS, INCLUDING OVERTIME (Column 7)**

Total number of hours for which employees received pay during the entire pay period. Report separately for All Workers and Production, Construction or Nonsupervisory Workers.

- **Include** overtime; stand-by or reporting time; and hours not worked, but for which workers received pay (holidays, vacations, sick leave, etc.).
- Report hours for salaried and commission-only employees based on their standard work week.
- **Do not** convert overtime or other premium hours to straight-time equivalent hours.

**OVERTIME HOURS (Column 8)**

Total number of hours for which employees received overtime premiums because they worked more than their regularly scheduled hours. Report separately for All Workers and Production Workers. Report Overtime Hours only for worksites in the Manufacturing Industry.

- **Include** Saturday, Sunday, 6<sup>th</sup> day, 7<sup>th</sup> day, and holiday hours.
- **Exclude** shift differential, hazard, incentive, or similar premiums.

**GROSS MONTHLY EARNINGS (Column 9)**

Total gross wages paid during the entire *previous* calendar month, before deductions. Report for All Workers only.

**Include:**

- Earnings from all pay distributed
  - Payroll
  - Commissions
  - Bonuses or awards
  - Incentive pay
  - Severance pay
  - Stock options exercised

**Exclude:**

- **Employer** contributions to:
  - Medical insurance accounts
  - Health insurance accounts
- Reimbursements for:
  - Travel expenses
  - Work related expenses
  - Tuition



Firm Name: Con\_Firm1

Contact:

Title: title1

Form Approved  
O.M.B. No. 1220-0011

Telephone: phone1

Fax Phone: fax1

Please fax report to: faxphone3

by

Enter in columns 4 and 6 one of the following codes for the length of pay: 1 Each week 2 Every two weeks 3 Twice a month 4 Once a month

**IMPORTANT:** Report columns 1-8 for the pay period that includes the 12<sup>th</sup> of the month. Report column 9 for the entire previous month.

Reference Month/Year: Refmony	1 Employee Count	2 Women Employee Count	Payroll			Hours		9 Gross Monthly Earnings, previous calendar month  (Whole dollars)
			3 Payroll, Excluding Commissions  (Whole dollars)	4 Length of Pay:	5 Commissions  (Whole dollars)	6 Length of Pay:	7 Total Hours, including overtime  (Whole hours)	

Report #: reptnum State: STC Location: REGlocation

<b>Pay Group 1</b> All Workers							XXXXX	You no longer need to report Gross Monthly Earnings
Production, Construction, or Nonsupervisory Workers							XXXXX	
<b>Pay Group 2</b> All Workers							XXXXX	You no longer need to report Gross Monthly Earnings
Production, Construction, or Nonsupervisory Workers							XXXXX	

Report #: reptnum State: STC Location: REGlocation

<b>Pay Group 1</b> All Workers							XXXXX	You no longer need to report Gross Monthly Earnings
Production, Construction, or Nonsupervisory Workers							XXXXX	
<b>Pay Group 2</b> All Workers							XXXXX	You no longer need to report Gross Monthly Earnings
Production, Construction, or Nonsupervisory Workers							XXXXX	

Report #: reptnum State: STC Location: REGlocation

<b>Pay Group 1</b> All Workers							XXXXX	You no longer need to report Gross Monthly Earnings
Production, Construction, or Nonsupervisory Workers							XXXXX	
<b>Pay Group 2</b> All Workers							XXXXX	You no longer need to report Gross Monthly Earnings
Production, Construction, or Nonsupervisory Workers							XXXXX	

Report #: reptnum State: STC Location: REGlocation

<b>Pay Group 1</b> All Workers							XXXXX	You no longer need to report Gross Monthly Earnings
Production, Construction, or Nonsupervisory Workers							XXXXX	
<b>Pay Group 2</b> All Workers							XXXXX	You no longer need to report Gross Monthly Earnings
Production, Construction, or Nonsupervisory Workers							XXXXX	

If the pre-printed information on this form is incorrect, or you need help filling out this form, please contact us at [dcccphone3](tel:3014707000).

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