

Touchtone Reporting Instruction Sheet

This page is a quick reference on how to report your data using our Touchtone system. If you have any questions, please call the help number provided on your collection form. Please remember to use the report number printed at the top of your form when reporting.

HOW TO REPORT

Please call the toll-free Touchtone phone number to report your data. The Touchtone system will answer your call and ask you to enter your report number and each data item on your report form. The system will repeat each entry for confirmation. An example follows:

TOUCHTONE REPORTING STEPS

To begin reporting, dial toll-free 1-800-877-7715.

Touchtone System:	Your Response:
1 <i>"Thank you for calling the Current Employment Statistics Reporting System. Please enter your report number."</i>	<i>Press the NINE digits of your report number (shown at the top of your form).</i>
2 <i>"Your report number is... Press 1 to confirm, 0 to reenter."</i>	<i>Press 1 if correct, 0 if incorrect.</i>
3 <i>"Enter the number of the month of your report."</i>	<i>For January press 01, for February press 02..., for October press 10..., for December press 12.</i>
4 <i>"You are reporting for (name of month)."</i>	<i>Press 1 if correct, 0 if incorrect.</i>
5 <i>Enter your employee count and women employee count.</i>	<i>Enter your data for each item: For example, to report 25 employees press 2 then 5, followed by #. Note: the system will repeat all entries for confirmation.</i>
6 <i>"Enter a code to explain large changes to your data or press # to continue." [This question is repeated in case you need to enter 2 codes to explain the change to your data].</i>	<i>Select codes from the bottom of the form to explain large changes to your data.</i>
7 <i>"To enter data for another report number, press 1. If you are finished, please press zero."</i>	<i>Press 1 or 0 as appropriate.</i>

Tips To Save You Time

- Press # after completing entry for the data item (employee count).
- Press # to skip over a data item for which you do not report, or if the data item is not available.
- Press * after your **last** reported data item to confirm the entry and skip to the end of the interview.
- You may enter data for all individual reports with a single call.

Instructions for Filling out Your New CES Form

U.S. Department of Labor
Bureau of Labor Statistics: Report on Current Employment Statistics - Public Administration

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

START HERE for Report Number 123456789

About YOU: If this information is not correct, please call the information number:
Your name: Jane Doe
Phone: 202-123-4567 Ext. 1234
Email: emdoe@abc.com

Title: Accountant
Fax: 202-123-4568

THIS FORM REQUESTS INFORMATION FOR:
Page County Government
123 Main Street
Mytown, NY 12345
Location: Page County
Est. Location: Page County
UI: 1234567890 RUN:00001 NAME:
TO REPORT YOUR DATA BY TOUCH
1-800-877-7715 Your report# 123
FOR MORE INFORMATION:
1-800-627-2005

Jane Doe
ABC Corporation
123 Main Street
Mytown, NY 12345

Report columns 1-3 for the pay period that includes the 12th of the month. Please see detailed instructions below.

Month Please call by date shown	1 Employee Count	2 Women Employee Count	3 Reason for Large Changes (Codes below)
JUN(06) 06/24	135	98	
JUL(07) 07/20			
AUG(08) 08/19			
SEP(09) 09/14			
OCT(10) 10/13			
NOV(11) 11/19			
DEC(12) 12/23			

REFERENCE PERIOD
Complete this form monthly for the pay period that includes the 12th day of the month. If you have a weekly or biweekly pay period and the 12th falls on a Saturday, report for the period ending on the 12th. If the 12th falls on a Sunday, report for the pay period starting on the 12th.

EMPLOYEE COUNT (Column 1)
Enter the total number of persons who worked or received pay for any part of the pay period including the 12th of the month.

Include:
• Elected or appointed officials
• Full- or part-time workers
• Workers on paid vacation
• Workers on paid sick leave
• Workers on paid family leave
• Workers on active duty receiving pay from employer
• Workers on leave without pay the employer is required to pay

Exclude:
• Institution inmates
• Outside contractors and their workers
• Pensioners
• Workers on active duty if not receiving pay from employer
• Workers on leave without pay the employer is not required to pay

WOMEN EMPLOYEE COUNT (Column 2)
Enter the number of employees in column 1 who are women.

REASON FOR LARGE CHANGES (Column 3)
If employment changed by 25% or more from the bottom of the page to explain the change.

Changes in Employment	
01 Seasonal increase	08 Strike
02 Seasonal decrease	09 Internal reorganization-decrease
03 More business/expansion	10 Internal reorganization-increase
04 Less business/contraction	11 Employment return to normal
05 Short-term project starting	12 Temporary shutdown
06 Short-term project ending	13 Permanent shutdown
07 Layoff	14 Other reason

Report for All Workers for the pay period that includes the 12th of the month.

Enter the number of employees from Column 1 who are women.

Enter one or two codes to indicate a reason for large changes in your data reported. The codes are listed at the bottom of the form.

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