

## **Supporting Statement to Request for OMB Approval**

### **Multiple Worksite Report and the Report of Federal Employment and Wages**

#### **B. Collection of Information Employing Statistical Methods**

##### **1a. Universe**

Multiple Worksite Report - The universe for this program will include the multi-establishment employers subject to Unemployment Insurance coverage in the 50 States, District of Columbia, Puerto Rico, and the Virgin Islands. The employers covered by this census are those having more than one establishment under the same UI account number within the State and the sum of the employment in all of their secondary establishments is 10 or greater. There are approximately 153,000 employers that fit these criteria. The most current QCEW working file(s) for each State serves as the business list.

Report of Federal Employment and Wages/DOD Collection - The universe for this census will include the federal employers subject to Unemployment Compensation for Federal Employees coverage in the 50 States, District of Columbia, Puerto Rico, and the Virgin Islands. The most current QCEW working file(s) for each State serves as the business list.

##### **b. Sample Size**

Multiple Worksite Report - Since this is a quarterly census of multiple worksite businesses, the sample size will be 152,584, the same as the universe. With a loss of 5% of selected units due to out-of-business, duplicates, or non-mailables, and a 15% non-response, the number of respondents is expected to be 123,212. This number may increase or decrease depending upon changes with the census of multi-establishment employers.

Report of Federal Employment and Wages - Since this is a quarterly census of federal installations multiple worksites, the sample size will be 5,199 non-defense respondents as well as the 5 major civilian (appropriated and non-appropriated) defense respondents, the same as the universe.

##### **2a. Sample Allocation and Selection Procedures**

The sampling frame used by each State is the most current QCEW working file(s). All employers that report more than one establishment under the same UI account number within the State and where their employment for secondary establishments is greater than or equal to 10 will be included in the MWR census. All federal employers within each State will be included in the RFEW census.

**b. Estimation Procedure**

These data are being collected to ensure the micro data on the longitudinal QCEW data and on the QCEW Report are on an establishment/installation basis instead of some consolidated level consisting of two or more establishments/installations. Therefore, after data are edited and reconciled for apparent inconsistencies and completeness, these data will be the micro data on the longitudinal QCEW data. Estimates of totals at higher tabulation levels for the QCEW Report will be the sum of the appropriate micro level data. Since this is a census, the estimates are not subject to any sampling error. Therefore, no standard errors will be calculated.

**c. Accuracy**

Because a census is being conducted, the estimates are not subject to any sampling error.

**d. Problems**

There are no unusual problems requiring specialized sampling procedures.

**e. Frequency**

This is conducted quarterly.

**3a. Response**

To maximize the response rate for the Multiple Worksite Report, an explanation of the importance of the survey, the need for their cooperation, and the electronic reporting to a single location.

Additionally, the following techniques are employed by each State:

Two follow-up mailings after the initial mailing; and telephone contact of key non-respondents.

To maximize the response rate for the Report of Federal Employment and Wages, employers are provided an explanation of the importance of their response and need for their cooperation.

#### **b. Non-response Adjustment**

A proration adjustment procedure is used to impute data for non-respondents. The data are prorated using the previous quarters' distribution of employment and wages and the current UI contribution report for the master unit.

#### **c. Reliability**

Because this study is a census, no sampling errors are calculated.

To control non-sampling errors, quality control procedures were incorporated into the survey's design. These procedures include follow-up of all non-respondents and validation of all edits failures. Additionally, the States and Regions were given training and assistance in conducting this quarterly census. For example, BLS Washington provided the States with software to preprint the forms and to process the data. The automation of most survey operations reduced many sources of non-sampling errors.

#### **4. Tests**

No tests have been conducted since this is an ongoing data collection activity since 1991.

#### **5. Statistical Responsibility**

Ms. Shail Butani, Division Chief of the Statistical Methods Staff, Office of Employment and Unemployment Statistics is responsible for the statistical aspects of this survey. Her telephone number is (202) 691-6347.