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

To	ouchtone System:	Your Response:					
1	"Thank you for calling the Current Employment Statistics Reporting System. Please enter your report number."	Press the NINE digits of your report number (shown at the top of your form).					
2	"Your report number is Press 1 to confirm, 0 to reenter."	Press 1 if correct, 0 if incorrect.					
3	"Enter the number of the month of your report."	For January press 01, for February press 02, for October press 10, for December press 12.					
4	"You are reporting for (name of month)."	Press 1 if correct, 0 if incorrect.					
5	"How many pay groups are you reporting for? Press 1 for one group, 2 for two groups."	Press 1 if the worksite has only one payroll or 2 if it has two payrolls.					
6	"For the first pay group, please indicate the length of the payroll period. If the payroll is every week, press 1. Every two weeks, press 2. Twice a month, press 3. Once a month, press 4."	Press 1 for every week, 2 for every two weeks, 3 for twice a month or 4 for once a month.					
7	"Are any employees in this pay group paid commissions? Press 1 for yes or 0 for no."	Press 1 for yes or 0 for no.					
8	"How often are commissions paid? Press 1 for every week, 2 for every two weeks, 3 for twice a month or 4 for once a month."	Press 1 for every week, 2 for every two weeks, 3 for twice a month or 4 for once a month.					
9	Enter your employee count, women employee count, payroll, commissions, and hours for <u>All Workers</u> .	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.					
10	"Enter a code to explain large changes to your data or press # to continue."	Select codes from the bottom of the form (boxes D1 and D2) to explain large changes to your data.					
11	"Enter Gross Monthly Earnings for [previous month]."	Enter Gross Monthly Earnings for the entire previous calendar month for this pay group.					
12	"Enter a code to explain large changes to your Gross Monthly Earnings or press # to continue."	Select codes from the bottom of the form (boxes D1- D3) to explain large changes to your Gross Monthly Earnings.					
13	Enter your employee count, payroll, commissions, and hours for [Nonsupervisory, Production, or Construction] Workers.	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 to you for confirmation.					
14.	If you are reporting for a single pay group or after your second pay group: "To enter data for another report number, press 1. If you are finished, please press zero."	Press 1 or 0 as appropriate.					
15.	If you are reporting for two pay groups: "For the second pay group, please indicate the length of the payroll period"	Enter data for the second pay group as you did for the first pay group.					

Tips To Save You Time

- Press # after completing entry of each data item (employee count, women count, payroll, hours, etc.).
- Press # to skip over a data item for which you do not report, or if the data item is not available.
- Press * to confirm the entry and skip to the next section.
- Report Payroll, Commissions, and Gross Monthly Earnings in whole dollars (omit cents).
- Report Hours rounded to the nearest hour (whole hours).
- You may enter data for all individual reports with a single call.

Instructions for Filling out Your New CES Form Page 1: For Pay Group 1 Report the data requested for U.S. Department of Labor THIS FORM REGUESTS IN FORMATION FOR: Current Employment Statistics Report Form — Service Providing START HERE for Report Number 123456789 SEE Research of the form. SEE Research of the form. this location 123 Main Street Your CES report CHy, WY 12345 Group Thelaw. Different pay schedules for some employees—for example, weekly pay to some and monthly for offers? Einher the Information for one group in Pay Group I on It's page and for the second group in Pay Group 2 on the next page. Location: Charles County number Est. Location: Charles County UI: 1234667850 RU:00001 NAC:0:632152 Your new CES form About YOU: If this information is not correct, please call the information number TO REPORT YOUR DATA BY TOUCHTONE: 1-800-677-77 t5 Your report# 1234-95789 contains two data Title: Accountant Phone: 207-123-4967 Fair: 202-1234558 entry sheets in case Check a box to E-mail: e-mai@zzz.com the worksite you are ALL EMPLOYEES IN PAY GROUP 1 indicate how reporting for has more ... | Bathweek | | Biery 2 weeks | | Twice a month | | Once amonth often employees than one Pay Group. in this Pay Group See the second entry receive pay. sheet below. √ns 1–6 for the payperiod that include sithe 12th of the month entre previous month Gross Monthly Paid at Les Once a Mor arnings, previou calendar month call by Employe Count If you pay Overtime (All se Enter a code to commissions, 1245 987 \$ 45792 \$ 5874 4579 \$ 198562 01,13 indicate a reason for check a box to 1200 \$ 40012 \$ 5002 3987 large changes in JUL07) 07 indicate how your Gross Monthly often employees Earnings data. The (B) 08.2 receive Enter a code to indicate codes are listed at commissions. the bottom of the a reason for large OEP (09 form. changes in your data Report for reported. The codes are Nonsupervisory Workers* listed at the bottom of for the pay period that the form. includes the 12th of the Report Gross month for this Pay Group Monthly on this line. Report for All Earnings for Workers for the the ENTIRE pay period that Reason for Large Changes: To explain char one or two numbers per month into each colum **PREVIOUS** D1. Changes in Employment (Columns 6 and 8) includes the 12th calendar month of the month for this Pay Group on this line

Page 2: For Pay Group 2

	Current Emplo	Current Employment 8 talls to s Report Form — Service Providing					U.S. Department of Labor					
	Report Number 123456789					THIS FOR	THIS FORM REQUESTS IN FORMATION FOR: ACB Corporation					
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	Use the one the same im		loyees in Pa	y Group Die	ployees are paid a	al Locale	on: Charles					
	 Use this pay 	Use this page only if ground and different schedules—for example, western and victoriers. Enter the internal on force UI: 1234567890 RU:00001 NAC:05321										
	example, we			Group 1). This pag		d TO REPO	ORT YOUR	DATA BY TOUCHTO	NE			
If the worksite has only one Pay		an two pay groups? Call the number "For More information" at the						1-800-677-7715 Your report# 1234-96789 FOR MORE IN FORMATTON:				
Group or payroll, ignore this	an(or he i	gm(or he Help number on he everse side of his farm. 1-600-627-2005										
page. If the worksite has a	A 5	ALL EMPLOYEES IN PAY GROUP 2										
second Pay Group, report the	1 1	A. Employees receive pay: (check and										
data for the second Pay Group	(IF YES) By	#F YES1 Brokovees receive commissions: 6/eck one □ Bachweek □ Buery 2 weeks □ Twice amonth □ Once amonth										
, i	If jourchecledone of the boves above, report commissions in Column 4 for the most recent complete perioda valiable. Less often han once amonth. Enter 0 in Column 4 but Industrial Gross Monthly Barnings (Column 7) when paid.											
on this page.	(IF NO) En	(JF NO) Enter 0 In Column 4.										
	c. Report c	c. Report columns 1-8 for the pay period that includes the 12th of the month entre previous month.										
	Month	1	2	3 Pavroll.	4 Commissions	6 Hours	6 Baason	7 Gross Monthly	8 Reason			
	Please call by	Employee Count	Women Employee	Excluding	Paid at Least Once a Month	Including Overtime	for Large Changes	Earnings, previous calendar month	for Large Changes			
	dale shown		Count	Commissions (Whole chilas)	(Whole chilans)	(Whole tours)	(01-02 bets)	(Allworkess)	(D+Di beba)			
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form you received may look slightly	Warkers JUL(07) 07/28		,,,,,,,,,,					1				
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nonsupervisory workers.	SEP (09) 09/29 All Workers			\$	\$							
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