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 *"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 *Enter your employee count, women employee count and faculty members.*	*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.*
6 *"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].*"*	*Select codes from the bottom of the form to explain large changes to your data.*
7 *"To enter data for another report number, press 1. If you are finished, please press zero."*	*Press 1 or 0 as appropriate.*

Tips To Save You Time

- Press # after completing entry of each data item (employee count and faculty members).
- 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

Your CES report number

Report the data requested for this location

START HERE for Report Number   123456789

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 NAICS: 611130
TO REPORT YOUR DATA BY TOUCHTONE:
  1-800-877-7715 Your report# 123456789
FOR MORE INFORMATION:
  1-800-827-2005

About... ...ormation is not correct, please call the information number.
...name: Jane Doe   Title : Accountant
Phone: 202-123-4567   Ext   Fax: 202-123-4568
E-mail: email@zzz.com

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 Faculty Members	4 Reason for Large Changes (Codes below)
JUN(06) 06/24	58	36	52	12
(07) 07/20				
(08) ...24				
(09) ...24				
(10) 10/21				

Report for All Workers <u>for the pay period that includes the 12th of the month.</u>

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

Report the number of Faculty Members.

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.

EMPLOYEE COUNT (Column 1)– continued
who worked only during this school year but received pay for the whole year.

Include:
- Counselors, librarians and coaches.
- Custodial and cafeteria workers.
- Full-time or part-time workers.
- Other non-teaching personnel
- Paid members of religious orders
- Students employed on your payroll
- Teachers, administrators and trainees.
- Workers on active duty , if receiving ...from employer
- ... on paid sick or other leave
- W...paid vacation

Exclude:
- Outside contractors and their employees.
- Pensioners.
- School trustees and school board members serving without pay.
- Volunteers.
- Workers on active duty , if not receiving pay from employer
- Workers on leave without pay for the entire pay period.
- Workers on strike the entire

WOMEN EMPLO...
Enter the number of ...

FACULTY MEMBERS (...
Enter the number of empl... of the faculty of this institut... ...aculty are considered to b... ...ave a contractual arrange... ...ars. Faculty Members ...dministrators, librarians, c...

...EASON FOR LARGE CH...
...f employment changed by 25% or more, enter one or two numbers from ...he list below to explain the change. Otherwise leave Column 4 blank.

Changes in Employment		
01	Seasonal increase	08	Strike
02	Seasonal decrease	12	Internal reorganization-decrease
03	More business: expansion	13	Internal reorganization-increase
04	Less business: contraction	19	Employment resume to normal
05	Short-term project: starting	09	Temporary shutdown
06	Short-term project: ending	66	Permanent shutdown
07	Layoff	57	Other reason

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

EMPLOYEE COUNT (Column 1)
The total number of persons who worked or received pay for any part of this pay period that includes the 12% of the month. Include employees

Report the data requested for this location