

# CATI Screens

## Enrollment Screen

TOPCATI: Enrollment & Data Collection System, Version 1.1.1.5 - CES Survey, Collection Month: 11/2007

File Print Tools Help

Data Collection - Call Scheduled for Dec 05, 2007 06:00 AM

Save Close Notes Dial Scheduler Send Document

**Enrollment Data Collection**

Contact: Prefix Mr. First Name Bob Last Name Small Suffix  
 Title Owner  
 Company Small Construction Company Phone 999 123-4567 Extension  
 Address 12 Main St Fax Fax Status 0  
 City, State Carmel CA Email bob@yahoo.com  
 Zip Code 99888 Type Time Zone Email Status 1

Case ID 060192350 Don't Print Data  
 NRP Code 1 ENR pk# 0  
 Pending Package TDE pk# 0  
 Preferred Delivery WEB pk# 1  
 Advance Notice EML pk#  
 Occ Code 71 Refusal Panel #  
 Refusal Conversion

DC	Unit ID	Report With	Agg	Panel#	NAICS	Own	Form	Size	Av Ann AE	UI Number	RUN	EI Number	MSA	County	City Cd	Samp Code	Si
99	060192350	060192350		0073	238911	5	B	3		1234567890	00000	123456789		995	000		2

00 << Assign DC to All Units Enrollment Complete Zoom Out 1 of 1 units

Unit ID 060192350 Physical Address  
 Company Small Construction Company  
 Sec Name Small Construction Company  
 Location  
 Address 12 Main St  
 City, State Carmel CA  
 Zip Code 99888 Type

Panel Number, Sub Sample 0073  
 County, City, MSA, CMI 995 000 16  
 NAICS, Own, Size, Form 238911 5 3 B  
 EI Number, Aux, MEEI 123456789 5 1  
 UI Number, RUN 1234567890 00000  
 Sample Code, Unit Code 2 AL  
 Pr Lopp, Cm Lopp 1 0

**QUI Data** Average Annual AE

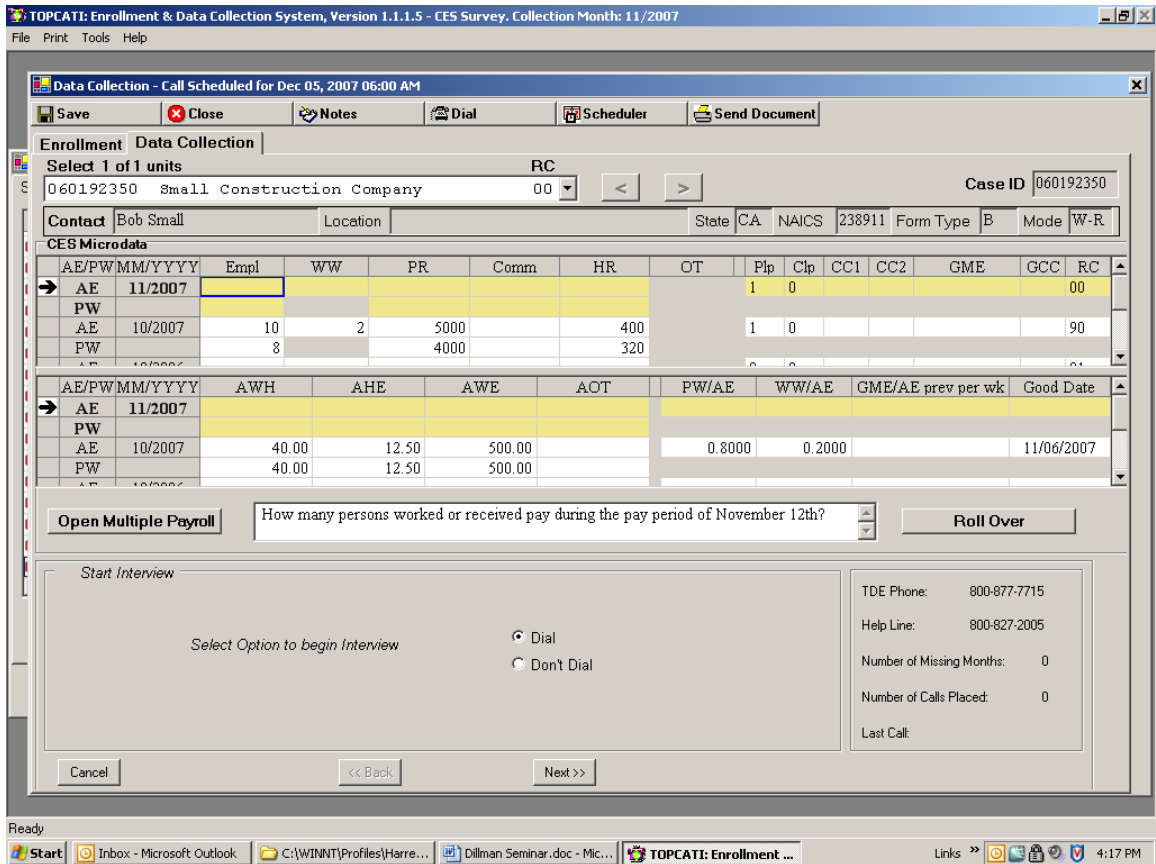
Month/Year	AE	AE IMP	Wage	Wage IMP	Comment
03/2002	19	R	101462	R	
02/2002	19	R			
01/2002	19	R			
12/2001	18	R	109300	R	
11/2001	18	R			
10/2001	18	R			
09/2001					
08/2001					

Unit Addresses Unit Info

Ready

Start Inbox - Microsoft Outlook C:\WINNT\Profiles\Harre... Dillman Seminar.doc - Mic... TOPCATI: Enrollment ... Links 4:16 PM

Data Collection Screen (note script at bottom of page)



Other questions:

How many of them were women?

What was the total Payroll for All Employees?

What were the total Commissions paid to All Employees?

What were the total number of Hours worked by All Employees?

How often were all employees paid? (1=Weekly 2=Biweekly 3=Semimonthly 4=Monthly)

How often are commissions paid? (1=Weekly 2=Biweekly 3=Semimonthly 4=Monthly)

What was the Gross Monthly Earnings for the previous month?

How many were Construction Workers?

What was the total Payroll for Construction Workers?

What were the total number of Hours worked by Construction Workers?

# Rollover to Web

TOPCATI: Enrollment & Data Collection System, Version 1.1.1.5 - CES Survey, Collection Month: 11/2007

Help

Data Collection - Call Scheduled for Dec 05, 2007 06:00 AM

Save Close Print Schedule Save Document

**Enrollment**  
Select 1 of  
060192350  
Contact Bo  
CES Microda  
AE/PWMT  
AE 1  
PW  
AE  
PW  
AE/PWMT  
AE 1  
PW  
AE  
PW

**Roll Over**

**Conversion Option**

- Collect by TDE
- Collect by Fax
- Collect by Permanent CATI
- Collect by Mail
- Collect by Email
- Collect by Web
- None of the above

**Web Answer Sheet**

Would you be willing to report your data over the Web?  Yes  No

Do you have an internet connection and approved browser?  Yes  No

Do you have an email address?  Yes  No

May we contact you via email?  Yes  No

Please, verify your Email address and update it if necessary in the Contact Information panel.

**Case Information**

Tentative Mode: W  
CMI: 16  
Roll Date: 10/2007  
Touchtone Status: 0  
TDE Status: 2  
Fax Status: 0  
Email Status: 1  
ER Location: 94  
NRP Code: 1

**Will collect by Web**

We also have a secure web site for collecting data, so I would like to verify your email address.

**Contact Information**

Contact	Prefix	First Name	Last Name	Suffix
	Mr.	Bob	Small	

Title: Owner

Company: Small Construction Company

Address: 12 Main St

City, State: Carmel CA

Zip Code: 99888

Email: bob@yahoo.com

Phone: 999 123-4567 Extension

Fax:

OK Cancel

Cancel << Back Next >>

Ready

Start | Inbox - Microsoft Outlook | C:\WINNT\Profiles\Harre... | Dillman Seminar.doc - Mic... | TOPCATI: Enrollment ... | Links >> | 4:18 PM

Web Rollover Letter

Dear Mr. \*\*\*\*:

Your recently indicated an interest in reporting your Current Employment Statistics (CES) data each month using our Internet system. To begin reporting through the Internet, please go to the BLS Internet Data Collection System site at <https://cesdata.bls.gov>. Please note the 's' in the 'https'. It is required. Once you've reached our site, enter your 9-digit CES report number and the letters displayed above the box and then click the "I Accept" button.

Each month we will send you an Advance Notice message by E-mail, letting you know that we will soon be collecting data for a new month. If we do not hear from you as our deadline approaches, we may also send a reminder message by E-mail.

We look forward to receiving your data by the Internet.

If you have any questions or concerns, please feel free to contact us at 1-800-827-2005 or by e-mail at [ceswebhelp@bls.gov](mailto:ceswebhelp@bls.gov).

Thank you for your cooperation.

Sincerely yours,

Emails used in Web collection:

Welcome to CES Web Reporting

From: CESMail  
Sent: Wednesday, November 07, 2007 12:54 PM  
To: CESWeb  
Subject: Welcome to CES Internet Reporting

CES Report: 660000001

Dear Respondent:

You recently indicated an interest in reporting your Current Employment Statistics (CES) data each month using our Internet system. To begin reporting through the Internet, please go to the BLS Internet Data Collection System site at <<https://cesdata.bls.gov>>. Please note the 's' in the 'https'. It is required. Once you've reached our site, enter your 9-digit CES report number and the letters displayed above the box and then click the "I Accept" button.

Each month we will send you an Advance Notice message by E-mail, letting you know that we will soon be collecting data for a new month. If we do not hear from you as our deadline approaches, we may also send you a reminder message by E-mail.

We look forward to receiving your data by the Internet.

If you have any questions or concerns, please feel free to contact us at 1-800-827-2005 or by e-mail at [ceswebhelp@bls.gov](mailto:ceswebhelp@bls.gov).

Thank you for your cooperation.

Advance Notice Message

From: [cesmail@bls.gov](mailto:cesmail@bls.gov)  
Sent: Thursday, October 25, 2007 12:00 PM  
To: \*\*\*\*\*  
Subject: October Employment Report - US Bureau of Labor Statistics

CES Report: 660000001

The data reported to the Current Employment Statistics program last month were included in the estimates reported by the Bureau of Labor Statistics on Friday, October 05, 2007, and publicized by major media organizations such as The Wall Street Journal.

Please report your November employment, payroll, and hours data by Friday, October 26, 2007, if possible. Our web address is <<https://idcf.bls.gov>>. If you have any questions, please contact [cesmail@bls.gov](mailto:cesmail@bls.gov) or call our Help Desk at 1-800-827-2005.

Thank you for your cooperation.

Nonresponse Prompt Message

From: cesmail@bls.gov  
Sent: Thursday, October 25, 2007 12:00 PM  
To: \*\*\*\*\*  
Subject: October Employment Report - US Bureau of Labor Statistics

CES Report: 660000001

As of today, our records show that we have not received your employment, payroll, and hours data for October. Please report these figures by Friday, October 26, 2007, if possible. If you have reported your information by some method other than web, please send a note to ceswebhelp@bls.gov.

Please report your data to <https://cesdata.bls.gov>.

If you have any questions, please contact ceswebhelp@bls.gov or call our Help Desk at 1-800-827-2005.

Last Chance Message

From: cesmail@bls.gov  
Sent: Friday, October 26, 2007 10:20 AM  
To: \*\*\*\*\*  
Subject: Urgent request for October employment data

CES Report: 660000004

This is your last chance to report your October employment, payroll, and hours data in order for it to be included in our preliminary estimates of October employment. The Bureau of Labor Statistics will publish the October Employment Situation report on Friday, November 02, 2007. The Employment Situation report is a monthly news release that highlights the previous month's employment estimates. Your figures help to make these estimates possible.

Please report your data to <https://cesdata.bls.gov>.

If you have any comments or concerns, please call our helpdesk, toll-free, at 1-800-827-2005.

Web Data Entry Screen

CES Reporting Form - Microsoft Internet Explorer provided by Bureau of Labor Statistics

Address: https://cesdata.bls.gov/CESLite/entryForm.do;jsessionid=WFQ6HggJlRrCyd112j9CJ7Zs5s5TGfJDW0TTLNpM2DMMLxpYSMHI-11928790411-10370111

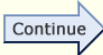
## Current Employment Statistics

Help | Logout

CES Report Number: 660000004      Pay Group 1

Report for the pay period that includes the 12<sup>th</sup> of .      Pay: Each Week      Commissions: Once a month

	1 Employee Count	2 Women Workers	3 Payroll, Excluding Commissions (Whole dollars)	4 Commissions Paid at Least Once a Month (Whole dollars)	5 Hours, Including Overtime (Whole hours)	7 Gross Monthly Earnings (All workers)  Report for the <i>entire previous calendar month</i>
All Workers	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Nonsupervisory Workers	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Reason for Large Changes	Use for Columns 1-5 (payroll, hours and employment)					Use for Column 7 (Gross Monthly Earnings)
	<input type="text" value="none"/> <input type="text" value="none"/>					<input type="text" value="none"/> <input type="text" value="none"/>



If you have questions or comments please send e-mail to: [ceswebhelp@bls.gov](mailto:ceswebhelp@bls.gov)  
 Version: 3.0  
 URL: https://cesdata.bls.gov/CESLite/content/cesform\_abce.jsp

Body of Document

Start | C:\WINNT\Profiles\Harre... | Inbox - Microsoft Outlook | Dillman Seminar.doc - Mic... | CES Reporting Form - ... | Local intranet | Links >> | 4:24 PM