

# 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 and women employee count.	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 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



**START HERE for Report Number** 123456789

**THIS FORM REQUESTS INFORMATION FOR:**  
Page County Government  
123 Main Street  
Mytown, NY 12345  
Local: Page County  
Est. Local: Page County  
UI: 1234567890 RUN:00001 NAME:  
TO REPORT YOUR DATA BY TOUCH TONER:  
1-800-827-7715 Your report# 123456789  
FOR MORE INFORMATION:  
1-800-827-2025

About YOU: If this info is not correct, please call the information number:  
Your name: Jane Doe  
Title: Accountant  
Tel: 302-123-4567 Ext: 1234  
Fax: 302-123-4568  
E-mail: emd@abc.com

Your CES report number

Report the data requested for this location

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) 08/18			
SEP(09) 09/14			
OCT(10) 10/11			
NOV(11) 11/19			
DEC(12) 12/23			

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

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

### REFERENCE PERIOD

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

### EMPLOYEE COUNT (Column 1)

Enter the total number of persons who worked or received pay for any part of the pay period including the 12<sup>th</sup> of this month.

#### Includes:

- Full-time and part-time workers
- Workers on sick leave
- Workers on vacation
• Workers on active duty if not receiving pay from employer- Workers on leaves without pay the employer is required to pay

#### Excludes:

- Institution inmates
- Outside contractors and their workers
- Pensioners
- Workers on active duty if not receiving pay from employer
- Workers on leaves without pay the employer is not required to pay

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.

### 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 Merger/business expansion   | 10 Internal reorganization-increase |
| 04 Loss business/contraction   | 11 Employment returns to normal     |
| 05 Short-term project starting | 12 Temporary shutdown               |
| 06 Short-term project ending   | 13 Permanent shutdown               |
| 07 Layoff                      | 14 Other reason                     |

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