

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

U.S. Department of Labor
Bureau of Labor Statistics Report on Current Employment Statistics - Educational Services

Form Approved
O.M.B. No. 1220-0011

START HERE for Report Number 123456789

THIS FORM REQUESTS INFORMATION FOR:
Page County Government
123 Main Street
Mytown, NY 12345
Local: Page County
Ext. Local: Page County
UI: 1234567890 RUN:00001 MAD:0611133
TO REPORT YOUR DATA BY TOUCHTONE:
1-800-877-7715 Your report# 123456789
FOR MORE INFORMATION:
1-800-627-2025

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 above)	1 Employee Count	2 Women Employees Count	3 Faculty Members	4 Reason for Large Changes (Code below)
JUN(06) 06/24	58	35	52	12
07/01				
08/01	24			
09/01	24			
10/01				
10/21				

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

Includes:

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

Excludes:

- 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 for entire

WOMEN EMPLOYEES (Column 2)
Enter the number of women employees.

FACULTY MEMBERS (Column 3)
Enter the number of employees of the faculty of this institution. Faculty are considered to be those who have a contractual arrangement with the institution. Faculty Members include administrators, librarians, etc.

REASON FOR LARGE CHANGE (Column 4)
If employment changed by 25% or more, enter one or two numbers from the 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-increase
03 More business expansion	13 Internal reorganization-decrease
04 Less business contraction	14 Employment resume to normal
05 Short-term project ending	15 Temporary shutdown
06 Short-term project starting	16 Permanent shutdown
07 Layoff	17 Other reason

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

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

DO NOT WRITE IN THESE SPACES. THESE SPACES ARE RESERVED FOR THE BUREAU OF LABOR STATISTICS. ANY INFORMATION ENTERED HERE WILL BE DELETED.

Your CES report number

Report the data requested for this location

Report for All Workers for the pay period that includes the 12th of the month.

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.