



U.S. Department of Labor
 Bureau of Labor Statistics
 Data Collection Center
 dccaddress
 dcccity, dccst dcczip
 dccphone



February 1, 2021

Attn: Payroll Manager
 Con_Firm
 Con_Address
 Con_City, Con_State Con_Zipcode

Dear Payroll Manager:

Due to the presence of more than 1 payroll within your firm, we have created a form to account for the additional employment data —Second Pay Group.

The attached form is to track and submit employment data for your firm's Second Pay Group. Pay Group - 2 should represent those employees on an alternative pay schedule than presented on the previous form.

Please keep this form along with the form for Pay Group 1.

If you have any questions, please do not hesitate to contact your interviewer listed on the previous form.

Thank you in advance for your cooperation. Your assistance in producing this important information about our nation's economy is greatly appreciated.

Sincerely,
Ron Reiersen
 dccntct
 Data Collection Center Manager

► **Some Definitions For The Questions On The Next Page That May Be Helpful.**

Column 1 EMPLOYEE COUNT- ALL WORKERS

Total number of persons in this pay group who worked or received pay for any part of the pay period that includes the 12th of the month.

Include:

- Executives and their staff
- Full-time and part-time workers
- Salaried officials of

Exclude:

- Outside contractors and their employees
- Pensioners
- Proprietors, owners, or partners of

unincorporated firms

- Workers on active duty, if **not** receiving pay from employer
- Workers on leave without pay for entire pay period
- Workers on strike for entire pay period
- Unpaid family members
- Workers on active duty, if receiving pay from employer
- Workers on paid sick leave
- Workers on paid vacation
- Workers on other paid leave

EMPLOYEE COUNT- CONSTRUCTION WORKERS

Number of "All Workers" defined above who are Construction Workers. "Construction Workers" work at the site of

construction, or in shops or yards at jobs ordinarily performed by members of the construction trade. Construction Workers include working supervisors or group leaders who may be "in charge" of some employees, but whose supervisory functions are only incidental to their regular work.

401K

Include:

- Craft workers
- Laborers
- Mechanics

Working in:

- New construction
- Alterations
- Remodeling

- Heavy equipment operators
- Apprentices
- Helpers

- Demolition
- Maintenance
- Repair

Exclude individuals working in:

- | | | |
|--------------|-------------|----------------|
| ▪ Accounting | ▪ Finance | ▪ Professional |
| ▪ Clerical | ▪ Legal | ▪ Purchasing |
| ▪ Executives | ▪ Personnel | ▪ Technical |

Include:

- Wages and salaries
- Paid holidays, vacation, sick leave, and other paid leave
- Incentive pay

Exclude:

- Commissions
- Annual pay for unused leave
- Awards or bonuses not paid each pay period
- EMPLOYER contributions to pay such as 401K

- Bonuses paid EACH pay period
- Overtime pay
- Tips, if included on W-2s
- Severance, if paid over multiple pay periods

- Pay advances, such as vacation pay advances
- Payments "in kind"
- Retroactive or back pay
- Severance, if provided as one payment
- Travel or work-related reimbursements

Column 2 WOMEN EMPLOYEE COUNT

Number of "All Workers" defined above who are women.

Column 4 COMMISSIONS

Commissions paid during the period checked in Box B on the reverse side of this form. Report separately for All Workers and for Construction Workers.

- Report for the most recent *complete* period for which commissions are available, which might be different from the pay period that includes the 12th. Enter 0 if none paid for the period or pay group.
- **Exclude** base pay, drawing accounts, or basic guarantees.

Column 5 HOURS, INCLUDING OVERTIME

Total number of hours for which employees received pay during the entire pay period. Report separately for All Workers and Construction Workers.

- **Include** overtime; stand-by or reporting time; and hours not worked, but for which workers received pay (holidays, vacations, sick leave, etc.).
- Report hours for salaried and commission-only employees based on their standard work week.
- **Do not** convert overtime or other premium hours to straight-time equivalent hours.

Column 3 PAYROLL, EXCLUDING COMMISSIONS

Total gross pay earned during the entire pay period. Report separately for All Workers and for Construction Workers.

Report pay BEFORE employee deductions for:

- | | |
|------------------------------|--------------------------|
| ▪ Taxes | ▪ Bonds |
| ▪ FICA (Social Security) | ▪ Pensions |
| ▪ Health insurance | ▪ Unemployment insurance |
| ▪ Pay deferral plans such as | ▪ Union dues |

► Information We Have For Your Firm:

Primary Name
address
city, state zipcode
Tel: Ext:
Email:

Location for this report: location
Your State Unemployment Insurance #:
Industry Code: naics
Fax:

Your Report Number is: reptnum

Pay Group - 2

Month		Column 1 EMPLOYEE COUNT	Column 2 WOMEN EMPLOYEE COUNT	Column 3 PAYROLL, EXCLUDING COMMISSIONS (Whole dollars)	Column 4 COMMISSIONS, PAID AT LEAST ONCE A MONTH (Whole dollars)	Column 5 HOURS, INCLUDING OVERTIME (Whole hours)
Pay period that includes September 12 th	All Workers			\$	\$	
	Construction Workers		Not applicable. Data not collected	\$	\$	

Month		EMPLOYEE COUNT	WOMEN EMPLOYEE COUNT	PAYROLL, EXCLUDING COMMISSIONS (Whole dollars)	COMMISSIONS, PAID AT LEAST ONCE A MONTH (Whole dollars)	HOURS, INCLUDING OVERTIME (Whole hours)
Pay period that includes October 12 th	All Workers			\$	\$	
	Construction Workers		Not applicable. Data not collected	\$	\$	
November 12 th	All Workers			\$	\$	
	Construction Workers		Not applicable. Data not collected	\$	\$	
December 12 th	All Workers			\$	\$	
	Construction Workers		Not applicable. Data not collected	\$	\$	
January 12 th	All Workers			\$	\$	
	Construction Workers		Not applicable. Data not collected	\$	\$	
February 12 th	All Workers			\$	\$	
	Construction Workers		Not applicable. Data not collected	\$	\$	

We will send you another form for reporting after February 2010.

Please keep this form to use when the Data Collection Specialist calls you to complete the survey. Thank You!



Thank you for your help! The Bureau of Labor Statistics (BLS) will use the information you provide in determining the nation's job count as part of the Current Employment Statistics (CES) program.

The CES is the nation's monthly indicator of employment trends. This monthly report of the nation's employment is depended on by the Federal Reserve, government