U.S Department of Labor

Bureau of Labor Statistics
Data Collection Center
dccaddress
dcccity, dccst dcczip
dccphone

BLS

February 1, 2021

Attn: Payroll Manager
Con_Firm
Con_Address
Con_City, Con_State Con_Zipcode

Dear Payroll Manager:

Thank you for your willingness to continue participating in the CES survey. We will begin collecting your data through our web site, https://cesdata.bls.gov. You can logon to the site using the report number listed on page 2 of this form. You can use this form for keeping a record of your monthly reports, if you wish.

If you have any questions about web reporting, please call 1-800-827-2005 or send an e-mail to ceswebhelp@bls.gov.

Your company was selected a part of a scientific sample of businesses throughout the United States. The BLS will use the information you provide for statistical purposes only and will **hold the information in confidence** to the full extent permitted by law. In accordance with the Confidential Information Protection and Statistical Efficiency Act (Title 5 of Public Law 107-347), the information you provide to the BLS **will not be disclosed in identifiable form without your informed consent.**

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

Sincerely,

Ron Reierson
dcccntct
Data Collection Center Manager

► **Our records show the following information for your firm:**

Contact: Mr. John Smith
Test Mining Company
123 Main Street
Pullman, WA 99992
Tel: 202-691-6526
Fax: 202-691-8623

Report Number: XXXXXXXXX
Location for this report: Pullman, WA
UI#: 1234567890
Industry Code: XXXXX

Email: testcon@win.com

► **Definitions for the questions on the next page:**

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 corporations
- Trainees
- Workers on active duty, if receiving pay from employer
- Workers on paid sick leave
- Workers on paid vacation
- Workers on other paid leave

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

EMPLOYEE COUNT – Nonsupervisory Workers

Number of "All Workers" defined above who are nonsupervisory workers. "Nonsupervisory Workers" includes every employee EXCEPT those whose major responsibility is to supervise, plan, or direct the work of others.

Exclude:
- Department heads
- Executives
- Managers
- Officers
- Superintendents

Column 2 WOMEN EMPLOYEE COUNT

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

Column 3 PAYROLL, EXCLUDING COMMISSIONS

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

Column 3 PAYROLL, EXCLUDING COMMISSIONS (continued)

Report pay BEFORE employee deductions for:
- Taxes
- FICA (Social Security)
- Health insurance
- Pay deferral plans such as 401K
- Bonds
- Pensions
- Unemployment insurance
- Union dues

Include:
- Wages and salaries
- Paid holidays, vacation, sick leave, and other paid leave
- Incentive pay
- Bonuses paid EACH pay period
- Overtime pay
- Tips, if included on W-2s
- Severance, if paid over multiple pay periods

Exclude:
- Commissions
- Annual pay for unused leave
- Awards or bonuses not paid each pay period
- EMPLOYER contributions to pay such as 401K
- 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 4 COMMISSIONS, PAID AT LEAST ONCE A MONTH

Report separately for "All Workers" and for "Nonsupervisory 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 of the month. 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 "Nonsupervisory 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.

Report Number: XXXXXXXXX   **Name of Firm: Test Services Company**

Each month report your payroll information for the pay period that includes the 12th of the month. For questions refer to page 2 for the Column *definitions or call the Help Desk at 1-800-827-2005.*

Employees receive pay: **Pay Group 1**: Weekly **Pay Group 2**: Weekly **Commissions Pay Group 1**: Weekly **Commissions Group 2**: Weekly		**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 **August 12th 2009**	All Workers			$	$	
	Nonsupervisory Workers		N/A. Data not collected	$	$	
September 12th	All Workers			$	$	
	Nonsupervisory Workers		N/A. Data not collected	$	$	
October 12th	All Workers			$	$	
	Nonsupervisory Workers		N/A. Data not collected	$	$	
November 12th	All Workers			$	$	
	Nonsupervisory Workers		N/A. Data not collected	$	$	
December 12th	All Workers			$	$	
	Nonsupervisory Workers		N/A. Data not collected	$	$	
January 12th 2010	All Workers			$	$	
	Nonsupervisory Workers		N/A. Data not collected	$	$	
February 12th	All Workers			$	$	
	Nonsupervisory Workers		N/A. Data not collected	$	$	
March 12th	All Workers			$	$	
	Nonsupervisory Workers		N/A. Data not collected	$	$	
April 12th	All Workers			$	$	
	Nonsupervisory Workers		N/A. Data not collected	$	$	
May 12th	All Workers			$	$	
	Nonsupervisory Workers		N/A. Data not collected	$	$	
June 12th	All Workers			$	$	
	Nonsupervisory Workers		N/A. Data not collected	$	$	
July 12th	All Workers			$	$	
	Nonsupervisory Workers		N/A. Data not collected	$	$	

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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 agencies, banks, and others to assess the nation's economy and to help you make decisions about your operations.

On the first Friday of every month major media outlets across the country publish the nation's job count. BLS is responsible for compiling these statistics from information gathered from thousands of firms like yours. This statistic, along with other leading economic indicators produced by BLS provides businesses with information critical in planning for growth and success.

You can find data from the Current Employment Statistics program, along with information from other BLS programs, on our web site, http://www.bls.gov/.

If you have any questions about reporting or the CES program, please call us at 1-800-827-2005.

Our Frequently Asked Questions page is located at:

http://www.bls.gov/respondents/ces/home.htm.

Your assistance in maintaining the quality of our nation's economic data is greatly appreciated.