



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:

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 Reier
dccntct
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: XXXXXXXXXX

Location for this report: Pullman, WA

UI#: 1234567890

Industry Code: XXXXXX

Email: testcon@win.com

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

Column 1 **EMPLOYEE COUNT**

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

- | | |
|---|---|
| <ul style="list-style-type: none"> ▪ <u>Include:</u> ▪ Elected or appointed officials ▪ Full-time or part-time workers ▪ Trainees ▪ Workers on paid vacation ▪ Workers on paid sick leave ▪ Workers on other paid leave ▪ Workers on active duty, if receiving pay from employer | <ul style="list-style-type: none"> ▪ <u>Exclude:</u> ▪ Institution inmates ▪ Outside contractors and their workers ▪ Pensioners ▪ Workers on active duty, if not receiving pay from employer ▪ Workers on leave without pay the entire pay period ▪ Workers on strike the entire pay period ▪ Workers of State and Local school systems |
|---|---|

Column 2 **WOMEN EMPLOYEE COUNT**

Enter the number of employees in column 1 who are women.

Report Number: XXXXXXXXX

Name of Firm: Test Public Administration Unit

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.

	Column 1	Column 2
	EMPLOYEE COUNT	WOMEN EMPLOYEE COUNT
Pay period that includes August 12th 2009		
September 12th		
October 12th		
November12th		
December12th		
January 12th 2010		
February12th		
March12th		
April 12th		
May 12th		
June 12th		
July 12th		



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.

This report is authorized by law 29 U.S.C.2. We request your cooperation to make the results of this survey comprehensive accurate, and timely. The Bureau of Labor Statistics, its employees, agents, and partner statistical agencies, 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 of 2002 (Title 5 of Public Law 107-347) and other applicable Federal laws, your responses will not be disclosed in identifiable form without your informed consent. Please note this report is mandatory in North Carolina, under Section 96-4(g) (l) of the North Carolina Employment Security Law; in Oregon, under the Oregon Revised Statute 657.660; in Washington, under the Revised Code of Washington sections 50.12.010, 50.12.070, and 50.12.180; and in South Carolina, under Section 41-29-120 of the Code of Laws of South Carolina (for firms employing more than twenty individuals). **Form Approved OMB No. 1220-0011.** We estimate that it will take an average of 10 minutes to complete this form each month including time to review instructions, search existing data sources, gather and maintain the necessary data, and complete and review this information. If you have any comments regarding these estimates or any other aspects of this survey, send them to the Bureau of Labor Statistics, Division of Current Employment Statistics (1220-0011), 2 Massachusetts Avenue, NE, Washington, DC 20212. You are not required to respond to the collection of information unless it displays a currently valid OMB control number.

