Bureau of Labor Statistics
U.S Department of Labor
Data Collection Center
dccaddress2
dcccity2, dccst2 dcczip
dccphone2
dccfaxnumber2

BLS

February 1, 2021

Attn: Payroll Manager
Con_Firm2
Con_Address
Con_City2, Con_State2 Con_Zipcode2

Dear Payroll Manager:

Thank you for providing your employment, payroll and hours data to the Current Employment Statistics program. Enclosed is your **FAX Report Form**. Please fill out the form *only* for the pay period which includes **the 12th of the month** and fax it to the telephone number provided by duedate2.

For each worksite with a pre-printed CES report number and worksite description, report all columns for All Workers and Nonsupervisory Workers separately. If the worksite maintains more than one pay frequency, report for the first pay group in Pay Group 1 and for the second in Pay Group 2. If a worksite has more than 2 pay groups, please call the information number for more information. *Detailed definitions and instructions are provided on the next page.*

Your company was selected as 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.**

If any of the information pre-printed on this form is incorrect or if you have any questions, please contact us at dccphone2.

Sincerely,
signature

dcccntct2
Data Collection Center Manager

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MP MF INT

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

Contact: Attn: Payroll Manager2
  Primary Name
  address
  city, state zipcode
Tel: con_tel **Ext:** con_ext
Fax:

Report Number: reptnum
Location: location
UI Number:
Industry Code: naics

Please fax report to: FAXPHONE3

► **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
- Salaried officials of corporations
- Full-time and part-time workers
- 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 not supervisory 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 that includes the 12th of the month. Report separately for "All Workers" and for "Nonsupervisory Workers".

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
- 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 that includes the 12th of the month. 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.

Reference Month/Year: mon1 year1	1 Employee Count	2 Women Employee Count	3 Payroll, Excluding Commissions	4 Commissions	5 Total Hours, including overtime (MP MF NT)

Report #: reptnum   **State:** STC

Pay Group 1	All Workers					
	Nonsupervisory Workers					
Pay Group 2	All Workers					
	Nonsupervisory Workers					

Report #: reptnum   **State:** STC

Pay Group 1	All Workers					
	Nonsupervisory Workers					
Pay Group 2	All Workers					
	Nonsupervisory Workers					

Report #: reptnum   **State:** STC

Pay Group 1	All Workers					
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Pay Group 2	All Workers					
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Pay Group 1	All Workers					
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Pay Group 2	All Workers					
	Nonsupervisory Workers					

Report #: reptnum   **State:** STC

Pay Group 1	All Workers					
	Nonsupervisory Workers					
Pay Group 2	All Workers					
	Nonsupervisory Workers					

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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.*