U.S. Department of Labor

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

BLS

February 18, 2011

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 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.**

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

Sincerely,

signature

dcccntct
Data Collection Center Manager

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

| MP | MF | INT |

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

Email: email_addr

► **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– PRODUCTION WORKERS

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

Include individuals working in:

Mining, quarrying, crude petroleum production, and natural gas production

Blasting	Drilling	Hauling	Maintenance	Shipping
Cleaning	Excavating	Hoisting	Processing	Storage
Crushing	Flow Control	Inspection	Pumping	Trucking
Development	Guard	Janitorial	Repair	Ventilation
Drainage	Service	Loading	Rig Building	Warehousing
	Handling			

Logging industries

Cutting Timber	Transporting timber	Producing wood chips in the field

Exclude individuals working in:

- Accounting or finance
- Advertising
- Cafeterias
- Collection and credit
- Executive, professional, and technical positions
- Legal or medical positions
- Personnel
- Purchasing or sales

Column 2 WOMEN EMPLOYEE COUNT

Number of "All Workers" 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 Production Workers.

Report pay **before** employee deductions for:

▪ Taxes	▪ Bonds
▪ FICA (Social Security)	▪ Pensions
▪ Health insurance	▪ Unemployment insurance
▪ Pay deferral plans such as 401K	▪ Union dues

Include:
- Wages and salaries
- Paid holidays, vacation, sick leave, and other paid leave
- Incentive pay
- Bonuses paid **each** pay period
- Overtime pay
- 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

Report separately for "All Workers" and for "Production 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 Production 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: reptnum2   **Name of Firm: Primary Name2** | MP   MF   INT |

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 *paygr1* Commissions Pay Group 1 *paygrc1*		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 **mon1 12th year1**	All Workers			$	$	
	Production Workers		N/A. Data not collected.	$	$	
mon2 12th year2	All Workers			$	$	
	Production Workers		N/A. Data not collected.	$	$	
mon3 12th year3	All Workers			$	$	
	Production Workers		N/A. Data not collected.	$	$	
mon4 12th year4	All Workers			$	$	
	Production Workers		N/A. Data not collected.	$	$	
mon5 12th year5	All Workers			$	$	
	Production Workers		N/A. Data not collected.	$	$	
mon6 12th year6	All Workers			$	$	
	Production Workers		N/A. Data not collected.	$	$	
mon7 12th year7	All Workers			$	$	
	Production Workers		N/A. Data not collected.	$	$	
mon8 12th year8	All Workers			$	$	
	Production Workers		N/A. Data not collected.	$	$	
mon9 12th year9	All Workers			$	$	
	Production Workers		N/A. Data not collected.	$	$	
mon10 12th year10	All Workers			$	$	
	Production Workers		N/A. Data not collected.	$	$	
mon11 12th year11	All Workers			$	$	
	Production Workers		N/A. Data not collected.	$	$	
mon12 12th year12	All Workers			$	$	
	Production Workers		N/A. Data not collected.	$	$	

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.

U.S. Department of Labor

Bureau of Labor Statistics
Data Collection Center
dccaddress2
dcccity2, dccst2 dcczip2
dccphone2

BLS

February 18, 2011

Attn: Payroll Manager3
Con_Firm2
Con_Address2
Con_City2, Con_State2 Con_Zipcode2

Dear Payroll2 Manager2:

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

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

Sincerely,

signature2

dcccntct2
Data Collection Center Manager

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

Contact: Attn: Payroll Manager4	**Report Number:** reptnum3
Primary Name3	**Location:** location
address	**UI Number:**
city, state zipcode	**Industry Code:** naics2
Tel: con_tel **Ext:** con_ext	
Fax:	**Email:** email_addr

► **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– PRODUCTION WORKERS

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

Include individuals working in:

Mining, quarrying, crude petroleum production, and natural gas production

- Blasting
- Cleaning
- Crushing
- Development
- Drainage
- Drilling
- Excavating
- Flow Control
- Guard Service
- Handling
- Hauling
- Hoisting
- Inspection
- Janitorial
- Loading
- Maintenance
- Processing
- Pumping
- Repair
- Rig Building
- Shipping
- Storage
- Trucking
- Ventilation
- Warehousing

Logging industries

- Cutting Timber
- Transporting timber
- Producing wood chips in the field

Exclude individuals working in:

- Accounting or finance
- Advertising
- Cafeterias
- Collection and credit
- Executive, professional, and technical positions
- Personnel
- Legal or medical positions
- Purchasing or sales

Column 2 WOMEN EMPLOYEE COUNT

Number of "All Workers" 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 Production 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
- 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

Report separately for "All Workers" and for "Production 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 Production 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.

Pay Group 2 *paygr2*

Report Number: reptnum4   **Name of Firm: Primary Name4**

Each month report your payroll information for the pay period that includes the 12ᵗʰ of the month. For questions refer to page 7 for the **Column** *definitions or call the Help Desk at 1-800-827-2005.*

Employees receive pay: Pay Group 2 *paygr2_2* Commissions Group 2 *paygrc2_2*		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 **mon1_2 12ᵗʰ year1_2**	All Workers			$	$	
	Production Workers		N/A. Data not collected.	$	$	
mon2_2 12ᵗʰ year2_2	All Workers			$	$	
	Production Workers		N/A. Data not collected.	$	$	
mon3_2 12ᵗʰ year3_2	All Workers			$	$	
	Production Workers		N/A. Data not collected.	$	$	
mon4_2 12ᵗʰ year4_2	All Workers			$	$	
	Production Workers		N/A. Data not collected.	$	$	
mon5_2 12ᵗʰ year5_2	All Workers			$	$	
	Production Workers		N/A. Data not collected.	$	$	
mon6_2 12ᵗʰ year6_2	All Workers			$	$	
	Production Workers		N/A. Data not collected.	$	$	
mon7_2 12ᵗʰ year7_2	All Workers			$	$	
	Production Workers		N/A. Data not collected.	$	$	
mon8_2 12ᵗʰ year8_2	All Workers			$	$	
	Production Workers		N/A. Data not collected	$	$	
mon9_2 12ᵗʰ year9_2	All Workers			$	$	
	Production Workers		N/A. Data not collected.	$	$	
mon10_2 12ᵗʰ year10_2	All Workers			$	$	
	Production Workers		N/A. Data not collected.	$	$	
mon11_2 12ᵗʰ year11_2	All Workers			$	$	
	Production Workers		N/A. Data not collected.	$	$	
mon12_2 12ᵗʰ year12_2	All Workers			$	$	
	Production Workers		N/A. Data not collected.	$	$	

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.