



## IMPORTANT

This form requests information about employees on **YOUR** payroll.

- **Temporary Help Agencies:** Provide information on employment, job openings, hires, and separations with reference to the location shown in Section 1 on the front of this page. Include all employees placed at client sites from this office.
- **Professional Employer Organizations (PEOs):** Provide information on employment, job openings, hires, and separations for the location shown in Section 1 on the front of this page.

Column A

### Total Employment

for the pay period that includes the 12th of the month.

Report all persons on your payroll who worked or received pay for the pay period that includes the 12th of the month.

#### INCLUDE:

- Full-time and part-time employees
- Permanent, short-term, and seasonal employees
- Salaried and hourly workers
- Employees on paid vacation or other paid leave

#### DO NOT INCLUDE:

- Employees between paid assignments for the entire pay period
- Proprietors and partners of unincorporated businesses
- Unpaid family workers
- Employees on strike for the entire pay period
- Employees on leave without pay for the entire pay period
- Outside contractors or consultants

Column B

### Job Openings

on the last business day of the month.

Report all positions that are open (not filled) on the last business day of the month. A job is open only if it meets **all three** of these conditions:

- A specific position exists and there is work available for that position. The position can be full-time or part-time, and it can be permanent, short-term, or seasonal, **and**
- The job could start *within 30 days*, whether or not you find a suitable candidate during that time, **and**
- You are *actively recruiting* workers, as follows.
  - **Temporary Help Agencies only:** Recruiting is from outside your current employee pool
  - **PEOs only:** Recruiting is from outside the location shown in Section 1 on the front of this page

**What is active recruiting?** Active recruiting means your establishment is taking steps to fill a position. It may include advertising in newspapers, on television, or on radio; posting Internet notices; posting "help wanted" signs; networking or making "word of mouth" announcements; accepting applications; interviewing candidates; or soliciting employees at job fairs, state or local employment offices, or similar sources.

#### DO NOT INCLUDE:

- Positions open only to internal transfers, promotions or demotions, or recall from layoffs
- Openings for positions with start dates more than 30 days in the future
- Positions for which employees have been hired, but the employees have not yet reported for work
- Positions to be filled by outside contractors or consultants

Column C

### Hires and Recalls

for the entire month.

Report all additions to your payroll during the month for the location shown in Section 1 on the front of this page.

#### INCLUDE:

- Newly hired and rehired employees
- Full-time and part-time employees
- Permanent, short-term, and seasonal employees
- Employees who were recalled to a job at this location following a layoff (formal suspension from pay status) lasting more than 7 days
- On-call or intermittent employees who returned to work after having been formally separated
- Workers who were hired and separated during the month
- Transfers from other locations

#### DO NOT INCLUDE:

- Transfers or promotions within this location
- Temporary Help Agencies only: Employees being assigned to a different client
- Employees returning from strike
- Outside contractors or consultants

Columns D, E, and F

### Separations

for the entire month.

Report all separations from your payroll during the month for the location shown in Section 1. Report by type of separation.

- **Column D, Quits:** Employees who left voluntarily. Exception: Report retirements or transfers to other locations with Other Separations in Column F.
- **Column E, Layoffs and Discharges:** Involuntary separations initiated by the employer, including:
  - Layoffs with no intent to rehire
  - PEOs only: Layoffs (formal suspensions from pay status) lasting or expected to last more than 7 days. (If the employee was later recalled, also include in the Hires column.)
  - Discharges resulting from mergers, downsizing, or closings
  - Firings or other discharges for cause
  - Terminations of permanent or short-term employees
  - Terminations of seasonal employees (whether or not they are expected to return next season)
- **Column F, Other Separations:** Retirements; transfers to other locations; separations due to employee disability; deaths.

#### DO NOT INCLUDE:

- Transfers within this location
- Employees on strike
- Temporary Help Agencies only: Employees who ended one assignment and will be assigned to a different client
- Outside contractors or consultants