



February 1, 2021

Attn: Payroll Manager  
Con\_Firm  
Con\_Address  
Con\_City, Con\_State Con\_Zipcode

Dear Payroll Manager:

We at the Bureau of Labor Statistics (BLS) need your help in determining the nation's job count as part of the Current Employment Statistics (CES) program. Your firm has been selected as part of a scientific sample to participate in the CES — the nation's monthly indicator of employment trends. Your participation in this program is highly valued.

On the first Friday of every month major newspapers 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.

The employment and payroll information we ask you to provide is typically available from most employers' payroll records. We are asking for numbers of employees, both total and production, nonsupervisory, or construction workers, the associated payroll and hours totals for the pay period that includes the 12<sup>th</sup> of the month, and the number of women workers for the same pay period. Definitions of these data can be found in the attached form.

We ask that you provide this information monthly. 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. A BLS data specialist will telephone you shortly to arrange a convenient time for collecting this information.

Thank you in advance for your cooperation. Your assistance in maintaining the quality of our nation's economic data is greatly appreciated.

Sincerely yours,

**Pat Jones**

dcccntct  
Data Collection Center Manager