

Touchtone Reporting Instruction Sheet

This page is a quick reference on how to report your data using our Touchtone system. If you have any questions, please call the help number provided on your collection form. Please remember to use the report number printed at the top of your form when reporting.

HOW TO REPORT

Please call the toll-free Touchtone phone number to report your data. The Touchtone system will answer your call and ask you to enter your report number and each data item on your report form. The system will repeat each entry for confirmation. An example follows:

TOUCHTONE REPORTING STEPS

To begin reporting, dial toll-free 1-800-877-7715

Touchtone System:	Your Response:
1 <i>"Thank you for calling the Current Employment Statistics Reporting System. Please enter your report number."</i>	<i>Press the NINE digits of your report number (shown at the top of your form).</i>
2 <i>"Your report number is... Press 1 to confirm, 0 to reenter."</i>	<i>Press 1 if correct, 0 if incorrect.</i>
3 <i>"Enter the number of the month of your report."</i>	<i>For January press 01, for February press 02..., for October press 10..., for December press 12.</i>
4 <i>"You are reporting for (name of month)."</i>	<i>Press 1 if correct, 0 if incorrect.</i>
5 <i>Enter your employee count, women employee count and faculty members.</i>	<i>Enter your data for each item: For example, to report 25 employees press 2 then 5, followed by #. Note: the system will repeat all entries for confirmation.</i>
6 <i>"Enter a code to explain large changes to your data or press # to continue." [This question is repeated in case you need to enter 2 codes to explain the change to your data]."</i>	<i>Select codes from the bottom of the form to explain large changes to your data.</i>
7 <i>"To enter data for another report number, press 1. If you are finished, please press zero."</i>	<i>Press 1 or 0 as appropriate.</i>

Tips To Save You Time

- Press # after completing entry of each data item (employee count and faculty members).
- Press # to skip over a data item for which you do not report, or if the data item is not available.
- Press * after your **last** reported data item to confirm the entry and skip to the end of the interview.
- You may enter data for all individual reports with a single call.

Instructions for Filling out Your New CES Form

U.S. Department of Labor
Bureau of Labor Statistics Report on Current Employment Statistics - Educational Services

Form Approved
OMB No. 1220-0011

START HERE for Report Number 123456789

About this form: If information is not correct, please call the information number.

Name: Jane Doe
Phone: 202-123-4567 Ext.
Email: emdoe@abc.com

Title: Accountant
Fax: 202-123-4568

Jane Doe
ABC Corporation
123 Main Street
Mytown, NY 12345

THIS FORM REQUESTS INFORMATION FOR:

Page County Government
123 Main Street
Mytown, NY 12345
Locality: Page County
Est. Locality: Page County

UI: 1234567890 RUN:00001 NACS:6111D

TO REPORT YOUR DATA BY TOUCHSTONE:

1-800-877-7715 Your report# 123456789

FOR MORE INFORMATION:

1-800-827-2005

Report columns 1-3 for the pay period that includes the 12th of the month. Please see detailed instructions below.

Month (Please call by date shown)	1 Employee Count	2 Women Employee Count	3 Faculty Members	4 Reason for Large Changes (Codes below)
JUN(05) 06/04	58	35	52	12
JUL(06) 07/05				
AUG(06) 08/04				
SEP(06) 09/04				
OCT(06) 10/03				
NOV(06) 11/02				

EMPLOYEE COUNT (Column 1) - continued

who worked only during the school year but included pay for the whole year.

Includes:

- Counselors, librarians and coaches
- Custodial and cafeteria workers
- Full-time or part-time workers
- Other non-teaching personnel
- Raid members of religious orders
- Students employed on your payroll
- Teachers, administrators and business
- Workers on active duty (if receiving pay from employer)
- Workers on paid sick or other leave
- Workers on paid vacation

Excludes:

- Outside contractors and their employees
- Pensioners
- School trustees and school board members serving without pay
- Volunteers
- Workers on active duty (if not receiving pay from employer)
- Workers on leave without pay for the entire pay period
- Workers on strike the entire

WOMEN EMPLOYEES

Enter the number of

FACULTY MEMBERS

Enter the number of employees

of the faculty of the institution

who are considered to be

on a contractual arrangement

with the institution. Faculty Members

include teachers, librarians, counselors,

administrators, business, etc.

REASON FOR LARGE CHANGE

If employment changed by 25% or more, enter one or two numbers from the list below to explain the change. Otherwise leave Column 4 blank.

Changes in Employment

01 Seasonal increase	06 Strike
02 Seasonal decrease	12 Internal reorganization-increase
03 More business expansion	13 Internal reorganization-decrease
04 Less business contraction	19 Employee return, no normal
05 Short-term project starting	09 Temporary shutdown
06 Short-term project ending	08 Permanent shutdown
07 Layoff	07 Other reason

Enter the number of employees from Column 1 who are women.

Report the number of Faculty Members.

Enter one or two codes to indicate a reason for large changes in your data reported. The codes are listed at the bottom of the form.

Complete this form monthly for the pay period that includes the 12th day of the month. If you have a weekly or biweekly pay period and the 12th falls on a Saturday, report for the period ending on the 12th. If the 12th falls on a Sunday, report for the pay period starting on the 12th.

EMPLOYEE COUNT (Column 1)

The total number of persons who worked or received pay for any part of the pay period that includes the 12th of the month. Include employees