



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



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 12<sup>th</sup> 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 Production 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

dccntct2  
Data Collection Center Manager

This report is authorized by law 29 U.S.C.2. We request your cooperation to make the results of this survey comprehensive accurate, and timely. The Bureau of Labor Statistics, its employees, agents, and partner statistical agencies, 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 of 2002 (Title 5 of Public Law 107-347) and other applicable Federal laws, your responses will not be disclosed in identifiable form without your informed consent. Please note this report is mandatory in North Carolina, under Section 96-4(g) (l) of the North Carolina Employment Security Law; in Oregon, under the Oregon Revised Statute 657.660; in Washington, under the Revised Code of Washington sections 50.12.010, 50.12.070, and 50.12.180; and in South Carolina, under Section 41-29-120 of the Code of Laws of South Carolina (for firms employing more than twenty individuals). **Form Approved OMB No. 1220-0011.** We estimate that it will take an average of 10 minutes to complete this form each month including time to review instructions, search existing data sources, gather and maintain the necessary data, and complete and review this information. If you have any comments regarding these estimates or any other aspects of this survey, send them to the Bureau of Labor Statistics, Division of Current Employment Statistics (1220-0011), 2 Massachusetts Avenue, NE, Washington, DC 20212. You are not required to respond to the collection of information unless it displays a currently valid OMB control number.

## ► 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**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 12<sup>th</sup> 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:**

- Assembling
- Fabricating
- Janitorial activities
- Maintenance or repair
- Materials handling
- Processing
- Product development
- Recordkeeping related to production
- Shipping or receiving
- Storage or warehousing
- Trucking

**Exclude individuals working in:**

- Accounting or finance
- Advertising
- Cafeterias
- Collection and credit
- Executive, professional, or technical positions
- Force account construction
- Legal
- Medical
- Personnel
- Product installation or servicing
- Purchasing
- Recordkeeping *not* related to production
- Sales and delivery

**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.

**PAYROLL, EXCLUDING COMMISSIONS (CONTINUED)**

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.

**Column 6** **OVERTIME HOURS**

Total number of hours for which employees received overtime premiums because they worked more than their regularly scheduled hours. Report separately for All Workers and Production Workers.

- **Include** Saturday, Sunday, 6<sup>th</sup> day, 7<sup>th</sup> day, and holiday hours.
- **Exclude** shift differential, hazard, incentive, or similar

premiums.

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	OT
								Overtime Hours (Whole hours)

Report #: reptnum

State: STC

Pay Group 1	All Workers							
	Production Workers							
Pay Group 2	All Workers							
	Production Workers							

Report #: reptnum

State: STC

Pay Group 1	All Workers							
	Production Workers							
Pay Group 2	All Workers							
	Production Workers							

Report #: reptnum

State: STC

Pay Group 1	All Workers							
	Production Workers							
Pay Group 2	All Workers							
	Production Workers							

Report #: reptnum

State: STC

Pay Group 1	All Workers							
	Production Workers							
Pay Group 2	All Workers							
	Production Workers							

Report #: reptnum

State: STC

Pay Group 1	All Workers							
	Production Workers							
Pay Group 2	All Workers							
	Production Workers							

Report #: reptnum

State: STC

Pay Group 1	All Workers							
	Production Workers							
Pay Group 2	All Workers							
	Production Workers							

Report #: reptnum

State: STC

Pay Group 1	All Workers							
	Production Workers							
Pay Group 2	All Workers							
	Production Workers							

Each month report your payroll information for the pay period that includes the 12<sup>th</sup> of the month. For questions refer to page 2 for the **Column** definitions or call the Help Desk at 1-800-827-2005.