U.S. Department of Labor
Bureau of Labor Statistics
Data Collection Center
dccaddress
dcccity, dccst dcczip
Phone: dccphone
Fax: faxphone

BLS

January 30, 2021

Attn: Payroll Manager
Con_Firm
Con_Address
Con_City, Con_State Con_Zipcode

Dear Payroll Manager:

A data collection specialist from the Bureau of Labor Statistics (BLS) will soon telephone to ask your company's help with determining the nation's monthly counts of employment. The person whose name appears below will be the one who will be calling you. The focus of this call will be to gather information about your payroll that includes the 12th day of the month.

The Data Collection Specialist assigned to your business:	**username**
Telephone number:	**userphone**

The call is to explain the reasons for including your company in the production of the nation's employment numbers and answer any questions you might have. We also want to:

- Confirm your business address and location.
- Confirm whether we have the correct state Unemployment Insurance account number (UI#) for your company.
- Ask how frequently employees of your company are paid and whether you have more than one payroll

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

► Some Definitions For the Questions On The Next Page That May Be Helpful.

Column 1 EMPLOYEE COUNT

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

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

Exclude:
- 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 pay period

Column 2 WOMEN EMPLOYEE COUNT

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

Column 3 FACULTY MEMBERS

Enter the number of employees from Column 1 who are regular members of the faculty of this institution or school system. Regular members of the faculty are considered to be professional or "certified" employees who have a contractual arrangement (written or otherwise) for one or more years. **Faculty Members** include principals, teachers, superintendents, administrators, librarians, counselors, and other professional personnel.

MP   MF   INT

► **Information We Have For Your Firm:**

Contact: Attn: Payroll Manager	**Report Number:**
Primary Name	**Location:** location
address	**UI Number:**
city, state zipcode	**Industry Code:**
Tel: **Ext:** con_ext	
Fax: con_fax	**Email:** email_addr

Your Report Number is: reptnum

► **When your payroll is reported for the pay period that includes the date of** mon1_expl 12th **we will only ask for answers to these three questions.**

Month	Column 1 **EMPLOYEE COUNT**	Column 2 **WOMEN EMPLOYEE COUNT**	Column 3 **FACULTY MEMBERS**
Pay period that includes **mon1 12th year1**			

► **Each following month, we will call for the pay period that includes the 12th of each month. You can keep a record of what's reported each month below:**

Month	**EMPLOYEE COUNT**	**WOMEN EMPLOYEE COUNT**	**FACULTY MEMBERS**
Pay period that includes **mon2 12th year2**			
mon3 12th year3			
mon4 12th year4			
mon5 12th year5			
mon6 12th year6			

We will send you another form for reporting after mon6_footer year6_footer.

Please keep this form to use when the Data Collection Specialist calls you to complete the survey. Thank You!