Bureau of Labor Statistics
U.S Department of Labor
Data Collection Center
dccaddress2
dcccity2, dccst2 dcczip
Phone: dccphone
Fax: faxphone

BLS

January 30, 2021

Attn: Payroll Manager
Con_Firm2
Con_Address
Con_City2, Con_State2 Con_Zipcode2

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 locations.
- 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
dcccntct2
Data Collection Center Manager

► **Our records show the following information for your firm:**

MP MF INT

Contact: Attn: Payroll Manager2
Con_Firm   **Tel:** con_tel   **Ext:** con_ext
Con_Address   **Fax:** con_fax
Con_City, Con_State Con_Zipcode   **Email:** email_addr

► **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 12th of the month.

Include:	Exclude:
▪ Executives and their staff	▪ Outside contractors and their employees
▪ Salaried officials of corporations	▪ Pensioners
▪ Full-time and part-time workers	▪ Proprietors, owners, or partners of unincorporated firms
▪ Trainees	▪ Workers on active duty, if NOT receiving pay from employer
▪ Workers on active duty, if receiving pay from employer	
▪ Workers on paid sick leave	▪ Workers on leave without pay for entire pay period
▪ Workers on paid vacation	▪ Workers on strike for entire pay period
▪ Workers on other paid leave	▪ Unpaid family members

EMPLOYEE COUNT – Nonsupervisory Workers

Number of "All Workers" defined above who are not supervisory workers. "Nonsupervisory Workers" includes every employee EXCEPT those whose major responsibility is to supervise, plan, or direct the work of others.

Exclude:
▪ Department heads
▪ Executives
▪ Managers
▪ Officers
▪ Superintendents

Column 2 WOMEN EMPLOYEE COUNT

Number of "All Workers" as defined above who are women.

Column 3 PAYROLL, EXCLUDING COMMISSIONS

Total gross pay earned during the entire pay period that includes the 12th of the month. Report separately for "All Workers" and for "Nonsupervisory Workers".

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:	Exclude:
▪ Wages and salaries	
▪ Paid holidays, vacation, sick leave, and other paid leave	
▪ Incentive pay	
▪ Bonuses paid EACH pay period	
▪ Overtime pay	
▪ Tips, if included on W-2s	
▪ Severance, if paid over multiple pay periods	
▪ Severance, if paid over multiple pay periods	
▪ 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, PAID AT LEAST ONCE A MONTH

Report separately for "All Workers" and for "Nonsupervisory 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 of the month. 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 that includes the 12th of the month. Report separately for "All Workers" and "Nonsupervisory 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.

MP   MF   INT

Each month report your payroll information for the pay period that includes the 12th of the month. For questions refer to page 2 for the | Column | *definitions or call the Data Collection Specialist listed on page 1 of this form.*

Reference Month/Year: mon1 year1		1 Employee Count	2 Women Employee Count	3 Payroll, Excluding Commissions	4 Commissions	5 Total Hours, including overtime

Report #: reptnum   **State:** STC   **Location:** REGlocation   **UI:** ReptUI

Pay Type *pay-type1*	All Workers					
	Nonsupervisory Workers					

Report #: reptnum   **State:** STC   **Location:** REGlocation   **UI:** ReptUI

Pay Type *pay-type1*	All Workers					
	Nonsupervisory Workers					

Report #: reptnum   **State:** STC   **Location:** REGlocation   **UI:** ReptUI

Pay Type *pay-type1*	All Workers					
	Nonsupervisory Workers					

Report #: reptnum   **State:** STC   **Location:** REGlocation   **UI:** ReptUI

Pay Type *pay-type1*	All Workers					
	Nonsupervisory Workers					

Report #: reptnum   **State:** STC   **Location:** REGlocation   **UI:** ReptUI

Pay Type *pay-type1*	All Workers					
	Nonsupervisory Workers					

Report #: reptnum   **State:** STC   **Location:** REGlocation   **UI:** ReptUI

Pay Type *pay-type1*	All Workers					
	Nonsupervisory Workers					

Report #: reptnum   **State:** STC   **Location:** REGlocation   **UI:** ReptUI

Pay Type *pay-type1*	All Workers					
	Nonsupervisory Workers					

We will send you another form for reporting next month.

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