

Schedule # 123456789-0 12 Est. Emp=35
REFERENCE DATE: MAY 12, 2010 60 123456 XXX
IDCF # 12123456789

ATTN: HUMAN RESOURCES MANAGER
COMPANY, INC
Location Description: ALL XX EMPLOYEES
1234 MAIN ST
ANYWHERE, XX 00000

Return Response Date: April 20, 2011

Dear Employer,

Soon, the **STATE OFFICE** will be sending an occupational employment report to your firm. We collect this information in cooperation with the US Department of Labor, Bureau of Labor Statistics in order to meet the demand for occupational employment information. Establishments like yours are the only source of this data. The report may look complicated, but we only need the occupation and wage for each person currently working at your company.

This report is time sensitive, so if your contact information in the address above will NOT get the report to the proper person, please provide us with the correct name and address below. Please send the updated information in one of the following ways:

FAX: XXX-XXX-XXXX or XXX-XXX-XXXX
E-MAIL: OESSTATE@idcf.bls.gov
CALL: XXX-XXX-XXXX

Please enter your establishment's contact information below.

Contact Person: _____

Mailing Address: _____

Phone # (Ext): _____

E-mail Address: _____

FAX Number, if applicable: _____

Your prompt response saves taxpayer dollars. **Please have your 11-digit IDCF number ready and include it with any response.** This is found on the third line at the top of this page.

ONCE YOU RECEIVE YOUR SURVEY PACKET, YOU CAN REPORT DATA ONLINE

Information for completing the OES survey online:

- Prior to completing the report online, you should choose which of our two online reporting methods you will use:
 - o **Upload an existing file** (*recommended for companies with 20 or more employees*): Prepare a simple spreadsheet listing a job title and wage for each employee at the work location. Once this file is completed, simply proceed to the online instructions below. Here is an example of a file:

| <u>Title</u> | <u>Wage</u> |
|------------------------|-------------|
| Accountant | 45000.00 |
| Accounting Clerk | 12.50 |
| Carpenter | 41000.00 |
| Short Order Cook | 8.27 |
| Human Resource Analyst | 38000.00 |
| Mechanic | 17.75 |
| Painter | 18.13 |
| Plumber | 22.13 |
| Receptionist | 23000.00 |
| Secretary | 15.00 |
| Secretary | 17.00 |

- o **Enter data online** (*recommended for companies with 19 or less employees*): In this option, you will enter job titles or job descriptions with employee wages into the designated areas on our website. Once you have this information available, proceed to the online instructions.

ONLINE INSTRUCTIONS

- Go to <https://idcfoes.bls.gov>. (Please note that this address is secure, and uses “https” as opposed to the more common “http”.)
- You will need to enter your IDCF number, which is found under your address information on the front side of this letter. Enter the security code as instructed on screen. After reading the disclaimers, choose “I accept”.
- Next, enter your contact information and choose “continue”.
- You will need the address on the front (boxes 2 and 3) to complete the questions regarding the *work locations and establishment data*.
- Follow the instructions on the screen to upload your spreadsheet or enter data and complete the rest of the survey.

That’s it – you’re done! Thank you for your participation in the Occupational Employment Statistics program. Our statistics can be seen online at <http://www.bls.gov/oes>.