

U.S. Department of Labor

O.M.B. # 1220-0042

Bureau of Labor Statistics
2 Massachusetts Ave., N.E.
Washington, D.C. 20212



[May xx, 2014]

Dear Employer:

Accurate labor market information is critical to business owners and employers like you, and the Occupational Employment Statistics (OES) program at the US Bureau of Labor Statistics is the premier source of that information. The data published by OES can be used by employers like you who are hiring and training their workforces. Educators and government agencies also use this information to design education and training programs to provide employers with the skilled workers they need.

We need your help! Businesses like yours are the only source of this information, and your company was selected to represent many similar businesses. The information you provide will be used for statistical purposes only. Any company or individual identifying information for non-government establishments will be held in strict confidence.

We are requesting that for **each employee** (excluding contract workers) on your payroll for the pay period including **May 12, 2014** you submit an electronic file with the following information:

- Job title
- Wage rate
- Hours paid
- Hourly or salaried status
- Permanent or temporary status
- Part-time or full-time status
- Fair Labor Standards Act (FLSA) status
- Hire date
- Gender
- Birth year or birthdate
- Race and/or ethnicity

Please do NOT include employee names or social security numbers.

Detailed instructions for submitting data electronically can be found on the enclosed fact sheet. You can also submit your data by telephone, fax, or mail.

Your voluntary participation in this important effort will help BLS stay abreast of demographic changes in the labor force and better project our country's future occupational needs. Your assistance will help us in meeting the needs of decision makers, data users, and other customers. **The information you provide is strictly confidential.**

There are frequently asked questions on the back of this letter. Should you have any questions, please feel free to contact Merrill Huhtala at (207) 621-5196 or merrill.s.huhtala@maine.gov for additional information.

In closing, we wish to **thank you** for your consideration of this request and for your participation.

Sincerely,

Laurie Salmon
Division Chief
Division of Occupational Employment Statistics
Office of Employment and Unemployment Statistics

FREQUENTLY ASKED QUESTIONS

What is the Occupational Employment Statistics (OES) Survey?

The OES Survey collects occupational employment and wage data from a national sample of 1.2 million establishments and calculates employment estimates by occupation, industry, and geographic area. Data are collected by the State Workforce Agencies in cooperation with the Bureau of Labor Statistics, US Department of Labor. The OES Program currently publishes estimates of employment and wages for over 800 occupations for the nation, all 50 States, the District of Columbia, Puerto Rico, the US Virgin Islands, and Guam and over 500 metropolitan and non-metropolitan areas and for specific industries. The data you provide today will allow us to produce occupational employment and wage estimates for full-time and part-time workers, by age group, as well as occupational estimates by gender, race, and Fair Labor Standards Act (FLSA) exemption status.

Why are OES data important and how can I use it?

OES data are used to assist students, job seekers, and military personnel transitioning into civilian life in making informed career decisions. The data are also used to identify where vocational and educational programs are needed to reflect current and future skill needs. OES data are a key input into projecting future occupational demand. Educators and vocational trainers use this information to determine funding for training programs by comparing current and projected occupational demands.

Businesses use OES data for marketing and budgeting purposes. Businesses can also use OES data to compare wages and employment in geographical locations when considering relocation or expansion. OES data reveal the competitive wages that can assist businesses in attracting workers.

How are the data protected?

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. This report is authorized by law, 29 U.S.C. §2. Your voluntary cooperation is needed to make the results of this report comprehensive, accurate, and timely.

Does OES collect worker-identifiable information such as social security number or names?

No. OES will **never** request employee names or their social security numbers.

What if I don't have all of those items for each employee?

No problem, just send us what you have. We'd appreciate it if you could note in your email or on your spreadsheet that you do not have that information.

What about contractors? Should I include them?

Do not include contractors.

The output from my HR system has these elements but in a different order. Is that okay, or do I need to format it to look exactly like your spreadsheet example?

The order of the columns does not matter. We want this to be as easy as possible for you!

What does FLSA mean?

The Fair Labor Standards Act (FLSA) establishes national minimum wage, overtime pay, recordkeeping, and child labor standards affecting full- and part-time workers. Some positions are exempt from the FLSA in regards to overtime pay.

We estimate that it will take approximately 2.5 hours to complete this report. This includes time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing this information. If you have any comments regarding these estimates or any other aspects of this report, including suggestions for reducing this burden, send them to the U.S. Bureau of Labor Statistics, Division of Occupational Employment Statistics (1220-0042), 2 Massachusetts Avenue NE, Suite 2135, Washington, DC 20212. You do not have to complete this questionnaire if it does not display a currently valid OMB control number. Form Approved, O.M.B. No. 1220-0042.

HOW TO SUBMIT DATA TO OES

Create a spreadsheet like the example below listing each employee on your payroll for the pay period that includes **May 12, 2014**. Your HR or payroll software may already produce a report with the information we need. We will accept almost any file format. Include your IDCF number (found above your address) with your submission. Do **not** include employee names or social security numbers. Please **exclude** contract workers.

Job Title	Wage rate	Hours paid	Hourly or salaried	Permanent or temporary	Part-time or full-time	FLSA status	Hire date	Gender	Birth year or birthdate	Race and/or ethnicity
CEO	\$150,000	40	S	P	FT	Exempt	1/1/2011	F	1962	African-American
Secretary	\$55,000	40	S	P	FT	Nonexempt	2/2/2012	F	1978	Caucasian
Office clerk	\$22.00	25	H	P	FT	Nonexempt	3/6/2013	M	1989	Latino
Office clerk	\$29.00	25	H	P	PT	Nonexempt	3/6/2013	F	1971	Caucasian
Janitor	\$15.50	28	H	P	PT	Nonexempt	12/4/2012	F	1980	Caucasian

Please include the following items for each employee:

- Job title
- Wage rate (including tips, if applicable)
- Hours paid
- Hourly or salaried status
- Permanent or temporary status
- Part-time or full-time status
- Fair Labor Standards Act (FLSA) exemption status
- Hire date
- Gender
- Birth year or birthdate
- Race and/or ethnicity

ELECTRONIC REPORTING OPTIONS

- Email an electronic file to our secure address, OESNational@idcf.bls.gov. Please include your IDCF number in the subject line.
- Submit online at <https://idcfoes.bls.gov> – this is a secure website, as indicated by the https at the beginning of the URL.
 - On the Work Location and Establishment Data page, for item 6, choose “Upload existing data file”.

OTHER REPORTING OPTIONS

- Mail a printout to:
 - Maine Department of Labor
 - CWRI – OES Unit
 - Attn: Merrill S. Huhtala
 - 118 State House Station
 - Augusta, ME 04330
- Report by phone at (207) 621-5196
- Fax a printout to (207) 287-2947

As a participant in a Bureau of Labor Statistics (BLS) statistical survey, you should be aware that use of electronic transmittal methods in reporting data to the BLS involves certain inherent risks to the confidentiality of those data. Further, you should be aware that responsible electronic transmittal practices employed by the BLS cannot completely eliminate those risks. The BLS is committed to the responsible treatment of the data you report and will take appropriate steps within its ability to protect the confidentiality of those data submitted electronically.