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

BLS

January 27, 2021

Attn: Payroll Manager
Con_Firm
Con_Address
Con_City, Con_State Con_Zipcode

Dear Payroll Manager:

Thank you for your willingness to continue participating in the CES survey. You can use this form for keeping a record of your monthly reports, if you wish.

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.**

Your assistance in producing this important information about our nation's economy is greatly appreciated.

Sincerely,
signature
dcccntct
Data Collection Center Manager

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

| MP | MF | INT |

Contact: Attn: Payroll Manager2	**Report Number:** reptnum
primname	**Location:** location
address	**UI Number:**
city, state zipcode	**Industry Code:** naics
Tel: con_tel **Ext:** con_ext	
Fax:	**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:
- Executives and their staff
- Salaried officials of

Exclude:
- Outside contractors and their employees

Column 3 (continued)

Report pay BEFORE employee deductions for:
- Taxes
- FICA (Social Security)
- Health insurance
- Pay deferral plans such as 401K
- Bonds
- Pensions
- Unemployment insurance
- Union dues

Include:

Exclude:

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- corporations
- Full-time and part-time workers
- Trainees
- Workers on active duty, if receiving pay from employer
- Workers on paid sick leave
- Workers on paid vacation
- Workers on other paid leave

- 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

- 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

- 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

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".

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.

Report Number: reptnum2   **Name of Firm: Primary Name2** | 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* **Col_Def_Ref**.

Employees receive pay: Pay Group 1 *paygr1* Commissions Pay Group 1 *paygrc1*		Column 1 EMPLOYEE COUNT	Column 2 WOMEN EMPLOYEE COUNT	Column 3 PAYROLL, EXCLUDING COMMISSIONS (Whole dollars)	Column 4 COMMISSIONS, PAID AT LEAST ONCE A MONTH (Whole dollars)	Column 5 HOURS, INCLUDING OVERTIME (Whole hours)
Pay period that includes **mon1 12th year1**	All Workers			$	$	
	Nonsupervisory Workers		N/A. Data not collected.	$	$	
mon2 12th year2	All Workers			$	$	
	Nonsupervisory Workers		N/A. Data not collected.	$	$	
mon3 12th year3	All Workers			$	$	
	Nonsupervisory		N/A. Data not collected.	$	$	

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				$	$	
	Workers					
mon4 12ᵗʰ year4	All Workers			$	$	
	Nonsupervisory Workers		N/A. Data not collected.	$	$	
mon5 12ᵗʰ year5	All Workers			$	$	
	Nonsupervisory Workers		N/A. Data not collected.	$	$	
mon6 12ᵗʰ year6	All Workers			$	$	
	Nonsupervisory Workers		N/A. Data not collected.	$	$	
mon7 12ᵗʰ year7	All Workers			$	$	
	Nonsupervisory Workers		N/A. Data not collected.	$	$	
mon8 12ᵗʰ year8	All Workers			$	$	
	Nonsupervisory Workers		N/A. Data not collected.	$	$	
mon9 12ᵗʰ year9	All Workers			$	$	
	Nonsupervisory Workers		N/A. Data not collected.	$	$	
mon10 12ᵗʰ year10	All Workers			$	$	
	Nonsupervisory Workers		N/A. Data not collected.	$	$	
mon11 12ᵗʰ year11	All Workers			$	$	
	Nonsupervisory Workers		N/A. Data not collected.	$	$	
mon12 12ᵗʰ year12	All Workers			$	$	
	Nonsupervisory Workers		N/A. Data not collected.	$	$	

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Thank you for your help! The Bureau of Labor Statistics (BLS) will use the information you provide in determining the nation's job count as part of the Current Employment Statistics (CES) program.

The CES is the nation's monthly indicator of employment trends. This monthly report of the nation's employment is depended on by the Federal Reserve, government agencies, banks, and others to assess the nation's economy and to help you make decisions about your operations.

On the first Friday of every month major media outlets across the country publish the nation's job count. BLS is responsible for compiling these statistics from information gathered from thousands of firms like yours. This statistic, along with other leading economic indicators produced by BLS provides businesses with information critical in planning for growth and success.

You can find data from the Current Employment Statistics program, along with information from other BLS programs, on our web site, http://www.bls.gov/.

Our Frequently Asked Questions page is located at:

 http://www.bls.gov/respondents/ces/home.htm.

Your assistance in maintaining the quality of our nation's economic data is greatly appreciated.

U.S. Department of Labor
Bureau of Labor Statistics
Data Collection Center
dccaddress2
dcccity2, dccst2 dcczip
Phone: dccphone2 Fax: faxphone2

BLS

January 27, 2021

Attn: Payroll Manager
Con_Firm2
Con_Address
Con_City2, Con_State2 Con_Zipcode2

Dear Payroll Manager:

Due to the presence of more than 1 payroll within your firm, we have created a form to account for the additional employment data —Second Pay Group.

The attached form is to track and submit employment data for your firm's Second Pay Group. Pay Group 2 should represent those employees on an alternative pay schedule than presented on the previous form.

Please keep this form along with the form for Pay Group 1.

Thank you in advance for your cooperation. Your assistance in producing this important information about our nation's economy is greatly appreciated.

Sincerely,
signature2
dcccntct2
Data Collection Center Manager

▶ Our records show the following information for your firm:

| MP | MF | INT |

Contact: Attn: Payroll Manager4	**Report Number:** reptnum3
Primary Name3	**Location:** location
address	**UI Number:**
city, state zipcode	**Industry Code:** naics2
Tel: con_tel **Ext:** con_ext	
Fax:	**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:
- Executives and their staff
- Salaried officials of corporations

Exclude:
- Outside contractors and their employees
- Pensioners

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Column 3 (continued)

Report pay BEFORE employee deductions for:
- Taxes
- FICA (Social Security)
- Health insurance
- Pay deferral plans such as 401K
- Bonds
- Pensions
- Unemployment insurance
- Union dues

Include:
- Wages and salaries

Exclude:
- Commissions

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- Full-time and part-time workers
- Trainees
- Workers on active duty, if receiving pay from employer
- Workers on paid sick leave
- Workers on paid vacation
- Workers on other paid leave

- 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

- 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

- 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
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Column 2 WOMEN EMPLOYEE COUNT

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

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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".

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.

Pay Group 2 *paygr2*

| MP | MF | INT |

Report Number: reptnum4   **Name of Firm: Primary Name2**

Each month report your payroll information for the pay period that includes the 12th of the month. For questions refer to page 6 for the Column *definitions or* **Col_Def_Ref2**.

Employees receive pay: Pay Group 2 *paygr2_2* Commissions Group 2 *paygrc2_2*		Column 1 EMPLOYEE COUNT	Column 2 WOMEN EMPLOYEE COUNT	Column 3 PAYROLL, EXCLUDING COMMISSIONS (Whole dollars)	Column 4 COMMISSIONS, PAID AT LEAST ONCE A MONTH (Whole dollars)	Column 5 HOURS, INCLUDING OVERTIME (Whole hours)
Pay period that includes **mon1_2 12th year1_2**	All Workers			$	$	
	Nonsupervisory Workers		N/A. Data not collected.	$	$	
mon2_2 12th year2_2	All Workers			$	$	
	Nonsupervisory Workers		N/A. Data not collected.	$	$	
mon3_2 12th year3_2	All Workers			$	$	

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				$	$	
	Nonsupervisory Workers		N/A. Data not collected.	$	$	
mon4_2 12ᵗʰ year4_2	All Workers			$	$	
	Nonsupervisory Workers		N/A. Data not collected.	$	$	
mon5_2 12ᵗʰ year5_2	All Workers			$	$	
	Nonsupervisory Workers		N/A. Data not collected.	$	$	
mon6_2 12ᵗʰ year6_2	All Workers			$	$	
	Nonsupervisory Workers		N/A. Data not collected.	$	$	
mon7_2 12ᵗʰ year7_2	All Workers			$	$	
	Nonsupervisory Workers		N/A. Data not collected.	$	$	
mon8_2 12ᵗʰ year8_2	All Workers			$	$	
	Nonsupervisory Workers		N/A. Data not collected.	$	$	
mon9_2 12ᵗʰ year9_2	All Workers			$	$	
	Nonsupervisory Workers		N/A. Data not collected.	$	$	
mon10_2 12ᵗʰ year10_2	All Workers			$	$	
	Nonsupervisory Workers		N/A. Data not collected.	$	$	
mon11_2 12ᵗʰ year11_2	All Workers			$	$	
	Nonsupervisory Workers		N/A. Data not collected.	$	$	
mon12_2 12ᵗʰ year12_2	All Workers			$	$	
	Nonsupervisory Workers		N/A. Data not collected.	$	$	

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