|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Part 1** | **This form requests information about employment, job openings, and employee turnover at**: | | | | |  | | |  | | | |
|  | County: | | | |  |  | | |  | | | |
|  | UI: | | | |  | in | | |  | | | |
| **Part 2** | **Please check all that apply: Employees are paid**  □ Each week □ Every two weeks □ Twice a month □ Once a month □ Other | | | | | | | | | | | |
| **Please provide data for the time periods indicated for each row. Enter "0" if none. Enter "NA" if data are not available.** | | | | | | | | | | | | |
| **Part 3** | | | | | | | | | | | | |
| **PAY PERIOD** | | | **A: TOTAL EMPLOYMENT** | | | | | **B: JOB OPENINGS** | | | |  |
| Enter the **FIRST** and **LAST** days of the Pay Period that includes the 12th for the specified month. | | | Enter the **NUMBER** of full- or part-time employees who worked or received pay during the Pay Period. | | | | | Enter the **NUMBER** of Job Openings on the **LAST DAY** of the Pay Period.  A job is open if it meets all **three conditions**:   * A specific position exists * Work could start *within* 30 days * You are actively seeking workers from outside this location to fill the position | | | |  |
| Pay Period that includes **July 12th 2015**   |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  | / |  | / |  | **to** |  | / |  | / |  |   **First Day Last Day**  **(Enter Last Day as END DATE in Part 4)** | | | |  | | --- | |  | | | | | | |  | | --- | |  | | | | | **GO TO Part 4** |
| **Part 4** | | | | | | | | | | | | |
| **Reporting Period** | | **Hires** | | **Separations** | | | | | | | | |
| The Reporting Period is an approximate 4 week period. The reporting period falls between the **End Date** and **Start Date** identified below**:**  END DATE: What is the last day of the Pay Period that included **July 12th 2015**?  This is your **END DATE**: / /  START DATE: Now think about **June 2015** and the Pay Period that included **June 12th;** thenidentify the first day the **NEXT** Pay Period started.  This is your **START DATE**: / /  **(This date will probably fall in June)**  Your Reporting Period for columns C through G runs from the **START DATE** through the **END** **DATE**. | | **C**  Enter the **NUMBER** of Hires and Recalls  for the Reporting Period:  A hire is any addition to your payroll, and:   * May be a new hire or a previously separated rehire * May be permanent, short-term, or seasonal * May be a recall from layoff | | **D Quits**  Enter the **NUMBER** of Quits for the Reporting Period. (Except retirements) | | | **E Layoffs and Discharges**  Enter the **NUMBER** of Layoffs & Discharges for the Reporting Period.   * Layoffs * Discharges * Terminations of permanent, short-term, or seasonal employees | | | **F Other**  Enter the **NUMBER** of Other Separations for the Reporting Period.   * Retirements * Transfers from this location * Employee disability * Deaths | **G**  **Total Separations**  Enter the **TOTAL NUMBER** of separations for the Reporting Period.  If Columns D, E and F are reported, enter their sum. If not, enter the total number of separations. | |
| |  | | --- | |  | | | |  | | --- | |  | | | | |  | | --- | |  | | | | |  | | --- | |  | | |  | | --- | |  | | |