|  |  |  |  |
| --- | --- | --- | --- |
| **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
 | **DQuits**Enter the **NUMBER** of Quits for the Reporting Period.(Except retirements) | **ELayoffs and Discharges**Enter the **NUMBER** of Layoffs & Discharges for the Reporting Period.* Layoffs
* Discharges
* Terminations of permanent, short-term, or seasonal employees
 | **FOther**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. |
|

|  |
| --- |
|  |

 |

|  |
| --- |
|  |

 |

|  |
| --- |
|  |

 |

|  |
| --- |
|  |

 |

|  |
| --- |
|  |

 |