

MEMORANDUM FOR: Reviewer of OES (1220-0042)

SUBJECT: Revisions to Fax Forms

The BLS would like to make several small changes to the instructions of our Fax form based on feedback received during our annual meeting.

1. Revise the language for instruction #1.

Original language:

- 1) If your employees are part time workers, please report them at an hourly rate.

Proposed language:

- 1) Report part time workers at an hourly rate. Full time workers can be by their annual or hourly rate.

2. Revise the language below the title in the occupational grid.

Original language:

**(Report Part-time Workers According to an Hourly Rate)**

Proposed language:

**(Report hourly or annual rate for full time workers. Report hourly rate for part-time workers.)**

3. Slightly adjust the wage ranges in the occupational grid.