

Questions: 410-767-2255 or 410-767-2282
Toll Free: 1-800-861-7704
E-mail: OESmaryland@idcf.bls.gov

Dear Maryland Employer:

June 6, 2016

We need your help. Your firm has been statistically selected to participate in the Occupational Employment Statistics (OES) program. The OES program is a federal-state cooperative program funded by the U.S. Bureau of Labor Statistics (BLS). The BLS has been collecting this data since 1988 and establishments like yours are the **only** source of this information.

We need your assistance to deliver comparable, high quality wage and employment estimates at the statewide, metropolitan, and local levels. The data produced by this program is of immeasurable value to employers, job seekers, educators, counselors, economic developers, and anyone requiring current occupational employment and wage information. The OES program estimates employment and wages for over 800 occupations for all 50 States, the District of Columbia, Puerto Rico, the US Virgin Islands, and Guam. The program also produces employment and wage estimates for the nation as a whole, Metropolitan Statistical Areas (MSAs), and specific industries.

Reporting data is easy. Refer to the instructions on the second page of the survey to complete the form.

- Include all employees, part-time and full-time, from the pay period that includes the reference date indicated in box 3 of the form. **Part-time employees should be reported on an hourly basis.**
- Provide data for only those employees included under the Unemployment Insurance Tax Account number (UI) indicated on the second line of box 2, next to the barcode.
- You can submit your data by mail, fax, phone or e-mail. Please see the enclosed fact sheet for all of our data submission options. **You can keep it simple and extract a payroll report or spreadsheet and send by secure e-mail to OESmaryland@idcf.bls.gov.**

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, the estimates published will not allow identification of any single firm.

See our web site at <http://www.dllr.state.md.us/lmi/wages/> for our most recent estimates. Please reply within two weeks. Your timely response helps save tax dollars by reducing the need for additional mailings and telephone calls.

Thank you for your time. We appreciate your help.

Sincerely,

Wayne Agostine

Wayne Agostine, OES Supervisor
Office of Workforce Information and Performance

In cooperation with the U.S. Department of Labor, Bureau of Labor Statistics

Bureau of Labor Statistics Web Site: <http://stats.bls.gov/oes/>