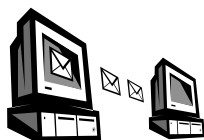




Five Options For Completing the Occupational Employment Report

Please respond to this survey within 2-3 weeks to avoid additional mailings or phone calls

Fill out the enclosed form and return by mail. Make any corrections necessary to the front page of the form. Complete the occupation section of the report providing the number of employees by occupation that fall into each wage category. For part-time workers, please use hourly rate only.



You can email a spreadsheet, payroll report, or PDF. List each job title, job code or department (if available), and the wage or salary for each person. Include company name and the schedule number (see example on back page). For post-secondary schools, please include discipline taught or assigned department.



To complete the form online go to <https://idcfoes.bls.gov>. This is recommended for smaller companies. The IDCF number is located on the address label on the survey form (see example on back page). You can also securely upload a file, in addition to entering the information on line



Forms or printouts may be faxed to **334-353-0012**.



For small companies (fewer than 40 employees), you can call and provide the information over the phone. Please have a list of occupations and wages ready when you call.



Have questions, need help or want to submit data?

Phone - **334-242-8882**

Fax - **334-353-0012**

Email spreadsheets or data: **OESAlabama@idcf.bls.gov**

Email questions - **lmi@labor.alabama.gov**

Mailing address - Alabama Department of Labor ATTN: OES Unit
649 Monroe St RM 4427 Montgomery Alabama 36131-2280

Note: As a participant in a Bureau of Labor Statistics (BLS) statistical survey, you should be aware that use of electronic transmittal methods in reporting data to the BLS involves certain inherent risks to the confidentiality of those data. Further, you should be aware that responsible electronic transmittal practices employed by the BLS cannot completely eliminate those risks. The BLS is committed to the responsible treatment of the data you report and will take appropriate steps within its ability to protect the confidentiality of those data.

Mailing Labels

Schedule # 123456789-0	01	Est Emp: 13
Reference Date:	60	811310
IDCF# 01123456789	QC# 000000	
Human Resources Manager		
ABC Company		
Report for: Welding Shop		
123 Any Street		
Any Town, AL 12345		

The address label is in section 3 on the cover page of the form. Please make any necessary corrections to the information.

In section 5 please include the contact information of the person completing the form in case a follow-up is needed.

	01	811310	123456789-0
111111111-99999			
Establishment primarily engaged in the repair and maintenance of commercial and industrial machinery and equipment.			

This label appears in section 2 and is the industry description. If the information is incorrect, please write a brief description in the space provided below the label.

Spreadsheet Example

ABC Company 123456789-0			
jobtitle	jobcode (optional)	hourly	salary
Bookkeeper		15	
Secretary			38,000.00
Welder		15	
Welder		15.25	
Shop Supervisor			45,400.35
Operations Manager			84,123.45

Be sure to include the company name and the schedule number in the email and/or the Excel worksheet. Attach the worksheet to the email and send to: **oesalabama@idcf.bls.gov**. Report part-time workers by their hourly wage.

CHECKLIST FOR REPORTING DATA

1. Choose one of the easy reporting methods. For email submissions, please include company name and schedule number (found on the mailing label).
2. Make any necessary corrections to the contact information on the form or in an email.
3. Review the industry description. If it is not correct, please write a short description about the type of product or service provided.
4. If there is not a specific title for one of your occupations, please write the title and a short description of duties on the blank lines.
5. If you have a person who multi-tasks, report them in the occupation with the higher skill level or the occupation where they spend the majority of their time working.
6. Verify that the total number of employees is correct for the location specified in the mailing label.