STATE OF MARYLAND

DLLR

DEPARTMENT OF LABOR, LICENSING AND REGULATION

DIVISION OF WORKFORCE DEVELOPMENT AND ADULT LEARNING
Office of Workforce Information and Performance
1100 N. Eutaw Street, Room 316
Baltimore, MD 21201

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.

The estimates 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. **The information you provide will be used for statistical purposes only and any company or individual identifying information for non-governmental establishments will be held in strict confidence.**

There are two electronic options for submitting your data:

1) **Email**: Extract a report from your payroll or personnel system or create a spreadsheet with the job title and wage rate for each employee in your company. Use an hourly rate for part time employees. Please include your IDCF number in the email. Send your file to our secure address: **OESmaryland@idcf.bls.gov.**

2) **Report online**: Go to **https://idcfoes.bls.gov** to enter data online or upload a data file. Log in using your IDCF number found in Box 3 on the back of this letter. Further instructions for reporting online can also be found on the back of this letter.

In order to ensure the timeliness of the data, we would greatly appreciate if you would **submit your data within two weeks**. If you have any questions or if we can help you in any way, please contact us at **(410) 767-2255** or toll free at **1-800-861-7704**. Your timely response helps save tax dollars by reducing the need for additional mailings and telephone calls. BLS also maintains a website for OES program respondents at **www.bls.gov/respondents/oes**.

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**

Bureau of Labor Statistics - Statement to Respondent on the Use of Electronic Data Transmission

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 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.

INFORMATION FOR COMPLETING THE OCCUPATIONAL EMPLOYMENT STATISTICS REPORT ONLINE

1. Locate the occupation and wage information for the reporting unit listed in Box 3 for the pay period that includes the reference date (also in Box 3).

2. Decide if you will upload a spreadsheet or enter data online. Uploading a spreadsheet or report from your payroll or personnel system is recommended for establishments with more than 20 employees. If you decide to upload a spreadsheet, please have it ready before proceeding to Step 3. We will accept almost any file type.

3. Go to **https://idcfoes.bls.gov**. This is a secure website, and the address begins with "https" instead of the usual "http."

4. Enter your 11-digit IDCF number, printed above your address in Box 3. Follow the instructions to complete the security check. Read the disclaimers and click "I Accept."

5. Enter your contact information and click "Continue."

6. Use the information found in Boxes 2 and 3 at the top of this sheet to complete the questions on the Work Location and Establishment Data page.

7. Select "Upload existing data file -- Recommended" or "Enter data online" and click "Continue."

> **Please note: To protect your data, your session will time out if you spend 30 minutes on a page. A warning will appear when five minutes remain. If you do not click "Ok" to extend your session, you will have to log in again and your data will be lost. We do not receive your data until you click "Submit" at the end.**

8. Follow the instructions on screen to complete the report. If you entered data online, click "Save as Excel File" to download a copy of your data. You will be sent an email confirming your submission.

That's it - you're done! If you have questions or require assistance, please use the contact information on the front of this letter. To view OES data, please visit **http://www.bls.gov/oes**.

THANK YOU FOR YOUR TIME - EMPLOYERS LIKE YOU ARE THE ONLY SOURCE OF THIS DATA.