Touchtone Reporting Instruction Sheet

This page is a quick reference on how to report your data using our Touchtone system. If you have any questions, please call the help number provided on your collection form. Please remember to use the report number printed at the top of your form when reporting.

HOW TO REPORT

Please call the toll-free Touchtone phone number to report your data. The Touchtone system will answer your call and ask you to enter your report number and each data item on your report form. The system will repeat each entry for confirmation. An example follows:

TOUCHTONE REPORTING STEPS
To begin reporting, dial toll-free 1-800-877-7715

Touchtone System:	Your Response:
1 *"Thank you for calling the Current Employment Statistics Reporting System. Please enter your report number."*	*Press the NINE digits of your report number (shown at the top of your form).*
2 *"Your report number is… Press 1 to confirm, 0 to reenter."*	*Press 1 if correct, 0 if incorrect.*
3 *"Enter the number of the month of your report."*	*For January press 01, for February press 02…, for October press 10…, for December press 12.*
4 *"You are reporting for (name of month)."*	*Press 1 if correct, 0 if incorrect.*
5 *"How many pay groups are you reporting for? Press 1 for one group, 2 for two groups."*	*Press 1 if the worksite has only one payroll or 2 if it has two payrolls.*
6 *"For the first pay group, please indicate the length of the payroll period. If the payroll is every week, press 1. Every two weeks, press 2. Twice a month, press 3. Once a month, press 4."*	*Press 1 for every week, 2 for every two weeks, 3 for twice a month or 4 for once a month.*
7 *"Are any employees in this pay group paid commissions? Press 1 for yes or 0 for no."*	*Press 1 for yes or 0 for no.*
8 *"How often are commissions paid? Press 1 for every week, 2 for every two weeks, 3 for twice a month or 4 for once a month."*	*Press 1 for every week, 2 for every two weeks, 3 for twice a month or 4 for once a month.*
9 *Enter your employee count, women employee count, payroll, commissions, and hours for <u>All Workers</u>.*	*Enter your data for each item: For example, to report 25 employees press 2 then 5, followed by #. Note: the system will repeat all entries for confirmation.*
10 *"Enter a code to explain large changes to your data or press # to continue."*	*Select codes from the bottom of the form (boxes D1 and D2) to explain large changes to your data.*
11 *"Enter Gross Monthly Earnings for [previous month]."*	*Enter Gross Monthly Earnings for the entire previous calendar month for this pay group.*
12 *"Enter a code to explain large changes to your Gross Monthly Earnings or press # to continue."*	*Select codes from the bottom of the form (boxes D1- D3) to explain large changes to your Gross Monthly Earnings.*
13 *Enter your employee count, payroll, commissions, and hours for [<u>Nonsupervisory, Production, or Construction</u>] Workers.*	*Enter your data for each item: For example, to report 25 employees press 2 then 5, followed by #. Note: the system will repeat all entries to you for confirmation.*
14. <u>If you are reporting for a single pay group or after your second pay group</u>: *"To enter data for another report number, press 1. If you are finished, please press zero."*	*Press 1 or 0 as appropriate.*
15. <u>If you are reporting for two pay groups</u>: *"For the second pay group, please indicate the length of the payroll period…"*	*Enter data for the second pay group as you did for the first pay group.*

Tips To Save You Time

- Press # after completing entry of each data item (employee count, women count, payroll, hours, etc.).
- Press # to skip over a data item for which you do not report, or if the data item is not available.
- Press ***** to confirm the entry and skip to the next section.
- Report Payroll, Commissions, and Gross Monthly Earnings in whole dollars (omit cents).
- Report Hours rounded to the nearest hour (whole hours).
- You may enter data for all individual reports with a single call.

Instructions for Filling out Your New CES Form

Page 1: For Pay Group 1

Report the data requested for this location

Your CES report number

Check a box to indicate how often employees in this Pay Group receive pay.

Your new CES form contains two data entry sheets in case the worksite you are reporting for has more than one Pay Group. See the second entry sheet below.

If you pay commissions, check a box to indicate how often employees receive commissions.

Enter a code to indicate a reason for large changes in your Gross Monthly Earnings data. The codes are listed at the bottom of the form.

Report for All Workers for the pay period that includes the 12th of the month for this Pay Group on this line

Current Employment Statistics Report Form — Service Providing

START HERE for Report Number 123456789

- Where and who to count: See reverse side of this form.
- Same pay schedule for all employees? Enter the information requested in Pay Group 1 below.
- Different pay schedules for some employees—for example, weekly pay for some and monthly for others? Enter the information for one group in Pay Group 1 on this page and for the second group in Pay Group 2 on the next page.

About YOU: If this information is not correct, please call the information number.

Your name: Jane Doe   Title: Accountant
Phone: 202-123-4567   Ext
E-mail: email@zzz.com   Fax: 202-123-4568

U.S. Department of Labor

THIS FORM REQUESTS INFORMATION FOR:
ACB Corporation
123 Main Street
City, NY 12345
Location: Charles County
Est. Location: Charles County
UI: 123456789   RU:00001   NAICS:632152

TO REPORT YOUR DATA BY TOUCHTONE:
1-800-677-7715   Your report# 123456789

FOR MORE INFORMATION:
1-800-827-2005

ALL EMPLOYEES IN PAY GROUP 1

A. Employees receive pay: (check one) ..... ☐ Each week   ☐ Every 2 weeks   ☐ Twice a month   ☐ Once a month

B. Do employees receive commissions? ..... ☐ Yes   ☐ No
(IF YES)... Employees receive commissions: (check one) ☐ Each week   ☐ Every 2 weeks   ☐ Twice a month   ☐ Once a month
If you checked one of the boxes above, report commissions in Column 4 for the most recent complete periods available.
☐ Less often than once a month. Enter 0 in Column 4 but include in Gross Monthly Earnings (Column 7) when paid.
(IF NO).... Enter 0 in Column 4.

C. Report columns 1-6 for the pay period that includes the 12th of the month | Report columns 7-8 for the entire previous month

Month Please call by date shown	1 Employee Count	2 Women Employee Count	3 Payroll, Excluding Commissions (Whole dollars)	4 Commissions Paid at Least Once a Month (Whole dollars)	5 Hours, Including Overtime (Whole hours)	6 Reason for Large Changes (01-02 below)	7 Gross Monthly Earnings, previous calendar month (All workers)	8 Reason for Large Changes (01-03 below)
JUN(06) 06/30 All Workers	1245	987	$ 45792	$ 5874	4579	01,13	$ 198562	
Nonsupervisory Workers	1200		$ 40012	$ 5002	3987			
JUL(07) 07/28 All Workers			$	$			$	
Nonsupervisory Workers			$	$				
AUG(08) 08/25 All Workers			$	$			$	
Nonsupervisory Workers			$	$				
SEP(09) 09/29 All Workers			$	$			$	
Nonsupervisory Workers			$	$				
OCT(10) 10/27 All Workers			$	$			$	
Nonsupervisory Workers			$	$				
NOV(11) 11/24 All Workers			$	$			$	
Nonsupervisory Workers			$	$				
DEC(12) 12/27 All Workers			$	$			$	
Nonsupervisory Workers			$	$				

D. Reason for Large Changes: To explain changes of 29% or more, enter numbers from the list below into columns 6 and 8. You may enter one or two numbers in each column.

D1. Changes in Employment (Columns 6 and 8)	D2. Changes in Pay and Hours (Columns 6 and 8)	D3. Changes in Gross Monthly Earnings (Column 8 ONLY)
01 Seasonal increase	10 Strike	20 Wage rate decrease	40 Shorter scheduled work week	28 Stock options exercised and distributed
02 Seasonal decrease	12 Internal reorganization-decrease	21 Wage rate increase	41 Longer scheduled work week	29 Severance pay distributed
03 More business is happening	13 Internal reorganization-increase	25 Higher hourly earnings for	44 Workers on unpaid vacation	31 Change in number of pay periods
04 Less business expansion	19 Employment resume to normal	piecework or incentive pay	50 Bad weather	31 Bonuses, executive pay, or profit
05 Short-term project starting	09 Temporary shutdown	26 Less overtime pay	51 Return to normal following	distributions
06 Short-term project ending	06 Permanent shutdown	27 More overtime pay	bad weather	93 Quarterly or annual commissions paid
07 Layoff	07 Other reason	32 More/fewer commissions paid	96 Other reason on pay or hours	95 Other reason

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Page 2: For Pay Group 2

If the worksite has only one Pay Group or payroll, ignore this page. If the worksite has a second Pay Group, report the data for the second Pay Group on this page.

Current Employment Statistics Report Form — Service Providing

Report Number 123456789

THIS PAGE IS FOR PAY GROUP 2

- Use the other page (All Employees in Pay Group 1) if all employees are paid at the same time.
- Use this page only if employees are paid on different schedules—for example, weekly for some and monthly for others. Enter the information for one pay schedule on the previous page (Pay Group 1). This page is for the second group.
- More than two pay groups? Call the number "For More Information" at the right, or the Help number on the reverse side of this form.

U.S. Department of Labor

THIS FORM REQUESTS INFORMATION FOR:
ACB Corporation
123 Main Street
City, NY 12345
Location: Charles County
Est. Location: Charles County
UI: 123456789   RU:00001   NAICS:632152

TO REPORT YOUR DATA BY TOUCHTONE:
1-800-677-7715   Your report# 123456789

FOR MORE INFORMATION:
1-800-827-2005

ALL EMPLOYEES IN PAY GROUP 2

A. Employees receive pay: (check one) ..... ☐ Each week   ☐ Every 2 weeks   ☐ Twice a month   ☐ Once a month

B. Do employees receive commissions? ..... ☐ Yes   ☐ No
(IF YES).. Employees receive commissions: (check one) ☐ Each week   ☐ Every 2 weeks   ☐ Twice a month   ☐ Once a month
If you checked one of the boxes above, report commissions in Column 4 for the most recent complete periods available.
☐ Less often than once a month. Enter 0 in Column 4 but include in Gross Monthly Earnings (Column 7) when paid.
(IF NO).... Enter 0 in Column 4.

C. Report columns 1-8 for the pay period that includes the 12th of the month | Report columns 7-8 for the entire previous month

Month Please call by date shown	1 Employee Count	2 Women Employee Count	3 Payroll, Excluding Commissions (Whole dollars)	4 Commissions Paid at Least Once a Month (Whole dollars)	5 Hours, Including Overtime (Whole hours)	6 Reason for Large Changes (01-02 below)	7 Gross Monthly Earnings, previous calendar month (All workers)	8 Reason for Large Changes (01-03 below)
JUN(06) 06/30 All Workers	20	10	$ 20015	$	532		$ 40248	
Nonsupervisory Workers			$	$				
JUL(07) 07/28 All Workers			$	$			$	
Nonsupervisory Workers			$	$				
AUG(08) 08/25 All Workers			$	$			$	
Nonsupervisory Workers			$	$				
SEP(09) 09/29 All Workers			$	$			$	

* Note: Depending on your industry, the form you received may look slightly different than the one displayed here and may refer to production or construction workers rather than nonsupervisory workers.