U.S. Department of Labor
Bureau of Labor Statistics
Data Collection Center
dccaddress2
dcccity2, dccst2 dcczip
Phone: dccphone Fax: faxphone

January 22, 2021

Attn: Payroll Manager
Con_Firm2
Con_Address2
Con_City2, Con_State2 Con_Zipcode2

Dear Payroll Manager:

Thank you for providing your employment, payroll and hours data to the Current Employment Statistics program. Enclosed is your **FAX Report Form**. Please fill out the form *only* for the pay period which includes **the 12th of the month** and fax it to the fax number provided by duedate2.

For each worksite with a pre-printed CES report number and worksite description, report all columns for All Employees and Nonsupervisory Employees separately. *Detailed definitions and instructions are provided on the next page.*

Your response to this report is kept confidential and is used to generate monthly estimates of employment levels and changes, average hourly earnings, and average weekly hours. It also contributes to other statistics including state and local unemployment rates, productivity measures, and the gross domestic product (GDP). Be sure to watch for the release of the national employment situation report on the first Friday of each month. ***Your data are included in this important release.***

If any of the information pre-printed on this form is incorrect, or if you have any questions, please contact us at dccphone2.

Sincerely,

signature

dcccntct2
Data Collection Center Manager

► Our records show the following information for your firm:

Con_Firm
Con_Address
Con_City, Con_State Con_Zipcode

Contact: Attn: Payroll Manager2
Tel: con_tel   **Ext:** con_ext
Fax: con_fax

Please fax report to: faxphone2

► Definitions for the Questions on the Next Page

Column 1 | EMPLOYEE COUNT – All Employees

Total number of persons in this pay group who worked or received pay for any part of the pay period that includes the 12th of the month.

Include:
- Executives and their staff
- Full-time and part-time employees
- Salaried officials of corporations
- Trainees
- Employees on active duty, if receiving pay from employer
- Employees on paid sick leave
- Employees on paid vacation
- Employees on other paid leave

Exclude:
- Outside contractors and their employees
- Pensioners
- Proprietors, owners, or partners of unincorporated firms
- Employees on active duty, if **not** receiving pay from employer
- Employees on leave without pay for entire pay period
- Employees on strike for entire pay period
- Unpaid family members

EMPLOYEE COUNT – Nonsupervisory Employees

Number of "All Employees" defined above who are not supervisory employees. "Nonsupervisory Employees" includes every employee EXCEPT those whose major responsibility is to supervise, plan, or direct the work of others.

Exclude:
- Department heads
- Executives
- Managers
- Officers
- Superintendents

Column 2 | WOMEN EMPLOYEE COUNT

Number of "All Employees" as defined above who are women.

Column 3 | PAYROLL, EXCLUDING COMMISSIONS

Total gross pay earned during the entire pay period that includes the 12th of the month. Report separately for "All Employees" and for "Nonsupervisory Employees".

Report pay **before** employee deductions for:
- Taxes
- FICA (Social Security)
- Health insurance
- Pay deferral plans such as 401K
- Bonds
- Pensions
- Unemployment insurance
- Union dues

Include:
- Wages and salaries
- Paid holidays, vacation, sick leave, and other paid leave
- Incentive pay
- Bonuses paid **each** pay period
- Overtime pay
- Severance, if paid over multiple pay periods

Exclude:
- Commissions
- Annual pay for unused leave
- Awards or bonuses not paid each pay period
- **Employer** contributions to pay such as 401K
- Pay advances, such as vacation pay advances
- Payments "in kind"
- Retroactive or back pay
- Severance, if provided as one payment
- Travel or work-related reimbursements

Column 4 | COMMISSIONS, PAID AT LEAST ONCE A MONTH

Report separately for "All Employees" and for "Nonsupervisory Employees."
- Report for the most recent *complete* period for which commissions are available, which might be different from the pay period that includes the 12th of the month. Enter 0 if none paid for the period or pay group.
- *Exclude* base pay, drawing accounts, or basic guarantees.

Column 5 | HOURS, INCLUDING OVERTIME

Total number of hours for which employees received pay during the entire pay period that includes the 12th of the month. Report separately for "All Employees" and "Nonsupervisory Employees".
- *Include* overtime; stand-by or reporting time; and hours not worked, but for which employees received pay (holidays, vacations, sick leave, etc.).
- Report hours paid for salaried and commission-only employees based on their standard work week.
- *Do not* convert overtime or other premium hours to straight-time equivalent hours.

Each month report your payroll information for the pay period that includes the 12th of the month. For questions refer to page 2 for the **Column** *definitions or call dccphone3.*

MP   MF   INT

Reference Month/Year: mon1 year1		1 Employee Count	2 Women Employee Count	3 Payroll, Excluding Commissions	4 Commissions	5 Total Hours, including overtime

Report #: reptnum   **State:** STC   **Location:** REGlocation **UI:** ReptUI

Pay Type pay-type1	All Employees					
	Nonsupervisory Employees					

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Pay Type pay-type1	All Employees					
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We will fax you another form for reporting next month.

Thank You!