Part 1	**This form requests information about employment, job openings, and employee turnover at**:
	County:
	UI: in

Part 2	**Please check all that apply: Employees are paid**
	☐ Each week ☐ Every two weeks ☐ Twice a month ☐ Once a month ☐ Other

Please provide data for the time periods indicated for each row. Enter "0" if none. Enter "NA" if data are not available.

Part 3

PAY PERIOD	A: TOTAL EMPLOYMENT	B: JOB OPENINGS	
Enter the **FIRST** and **LAST** days of the Pay Period that includes the 12th for the specified month.	Enter the **NUMBER** of full- or part-time employees who worked or received pay during the Pay Period.	Enter the **NUMBER** of Job Openings on the **LAST DAY** of the Pay Period. A job is open if it meets all **three conditions**: • A specific position exists • Work could start *within* 30 days • You are actively seeking workers from outside this location to fill the position	
Pay Period that includes **May 12th 2015** ☐ / ☐ / ☐ **to** ☐ / ☐ / ☐ **First Day** **Last Day**			**GO TO Part 4**

Part 4

Reference Period	Hires	Separations			
	C	**D** **Quits**	**E** **Layoffs and Discharges**	**F** **Other**	**G** **Total Separations**
The **Reference Period** is an approximate 4 week period. To calculate your reference period, identify the **Start Date** and **End Date**: Step 1: Identify the last day of the Pay Period that included **April 12th 2015**. Step 2: On what date did the **FOLLOWING** Pay Period start? This date may fall in April. ☐ / ☐ / ☐ **START DATE** Step 3: What is the last day of the Pay Period that includes **May 12th**? ☐ / ☐ / ☐ **END DATE** **(Same as the Last Day in Part 3)** These are the **START** AND **END DATES** for your **Reference Period** for reporting Hires and Separations.	Enter the **NUMBER** of Hires and Recalls for the Reference Period: **START DATE through END DATE** A hire is any addition to your payroll, and: • May be a new hire or a previously separated rehire • May be permanent, short-term, or seasonal • May be a recall from layoff	Enter the **NUMBER** of Quits for the Reference Period. (Except retirements)	Enter the **NUMBER** of Layoffs & Discharges for the Reference Period. • Layoffs • Discharges • Terminations of permanent, short-term, or seasonal employees	Enter the **NUMBER** of Other Separations for the Reference Period. • Retirements • Transfers from this location • Employee disability • Deaths	Enter the **TOTAL NUMBER** of separations for the Reference Period. If Columns D, E and F are reported, enter their sum. If not, enter the total number of separations.

Pay Period

Enter the FIRST and LAST days of the Pay Period that includes the 12th of the month specified in Part 3.

Column A

Total Employment
during the Pay Period.

Report all persons on your payroll who worked or received pay during the Pay Period.

INCLUDE:
- Full-time and part-time employees
- Permanent, short-term, and seasonal employees
- Salaried and hourly workers
- Employees on paid vacation or other paid leave

DO NOT INCLUDE:
- Proprietors and partners of unincorporated businesses
- Unpaid family workers
- Employees on strike for the entire pay period
- Employees on leave without pay for the entire pay period
- Employees of temporary help agencies, employee leasing companies, outside contractors, or consultants. (These employees will be counted by their employer of record.)

Column B

Job Openings
on the LAST DAY of the Pay Period.

Report all positions that are open (not filled) on the last day of the Pay Period. A job is open only if it meets **all three** of these conditions:
- A specific position exists and there is work available for that position. The position can be full-time or part-time, and it can be permanent, short-term, or seasonal, **and**
- The job could start *within 30 days*, whether or not you find a suitable candidate during that time, **and**
- You are *actively recruiting* workers from *outside* the location shown in Part 1 on the front of this page

What is active recruiting? Active recruiting means your establishment is taking steps to fill a position. It may include advertising in newspapers, on television, or on radio; posting Internet notices; posting "help wanted" signs; networking or making "word of mouth" announcements; accepting applications; interviewing candidates; contacting employment agencies; or soliciting employees at job fairs, state or local employment offices, or similar sources.

DO NOT INCLUDE:
- Positions open only to internal transfers, promotions or demotions, or recall from layoffs
- Openings for positions with start dates more than 30 days in the future
- Positions for which employees have been hired, but the employees have not yet reported for work
- Positions to be filled by employees of temporary help agencies, employee leasing companies, outside contractors, or consultants

Reference Period

Use the following steps to identify the Reference Period to report Hires and Separations.

Step 1: Identify the Pay Period that includes the 12th of the month specified in this step in Part 4 of the form.

Step 2: Find the date the *next* Pay Period started. This is your **Start Date**.

Step 3: Use the date you entered as the Last Day in Part 3 as the **End Date** in Part 4.

Column C

Hires and Recalls
for the Reference Period.

Report all additions to your payroll between the Start Date and End Date of the Reference Period.

INCLUDE:
- Newly hired and rehired employees
- Full-time and part-time employees
- Permanent, short-term, and seasonal employees
- Employees who were recalled to a job at this location following a layoff (formal suspension from pay status) lasting more than 7 days
- On-call or intermittent employees who returned to work after having been formally separated
- Workers who were hired and separated during the month
- Transfers from other locations

DO NOT INCLUDE:
- Transfers or promotions within this location
- Employees returning from strike
- Employees of temporary help agencies, employee leasing companies, outside contractors, or consultants

Columns D, E, F, and G

Separations
for the Reference Period.

Report all separations from your payroll between the Start Date and End Date of the Reference Period. Report by type of separation.

- **Column D, Quits:** Employees who left voluntarily. Exception: Report retirements or transfers to other locations with Other Separations in Column F.

- **Column E, Layoffs and Discharges:** Involuntary separations initiated by the employer, including:
  - Layoffs with no intent to rehire
  - Layoffs (formal suspensions from pay status) lasting or expected to last more than 7 days. (If the employee was later recalled, also include in the Hires column.)
  - Discharges resulting from mergers, downsizing, or closings
  - Firings or other discharges for cause
  - Terminations of permanent or short-term employees
  - Terminations of seasonal employees (whether or not they are expected to return next season)

- **Column F, Other Separations:** Retirements; transfers to other locations; separations due to employee disability; deaths.

- **Column G, Total Separations:** If Columns D, E <u>and</u> F are reported, enter their sum. If not, enter the total number of separations.

DO NOT INCLUDE:
- Transfers within this location
- Employees on strike
- Employees of temporary help agencies, employee leasing companies, outside contractors, or consultants