Dear Employer,

Your firm has been selected to participate in a study for the Occupational Employment Statistics (OES) program, which is conducted by the U.S. Bureau of Labor Statistics. OES information is used to support education and training decisions to help build a skilled workforce.

All we need from you is the specific job title, a brief description of duties, and the wage rate for each employee at the location specified in the address label for the pay period including May 12, 2019. Please do not report information like employee names and Social Security numbers. The information you provide will be used for statistical purposes only, and all identifying information for non-government establishments will be held in strict confidence to the full extent permitted by law.

There are two ways to provide your information:

- *Mail* → Fill out the enclosed form and return it in the postage-paid envelope.
- *Fax* → Fax your information to «keypunch_fax».

For more information about the program, visit WWW.BLS.GOV/OES

Please respond within two weeks. Your timely response will help save taxpayer money by eliminating the need for additional mailings and telephone calls to you.

Thank you for your time and attention – we appreciate your help.

Sincerely,

Laurie Salmon
  Division Chief, Division of Occupational Employment Statistics
  Office of Employment and Unemployment Statistics

Form Approved O.M.B. No.1220-0141

Occupational
Employment Statistics Form

1. Please fill in the name, email address, and phone number of the person we should contact if we have questions.

Name: _____

Email: _____

Phone

2. Make corrections to the company name or address if needed.

Company _____

Address: _____

3. If the industry description below is not correct, please describe your primary activity on the lines that follow.

4. Enter the total number of employees: _____

5. Please list each employee who worked during the pay period that included May 12, 2019.

Include:	Do not include:
Job title and a brief description of job duties	Employee names
Exact wage rate for each employee	Employee Social Security numbers
Hourly wages for part time workers	Contract workers
Hourly wages or annual salaries of full time workers	

Examples

Job title and brief description of duties	Wage Rate (Hourly or Annual)	# of employees in this job with this exact wage rate
Human Resources Manager – Direct human resources department	$125,214	3
Human Resources Specialist – Recruit and interview potential new employees	$68,050	1
Human Resources Specialist – Recruit and interview potential new employees	$65,284	2
Human Resources Assistant – Maintain personnel records	$20.85	1
1.		
2.		
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17.		
18.		
19.		

Please make a copy of this sheet if you need additional space.

Instructions for Reporting by Occupation

- Report job titles for the job in which they are working, not in the job for which they have been trained. For example, an employee trained as an engineer, but working as a drafter should be reported as a drafter.

- Employees that have more than one job should be reported in the job that requires the highest skill. For example, a teacher who is also a coach, should be classified as a teacher.

- Report apprentices and trainees in the job for which they are being trained. Report helpers separately because they are not in training for the occupation they are helping.

- Professionals who directly supervise other workers in professional occupations should be reported in the professional occupation, unless they spend 80 percent of their time supervising.

Instructions for Reporting Wage Information

For all employees:

- Please report hourly or annual wage rates for each employee. If wages are not recorded by hour or year (bi-weekly, or monthly for example), convert them into an hourly wage rate.

- For part-time workers, please report the specific hourly wage rate, not an average.

- For tip, commission, and piece-rate workers, please estimate the earnings (base pay plus tips, commissions, or piece rates), and report the appropriate wage.

- For salaried workers who do not work a standard 2080 hours per year (40 hours per week), please report wages on an hourly basis. For workers who are paid an annual salary by contract, such as airline pilots, report their annual salary.

Include or exclude from pay as follows:

Include as pay	Exclude as pay	
• Base rate	• Attendance bonus	• Overtime pay
• Commissions	• Back pay	• Perquisites
• Tips	• Draw	• Profit sharing payment
• Cost-of-living allowance	• Holiday bonus	• Relocation allowance
• Deadheading pay	• Holiday premium pay	• Tuition repayments
• Guaranteed pay	• Jury duty pay	• Severance pay
• Hazard pay	• Lodging payments	• Shift differential
• Incentive pay	• Meal payments	• Stock bonuses
• Longevity pay	• Merchandise discounts	• Tool allowance
• Piece rate	• Nonproduction bonus	• Uniform allowance
• Portal-to-portal rate	• On-call pay	• Weekend pay
• Production bonus		

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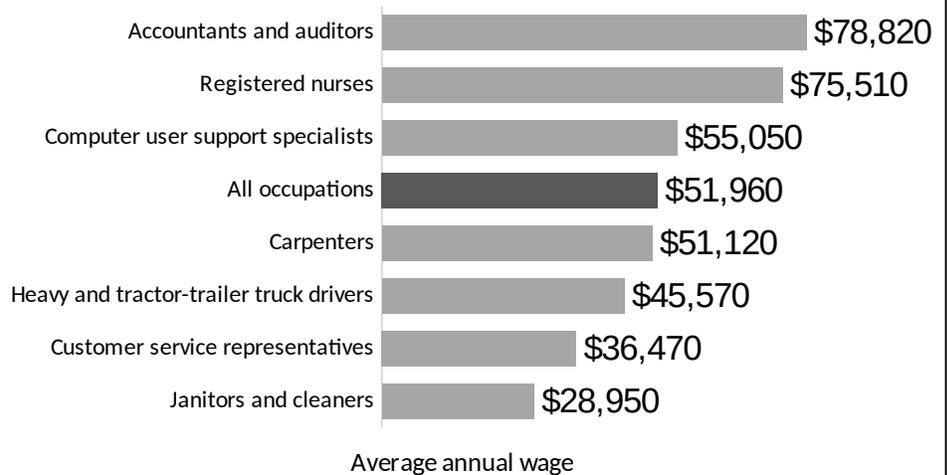**<state_letter3>**
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What Do You Need to Know About Occupational Employment Statistics (OES)?

- OES publishes total employment levels and average wage rates for over 800 occupations nationwide.

- Local OES data is available by metropolitan and other sub-state areas.

- OES estimates help identify employment demands in specific industries and geographic areas.

- Your response is strictly confidential per the Confidential Information and Statistical Efficiency Act of 2002 and will not be shared. The full BLS Confidentiality Pledge is available at WWW.BLS.GOV/BLS/CONFIDENTIALITY.HTM.

How are OES Data Used?

- OES data are used to identify employment demands in specific geographic areas or industries.

- Employers use OES data to ensure they are paying competitive wages.

- Students, counselors, veteran services organizations, workforce agencies and job seekers use OES wage and employment information for education and career planning.

Average annual wages of selected occupations, May 2018

Occupation	Average annual wage
Accountants and auditors	$78,820
Registered nurses	$75,510
Computer user support specialists	$55,050
All occupations	$51,960
Carpenters	$51,120
Heavy and tractor-trailer truck drivers	$45,570
Customer service representatives	$36,470
Janitors and cleaners	$28,950

Average annual wage

Where Can I Find More Information?

Learn more about the OES program and see all of the data available at WWW.BLS.GOV/OES.