



COMMISSIONER MARK BUTLER

Workforce Statistics & Economic Research
223 Courtland Street, Suite 300
Atlanta, Georgia 30303-1751 · 404.232.3875
Mark G. Watson, Director

Dear Georgia Employer,

To remain competitive in the global marketplace, employers like you need accurate workforce information. Occupational employment and wage information is used by employers engaged in hiring and training their workforces and to set comparable wages. Educators and government agencies also use this information to design education and training programs to provide you with the skilled workers you need.

The Occupational Employment Statistics Unit of the Georgia Department of Labor, in cooperation with the U.S. Bureau of Labor Statistics (BLS), needs your help to develop this information for Georgia. Your participation is critical, since businesses like yours are our only source of information. Your company was statistically selected to represent many similar businesses in Georgia. **This report is mandatory under the Official Code of Georgia Annotated Section 34-8-121 and is authorized by law, 29 U.S.C. 2.** 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:** Create a spreadsheet (or other data file) with the job title and wage rate for each employee in your Company. Use an hourly rate for part time employees. Send your file to our secure address, **oesgeorgia@idcf.bls.gov**.
- 2) **Report online:** Go to **<https://idcfoes.bls.gov>** to enter data online or upload a spreadsheet with the job title and wage rate for each employee in your company. Log in using your IDCF number found in Box 3 on the back of this letter. Instructions for reporting online also can be found on the back of this letter.

Please provide the data by **May 30, 2016** to avoid another mailing and save taxpayer dollars. If you have any questions or changes to your contact information, please contact us at **404-232-3875**, or visit **<http://www.bls.gov/respondents/oes/>**, or fax to: **404-232-3888**.

Thank you for your time and assistance and for helping us provide quality workforce information for Georgia.

Sincerely,

A handwritten signature in black ink that reads "Ridley Hubbard".

Ridley Hubbard,
Occupational Employment Statistical Unit Chief

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

As a participant in a BLS statistical report, 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 their 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.

The Bureau of Labor Statistics, its employees, agents, and partner statistical agencies, will use the information you provide for statistical purposes only and will hold the information in confidence to the full extent permitted by law. In accordance with the Confidential Information Protection and Statistical Efficiency Act of 2002 (Title 5 of Public Law 107-347) and other applicable Federal laws, your responses will not be disclosed in identifiable form without your informed consent, except in the case of State and local governments. The BLS publishes statistical tabulations from this report that may reveal the information reported by State and local governments. Upon request, however, the BLS will hold the information provided by State and local governments on this report in confidence.

We estimate that the time required to complete this report will vary from 10 minutes to 2 hours, depending on factors such as the size of the establishment. This includes time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing this information. If you have any comments regarding these estimates or any other aspects of this report, including suggestions for reducing this burden, send them to the U.S. Bureau of Labor Statistics, Division of Occupational Employment Statistics (1220-0042), 2 Massachusetts Avenue NE, Suite 2135, Washington, DC 20212. Your voluntary cooperation is needed to make the results of this report comprehensive, accurate, and timely. However, in some states this report is mandatory; these states include Colorado, the District of Columbia, Georgia, Hawaii, New Hampshire, North Carolina, Oklahoma, Oregon, Vermont, and Wyoming. You do not have to complete this questionnaire if it does not display a currently valid OMB control number. Form Approved, O.M.B. No. 1220-0042.