



U.S. Department of Labor  
Bureau of Labor Statistics  
Data Collection Center  
dccaddress  
dcccity, dccst dcczip  
Phone: dccphone



January 21, 2021

Attn: Payroll Manager  
Con\_Firm  
Con\_Address  
Con\_City, Con\_State Con\_Zipcode

Dear Payroll Manager:

Thank you for your willingness to continue participating in the CES survey. You can use this form for keeping a record of your monthly reports, if you wish.

Your company was selected as a part of a scientific sample of businesses throughout the United States. The BLS 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 (Title 5 of Public Law 107-347), the information you provide to the BLS **will not be disclosed in identifiable form without your informed consent**.

The Data Collection Specialist assigned to your business: **username**  
Telephone number: **userphone**

Your assistance in producing this important information about our nation's economy is greatly appreciated.

Sincerely,  
**signature**  
dccntct  
Data Collection Center Manager

► **Our records show the following information for your firm:**

MP MF INT

<b>Contact:</b> Attn: Payroll Manager2 primname address city, state zipcode <b>Tel:</b> con_tel <b>Ext:</b> con_ext <b>Fax:</b>	<b>Report Number:</b> reptnum <b>Location:</b> location <b>UI Number:</b> <b>Industry Code:</b> naics <b>Email:</b> email_addr
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► **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 12<sup>th</sup> of the month.

**Column 3** (continued)

**Report pay BEFORE employee deductions for:**

- Taxes
- FICA (Social Security)
- Bonds
- Pensions

**Include:**

- Executives and their staff
- Salaried officials of corporations
- Full-time and part-time employees
- 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 12<sup>th</sup> of the month. Report separately for “All Employees” and for “Nonsupervisory Employees”.

- Health insurance
- Pay deferral plans such as 401K
- 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
- Tips, if included on W-2s
- 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 12<sup>th</sup> 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 12<sup>th</sup> 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.

Report Number: reptnum2

Name of Firm: Primary Name2

MP MF INT

Each month report your payroll information for the pay period that includes the 12<sup>th</sup> of the month. For questions refer to page 2 for the **Column** definitions or Col\_Def\_Ref.

Employees receive pay:		Column 1	Column 2	Column 3	Column 4	Column 5
Pay Group 1 paygr1 Commissions Pay Group 1 paygrc1		EMPLOYEE COUNT	WOMEN EMPLOYEE COUNT	PAYROLL, EXCLUDING COMMISSIONS (Whole dollars)	COMMISSIONS, PAID AT LEAST ONCE A MONTH (Whole dollars)	HOURS, INCLUDING OVERTIME (Whole hours)
Pay period that includes mon1 12 <sup>th</sup> year1	All Employees			\$	\$	
	Nonsupervisory Employees		N/A. Data not collected.	\$	\$	
mon2 12 <sup>th</sup> year2	All Employees			\$	\$	
	Nonsupervisory		N/A. Data not collected.	\$	\$	

	Employees					
<b>mon3 12<sup>th</sup> year3</b>	All Employees			\$	\$	
	Nonsupervisory Employees		N/A. Data not collected.	\$	\$	
<b>mon4 12<sup>th</sup> year4</b>	All Employees			\$	\$	
	Nonsupervisory Employees		N/A. Data not collected.	\$	\$	
<b>mon5 12<sup>th</sup> year5</b>	All Employees			\$	\$	
	Nonsupervisory Employees		N/A. Data not collected.	\$	\$	
<b>mon6 12<sup>th</sup> year6</b>	All Employees			\$	\$	
	Nonsupervisory Employees		N/A. Data not collected.	\$	\$	
<b>mon7 12<sup>th</sup> year7</b>	All Employees			\$	\$	
	Nonsupervisory Employees		N/A. Data not collected.	\$	\$	
<b>mon8 12<sup>th</sup> year8</b>	All Employees			\$	\$	
	Nonsupervisory Employees		N/A. Data not collected.	\$	\$	
<b>mon9 12<sup>th</sup> year9</b>	All Employees			\$	\$	
	Nonsupervisory Employees		N/A. Data not collected.	\$	\$	
<b>mon10 12<sup>th</sup> year10</b>	All Employees			\$	\$	
	Nonsupervisory Employees		N/A. Data not collected.	\$	\$	
<b>mon11 12<sup>th</sup> year11</b>	All Employees			\$	\$	
	Nonsupervisory Employees		N/A. Data not collected.	\$	\$	
<b>mon12 12<sup>th</sup> year12</b>	All Employees			\$	\$	
	Nonsupervisory Employees		N/A. Data not collected.	\$	\$	



**Thank you for your help! The Bureau of Labor Statistics (BLS) will use the information you provide in determining the nation's job count as part of the Current Employment Statistics (CES) program.**

**The CES is the nation's monthly indicator of employment trends. This monthly report of the nation's employment is depended on by the Federal Reserve, government agencies, banks, and others to assess the nation's economy and to help you make decisions about your operations.**

**On the first Friday of every month major media outlets across the country publish the nation's job count. BLS is responsible for compiling these statistics from information gathered from thousands of firms like yours. This statistic, along with other leading economic indicators produced by BLS provides businesses with information critical in planning for growth and success.**

**You can find data from the Current Employment Statistics program, along with information from other BLS programs, on our web site, <http://www.bls.gov/>.**

**Our Frequently Asked Questions page is located at:**

<http://www.bls.gov/respondents/ces/home.htm>.

**Your assistance in maintaining the quality of our nation's economic data is greatly appreciated.**

This report is authorized by law 29 U.S.C.2. We request your cooperation to make the results of this survey comprehensive, accurate, and timely. 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. Per the Federal Cybersecurity Enhancement Act of 2015, Federal information systems are protected from malicious activities through cybersecurity screening of transmitted data.

Please note this report is mandatory in Oregon, under the Oregon Revised Statute 657.660; in South Carolina, under Section 41-29-120 of the Code of Laws of South Carolina (for firms employing more than twenty individuals); and in Puerto Rico, under State Law 15, Sections 5, 6 and 15, amended and approved on April 14, 1931.

We estimate that it will take an average of 10 minutes to complete this form each month including time to review instructions, search existing data sources, gather and maintain the necessary data, and complete and review this information. If you have any comments regarding these estimates or any other aspects of this survey, send them to the Bureau of Labor Statistics, Division of Current Employment Statistics (1220-0011), 2 Massachusetts Avenue, NE, Washington, DC 20212. You are not required to respond to the collection of information unless it displays a currently valid OMB control number. Form Approved OMB No. 1220-0011.



U.S. Department of Labor  
 Bureau of Labor Statistics  
 Data Collection Center  
 dccaddress2  
 dcccity2, dccst2 dcczip  
 Phone: dccphone2



January 21, 2021

Attn: Payroll Manager  
 Con\_Firm2  
 Con\_Address  
 Con\_City2, Con\_State2 Con\_Zipcode2

Dear Payroll Manager:

Due to the presence of more than 1 payroll within your firm, we have created a form to account for the additional employment data —Second Pay Group.

The attached form is to track and submit employment data for your firm’s Second Pay Group. Pay Group 2 should represent those employees on an alternative pay schedule than presented on the previous form.

Please keep this form along with the form for Pay Group 1.

Thank you in advance for your cooperation. Your assistance in producing this important information about our nation’s economy is greatly appreciated.

Sincerely,  
 signature2  
 dccntct2  
 Data Collection Center Manager

► **Our records show the following information for your firm:**

MP MF INT

<p><b>Contact:</b> Attn: Payroll Manager4                  Primary Name3                  address                  city, state zipcode  <b>Tel:</b> con_tel   <b>Ext:</b> con_ext  <b>Fax:</b></p>	<p><b>Report Number:</b> reptnum3  <b>Location:</b> location  <b>UI Number:</b>  <b>Industry Code:</b> naics2    <b>Email:</b> email_addr</p>
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► **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 12<sup>th</sup> of the month.

- |   |  |
|---|--|
| <p><b>Include:</b></p> <ul style="list-style-type: none"> <li>▪ Executives and their staff</li> <li>▪ Salaried officials of corporations</li> </ul> | <p><b>Exclude:</b></p> <ul style="list-style-type: none"> <li>▪ Outside contractors and their employees</li> <li>▪ Pensioners</li> </ul> |
|---|--|

**Column 3 (continued)**

**Report pay BEFORE employee deductions for:**

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>▪ Taxes</li> <li>▪ FICA (Social Security)</li> <li>▪ Health insurance</li> <li>▪ Pay deferral plans such as 401K</li> </ul> | <ul style="list-style-type: none"> <li>▪ Bonds</li> <li>▪ Pensions</li> <li>▪ Unemployment insurance</li> <li>▪ Union dues</li> </ul> |
|--|---|

- |   |  |
|---|--|
| <p><b>Include:</b></p> <ul style="list-style-type: none"> <li>▪ Wages and salaries</li> </ul> | <p><b>Exclude:</b></p> <ul style="list-style-type: none"> <li>▪ Commissions</li> </ul> |
|---|--|

- Full-time and part-time employees
- Trainees
- Employees on active duty, if receiving pay from employer
- Employees on paid sick leave
- Employees on paid vacation
- Employees on other paid leave
- 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 12<sup>th</sup> of the month. Report separately for “All Employees” and for “Nonsupervisory Employees”.

- Paid holidays, vacation, sick leave, and other paid leave
- Incentive pay
- Bonuses paid EACH pay period
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- Tips, if included on W-2s
- Severance, if paid over multiple pay periods
- Annual pay for unused leave
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- EMPLOYER contributions to pay such as 401K
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### 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 12<sup>th</sup> of the month. Enter 0 if none paid for the period or pay group.
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### Column 5 HOURS, INCLUDING OVERTIME

Total number of hours for which employees received pay during the entire pay period that includes the 12<sup>th</sup> 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.

### Pay Group 2 paygr2

MP MF INT

Report Number: reptnum4

Name of Firm: Primary Name2

Each month report your payroll information for the pay period that includes the 12<sup>th</sup> of the month. For questions refer to page 2 for the **Column** definitions or **Col\_Def\_Ref2**.

Employees receive pay:		Column 1	Column 2	Column 3	Column 4	Column 5
Pay Group 2 paygr2_2 Commissions Group 2 paygrc2_2		EMPLOYEE COUNT	WOMEN EMPLOYEE COUNT	PAYROLL, EXCLUDING COMMISSIONS (Whole dollars)	COMMISSIONS, PAID AT LEAST ONCE A MONTH (Whole dollars)	HOURS, INCLUDING OVERTIME (Whole hours)
Pay period that includes mon1_2 12 <sup>th</sup> year1_2	All Employees			\$	\$	
	Nonsupervisory Employees		N/A. Data not collected.	\$	\$	
mon2_2 12 <sup>th</sup> year2_2	All Employees			\$	\$	
	Nonsupervisory Employees		N/A. Data not collected.	\$	\$	
mon3_2 12 <sup>th</sup> year3_2	All Employees			\$	\$	
	Nonsupervisory Employees		N/A. Data not collected.	\$	\$	
mon4_2 12 <sup>th</sup> year4_2	All Employees			\$	\$	
	Nonsupervisory Employees		N/A. Data not collected.	\$	\$	
mon5_2 12 <sup>th</sup> year5_2	All Employees			\$	\$	
	Nonsupervisory Employees		N/A. Data not collected.	\$	\$	
mon6_2 12 <sup>th</sup> year6_2	All Employees			\$	\$	
	Nonsupervisory Employees		N/A. Data not collected.	\$	\$	
mon7_2 12 <sup>th</sup> year7_2	All Employees			\$	\$	
	Nonsupervisory Employees		N/A. Data not collected.	\$	\$	
mon8_2 12 <sup>th</sup> year8_2	All Employees			\$	\$	
	Nonsupervisory Employees		N/A. Data not collected.	\$	\$	
mon9_2 12 <sup>th</sup> year9_2	All Employees			\$	\$	
	Nonsupervisory Employees		N/A. Data not collected.	\$	\$	
mon10_2 12 <sup>th</sup> year10_2	All Employees			\$	\$	
	Nonsupervisory Employees		N/A. Data not collected.	\$	\$	
mon11_2 12 <sup>th</sup> year11_2	All Employees			\$	\$	
	Nonsupervisory Employees		N/A. Data not collected.	\$	\$	
mon12_2 12 <sup>th</sup> year12_2	All Employees			\$	\$	
	Nonsupervisory Employees		N/A. Data not collected.	\$	\$	



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