



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



January 21, 2021

Attn: Payroll Manager  
Con\_Firm2  
Con\_Address  
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 12<sup>th</sup> 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 Production 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

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.

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

MP MF INT

Con_Firm	<b>Contact:</b> Attn: Payroll Manager2
Con_Address	<b>Tel:</b> con_tel <b>Ext:</b> con_ext
February 2018	Fax790A_Col_SINGLE.dot

Con\_City, Con\_State Con\_Zipcode

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 12<sup>th</sup> 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- PRODUCTION EMPLOYEES**

Number of "All Employees" defined above who are Production Employees. Production Employees include working supervisors or group leaders who may be "in charge" of some employees, but whose supervisory functions are only incidental to their regular work.

**Include individuals working in:****Mining, quarrying, crude petroleum production, and natural gas production**

- Blasting
- Cleaning
- Crushing
- Development
- Drainage
- Drilling
- Excavating
- Flow Control
- Guard
- Handling
- Hauling
- Hoisting
- Inspection
- Janitorial
- Loading
- Maintenance
- Processing
- Pumping
- Repair
- Rig Building
- Shipping
- Storage
- Trucking
- Ventilation
- Warehousing

**Logging industries**

- Cutting Timber
- Transporting Timber
- Producing wood chips in the field

**Exclude individuals working in:**

- Accounting or finance
- Advertising
- Cafeterias
- Collection and credit
- Executive, professional, and technical positions
- Legal or medical positions
- Personnel
- Purchasing or sales

**Column 2** WOMEN EMPLOYEE COUNT

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

**Column 3** PAYROLL, EXCLUDING COMMISSIONS

Total gross pay earned during the entire pay period. Report separately for All Employees and for Production 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

Report separately for "All Employees" and for "Production 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. 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. Report separately for All Employees and Production 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 12<sup>th</sup> of the month. For questions refer to page 2 for the **Column** definitions or call dccphone3.

MP	MF	INT
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Reference Month/Year: mon1 year1	1 Employee Count	2 Women Employee Count	3 Payroll, Excluding Commissions	4 Commissions	5 Total Hours, including overtime
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Report #: reptnum      State: STC      Location: REGlocation UI: ReptUI

Pay Type pay-type1	All Employees				
	Production Employees				

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	Production Employees				

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

Pay Type pay-type1	All Employees				
	Production Employees				

We will fax you another form for reporting next month.

Thank You!