

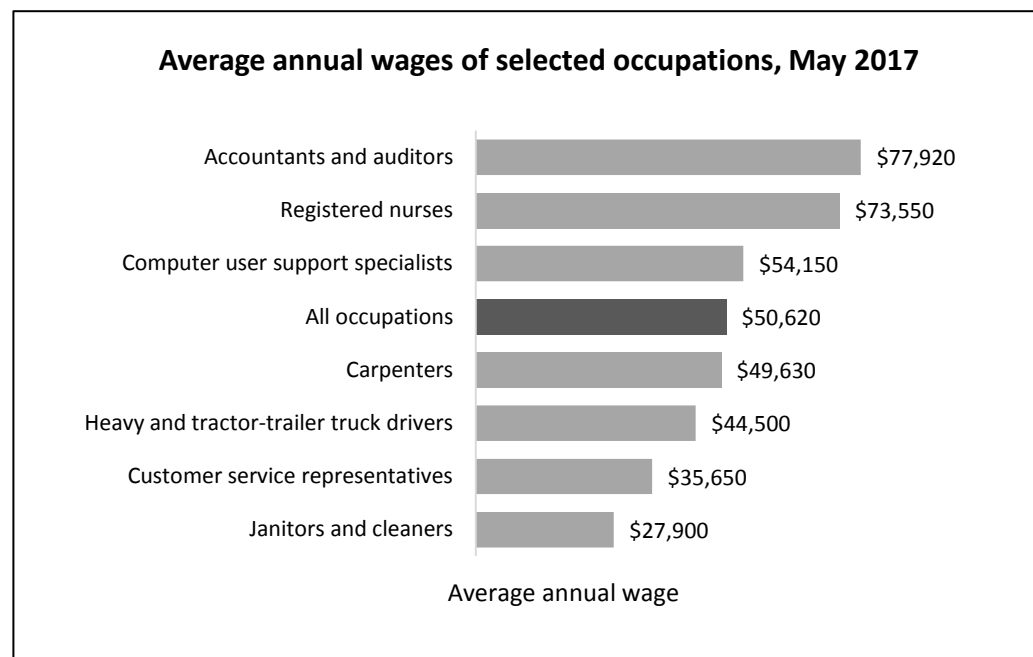


What Do You Need to Know About Occupational Employment Statistics (OES)?

- 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?

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



Where Can I Find More Information?

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



WY DEPT OF WORKFORCE SERVICES, R&P
PO BOX 2760 - OES
CASPER, WY 82602-2760



State of Wyoming
Matthew H. Mead, Governor
John Cox, Director



IDCF # 56000000000 56 Est. Emp: 50
Reference Date: May 12, 2018 60 442110 000
Schedule # 000000000-0 QC# 000001



OFFICE MANAGER
BUSINESS 201
REPORT FOR: ALL STATE EMPLOYEES
173 MAIN ST
STE 151
CAPITAL CITY WY 12545-1434



0000001

Dear Wyoming employer,

As an employer, you know the importance of accurate information about the labor market in Wyoming. We rely on businesses like yours for the information we use to produce occupation and wage estimates for your industry, area, state, and the country. This study is conducted by the Wyoming Department of Workforce Services in cooperation with the U.S. Department of Labor.

This report is authorized by law 29 U.S.C. §2. This report is mandatory under Wyoming Statute, Title 27 Labor and Employment, Section 27-3-502 (e).

All we need from you is the specific job title, a brief description of duties, and the wage rate of each employee at the location specified in the address label above for the pay period including May 12, 2018. Additional instructions are on page 3. Many payroll and personnel systems will produce an electronic report with the information we are requesting, but please remove personally identifying information like employee names and Social Security numbers before submitting.

There are several ways to provide your information:

- Upload a file to our secure site, [HTTPS://IDCF.OES.BLS.GOV](https://IDCF.OES.BLS.GOV), using your IDCF number **56000000000**.
- Email a spreadsheet or file to OESWYOMING@IDCF.BLS.GOV.
- Fill out page 2 of this booklet and return in the postage-paid envelope.
- Fax your completed form or other report to **(307) 473-3863**.

The information you provide will be used for statistical purposes only, and identifying information for non-government establishments will be held in strict confidence to the full extent permitted by law.

Please respond by May 25. Your timely responses will help reduce program costs and save taxpayer money by eliminating the need for additional mailings and telephone calls to you.

If you have any questions or if we can help you submit your data, please call us at **(866) 530-8811** or email us at OESWYOMING@IDCF.BLS.GOV. For more information, visit our page for respondents at WWW.BLS.GOV/RESPONDENTS/OES.

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

Sincerely,

Wyoming OES staff

Occupational Employment Statistics Report

- Please fill in the name, email address, and phone number of the person we should contact if we have questions.
- If the industry description below is not correct, please describe your primary activity on the lines that follow.

Name: _____
 Email: _____
 Phone: _____

NAICS 442110 0000000000-00200
 ESTABLISHMENTS RETAILING NEW FURNITURE.

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

Company: _____
 Address: _____

- Please complete the form below, listing the job title, a description of duties, and the wage rate for each employee who worked during the pay period that included May 12, 2018. Please make a copy of this sheet if you need additional space or consider reporting electronically. Do not include employee names or social security numbers. Please **exclude** contract workers.

Job title and brief description of duties	Wage Rate (Hourly or Annual)
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	

Instructions for Submitting Data by Mail or Fax


- Report each employee by occupation title. Report an employee who works in two or more occupations in the job that requires the highest skill level. If there is no measurable difference in skill, report the employee in the occupation in which they spend the most time.
- Report hourly wages for all part-time workers. Report hourly wages or annual salaries for full-time workers.
- Fax the completed form to (307) 473-3863 or return it in the enclosed postage-paid envelope.

Job title and brief description of duties	Wage Rate (Hourly or Annual)
<i>General manager – oversees operations and personnel</i>	<i>\$95,000</i>
<i>Accountant – tracks expenditures and payments</i>	<i>\$60,000</i>
<i>Accountant – tracks expenditures and payments</i>	<i>\$54,000</i>
<i>Accounting clerk – logs in invoices</i>	<i>\$17.85</i>
<i>Janitor – cleans and maintains facilities</i>	<i>\$12.10</i>

Instructions for Reporting Electronically

- Create a spreadsheet like the example below, listing each employee on your payroll for the pay period including May 12, 2018, or extract a report from your payroll or personnel system with this information. Please delete identifying information like employee names and Social Security numbers.
- Spreadsheets are preferred. We cannot accept executable (.EXE) files.
- Log in to our secure internet site, [HTTPS://IDCFOES.BLS.GOV](https://IDCFOES.BLS.GOV), with your unique IDCF number, **56000000000** OR send your file to our secure email address, OESWYOMING@IDCF.BLS.GOV.

SAVE TIME!
Send us a spreadsheet!



Many companies save time by sending a spreadsheet or report from their HR or payroll system. All we need is one column with job titles and one column with wages. A column listing department is optional, but helpful.

Upload the spreadsheet to our secure server [HTTPS://IDCFOES.BLS.GOV](https://IDCFOES.BLS.GOV) with your unique IDCF number **56000000000**
 OR
 Email the spreadsheet to OESWYOMING@IDCF.BLS.GOV

Department	Job title	Wage
Warehouse	Forklift operator	\$16.00
Warehouse	Forklift operator	\$16.00
Warehouse	Forklift operator	\$12.98
Warehouse	Truck loader/unloader	\$15.03
Warehouse	Truck driver	\$45,000
IT	Web developer	\$32.24
IT	Network administrator	\$39.67
Office	General manager	\$80,000
Office	Logistics manager	\$68,140
Office	Bookkeeper	\$17.22

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. Per the Federal Cybersecurity Enhancement Act of 2015, Federal information systems are protected from malicious activities through cybersecurity screening of transmitted data.

As a participant in a Bureau of Labor Statistics (BLS) statistical survey, you should be aware that use of electronic transmittal methods in reporting data to the BLS 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 confidential information and takes rigorous security measures to protect confidential information in its possession.

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 Ave NE, Suite 2135, Washington, DC 20212. This report is authorized by law, 29 U.S.C. §2. This report is mandatory under Wyoming Statute, Title 27 Labor and Employment, Section 27-3-502 (e). We request your cooperation to make the results of this report comprehensive, accurate, and timely. 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.