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

BLS

January 16, 2021

Attn: Payroll Manager
Con_Firm2
Con_Address2
Con_City2, Con_State2 Con_Zipcode2

Dear Payroll Manager:

A data collection specialist from the Bureau of Labor Statistics (BLS) will soon telephone to ask your company's help with determining the nation's monthly counts of employment. The person whose name appears below will be the one who will be calling you. The focus of this call will be to gather information about your payroll that includes the 12th day of the month.

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

The call is to explain the reasons for including your company in the production of the nation's employment numbers and answer any questions you might have. We also want to:

- Confirm your business address and locations.
- Confirm whether we have the correct state Unemployment Insurance account number (UI#) for your company.
- Ask how frequently employees of your company are paid and whether you have more than one payroll.

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.**

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

Sincerely,
signature
dcccntct
Data Collection Center Manager

► 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 12th of the month.

Include:
- Executives and their staff
- Trainees
- Salaried officials of corporations
- Full-time and part-time employees
- 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 12th of the month. Report separately for "All Employees" and for "Nonsupervisory Employees".

Column 3 PAYROLL, EXCLUDING COMMISSIONS (continued)

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
- 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 12th 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 12th 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.

► Information We Have For Your Firm:

Con_Firm Con_Address Con_City, Con_State Con_Zipcode	**Contact:** Attn: Payroll Manager2 **Tel:** **Ext:** con_ext **Fax:** con_fax **Email:** email_addr

► **Report payroll information for the pay period that includes the 12th of the month. For questions refer to page 2 for the** Column **definitions or call the Data Collection Specialist listed on page 1 of this form.**

Reference Month/Year: mon1 year1	1 Employee Count	2 Women Employee Count	3 Payroll, Excluding Commissions	4 Commissions	5 Total Hours, including overtime

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

Pay Type *pay-type1*	All Employees					
	Nonsupervisory Employees					

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

Pay Type *pay-type1*	All Employees					
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Pay Type *pay-type1*	All Employees					
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Pay Type *pay-type1*	All Employees					
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Report #: reptnum   **State:** STC   **Location:** REGlocation   **UI:** ReptUI

Pay Type *pay-type1*	All Employees					
	Nonsupervisory Employees					

We will send you another form for reporting next month.

Please keep this form to use when the Data Collection Specialist calls you to complete the survey. Thank You!

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/.

If you have any questions about reporting or the CES program, please contact the Data Collection Specialist listed on page 1 of this form.

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.