



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. You are being asked to report the occupation and wage information for the work location specified in your address above for the pay period that included May 12, 2018.
2. If your establishment has more than 20 employees, we recommend uploading a spreadsheet or a report from your payroll or personnel system. We can accept almost any file format, except .exe files. We recommend having your spreadsheet or report completed before logging in to the OES data collection site.

IMPORTANT: 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, your data will be lost and you will have to log in again. We do not receive your data until you click "Send" at the end. Preparing your data before logging in will help reduce the amount of time spent submitting data.

3. Go to [HTTPS://IDCFOES.BLS.GOV](https://IDCFOES.BLS.GOV). This is a secure website, as denoted by the **HTTPS** at the beginning of the address.
4. Enter the 11-digit IDCF number printed above your address at the top of this page. Follow the instructions to complete the security check. Read the disclaimers and click "I Accept." On the next page, read the time limit warning, click "Ok," then read the welcome page and click "Continue."
5. Enter your contact information and click "Continue." We will contact you if we have a question about your data.
6. Answer the questions about the work location specified in your address above, click "Continue," then review what you have entered. Click "Edit" to make corrections or "Continue" to proceed.
7. Follow the instructions on screen to complete the report. You can upload your file from step 2 or download a template. If you would prefer to enter data manually, follow the link to our data entry page.
8. Select your file(s) to upload (up to 35 MB), and click "Send." Print or save a copy of the confirmation screen for your records. You will also receive 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 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. Per the Federal Cybersecurity Enhancement Act of 2015, Federal information systems are protected from malicious activities through cybersecurity screening of transmitted data.

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 mandatory under the Official Code of Georgia Annotated Section 34-8-121 and is authorized by law, 29 U.S.C. §2. 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.