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IDCF # 001234567890 00 Reference Date: MM DD, YYYY Est. Emp: 3 60 541690 ACB QC# 000001 00 541690 123456789-0 000000000-12345 ACB

ESTABLISHMENTS PROVIDING ADVICE AND ASSISTANCE TO BUSINESSES AND OTHER ORGANIZATIONS ON SCIENTIFIC AND TECHNICAL ISSUES.

CORI MARTINELLI CORI'S CONSCIENTIOUS CONSULTING REPORT FOR: ALL NM EMPLOYEES 123 MAIN ST CITYVILLE ST 12345

Dear Employer,

Your firm has been selected to participate in the Occupational Employment Statistics (OES) program. We contacted you last month and requested you report your information electronically. Because we did not hear from you, we are following up with a form. The OES program is conducted by the U.S. Bureau of Labor Statistics and «state_agency».

What information do I need to provide?

All we need from you is the specific job title, a brief description of duties, and the wage rate for each employee at the location specified following "Report for:" in the address label for the pay period that included MM DD, YYYY. Please remove personally identifiable information like employee names and Social Security numbers.

<u>Is this report mandatory?</u> «state mandatory»

How will my information be used?

The information you provide will be used for statistical purposes only. All identifying information for nongovernment establishments will be held in strict confidence to the full extent permitted by law. OES information is used to support education and training decisions to help build a skilled workforce.

How do I provide my information?

We prefer that you report electronically. You can upload or email a spreadsheet or fill out a form online. Many payroll systems will produce an electronic report with the information we need.

- Online → Go to HTTPS://IDCFOES.BLS.GOV. Log in using your unique IDCF number, «state_code»«sched_num»«check».
- Email → Send an email, including your unique IDCF number, «state_code»«sched_num»«check», to «state_email».
 - We can send you an Excel template on request.
- *Mail* → Fill out page 3 of this booklet and mail your completed form in the enclosed postage-paid envelope.
- $Fax \rightarrow$ Fill out page 3 of this booklet and fax your completed form to «state_fax».
- Phone → Call us at «state_phone».
 - This is often the fastest method for establishments with fewer than 20 employees.

When do I need to provide my information?

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

What if I have questions?

If you have any questions or if we can help you submit your data, please call or email us. 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,



«state_signature_1»

«state_signature_2» «state_signature_3»

Instructions

- Report employees working at the location specified in the address label on page 1. •
- Report employees who are on paid leave or assigned temporarily to other work locations. •
- Report paid owners and officers of incorporated firms. •
- Do not report contract workers or owners or partners of unincorporated firms. •

Reporting Job Titles:

Report employee job titles according to the work they are doing, not their training.

Example: Report an employee working as a drafter, but trained as an engineer, as a drafter.

Supervisors who spend at least 80 percent of their time supervising should be reported separately • from supervisors or lead workers who spend less than 80 percent of their time supervising.

Example: Report a head cashier as a supervisor of cashiers if they spend more than 80 percent of their time supervising other cashiers. Report them as a cashier if they spend less than 80 percent of their time supervising other cashiers.

Report construction helpers separately from the people they are helping.

Example: Report carpenters separately from carpenter helpers.

Reporting Wage Rates

- Report an hourly wage rate or annual salary for full-time employees. Report hourly wage rates for • part-time employees. If wage rates are recorded differently, such as by the month, convert them to an hourly wage rate.
- Report employees by their actual wage rates. Please do not report an average wage rate for all • employees in an occupation.
- For employees who earn tips, commissions, or piece-rate payments, calculate their hourly wage rate • or annual earnings, including their base pay plus tips, commissions, or piece rates.

 Bas Con Tips Cos Dea Gua Haz Ince Lon Piec Port 	de when reporting way e rate missions t-of-living allowance dheading pay aranteed pay ard pay entive pay gevity pay se rate cal-to-portal rate duction bonus	ges	 At Ba Di Ha Ha Ju La M Ma Na 	clude when reporting ttendance bonus ack pay raw oliday bonus oliday premium pay ory duty pay odging payments eal payments erchandise discounts onproduction bonus n-call pay	 wages Overtime pay Perquisites Profit sharing payment Relocation allowance Tuition repayments Severance pay Shift differential Stock bonuses Tool allowance Uniform allowance Weekend pay
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	3		
Warehouse	Truck driver	\$45,00			
IT	Computer support	\$23.24			
IT	Computer support	\$18.87			
Office	General manager	\$80,00			
Office	Logistics manager	\$68,14			
Office	Bookkeeper	\$17.22	2		

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Occupational Employment Statistics Report

1. Nake corrections to the company name or address if needed.

2. Please fill in the name, email address, and phone number

of the person we should contact if we have questions.

Name ______

Email

Phon _____

4. If the industry description below is not correct, describe your primary activity in the provided space.

NAICS 541690

ESTABLISHMENTS PROVIDING ADVICE AND ASSISTANCE TO BUSINESSES AND OTHER ORGANIZATIONS ON SCIENTIFIC AND TECHNICAL ISSUES.

3. Total number of employees: _____

Address:

5. List each employee who worked during the pay period that included MM DD, YYYY. Please copy this sheet if you need more space.

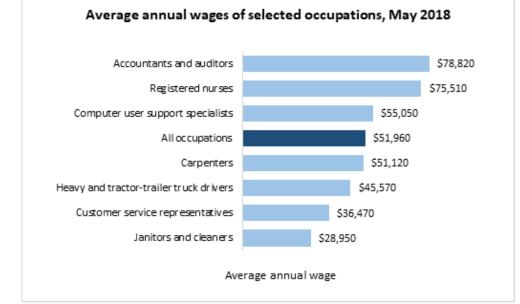
Report:	Do not report:		
Exact wage rate for each employee	Employee names		
Hourly wage rate for part-time employ	Employee Social Security		
Hourly wage rate or annual salary for full-time	Contract workers		
Job title and brief description of duties		Wage rate	# of employees in this
		(hourly or	job with this exact
		annual)	wage rate
Human Resources Manager - Direct human resources depar	tment	\$125,214	1
Human Resources Specialist - Recruit and interview potentia	al new employees	\$68,050	1
Human Resources Specialist - Recruit and interview potentia	al new employees	\$65,284	2
Human Resources Assistant – Maintain personnel records		\$20.85	1
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IDCF# 001234567890	Form Approved O.M.B. No.1220-	
		0042
	State us	e only: 123456789-0
18.		
19.		



About the Occupational Employment Statistics (OES) Program

- OES publishes total employment levels and average wage rates for over 800 occupations nationwide.
- Data is available by state, metropolitan, and other sub-state areas, or by industry.
- Your response is strictly confidential per the Confidential Information and Statistical Efficiency Act of 2002. The full BLS Confidentiality Pledge is available at



WWW.BLS.GOV/BLS/CONFIDENTIALITY.HTM.

OES Data Uses

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

More Information about OES

- Find data for your state here: WWW.BLS.GOV/OES/CURRENT/OESSRCST.HTM
- Find data for your industry here: WWW.BLS.GOV/OES/CURRENT/OESSRCI.HTM
- Learn more about the OES program and see all of the data available at WWW.BLS.GOV/OES
- I earn more about reporting for the OFS program at

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. 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

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number. Form Approved, O.M.B. No. 1220-0042.

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 (44 USC Section 3572) 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.