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

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

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

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.

Is this report mandatory?

«state_mandatory»

How will my information be used?

The information you provide will be used for statistical purposes only. All identifying information for non-government 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](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* → 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,



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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.

Include when reporting wages	Exclude when reporting wages	
<ul style="list-style-type: none"> • Base rate • Commissions • Tips • Cost-of-living allowance • Deadheading pay • Guaranteed pay • Hazard pay • Incentive pay • Longevity pay • Piece rate • Portal-to-portal rate • Production bonus 	<ul style="list-style-type: none"> • Attendance bonus • Back pay • Draw • Holiday bonus • Holiday premium pay • Jury duty pay • Lodging payments • Meal payments • Merchandise discounts • Nonproduction bonus • On-call pay 	<ul style="list-style-type: none"> • 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
Warehouse	Truck driver	\$45,000
IT	Computer support	\$23.24
IT	Computer support	\$18.87
Office	General manager	\$80,000
Office	Logistics manager	\$68,140
Office	Bookkeeper	\$17.22

SAVE TIME!
Upload a

Occupational Employment Statistics Report

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

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

Compan _____

Address: _____

NAICS 541690

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

2. Please fill in the name, email address, and phone number of the person we should contact if we have questions.

Name _____

Email _____

Phon _____

3. Total number of employees: _____

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:

Exact wage rate for each employee

Hourly wage rate for part-time employees

Hourly wage rate or annual salary for full-time employees

Do not report:

Employee names

Employee Social Security numbers

Contract workers

Examples

Job title and brief description of duties	Wage rate (hourly or annual)
Human Resources Manager - Direct human resources department	\$125,214
Human Resources Specialist - Recruit and interview potential new employees	\$68,050
Human Resources Specialist - Recruit and interview potential new employees	\$65,284
Human Resources Assistant - Maintain personnel records	\$20.85
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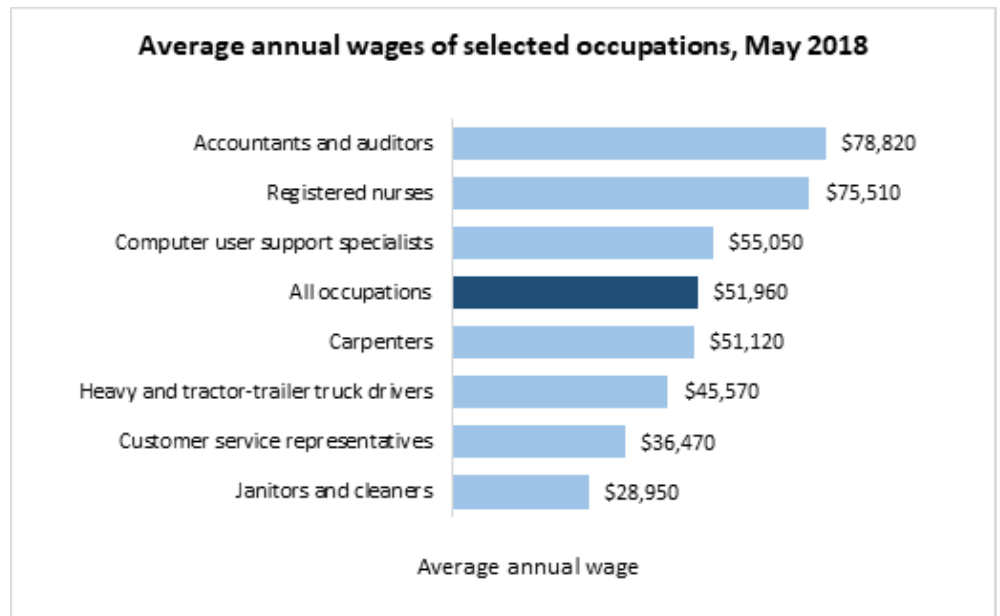
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About the Occupational Employment Statistics (OES) Program

- 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
- Learn more about reporting for the OES 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 number. Form Approved, O.M.B. No. 1220-0042.

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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.