

# Web Collection Instrument Screens

## Login Screen

Current Employment Statistics - Windows Internet Explorer provided by Bureau of Labor Statistics

https://cesweb.bls.gov/CESUser/

Current Employment Statistics

Español | ADA Statement | Privacy Policy

Test Your Browser

### Current Employment Statistics

Welcome to the Current Employment Statistics Internet data collection site.

Please enter your CES Report Number:

To help us determine that you are a human visitor, please type in the characters seen in the image below. This will allow you to enter the CES data collection site. This will only take a moment.

9233

**Terms and Conditions of Use**

**WARNING!** You are using an Official United States Government System, which may be used only for authorized purposes. Unauthorized modification of any information stored on this system may result in criminal prosecution. The Government may monitor and audit the usage of this system, and all persons are hereby notified that the use of this system constitutes consent to such monitoring and auditing. Unauthorized attempts to upload information and/or change information on these web sites are strictly prohibited and are subject to prosecution under the Computer Fraud and Abuse Act of 1986 and Title 18 U.S.C. Sec. 1001 and 1030.

Maintenance activities may be conducted on Sundays from noon to 6:00 p.m. Eastern Time in order to keep the Internet Data Collection Facility (IDCF) at its peak performance and to cause as little disruption in service as possible to our customers. If the system is unavailable, please try back at a later time.

**Please read:**  
Due to security reasons, your session will time out after 30 minutes of system inactivity. You will need to logon to the website again to continue.

If you have questions or comments, please send e-mail to: [ceswebhelp@bls.gov](mailto:ceswebhelp@bls.gov) | Version : 5.3.1

## Dear Employer Screen

BUREAU OF LABOR STATISTICS  
Current Employment Statistics

Update Respondent Information | Help | Logout

Dear Employer,

Welcome to the Current Employment Statistics (CES) Internet data reporting page. The CES program collects employment and payroll information from over 300,000 businesses on a monthly basis and provides detailed industry data on employment, hours, and earnings for the nation. Your data help provide business and government officials with vital economic information on our nation's economy. Thank you for being a part of our nation's job count!

This report is authorized by law 29 U.S.C.2. We request your cooperation to make the results of this survey comprehensive, accurate, and timely. 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. Per the Federal Cybersecurity Enhancement Act of 2015, Federal information systems are protected from malicious activities through cybersecurity screening of transmitted data.

Please note this report is mandatory in Oregon, under the Oregon Revised Statute 657.660; in South Carolina, under Section 41-29-120 of the Code of Laws of South Carolina (for firms employing more than twenty individuals); and in Puerto Rico, under State Law 15, Sections 5, 6 and 15, amended and approved on April 14, 1931.

We estimate that it will take an average of 10 minutes to complete this form each month including time to review instructions, search existing data sources, gather and maintain the necessary data, and complete and review this information. If you have any comments regarding these estimates or any other aspects of this survey, send them to the Bureau of Labor Statistics, Division of Current Employment Statistics (1220-0011), 2 Massachusetts Avenue, NE, Washington, DC 20212. You are not required to respond to the collection of information unless it displays a currently valid OMB control number. Form Approved OMB No. 1220-0011.

If you have questions or comments, please send e-mail to: [ceswebhelp@bls.gov](mailto:ceswebhelp@bls.gov) | Version : 5.4

## Respondent Information Screen (for first-month Web respondents only)

**BUREAU OF LABOR STATISTICS**  
Current Employment Statistics

**Update Respondent Information**

Name and Address of Person Completing this Form (\*Required Field):

Your Company Name :

\*Address :

\*City :

\*State :

\*Zip Code :   USA

Primary Contact

\*Name :

\*Email :

\*Confirm Email :

\*Telephone :    Ext. :

Fax No :

Secondary Contact

Name :

Email :

Confirm Email :

Telephone (Same as primary ) :    Ext. :

Fax No : (Same as primary ) :

[Continue](#)

If you have questions or comments, please send e-mail to: [ceswebhelp@bls.gov](mailto:ceswebhelp@bls.gov) | Version : 5.3.1

## Set Pay and Commissions Frequency Screen (for first-month Web respondents only, private sector)

**BUREAU OF LABOR STATISTICS**  
Current Employment Statistics

**Determine Pay Groups**

CES Report Number: 220302530

**Step 1. Determine your pay groups**

- If all your employees have the same pay schedule, you will report information for **only one** pay group (Pay Group 1)
- If some of your employees are paid weekly, whereas others are paid monthly, you will have two pay groups: For example, one for weekly pay, one for monthly pay (Pay Group 1 and Pay Group 2)
- If you have more than 2 pay groups, please log out from this form (Do not go to step 2) and call 1-800-827-2005

**Step 2. Answer the questions below**

A. Do all your employees get paid on the same pay schedule?

Yes  
 No

Question	Pay Group 1	Pay Group 2
B. How often are your employees paid?	<input type="radio"/> Weekly <input type="radio"/> Bi-weekly <input type="radio"/> Semi-monthly <input type="radio"/> Monthly	<input type="radio"/> Weekly <input type="radio"/> Bi-weekly <input type="radio"/> Semi-monthly <input type="radio"/> Monthly
C. How often do employees in this pay group receive commissions?	<input type="radio"/> No commissions are paid in this group <input type="radio"/> Weekly <input type="radio"/> Bi-weekly <input type="radio"/> Semi-monthly <input type="radio"/> Monthly <input type="radio"/> Less often than once a month	<input type="radio"/> No commissions are paid in this group <input type="radio"/> Weekly <input type="radio"/> Bi-weekly <input type="radio"/> Semi-monthly <input type="radio"/> Monthly <input type="radio"/> Less often than once a month

[Continue](#)

If you have questions or comments, please send e-mail to: [ceswebhelp@bls.gov](mailto:ceswebhelp@bls.gov) | Version : 5.3.1

## Data Entry Screen (pay group 1)

CES Reporting Form - Windows Internet Explorer provided by Bureau of Labor Statistics

https://cesdata.bls.gov/CES/te/entryForm.do CES Reporting Form 199.221.111.170

DEWS Projects CES Technical Notes CDE\_2 DCB\_SharePoint EDWeb webTA Prod\_Calendar WebFTP\_Repts Mic-Reg Search States Intranet ONTRACK CES MasterFile EDI Web LINUX\_Searches

**BUREAU OF LABOR STATISTICS**  
Current Employment Statistics

CES Report Number: 66000001

**Pay Group 1**  
Your firm is set up for two pay groups.

Report the columns below for the week payroll that includes the 1<sup>st</sup> of

Pay:  Commissions:

	1	2	3	4	5
	Employees Count	Women Workers	Payroll, Excluding Commissions (Whole dollars)	Commissions Paid at Least Once a Month (Whole dollars)	Hours, Including Overtime (Whole hours)
All Workers	<input type="text" value="23"/>	<input type="text" value="14"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Production Workers	<input type="text" value="3"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Reason for Large Changes	<input type="text" value="none"/>		<input type="text" value="none"/>		<input type="text"/>

Use for Columns 1-5 (payroll, hours and employment)

[Continue](#)

If you have questions or comments, please send e-mail to: [ceswebhelp@bls.gov](mailto:ceswebhelp@bls.gov) | Version: 1.5.1.1

## Data Entry Screen (pay group 2, if 2 pay groups)

CES Reporting Form - Windows Internet Explorer provided by Bureau of Labor Statistics

https://cesdata.bls.gov/CES/te/entryForm.update.do CES Reporting Form 199.221.111.170

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**BUREAU OF LABOR STATISTICS**  
Current Employment Statistics

CES Report Number: 66000001

**Pay Group 2**  
Your firm is set up for two pay groups.

Report the columns below for the semi-monthly payroll that includes the 1<sup>st</sup> of

Pay:  Commissions:

	1	2	3	4	5
	Employees Count	Women Workers	Payroll, Excluding Commissions (Whole dollars)	Commissions Paid at Least Once a Month (Whole dollars)	Hours, Including Overtime (Whole hours)
All Workers	<input type="text" value="8"/>	<input type="text" value="5"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Production Workers	<input type="text" value="4"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Reason for Large Changes	<input type="text" value="none"/>		<input type="text" value="none"/>		<input type="text"/>

Use for Columns 1-5 (payroll, hours and employment)

[Continue](#) OR [if you no longer have a second pay group, click here](#)

If you have questions or comments, please send e-mail to: [ceswebhelp@bls.gov](mailto:ceswebhelp@bls.gov) | Version: 1.5.1.1

## Data Review Screen

CES Reporting Form - Windows Internet Explorer provided by Bureau of Labor Statistics

https://cesdata.bls.gov/CES/entry/FormUpdate.do

CES Reporting Form

DEWS Projects | CES Technical Notes | CDB\_2 | DCB\_SharePoint | EDIWeb | webTA | Prod\_Calendar | WebFTP\_Reqts | Mc-Reg Search | States Intranet | ONTRACK | CES MasterFile | EDI Web | LINUX\_Searches

**BUREAU OF LABOR STATISTICS**  
Current Employment Statistics

Help | Logout

CES Report Number: 660000001

REVIEW PAY GROUP 1

Reporting for the pay period that includes the 12<sup>th</sup> of May, 2017

		Pay: Weekly		Commissions: No Commissions		
	1	2	3	4	5	
	Employee Count	Women Workers	Payroll, Excluding Commissions (Whole dollars)	Commissions Paid at Least Once a Month (Whole dollars)	Hours, Including Overtime (Whole Hours)	
All Workers	23	16				
Production Workers	3					
Reason for Large Changes	none					

REVIEW PAY GROUP 2

Reporting for the pay period that includes the 12<sup>th</sup> of May, 2017

		Pay: Semi-monthly		Commissions: No Commissions		
	1	2	3	4	5	
	Employee Count	Women Workers	Payroll, Excluding Commissions (Whole dollars)	Commissions Paid at Least Once a Month (Whole dollars)	Hours, Including Overtime (Whole Hours)	
All Workers	0	0				
Production Workers	4					
Reason for Large Changes	none					

[To edit Pay Group 1 data, click here](#) | [To edit Pay Group 2 data, click here](#)

Submit Data to BLS

If you have questions or comments, please send e-mail to [ceswebhelp@bls.gov](mailto:ceswebhelp@bls.gov) | Version: 5.3.1

## Thank You Screen

CES Thank You - Windows Internet Explorer provided by Bureau of Labor Statistics

https://cesdata.bls.gov/CES/entry/FormUpdate.do

CES Thank You

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**BUREAU OF LABOR STATISTICS**  
Current Employment Statistics

Help | Logout

CES Report Number: 660000001

**Thank you for reporting your May 2017 data!**

Your data have been received by BLS. Your Confirmation Number is 904419. Please report again next month.

NOTE: If you made a data entry error or selected the incorrect month, click [Re-enter data for this month](#). The system will disregard your prior submission.

**To Report More Data**  
[Enter data for another report number](#)  
[Enter data for another month](#)  
[Re-enter data for this month](#)

**To Obtain More Information About CES Data**  
[See how your data were used last month](#)  
[Economy at a glance](#)  
[BLS Home Page](#)  
[National CES data](#)

If you have questions or comments, please send e-mail to: [ceswebhelp@bls.gov](mailto:ceswebhelp@bls.gov) | Version: 5.3.1

