

## NOTE TO REVIEWER

FROM: David Talan, Chief  
Division of Administrative Statistics and Labor Turnover

SUBJECT: Non-substantive Change Request for OMB Clearance of The Multiple Worksite Report (MWR)

The Quarterly Census of Employment and Wages Program (QCEW) of the Bureau of Labor Statistics (BLS) is requesting a non-substantive change request to allow the program to make use of email addresses collected through our partnership with state Unemployment Insurance (UI) Tax agencies to send email solicitations for the Multiple Worksite Report (MWR). The MWR is collected via the BLS 3020 form. The OMB control number for this survey is 1220-0134 and it expires on 10/31/2022.

The QCEW program currently uses these UI Tax collected email addresses for solicitation for the Annual Refiling Survey (ARS) and has done so for the past 3 years. The ARS is collected via the BLS 3023 form, which is approved with O.M.B. No. 1220-0032.

The QCEW program wishes to provide maximum flexibility to our respondents by reaching out to them via our normal printed solicitations, but also reaching out to them via email. As offices continue to move towards full-time telework, the program wants to reach respondents that are not currently in their physical office locations. As this survey is mandatory in a majority of states, we wish to give respondents maximum ability to respond given their current work environment.

Additionally, QCEW is a Fed-State program partnering with our 53 state agencies to collect and process data responses. As state offices continue to move to full time telework, our ability to receive and process responses electronically will allow the program to more efficiently and effectively process responses from these respondents.

The pilot for this initiative will involve taking the UI Tax collected emails that states have already provided to QCEW for the ARS solicitations and matching those UI numbers with eligible MWR accounts. For any MWR accounts in active data collection that matches a valid, available email address, that respondent will receive an email prompt in addition to the paper form in the mail. This will be piloted as a voluntary program for states to opt into for 2019-1 collection beginning as soon as approved and can be implemented as early as March 20, 2020.

This change will support QCEW's mission to produce timely, accurate data on the local labor markets, which will be so critical during this time.

This pilot will be deemed successful if QCEW is able to convert paper form MWR respondents to MWR web reporters without significant issues reported by states and respondents about the use of these email addresses. Upon determination of success, this pilot will be converted into full production after additional consultation and review of the results by OMB.

Please contact Emily Thomas at [Thomas.emily@bls.gov](mailto:Thomas.emily@bls.gov) or (856) 534-4729 if there are any questions concerning this request.

**Attachment 1 - Email Template User ID**  
**Attachment 2 - Email Template Password**

## Attachment 1 - Email Template User ID

Subject: Multiple Worksite Report Notice

Dear [Respondent Name]

It's time to submit your company's Multiple Worksite Report (MWR) for the quarter ending [DATE]. Please log on to our secure website to complete your report.

**MWR Website:** <https://idcf.bls.gov>

**User ID 1:** [106xxxxxxxxxx]

**User ID 2:** [106xxxxxxxxxx]

**PASSWORD:** Your 8-character password(s) has been sent in a separate email. If you cannot locate the password email(s) in your inbox or SPAM folder, please email us at [mwrweb.helpdesk@bls.gov](mailto:mwrweb.helpdesk@bls.gov) and include your User ID(s) in your email.

The due date for this quarter MWR is [DATE].

Thank you,  
U.S. Department of Labor  
Bureau of Labor Statistics

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## Attachment 2 - Email Template Password

Subject: Multiple Worksite Report - Password

Dear [Respondent Name],

To complete the Multiple Worksite Report (MWR) online, please use the User ID(s) from the email you recently received with the subject line: 'Multiple Worksite Report Notice', along with your password(s) below to log on to our secure website: <https://idcf.bls.gov>

**PASSWORD1:** [Password]

**PASSWORD2:** [Password]

If you copy and paste the password, please ensure that you are only copying the 8 character password and no spaces before or after.

Additional information regarding this survey can be found at: <https://www.bls.gov/respondents/mwr>

Thank you,  
U.S. Department of Labor  
Bureau of Labor Statistics

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