U.S. Department of Labor
Bureau of Labor Statistics
Data Collection Center
dccaddress2
dcccity2, dccst2 dcczip
Phone: dccphone Fax: faxphone

BLS

January 13, 2021

Attn: Payroll Manager
Con_Firm2
Con_Address2
Con_City2, Con_State2 Con_Zipcode2

Dear Payroll Manager:

Thank you for providing your employment, payroll and hours data to the Current Employment Statistics program. Enclosed is your **FAX Report Form**. Please fill out the form *only* for the <u>pay period</u> which includes **the 12th of the month** and fax it to the fax number provided by duedate2.

For each worksite with a pre-printed CES report number and worksite description, report all columns for All Employees and Production Employees separately. *Detailed definitions and instructions are provided on the next page.*

Your response to this report is kept confidential and is used to generate monthly estimates of employment levels and changes, average hourly earnings, and average weekly hours. It also contributes to other statistics including state and local unemployment rates, productivity measures, and the gross domestic product (GDP). Be sure to watch for the release of the national employment situation report on the first Friday of each month. ***Your data are included in this important release.***

If any of the information pre-printed on this form is incorrect, or if you have any questions, please contact us at dccphone2.

Sincerely,

signature
dcccntct2
Data Collection Center Manager

► **Our records show the following information for your firm:**

Con_Firm
Con_Address
Con_City, Con_State Con_Zipcode

Contact: Attn: Payroll Manager2
Tel: con_tel   **Ext:** con_ext
Fax: con_fax

Please fax report to: faxphone2

► **Definitions for the Questions on the Next Page**

Column 1 EMPLOYEE COUNT– ALL EMPLOYEES

Total number of persons in this pay group who worked or received pay for any part of the pay period that includes the 12th of the month.

Include:
- Executives and their staff
- Full-time and part-time employees
- Salaried officials of corporations
- Trainees
- Employees on active duty, if receiving pay from employer
- Employees on paid sick leave
- Employees on paid vacation
- Employees on other paid leave

Exclude:
- Outside contractors and their employees
- Pensioners
- Proprietors, owners, or partners of unincorporated firms
- Employees on active duty, if **not** receiving pay from employer
- Employees on leave without pay for entire pay period
- Employees on strike for entire pay period
- Unpaid family members

EMPLOYEE COUNT– PRODUCTION EMPLOYEES

Number of "All Employees" defined above who are Production Employees. Production Employees include working supervisors or group leaders who may be "in charge" of some employees, but whose supervisory functions are only incidental to their regular work.

Include individuals working in:
- Assembling
- Fabricating
- Janitorial activities
- Maintenance or repair
- Materials handling
- Processing
- Product development
- Recordkeeping related to production
- Shipping or receiving
- Storage or warehousing
- Trucking

Exclude individuals working in:
- Accounting or finance
- Advertising
- Cafeterias
- Collection and credit
- Executive, professional, or technical positions
- Force account construction
- Legal
- Medical
- Personnel
- Product installation or servicing
- Purchasing
- Recordkeeping *not* related to production
- Sales and delivery

Column 2 WOMEN EMPLOYEE COUNT

Number of "All Employees" defined above who are women.

Column 3 PAYROLL, EXCLUDING COMMISSIONS

Total gross pay earned during the entire pay period. Report separately for All Employees and for Production Employees.

PAYROLL, EXCLUDING COMMISSIONS (CONTINUED)

Report pay **before** employee deductions for:
- Taxes
- FICA (Social Security)
- Health insurance
- Pay deferral plans such as 401K
- Bonds
- Pensions
- Unemployment insurance
- Union dues

Include:
- Wages and salaries
- Paid holidays, vacation, sick leave, and other paid leave
- Incentive pay
- Bonuses paid **each** pay period
- Overtime pay
- Severance, if paid over multiple pay periods

Exclude:
- Commissions
- Annual pay for unused leave
- Awards or bonuses not paid each pay period
- **Employer** contributions to pay such as 401K
- Pay advances, such as vacation pay advances
- Payments "in kind"
- Retroactive or back pay
- Severance, if provided as one payment
- Travel or work-related reimbursements

Column 4 COMMISSIONS

Report separately for "All Employees" and for "Production Employees."
- Report for the most recent *complete* period for which commissions are available, which might be different from the pay period that includes the 12th. Enter 0 if none paid for the period or pay group.
- *Exclude* base pay, drawing accounts, or basic guarantees.

Column 5 HOURS, INCLUDING OVERTIME

Total number of hours for which employees received pay during the entire pay period. Report separately for All Employees and Production Employees.
- *Include* overtime; stand-by or reporting time; and hours not worked, but for which employees received pay (holidays, vacations, sick leave, etc.).
- Report hours paid for salaried and commission-only employees based on their standard work week.
- *Do not* convert overtime or other premium hours to straight-time equivalent hours.

Column 6 OVERTIME HOURS

Total number of hours for which employees received overtime premiums because they worked more than their regularly scheduled hours. Report separately for All Employees and Production Employees.
- *Include* Saturday, Sunday, 6th day, 7th day, and holiday hours.
- *Exclude* shift differential, hazard, incentive, or similar premiums.

Each month report your payroll information for the pay period that includes the 12th of the month. For questions refer to page 2 for the | Column | *definitions or call dccphone3.*

MP   MF   INT

Reference Month/Year: mon1 year1	1 Employee Count	2 Women Employee Count	3 Payroll, Excluding Commissions	4 Commissions	5 Total Hours, including overtime	6 Overtime Hours

Report #: reptnum   **State:** STC   **Location:** REGlocation **UI:** ReptUI

Pay Type *pay-type1*	All Employees						
	Production Employees						

Report #: reptnum   **State:** STC   **Location:** REGlocation **UI:** ReptUI

Pay Type *pay-type1*	All Employees						
	Production Employees						

Report #: reptnum   **State:** STC   **Location:** REGlocation **UI:** ReptUI

Pay Type *pay-type1*	All Employees						
	Production Employees						

Report #: reptnum   **State:** STC   **Location:** REGlocation **UI:** ReptUI

Pay Type *pay-type1*	All Employees						
	Production Employees						

Report #: reptnum   **State:** STC   **Location:** REGlocation **UI:** ReptUI

Pay Type *pay-type1*	All Employees						
	Production Employees						

Report #: reptnum   **State:** STC   **Location:** REGlocation **UI:** ReptUI

Pay Type *pay-type1*	All Employees						
	Production Employees						

Report #: reptnum   **State:** STC   **Location:** REGlocation **UI:** ReptUI

Pay Type *pay-type1*	All Employees						
	Production Employees						

We will fax you another form for reporting next month.

Thank You!