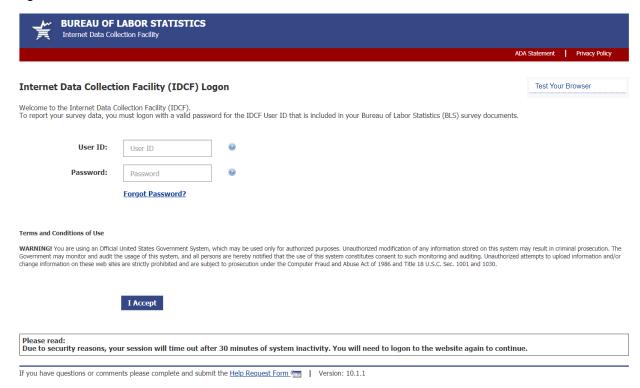
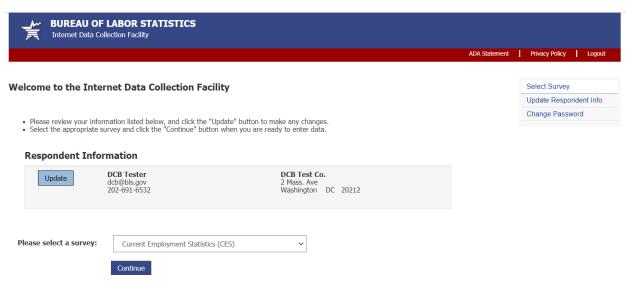
## **Web Collection Instrument Screens**

# Login Screen



# Survey Selection Screen



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.

If you have questions or comments please complete and submit the  $\underline{\text{Help Request Form}}$   $\boxed{}$  Version: 10.1.1

Update Respondent Information | Help | Logou

The CES program collects employment and payroll information from over 150,000 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 (44 U.S.C. 3572) 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 New Mexico, under NMAC 11.3.400.428; 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 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 aspect of this survey, send them to the Bureau of Labor Statistics, Division of Monthly Industry Employment Statistics (1220-0011), 2 Massachusetts Avenue, N.E., Washington D.C. 20212. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. Form Approved OMB No. 1220-

If you have questions or comments, please send e-mail to: <a href="mailto:ceswebhelp@bls.qov">ceswebhelp@bls.qov</a>

Version: 6.0

# **Data Entry Screen**



Update Respondent Information | Help | Logout

### **Data Entry**

The online spreadsheet below offers a number of features to facilitate data entry. View hints for entering data.

- Copy & paste across cells (use keyboard commands Ctrl+'C' for copy and Ctrl+'V' for paste).
- Sort rows ascending/descending (click on the column header).
   Expand location information (click '+' next to 'Location Information').

	Locati (1)	Pay Frequency				All Employees							Production/Non-supervisory Employees					
	Location	<u>Payroll</u>		Commissio	ions	Count	Women	Payroll (excluding commissions)	Commissions (paid at least monthly)	Hours (including overtime)	Overtime Hours	Count	Payroll (excluding commissions)	Commissions (paid at least monthly)	Hours (including overtime)	Overtime Hours		
1	Loc 101-A	Weekly	•	None	•						N/A					N/A		
2	Loc 102-B	Weekly	•	None	•						N/A					N/A		
3	Loc 103-C	Weekly	•	None	•													
4	Loc 104-E	Weekly	•	Weekly	•						N/A					N/A		
5	Loc 104-E	Monthly	•	Monthly	•						N/A					N/A		
6	Loc 105-G	Bi-weekly	•	N/A				N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
7	Loc 106-S	Bi-weekly	•	N/A				N/A	N/A	N/A	N/A		N/A	N/A	N/A	N/A		

Continue

You are finished! Thank you for reporting your July 2020 data.

BLS has received your data. Your Confirmation Number is 634506. If you would like, you may export this report to an Excel file for your records or click the Edit Data button to make any changes. If you are done, you can log out or close the window.

	Location Information ①				Pay Frequency 🔿		All Employees						Production/Non-supervisory Employe				
	Location	Report #	ST	State UI	Payroll	Commissions	Count	Women	Payroll (excluding commissions)		Hours (including overtime)		Count	Payroll (excluding commissions)	Commissions (paid at least monthly)		
1	Loc 101- A	660000101	ZZ	0001119999	Weekly	None	12		3								
2	Loc 102- B	660000102	ZZ	0001119999	Weekly	None	32		9								
3	Loc 103- C	660000103	ZZ	0001119999	Weekly	None	21		2								
4	Loc 104-E	660000104	ZZ	0001119999	Weekly	Weekly	12		10								
5	Loc 104-E	660000104	ZZ	0001119999	Monthly	Monthly	25		20								
6	Loc 105-	660000105	ZZ	0001119999	Bi-weekly	None	12	4									

Edit Data Export as Excel file