

**SUPPORTING STATEMENT FOR
MULTIPLE WORKSITE REPORT AND THE REPORT OF FEDERAL
EMPLOYMENT AND WAGES**

OMB CONTROL NO. 1220-0134

This ICR seeks to extend the Multiple Worksite Report and the Report of Federal Employment and Wages.

A. JUSTIFICATION

1. Explain the circumstances that make the collection of information necessary. Identify any legal or administrative requirements that necessitate the collection. Attach a copy of the appropriate section of each statute and regulation mandating or authorizing the collection of information.

The Quarterly Census of Employment and Wages (QCEW) program, once known as the ES-202 program, is a Federal/State cooperative effort that compiles monthly employment data, quarterly wages data, and business identification information from employers subject to State Unemployment Insurance (UI) laws. These data are collected from State Quarterly Contribution Reports (QCRs) submitted to State Workforce Agencies (SWAs). Similar data for Federal Government employees covered by the Unemployment Compensation for Federal Employees (UCFE) program are also included in each State report. All 50 States, the District of Columbia, Puerto Rico, and the Virgin Islands submit micro level employment and wages data, supplemented with the names, addresses, and business identification information of these employers to the Bureau of Labor Statistics (BLS). The BLS then summarizes these data to produce totals for the Nation, States, metropolitan statistical areas (MSAs), and counties. These data are used to create the BLS sampling frame and constitute the longitudinal QCEW data.

The QCEW program is a comprehensive and accurate source of monthly employment and quarterly wages data, by industry, at the National, State, MSA, and county levels. Several States publish QCEW data at the city or town level. The QCEW Report, produced for each calendar quarter, provides a virtual census of nonagricultural employees and their wages, with approximately 49 percent of the workers in agriculture covered as well. As the most complete universe of monthly employment and quarterly wages information by industry and detailed geography, QCEW data are used in evaluating labor trends and major and detailed industry developments, conducting time-series analyses and industry comparisons, and conducting special studies such as analyses of wages by size of establishment and firm.

As part of the QCEW program, the States send micro-level employment and wages data, supplemented with the names, addresses, and business identification information of these employers to the BLS. These States' data are linked across quarters to create a longitudinal history for each establishment. These data, referred to as the longitudinal QCEW data, represent

the best source of detailed industrial and geographical data on employers and are used as the sampling frame for most BLS surveys. The longitudinal QCEW data include the individual employer employment and wages data along with associated business identification information that is maintained by each State to administer the UI program as well as the UCFE program.

The micro data that constitute the longitudinal QCEW data, which are also the basis for the QCEW Report, are fundamentally a byproduct of the UI accounting system in each State. The States receive a Quarterly Contributions Report (QCR) from all private sector employers as well as State and local governments covered under the UI program. Along with these accounting reports, employers also provide funds for their contributions payable, which finance the UI benefits system in each State. Federal government employers provide statistical reports containing only employment and wages data for each of their installations within each State. Normally, private sector employers submit one contribution report covering all of their economic activities conducted in that State. For employers having only a single physical location or worksite in the State and, thus, operating under a single industry and geographic code, the data from the accounting file are sufficient for statistical purposes.

However, such data are inadequate for statistical purposes for those employers having multiple establishments or engaged in different industrial activities within the State. In these cases, the employer's QCR reflects only statewide employment and wages and is not disaggregated by establishment or worksite. Although these levels of data are sufficient for many purposes of the UI program, more detailed information is required to create a sampling frame and to meet the needs of several ongoing Federal/State statistical programs. The QCEW Report containing employer name and address information serves as a sampling frame for BLS establishment-based surveys, such as the National Compensation Survey (NCS), the Current Employment Statistics (CES) program, the Employment Cost Index (ECI), the Injuries, Illness, and Fatalities (IIF) program, the Job Openings and Labor Turnover Survey (JOLTS), and the Occupational Employment and Wage Statistics (OEWS) Survey. These detailed data are also required by the Bureau of Economic Analysis (BEA) to determine personal income estimates at the county, State, and National levels.

The Multiple Worksite Report (MWR) is designed for non-Federal businesses subject to State UI laws and the Report of Federal Employment and Wages (RFEW) is designed for Federal establishments covered under the UCFE program. Both the MWR and RFEW are essentially the same. The MWR/RFEW forms are designed to collect employment and wages data for each establishment of a multi-establishment employer. In addition, these reports aid in the development and maintenance of business identification information by establishment for multi-establishment employers.

Because of the data captured by the MWR and RFEW, improved establishment business identification data elements have been incorporated into and maintained by the longitudinal QCEW database. Establishment identification data elements that are included in the longitudinal QCEW data are a physical location address, trade name, and reporting unit description (store number, plant name or number, etc.) for each worksite of multi-establishment employers. As noted earlier, using the administrative records of the SWA works well for single-worksite

employers but creates problems for multi-establishment employers. Prior to using these reports, the SWAs would repeat the name (usually the legal name) and address on the UI file of covered employers for each establishment that the employer operated in the State. No other address or business identification information was available. Completion of the MWR is required by State law in a total of 31 States and territories.

Each employer is requested to supply this business identification information when completing the MWR/RFEW initially. Thereafter, the information appears on the forms each quarter. The employer is requested only to verify the accuracy of this business identification information and to provide the employment and wages for each worksite for that quarter. By using a standardized form in each State, the reporting burden on many large employers, especially those engaged in multiple economic activities at various locations across numerous States, has been reduced.

The design and utilization of identical forms for use nationwide has reduced the actual burden on employers as they are completing a standard form rather than, as in some cases in the past, 53 separate forms.

2. Indicate how, by whom, and for what purpose the information is to be used. Except for a new collection, indicate the actual use the agency has made of the information received from the current collection.

The QCEW data are used by a variety of BLS programs. They serve as the basic source of benchmark information for employment by industry and by size class for the Current Employment Statistics (CES) and the Occupational Employment and Wage Statistics (OEWS) programs. The preliminary (estimated) employment data from these programs could not be benchmarked for accuracy without the data collected on the MWR and RFEW forms. As mentioned previously, the longitudinal QCEW data are also used as the sampling frame for the following BLS establishment-based surveys: the National Compensation Survey, the CES program, the Employment Cost Index (ECI), the Injuries, Illness, and Fatalities (IIF) program, the Job Openings and Labor Turnover Survey (JOLTS), and the OEWS. Since the QCEW provides a near universe of businesses, these programs can select a statistically accurate sample by geography, industry, and size. The employment and wages data from the QCEW program represent the best and most current source of detailed industrial and geographical data used by businesses as well as by public and private research organizations. QCEW data are published within 6 months of the end of the reference quarter. For additional information and background on the QCEW program, please see the excerpt from the BLS Handbook of Methods which describes the program in more detail. (The BLS Handbook of Methods is also available online at <https://www.bls.gov/opub/hom/cew/pdf/cew.pdf>)

The QCEW data have also been used to improve the accuracy of other Federal statistical products. Since 1991, BLS has supplied industrial classification codes for "Unclassified" units to the Census Bureau for updating their Business Register. At the direction of OMB, BLS began sharing industry codes, physical location addresses, and other information with the Census

Bureau. This BLS/Census Industry Coding Project helps improve statistical applications, such as the Census Business Register (BR), all programs using the Census BR, and the Economic Census and County Business Patterns. By sharing codes and other information, the consistency of BLS and Census products is enhanced, Census costs are reduced, and respondent burden is decreased. In FY 2017, BLS provided Census with information on 4.48 million units where Census was missing or had only partial information.

Since 2012, the BLS and the Census Bureau have collaborated to share selected business data on multi-location companies through a signed Memorandum of Understanding (MOU). Both the BLS and the Census Bureau compile and maintain censuses of business establishments that contain economic and administrative data for nearly all businesses in the United States. The BLS and the Census Bureau enhance the quality of their data and reduce costs and respondent burden through increased data sharing. Such sharing improves the quality and the reliability of information for multi-location businesses by developing consistent industrial and geographical classifications for these businesses.

Under the MOU, the BLS provides the Census Bureau with multi-location company data from the QCEW program. The Census Bureau provides the BLS with data from the Economic Census, with updates from the Annual Company Organization Survey, the Annual Survey of Manufactures, and the Service Annual Surveys. With these Census data, the BLS conducts several research projects on the following topics: generating enterprise-level business dynamics data, using detailed product codes to help assess their utility for industrial coding, and measuring employment and wages for the non-profit sector.

Additionally, the QCEW program provides data necessary to both the Employment and Training Administration and the SWAs in administering the UI program. The data accurately reflect the extent of coverage of the State UI laws and are used to measure UI revenues; National, State, and local area employment; and total and taxable wage trends. The information is used as input for actuarial studies, determination of experience ratings, maximum benefit levels, and areas needing Federal assistance. It also assists in determining the solvency of UI trust funds.

The Bureau of Economic Analysis uses QCEW data as a base for developing the wage and salary component of personal income, part of the National Income and Product Accounts. Personal income is instrumental in determining Federal allocation of program grants to State and local governments. QCEW wages accounted for 47.3 percent of total personal income and 94.2 percent of the wage and salary component of personal income in 2019. QCEW data are also incorporated into estimates of gross domestic product. The Social Security Administration and State governments also use QCEW data in updating economic assumptions and forecasting trends in their taxable wage base.

BLS has also created a longitudinal database from these QCEW program micro-level data to measure gross job gains and gross job losses. This database, which contains current as well as historical data, uses the establishment-level data from the program to study the labor dynamics of our economy. Without the MWR data, all openings and closings of worksites as well as expansions and contractions of multi-establishment employers would be unknown. BLS began

publishing these data at the National level in late 2003 on a quarterly basis as the Business Employment Dynamics (BED) data series. Since then, BED has expanded the data to include gross job gains and gross job losses by major industry sectors and firm size classes as well as by State. The quarterly data include the number and percent of gross jobs gained by opening and expanding establishments, and the number and percent of gross jobs lost by closing and contracting establishments. The data also include the number and percent of establishments that are classified as openings, closings, expansions and contractions.

The QCEW data are a major input to the Census Bureau's Longitudinal Employer Household Dynamics (LEHD) program. The LEHD uses the QCEW data matched with wage records and other information to provide new economic data. The QCEW data provide the crucial linkage between the wage records and the industry and geography detail that supports this program. Further, the Employer Identification Numbers in the QCEW data allow some linkages across Federal data sets. In this way, improvements in the QCEW program support improvements in the LEHD program.

Finally, businesses and public and private research organizations find the QCEW program one of the best sources of detailed employment and wages statistics. Data users appreciate the detail provided by the QCEW program at the industrial and geographical (county and State) levels. Please see the chart that illustrates the myriad uses of the QCEW program data in more detail.

3. Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g., permitting electronic submission of responses, and the basis for the decision for adopting this means of collection. Also, describe any consideration of using information technology to reduce burden.

BLS continuously pursues reporting options to reduce employer burden. For example, computer listings of comparable data are accepted in lieu of a paper MWR if this is more convenient for the employer. The States can accept electronic submittal of MWR and RFEW data. Electronic and web-based filing can significantly reduce costs for large and mid-sized employers.

In 1995, the BLS established the Electronic Data Interchange (EDI) Collection Center in Chicago to improve and to expedite the MWR collection process. Employers who complete the MWR for multi-location businesses submit employment and wages information on electronic medium directly to the data collection center instead of providing separate forms or files to each individual State agency. The data collection center edits these data and then forwards them to the respective State agencies. The EDI Center is geared toward firms that meet certain size thresholds. Typically, employers with hundreds of worksites transmit their employment and wages information on electronic media to the EDI Center. Because of their size and the fact that these employers operate in so many States, the EDI Center collects one additional data element not collected on the paper MWR. That data element, the Federal Employer Identification Number (EIN), helps facilitate the collection and processing of employer data.

BLS also offers MWRweb for employers with a smaller number of worksites. This reporting option features a secure website that allows employers to submit employment and wages data, to update administrative fields and physical location addresses, and to add new worksites in an easy-to-use, interactive manner. All eligible States are now participating in MWRweb and BLS has seen much greater utilization of MWRweb. Web-based collection has reduced the costs of data collection (printing forms, outbound and return postage, and staff handling).

BLS has implemented an initiative to decrease printing, mailing, and processing costs as well as to reduce respondent burden. Each quarter, States are offered the option to mail an MWRWeb letter prior to the MWR form. That letter includes a User ID and password along with instructions for reporting online. The letters encourage employers to report via the Bureau's secure website (<https://idcf.bls.gov>). If the employers opt not to report on the web or if there is no response to the MWRweb letter, respondents continue to receive paper MWR forms. Ultimately, respondents are given the choice of reporting information on the website or by paper form, whichever they find most convenient. For the 4th Quarter 2021, 49 States, District of Columbia, Puerto Rico and the Virgin Islands were offered the MWR Web Letter option, with 43 States participating and roughly 25,500 letters mailed. Many respondents providing their data electronically obviates the need for mailing paper forms. This saves paper, postage, and their associated costs and burdens.

Additionally, to convert more respondents to electronic reporting, BLS utilizes another means of web solicitation. The QCEW program uses UI Tax collected email addresses for solicitation for the Annual Refiling Survey (ARS) and has done so since 2016. In 2020, OMB approved a non-substantive change request to use these email addresses for MWR solicitation.

Using these UI tax collected email addresses provides maximum flexibility to MWR respondents by reaching out to them via normal printed solicitations, but also reaching out to them via email. As many offices continue to move towards full-time telework due to the pandemic, the BLS wanted to reach respondents that are not currently in their physical office locations. As this survey is mandatory in a majority of states, this gives respondents maximum ability to respond given their current work environment.

The pilot for this initiative involved 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 that would receive a form and can be matched with a UI tax email, that respondent received an email prompt in addition to the paper form in the mail. This was piloted as a voluntary program for states to opt into for 2020-2021 quarter collection and has continued as voluntary. As of the 4th Quarter of 2021, 31 States participated with approximately 10,000 emails sent, with response rates converting to web averaging over 2020-2021 at approximately 8.7%. Electronic data is more efficient to collect and costs significantly less than paper. Response rates were still relatively high throughout collection, considering these respondents likely would not have been able to respond at all to paper forms. Any respondent that converts to a web account is beneficial, because the MWR Web response rate for registered accounts is over 90%.

As of the 3rd Quarter of 2021, approximately 1.3% of employers file the MWR. However, MWR data account for more than 17% of the Nation's worksites and approximately 41% of National employment and wages. Approximately 60% of MWR data is reported electronically, nearly 26% through the EDI Center and 34% via MWRweb.

BLS strongly encourages Professional Employer Organizations (PEOs) to submit MWR data electronically. PEOs are unique, co-employer arrangements. PEOs establish an employer relationship with employees at the client's worksite and contractually assume certain employer rights, responsibilities, and risks. PEOs assist clients with the management of human resources, employee benefits, payroll and workers' compensation.

Some States like Texas and Utah require PEOs to report each client under the client's existing UI account number and EIN. In this manner, none of the separate clients' industry or location information is lost. However, some PEOs file tax and contributions data using the PEO's own UI account number and EIN. This results in consolidating the employment and wages of the different clients rather than reporting by individual establishments or worksites.

Without a listing of individual PEO clients, industry and location of employment and wages are inaccurate for statistical purposes. Among other problems, this can create misallocations of State funding and inaccurate bond ratings in States. Due to the unique nature of the PEO industry, it is crucial to maintain accurate reports for the employment and wages of distinct PEO clients.

An increase in the number of PEOs reporting MWR data electronically has facilitated more accurate identification of employment and wages by industry and location. Electronic filing of the MWR provides convenient data elements such as clients' former EINs, industry codes, and others that may be useful for UI purposes. In addition, electronic filing of the MWR offers a less burdensome way for PEOs to provide States and BLS with the correct geographic location for employment and wages.

The BLS staff often participated in the annual conference of the American Payroll Association (APA). At those conferences, BLS staff explained how employers could convert from paper reporting to electronic reporting. BLS staff also participated in conferences of the Independent Payroll Processors Association (IPPA) and the National Association of Professional Employer Organizations (NAPEO).

BLS has also worked with several payroll/tax-filing firms that prepare employer payroll and tax reports for a fee. BLS has requested that these firms offer to submit their clients' MWR data in an electronic medium directly to the BLS. Moreover, BLS has worked with numerous payroll/tax-filing software developers to include the capability for the electronic submittal of the MWR directly to the BLS in their systems.

For well over a decade, BLS has conducted a concerted effort to improve the quality of the employment and wages data received from Federal agencies. The four major Federal payroll processing centers include the Department of Defense's Defense Finance and Accounting Service (DFAS), the Department of Interior's National Business Center (NBC), the Department

of Agriculture's National Finance Center (NFC), and the General Services Administration's National Payroll Center (NPC). They provide employment and wages data each month electronically and these data are used for the CES and RFEW programs. Although DFAS, NBC, NFC, and NPC are part of their respective Departments, they process payrolls and statistical reports for a large number of Federal agencies, including most of the cabinet-level Departments. These four processing centers now handle the payroll and tax reporting for most Federal agencies. Very few Federal agencies report RFEW data on paper.

4. Describe efforts to identify duplication. Show specifically why any similar information already available cannot be used or modified for use for the purposes described in Item A.2 above.

No other data source currently collects establishment-level monthly employment and wages (as defined by each SWA) data on a quarterly basis for the private sector of the economy and State and local government entities that could be used for statistical and UI purposes. Furthermore, no other standardized report is currently available to collect installation-level Federal monthly employment and wages data by SWAs for statistical purposes on a quarterly basis.

5. If the collection of information impacts small businesses or other small entities, describe any methods used to minimize burden.

States request employers with more than one establishment reporting under the same UI account number within the State to complete the MWR if the sum of the employment in all of their secondary establishments is 10 or greater. The primary worksite is defined as the establishment with the greatest number of employees. Therefore, some small businesses are asked to complete the MWR if they have multiple locations within a State. However, States are not required to contact multi-establishment employers with a sum of less than 10 employees for their secondary worksites.

6. Describe the consequence to federal program or policy activities if the collection is not conducted or is conducted less frequently, as well as any technical or legal obstacles to reducing burden.

Semi-annual or annual reporting would not provide sufficient data needed to administer UI, UCFE, and statistical programs at the local, State, and National levels. SWAs have been collecting this information quarterly for several decades. Major users, such as the BEA, rely on accurate quarterly employment and wages data to produce important economic indicators, such as State and county-level personal income estimates. The MWR/RFEW is more critical now to the operation of the QCEW program since multi-establishment employers account for about 41% of the total employment and wages data collected. In addition, the expanded use of these data to study the job creation and job destruction process requires that they be updated each quarter as opposed to some other longer time period, such as annually.

7. Explain any special circumstances that would cause an information collection to be conducted in a manner:

- **requiring respondents to report information to the agency more often than quarterly;**
- **requiring respondents to prepare a written response to a collection of information in fewer than 30 days after receipt of it;**
- **requiring respondents to submit more than an original and two copies of any document;**
- **requiring respondents to retain records, other than health, medical, government contract, grant-in-aid, or tax records for more than three years;**
- **in connection with a statistical survey, that is not designed to produce valid and reliable results that can be generalized to the universe of study;**
- **requiring the use of statistical data classification that has not been reviewed and approved by OMB;**
- **that includes a pledge of confidentiality that is not supported by authority established in statute or regulation, that is not supported by disclosure and data security policies that are consistent with the pledge, or which unnecessarily impedes sharing of data with other agencies for compatible confidential use; or**
- **requiring respondents to submit proprietary trade secret, or other confidential information unless the agency can demonstrate that it has instituted procedures to protect the information's confidentiality to the extent permitted by law.**

There are no special circumstances that would cause this information to be collected in a manner other than the manner specified in 5 CFR 1320.5.

8. If applicable, provide a copy and identify the date and page number of publication in the *Federal Register* of the agency's notice, required by 5 CFR 1320.8(d), soliciting comments on the information collection prior to submission to OMB. Summarize public comments received in response to that notice and describe actions taken by the agency in response to these comments. Specifically address comments received on cost and hour burden.

Describe efforts to consult with persons outside the agency to obtain their views on the availability of data, frequency of collection, the clarity of instructions and recordkeeping, disclosure, or reporting format (if any), and on the data elements to be recorded, disclosed, or reported.

Consultation with representatives of those from whom information is to be obtained or those who must compile records should occur at least once every 3 years -- even if the collection-of-information activity is the same as in prior periods. There may be circumstances that may preclude consultation in a specific situation. These circumstances should be explained.

Two comments were received as a result of the Federal Register notice published on April 19, 2022 (87 FR 23267).

One comment, which was emailed to BLS on April 19, 2022, was out of scope. The comment expressed concern about the frequency of monthly collection; however, the MWR is collected quarterly.

Another comment, a letter from the Bureau of Economic Analysis (BEA) which was received on May 24, 2022, expressed strong support for the MWR-RFEW collection which supports BEA's regional accounts, national income and product and wealth accounts, input-output accounts, and gross domestic product by industry estimates.

BLS is in constant contact with the SWAs on the administration of the QCEW program, such as:

1. Daily contact between BLS Regional Office and SWA officials.
2. Field visits by BLS Washington and Regional Office staff members to SWA offices.
3. A QCEW Policy Council established by BLS in 2000. The Council is composed of State and BLS staff members that provide ongoing technical expertise and research as well as assist in the prioritization of program enhancements.
4. Periodic meetings with members of the National Association of State Workforce Agencies (NASWA).
5. Consultation with members of the Federal Data Users Advisory Committee (DUAC).
6. Attendance at some conferences conducted by the APA and NAPEO.

BLS works closely with a number of Federal agencies which use BLS data, including the Regional Income Division, Bureau of Economic Affairs, U.S. Department of Commerce, contact: Mr. Mauricio Ortiz, Chief; and the Office of Unemployment Insurance, Employment and Training Administration, U.S. Department of Labor, contact: Mr. Jim Garner, Administrator.

BLS has a continuing dialogue with the APA. The members of that organization are businesses that prepare UI payroll reports, process UI reports, and/or provide payroll software for other businesses.

Furthermore, BLS has been participating in meetings of the Wiesbaden Group on Business Registers. This international expert group promotes the exchange of new techniques used by the participating countries in their development of universe files and collection of employer data using new alternative strategies. BLS staff also present papers and participate in the International Conference on Establishment Statistics and American Statistical Association conferences where emerging technologies for collecting data from employers and lowering respondent burden are discussed in great detail.

9. Explain any decision to provide any payments or gifts to respondents, other than remuneration of contractors or grantees.

None.

10. Describe any assurance of confidentiality provided to respondents and the basis for the assurance in statute, regulation, or agency policy.

The Confidential Information Protection and Statistical Efficiency Act (CIPSEA) safeguards the confidentiality of individually identifiable information acquired under a pledge of confidentiality for exclusively statistical purposes by controlling access to, and uses made of, such information. CIPSEA includes fines and penalties for any knowing and willful disclosure of individually identifiable information by an officer, employee, or agent of the BLS.

BLS policy on the confidential nature of respondent identifiable information (RII) states that “RII acquired or maintained by the BLS for exclusively statistical purposes and under a pledge of confidentiality shall be treated in a manner that ensures the information will be used only for statistical purposes and will be accessible only to authorized individuals with a need-to-know.”

This policy remains in effect; however, since the MWR data are collected by SWAs, the MWR forms have been modified to reflect the fact that the extent of confidentiality maintained within each State varies in accordance with the laws of each State. For this reason, the statement on the form makes no promise of confidentiality. However, once the QCEW data are furnished to the Bureau, and in the Bureau's possession, the data are considered confidential and are covered by CIPSEA. BLS considers the maintenance of the confidentiality of data collected under a pledge of confidentiality to be critical to MWR/RFEW program integrity.

11. Provide additional justification for any questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private. This justification should include the reasons why the agency considers the questions necessary, the specific uses to be made of the information, the explanation to be given to persons from whom the information is requested, and any steps to be taken to obtain their consent.

No sensitive questions are asked.

12. Provide estimates of the hour burden of the collection of information. The statement should:

- **Indicate the number of respondents, frequency of response, annual hour burden, and an explanation of how the burden was estimated. Unless directed to do so, agencies should not conduct special surveys to obtain information on which to base hour burden estimates. Consultation with a sample (fewer than 10) of potential respondents is desirable. If the hour burden on respondents is expected to vary widely because of differences in activity, size, or complexity, show the range of estimated hour burden, and explain the reasons for the variance. General, estimates should not include burden hours for customary and usual business practices.**
- **If this request for approval covers more than one form, provide separate hour burden estimates for each form**
- **Provide estimates of annualized cost to respondents for the hour burdens for collections of information, identifying and using appropriate wage rate categories. The cost of contracting out or paying outside parties for information collection activities should not be included here. Instead, this cost should be included in Item 14.**

Multiple Worksite Employer Respondents for States with Mandatory Reporting:

- a. Number of respondents: 90,924
- b. Frequency of response: Quarterly
- c. Estimated time per response 22.2 minutes
- d. Annual burden: 134,568 hours
- e. Estimation of burden: Based on 2021/3 Quarterly
Unemployment Insurance
Address Files Record Counts

Multiple Worksite Employer Respondents for States with Voluntary Reporting:

- a. Number of respondents: 55,803
- b. Frequency of response: Quarterly
- c. Estimated time per response 22.2 minutes
- d. Annual burden: 82,588 hours
- e. Estimation of burden: Based on 2021/3 Quarterly
Unemployment Insurance
Record Counts

Federal Respondents:

- a. Number of respondents: 1,715
- b. Frequency of response: Quarterly
- c. Estimated time per response 22.2 minutes
- d. Annual burden: 2,538 hours
- e. Estimation of burden: Based on 2021/3 QCEW
Quarterly Micro-Data Records

Estimated Annualized Respondent Cost and Hour Burden

Activity	No. of Respondents	No. of Responses per Respondent	Total Responses	Average Burden (Hours)	Total Burden (Hours)	Hourly Wage Rate	Total Burden Cost
MWR / RFEW	148,442	4	593,768	22.2/60	219,694	\$30.48	\$6,696,273

*The wages for Office and Administrative Support occupations were obtained from the BLS National Compensation Survey, Employer Costs for Employee Compensation program for civilian workers. This rate was \$30.48/hour based on March 2022 data.

13. Provide an estimate of the total annual cost burden to respondents or recordkeepers resulting from the collection of information. (Do not include the cost of any hour burden shown in Items 12 and 14).

- **The cost estimate should be split into two components: (a) a total capital and start up cost component (annualized over its expected useful life); and (b) a total operation and maintenance and purchase of service component. The estimates should take into account costs associated with generating, maintaining, and disclosing or providing the information. Include descriptions of methods used to estimate major cost factors including system and technology acquisition, expected useful life of capital equipment, the discount rate(s), and the time period over which costs will be incurred. Capital and start-up costs include, among other items, preparations for collecting information such as purchasing computers and software; monitoring, sampling, drilling and testing equipment; and record storage facilities.**
- **If cost estimates are expected to vary widely, agencies should present ranges of cost burdens and explain the reasons for the variance. The cost of purchasing or contracting out information collection services should be a part of this cost burden estimate. In developing cost burden estimates, agencies may consult with a sample of respondents (fewer than 10), utilize the 60-day pre-OMB submission public comment process and use existing economic or regulatory impact analysis associated with the rulemaking containing the information collection, as appropriate.**
- **Generally, estimates should not include purchases of equipment or services, or portions thereof, made: (1) prior to October 1, 1995, (2) to achieve regulatory compliance with requirements not associated with the information collection, (3) for reasons other than to provide information or keep records for the government, or (4) as part of customary and usual business or private practices.**

There are no capital or start-up costs associated with the MWR or the RFEW.

There are no costs to SWAs for collecting information on the MWR or the RFEW above the money funded by the BLS as part of the overall QCEW program.

14. Provide estimates of the annualized cost to the Federal Government. Also, provide a description of the method used to estimate cost, which should include quantification of hours, operational expenses (such as equipment, overhead, printing, and support staff), any other expense that would not have been incurred without this collection of information. Agencies also may aggregate cost estimates from Items 12, 13, and 14 into a single table.

Listed below are the rounded FY 2022 Federal government costs for the QCEW program. Costs associated with other QCEW-related forms previously approved by OMB are included.

Personnel	\$15,000,000
Other	\$13,000,000
SWA funding	\$31,000,000 (rounding up)
TOTAL	\$59,000,000

15. Explain the reasons for any program changes or adjustments.

The survey is a census and the increase of total hours requested, from 217,765 to 219,694, is due to the availability of more recent information on the expansion in the total number of private-sector businesses in the U.S. economy with multiple-worksite locations.

16. For collections of information whose results will be published, outline plans for tabulations, and publication. Address any complex analytical techniques that will be used. Provide the time schedule for the entire project, including beginning and ending dates of the collection of information, completion of report, publication dates, and other actions.

BLS will not publish or release the confidential employment and wages micro-data. Nine BLS reports from the QCEW program as well as the BLS website (www.bls.gov) will receive data from the Multiple Worksite Report:

- A. Quarterly news releases on county and National employment and wages with industry detail are usually issued six months after the reference quarter.
- B. Quarterly news releases on Business Employment Dynamics at the National and State level are published approximately seven months after the reference quarter. Currently, the quarterly news release covers National private sector data job creation and destruction by industry and establishment and firm size class, State total private data, and data on business births and deaths.

- C. An annual comprehensive bulletin is published about nine months after the reference year. This web-only publication, Employment and Wages Online, is the successor to the annual print bulletin, Employment and Wages. In March 2010, the 2008 edition of the Employment and Wages bulletin was the final issued on paper.
- D. Quarterly employment and wages data with industry detail at the National, State, MSA, and county levels are released on the BLS website six months after the reference quarter.
- E. Annual employment and wages data with industry detail at the National, State, MSA, and county levels are released on the BLS website six months after the reference year.
- F. SWAs issue quarterly and/or annual reports on QCEW data in an aggregate form.

17. If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons that display would be inappropriate.

BLS is again requesting OMB approval for permission to suppress the expiration date on the BLS 3020 MWR and BLS 3021 RFEW paper forms. A waiver has been granted in the past allowing the BLS not to print the expiration and it is requested that this waiver be extended. The waiver is necessary to reduce the significant costs associated with printing new paper forms because of a change in the expiration date. However, the expiration date will appear on the MWRweb screens and on PDF versions of the MWR forms posted on the BLS public website.

18. Explain each exception to the certification statement.

There are no exceptions to the “Certification for Paperwork Reduction Act Submissions.”