



«state_return_1»
«state_return_2»
«state_return_3»

IDCF # <sched_num> Est. Emp: <bnk_empl>
Reference Date: <refer_date> <mailing> <naics_code> <staff_code_1>

<naics_code>
<ui_run>

<contact> <descr>
<title>
<trade_name or legal_name>
<report_unit_at> <rpt_unit_descr>
<addr_line1>
<addr_line2>
<city> <state_abbrev> <zip_code><zip_ext>

Dear Employer,

About a month ago, we sent you a letter or email requesting your participation in the Occupational Employment and Wage Statistics (OEWS) program. As of this mailing, we have not received your response, so we are following up with this form. The OEWS program is conducted by «state_agency» in cooperation with the U.S. Bureau of Labor Statistics.

What information do I need to provide?

All we need from you is the specific job title, a brief description of duties, and the wage rate for each employee at the location specified after "Report for" in the mailing address for the pay period that included **<refer_date>**.

How will my information be used?

The information you provide will be used for statistical purposes only. All identifying information for non-government establishments will be held in strict confidence to the full extent permitted by law.

How do I provide my information?

We prefer that you report electronically, but there are several options to submit your data. Many payroll systems will produce an electronic report with the information we need. Please remove personally identifiable information like employee names and Social Security numbers from your submission.

- **Online** → Go to **IDCFOEWS.BLS.GOV**. Log in using your unique IDCF number, **<sched_num>**.
- **Email** → Send an email with your data and IDCF number to «**state_email**». BLS encourages respondents to encrypt an attachment and send the password in a separate email. Please do not include sensitive information in the body or text of the email.
- **Mail** → Fill out page 3 of this booklet and mail your completed form in the enclosed postage-paid envelope.
- **Fax** → Fill out page 3 of this booklet and fax your completed form to «**state_fax**».
- **Phone** → Call us at «**state_phone**».

Note: If this establishment is closed, please inform us electronically or by phone.

When do I need to provide my information?

Please respond within two weeks. Your timely response will help reduce program costs and save taxpayer money by eliminating the need for additional mailings and telephone calls to you.

What if I have questions?

If you have any questions or if we can help you submit your data, please call or email us. For more information, visit **www.bls.gov/respondents/oes** and «**state_site**».

Thank you for your time and attention – we appreciate your help.

Sincerely,

«state_signature_1»
«state_signature_2»
«state_signature_3»

Instructions

- Report employees who worked at or reported to the location specified after “Report for” in the mailing address on page 1 during the pay period that included **<refer_date>**.
- Report employees who are on paid leave or assigned temporarily to other work locations, including employees who are working remotely.
- Report paid owners and officers of incorporated firms.
- **Do not** report contract workers or owners or partners of unincorporated firms.
- If you are reporting for a school, please see the additional reporting instructions at www.bls.gov/respondents/oes/instructions.htm#school.

Reporting Job Titles

- Report employee job titles according to the work they are doing, not their training.
Example: Report an employee working as a drafter, but trained as an engineer, as a drafter.
- Supervisors who spend at least 80 percent of their time supervising other employees should be reported separately from supervisors or lead workers who spend less than 80 percent of their time supervising others.
Example: Report a head cashier as a supervisor of cashiers if they spend more than 80 percent of their time supervising other cashiers. Report them as a cashier if they spend less than 80 percent of their time supervising other cashiers.
- Report helpers separately from the employees they are helping.
Example: Report carpenter helpers separately from carpenters.

Reporting Wage Rates

- Report hourly wage rates or annual salaries for full-time employees. Report hourly wage rates for part-time employees. If wage rates are recorded differently, such as by the month, convert them to an hourly wage rate.
- Report each employee’s actual wage rate. Please do not report an average wage rate for all employees in an occupation.
- For employees who earn tips, commissions, or piece-rate payments, calculate their hourly wage rate or annual salary including their base pay plus tips, commissions, or piece rates.
- If two or more employees have the same occupation and the exact same wage rate, enter the number of employees in the “# of employees” column.

Include when reporting wages

- Base rate
- Commissions
- Tips
- Cost-of-living allowance
- Deadheading pay
- Guaranteed pay
- Hazard pay
- Incentive pay
- Longevity pay
- Piece rate
- Portal-to-portal rate
- Production bonus

Exclude when reporting wages

- Attendance bonus
- Back pay
- Draw
- Holiday bonus
- Holiday premium pay
- Jury duty pay
- Lodging payments
- Meal payments
- Merchandise discounts
- Nonproduction bonus
- On-call pay
- Overtime pay
- Perquisites
- Profit-sharing payment
- Relocation allowance
- Tuition repayments
- Severance pay
- Shift differential
- Stock bonuses
- Tool allowance
- Uniform allowance

SAVE TIME!

Upload a spreadsheet!

Many companies save time by sending us a spreadsheet or report from their payroll system. All we need is a column with job titles and a brief description of duties, a column with hourly wage rates, and a column with annual salaries (for full-time employees only). A column listing department is optional, but helpful, and can reduce the need for follow-up phone calls.

Upload your spreadsheet or other report at

IDCFOEWS.BLS.GOV

| Job title | Hourly | Annual | Department |
|-------------------|---------|----------|------------|
| Forklift operator | \$16.00 | | Warehouse |
| Forklift operator | \$16.00 | | Warehouse |
| Forklift operator | \$12.98 | | Warehouse |
| Truck driver | | \$45,000 | Warehouse |
| Webmaster | \$23.24 | | IT |
| IT user support | \$18.87 | | IT |
| General manager | | \$80,000 | Office |
| Logistics manager | | \$68,140 | Office |
| Bookkeeper | \$17.22 | | Office |

Occupational Employment and Wage Statistics Report

1. Make corrections to the company name or address if needed.

Company: _____
 Address: _____

4. If the industry description below is not correct, describe your primary activity in the provided space.

NAICS <naics_code> IDCF # <sched_num>
 <descr>

2. Please fill in the name, title, email address, and phone number of the person we should contact if we have questions.

Name/title: _____
 Email: _____
 Phone: _____

3. Enter the total number of employees during the pay period that included <refer_date>.

5. List each employee who worked during the pay period that included <refer_date>. Please report online if you need more space.

Report:

- Each employee's job title and a brief description of duties
- Exact hourly wage rate or annual salary for each employee
- Employees who work remotely or off-site
- Hourly wage rates for part-time employees

Do not report:

- Contract workers
- Employee names or Social Security numbers
- Owners or partners of unincorporated firms
- Annual wages for part-time employees

| Job title and brief description of duties | Wage rate (hourly or annual) | # of employees in this job with this exact wage rate |
|---|------------------------------|--|
| <i>Human Resources Specialist – Recruit and interview potential new employees</i> | <i>\$71,445</i> | <i>1</i> |
| <i>Human Resources Specialist – Recruit and interview potential new employees</i> | <i>\$68,050</i> | <i>1</i> |
| <i>Human Resources Assistants – Assist HR department</i> | <i>\$25.50</i> | <i>3</i> |
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| 6. | | |
| 7. | | |
| 8. | | |
| 9. | | |
| 10. | | |
| 11. | | |
| 12. | | |
| 13. | | |
| 14. | | |
| 15. | | |
| 16. | | |
| 17. | | |
| 18. | | |
| 19. | | |

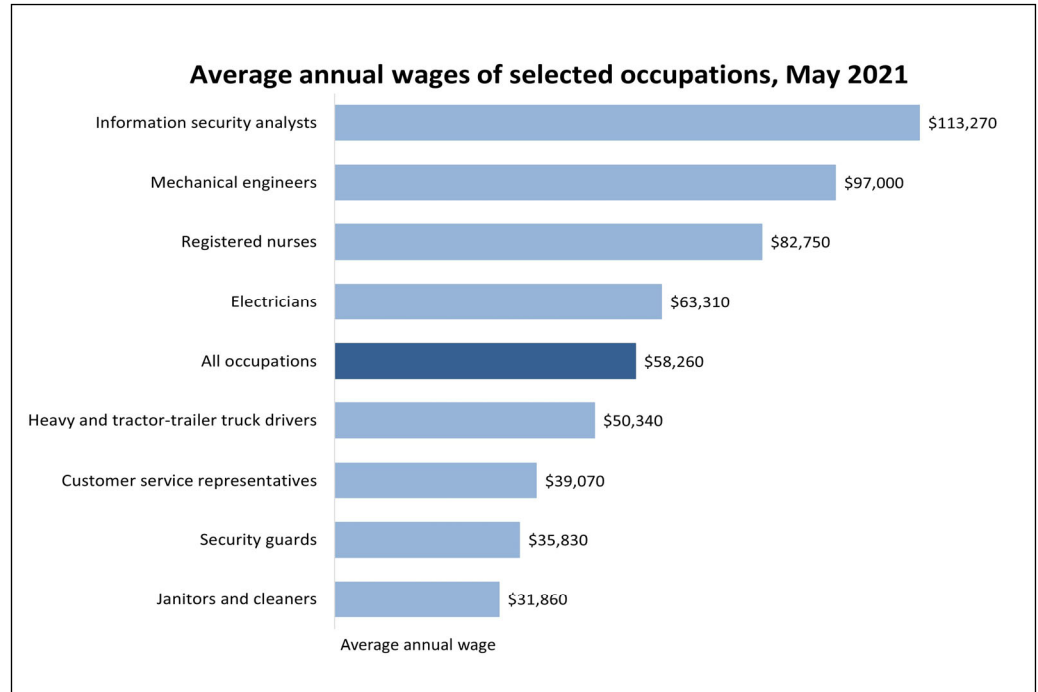


About Occupational Employment and Wage Statistics (OEWS)

- OEWS publishes total employment levels and average wage rates for over 800 occupations nationwide.
- Data are available by state, metropolitan area and other substate areas, or by industry.
- Your response is strictly confidential per the Confidential Information Protection and Statistical Efficiency Act. The full BLS Confidentiality Pledge is available at www.bls.gov/bls/confidentiality.htm.

OEWS Data Uses

- OEWS data are used to identify employment demands in specific geographic areas or industries.
- Employers use OEWS data to ensure they are paying competitive wages.
- Students, counselors, veteran services organizations, workforce agencies, and job seekers use OEWS wage and employment information for education and career planning.



More Information about Occupational Employment and Wage Statistics

- Find data for your state at www.bls.gov/oes/current/oessrcst.htm
- Find data for your industry at www.bls.gov/oes/current/oesrci.htm
- Learn more about the OEWS program and see all of the data available at www.bls.gov/oes
- Learn more about reporting for the OEWS program at www.bls.gov/respondents/oes

As a participant in a Bureau of Labor Statistics (BLS) statistical survey, you should be aware that use of electronic transmittal methods in reporting data to the BLS involves certain inherent risks to the confidentiality of those data. Further, you should be aware that responsible electronic transmittal practices employed by the BLS cannot completely eliminate those risks. The BLS is committed to the responsible treatment of confidential information and takes rigorous security measures to protect confidential information in its possession.

We estimate that the time required to complete this report will vary from 10 minutes to 2 hours, depending on factors such as the size of the establishment. This includes 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 aspects of this report, including suggestions for reducing this burden, send them to the U.S. Bureau of Labor Statistics, Division of Occupational Employment and Wage Statistics (1220-0042), 2 Massachusetts Ave NE, Suite 2135, Washington, DC 20212. This report is authorized by law 29 U.S.C. §2. We request your cooperation to make the results of this report comprehensive, accurate, and timely. You do not have to complete this questionnaire if it does not display a currently valid OMB control number. Form Approved, O.M.B. No. 1220-0042.

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 USC Section 3572) and other applicable Federal laws, your responses will not be disclosed in identifiable form without your informed consent except in the case of state and local governments. The BLS publishes statistical tabulations from this report that may reveal the information reported by state and local governments. Upon request, however, the BLS will hold the information provided by state and local governments on this report in confidence. Per the Federal Cybersecurity Enhancement Act of 2015, Federal information systems are protected from malicious activities through cybersecurity screening of transmitted data.