



## Occupational Employment and Wage Statistics (OEWS)

Welcome to the Bureau of Labor Statistics - Occupational Employment and Wage Statistics program.

Please log in with your IDCF number to securely report your data.

Enter your IDCF number:

Example Address Label:



IDCF # 001234567890 Est. Emp: 100  
REFERENCE DATE: MONTH DD, YYYY 1 621991 ABCD  
JAYNE DEAUX  
HR DIRECTOR  
FIRST NATIONAL BLOOD BANK  
REPORT FOR: THIS LOCATION ONLY  
100 STATE AVE  
CITYVILLE ST 22222-3333

### Terms and Conditions of Use

**WARNING!** You are using an Official United States Government System, which may be used only for authorized purposes. Unauthorized modification of any information stored on this system may result in criminal prosecution. The Government may monitor and audit the usage of this system, and all persons are hereby notified that the use of this system constitutes consent to such monitoring and auditing. Unauthorized attempts to upload information and/or change information on these web sites are strictly prohibited and are subject to prosecution under the Computer Fraud and Abuse Act of 1986 and Title 18 U.S.C. Sec. 1001 and 1030.

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.

**Please read:**

**Due to security reasons, your session will time out after 30 minutes of system inactivity. You will need to logon to the website again to continue.**

If you have questions or comments, [contact your state agency](#) or email [oews.helpdesk@bls.gov](mailto:oews.helpdesk@bls.gov)

Version: 7.1



Dear Employer,

Welcome to the Occupational Employment and Wage Statistics (OEWS) data collection website. OEWS is a cooperative effort between the U.S. Department of Labor, Bureau of Labor Statistics, and State Workforce Agencies. For assistance, please [contact your state agency](#) or email [oews.helpdesk@bls.gov](mailto:oews.helpdesk@bls.gov).

### Before you get started

To save time and prevent the system from logging you out, you can download file examples, on our [respondent page](#). We also have an [Excel template](#) available.

Companies with twenty or more employees find it easier to report their data manually. You will be directed to either upload a file or enter your data into an online form depending on the size of your company.

### Information about Occupational Employment and Wage Statistics

The Occupational Employment and Wage Statistics (OEWS) are published for the nation as a whole, for individual states, and for metropolitan areas. These estimates are available for the nation and for individual states. Visit the [Occupational Employment and Wage Statistics](#) website to learn more about OEWS.

Thank you for your participation in the Occupational Employment and Wage Statistics program.

We estimate that the time required to complete this report will include time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing this report. We request your cooperation to make the reporting process as easy as possible. 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.

If you have questions or comments, [contact your state agency](#) or email [oews.helpdesk@bls.gov](mailto:oews.helpdesk@bls.gov)

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**Warning** ✕

**Time Limit Warning**

- To ensure the security of your data, your session will time out after 30 minutes. **This includes time spent entering occupations and wages.**
- Nothing is saved on our website. OEWS does not receive your data until the "submit" button is selected. If your session expires, you will have to log on to the website again and reenter the data.
- You will be warned when 5 minutes remain in your session, and given the chance to extend your session for another 30 minutes.



## Work Location and Establishment Data

Please complete Items 1 through 6 on this page. (\*Required)

\*1. Which of the options below best describes the **operating status** of the location specified after "Report for" in the mailing address on November 12, 2021?

- Operating
- Temporarily closed during the pay period that included November 12, 2021.

**Note:** If any employees were not working but received pay, or were working remotely, please select "Operating" instead of "Temporarily closed."

- Permanently out of business as of  (MM/DD/YYYY)

\*2. Was this establishment sold or did it merge with another establishment between November 12, 2020 and November 12, 2021?

- Yes
- No

Please explain any changes to the establishment name or location so we can update our records:

\*3. Is the **industry description** in your notification correct?

- Yes
- No
- There is no industry description

List your main products or services:

\*4. How many employees, both full- and part-time, worked for this location during the pay period that included November 12, 2021?

**Note:** Include employees who work remotely or off-site. Do not include contract workers. If the business is being operated with only contract workers on staff or by unpaid owners alone, enter zero here and explain in the comment box for question 6.

\*5. Do all employees report to this location?

- Yes
- No

Enter the number of locations:

6. Do you have any comments or additional information for us?

Continue



### 1. Review Contact and Company Information

Contact Name : **Contact Name**  
Job Title : **Job Title**  
Company Name : **Company Name**  
Mailing Address : **Mailing Address**  
City : **City**  
State : **SC**  
Zip : **12345 - 6789**  
Email : **Email@email.com**  
Telephone : **(987) 654-3210** Ext : **65432**

### 2. Review Work Location and Establishment Data

Operating Status : **Operating**  
Was the establishment sold or merged with another? **Yes, Question 2 comment field**  
Is the industry description correct? **No, Question 3 comment field**  
Number of Employees : **5**  
Do all employees report to this location? **No, 2**  
Comments : **Question 6 comment field**



## Reporting Instructions

1. Report each employee that worked for the location specified after "Report for" in the mailing address for the pay period that included November 12, 2021. Include employees who work remotely or off-site. Do **not** include contract workers. A full list of employees to include or exclude is available on our [respondent page](#).
2. Report each employee's job title and duties.
  - Separate occupations performed by different employees, even if paid the same wage. For example, separate administrative assistants from receptionists, and electricians from carpenters.
  - Report an employee who works in two or more occupations in the job that requires the highest skill level. If there is no measurable difference in skill, report the employee in the occupation in which they spend the most time.
3. For full-time workers, report an hourly wage rate or annual salary. For part-time workers, report an hourly wage rate only. Please **include** tips and commissions.
  - If two or more employees work in the same job with the exact same wage rate, enter the number of employees with that job and wage rate in the "# of employees" column.
  - Do **not** report an average wage for all employees in a particular job or department.

**Example:** if you employ four security guards earning \$13.70 per hour, one security guard earning \$14.10 per hour, and one security guard earning \$15.41, plus a security guard supervisor earning \$44,628 per year, you would report them on four different lines as shown in the table below.

Job title	Description of duties	Hourly wage rate (part-time or full-time employees)	Annual salary (full-time employees only)	# of employees in this job with this exact wage	Department
Security guard	Monitor premises	\$13.70	\$ 0.00	4	Security
Security guard	Monitor premises	\$14.10	\$ 0.00	1	Security
Security guard	Monitor premises	\$15.41	\$ 0.00	1	Security
Security guard supervisor	Supervise security guards	\$ 0.00	\$44,628.00	1	Security

Are you reporting data for a school? Please see our [school instructions](#).

## Data Entry Instructions

Our spreadsheet offers a number of features to make submitting data easier, but there are differences from other spreadsheet programs you may be familiar with. See [more instructions](#) for additional directions on using our spreadsheet.

- **Copy** data from your own document, then use the keyboard command Ctrl+V to **paste** into our spreadsheet. Right-clicking will not work.
- **Rearrange columns** by clicking once in the column header then drag and drop the column in a different location (for example, move the columns to match the order of columns in your own document, then copy and paste multiple rows of data into our spreadsheet).
- The **Clear Data** button at the bottom of the spreadsheet will delete all data from the spreadsheet.
- The **Add Rows** button at the bottom of the spreadsheet will add five rows every time it is clicked (maximum of 70 rows allowed).

**Note:** Do not use your browser's **Back** button. This will cause you to lose all of your data.

Another option: [I would prefer to upload a file](#)

## OEWS Data Entry Spreadsheet

	Job title (Limit: 60 characters)	Description of duties	Hourly wage rate (part-time or full-time employees)	Annual salary (full-time employees only)	# of employees in this job with this exact wage	Department
1			\$ 0.00	\$ 0.00	0	
2			\$ 0.00	\$ 0.00	0	
3			\$ 0.00	\$ 0.00	0	
4			\$ 0.00	\$ 0.00	0	
5			\$ 0.00	\$ 0.00	0	
6			\$ 0.00	\$ 0.00	0	
7			\$ 0.00	\$ 0.00	0	
8			\$ 0.00	\$ 0.00	0	
9			\$ 0.00	\$ 0.00	0	
10			\$ 0.00	\$ 0.00	0	
11			\$ 0.00	\$ 0.00	0	
12			\$ 0.00	\$ 0.00	0	
13			\$ 0.00	\$ 0.00	0	
14			\$ 0.00	\$ 0.00	0	
15			\$ 0.00	\$ 0.00	0	
16			\$ 0.00	\$ 0.00	0	
17			\$ 0.00	\$ 0.00	0	
18			\$ 0.00	\$ 0.00	0	
19			\$ 0.00	\$ 0.00	0	
20			\$ 0.00	\$ 0.00	0	

Please enter any comments you might have about the data you are submitting or your establishment.



## Review Your Online Data

1. Click the **Edit** button below if you would like to make any changes to the data.

Edit

Job title	Description of duties	Hourly wage rate (part-time or full-time employees)	Annual salary (full-time employees only)	# of employees in this job with this exact wage	Department
Job title 1	Description 1	\$18.00		3	Department 1
Job title 2	Description 2		\$180,000.00	2	Department 2

## Total Employment: 5

2. Click the **Save as Excel File** button below to save a copy of this data for your records.

Save As Excel File

3. Click the **Submit Data to BLS** button below, if no changes are required.

Submit Data to BLS

If you have questions or comments, [contact your state agency](#) or email [oews.helpdesk@bls.gov](mailto:oews.helpdesk@bls.gov)

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IDCF Number: **008888888888**

Your data have been received by BLS on **Apr 15, 2022 at 12:06:43 PM EDT**.

## Thank You!

Thank you for completing the Occupational Employment and Wage Statistics report. You have submitted data successfully.

An email confirming your data submission has been sent to the address provided. You may also want to print this page for your records.

[Download a copy of my data](#)

[Report for another IDCF number](#)

[Learn more about the Occupational Employment and Wage Statistics program](#)

[Ask a question or submit feedback](#)

If you have questions or comments, [contact your state agency](#) or email [oews.helpdesk@bls.gov](mailto:oews.helpdesk@bls.gov)

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