Occupational Employment and Wage Statistics (OEWS) Report

Instructions

1. Please review the detailed instructions on the second tab before you begin entering your data on this spreadsheet. You can also create or export your own file with the requested information.

2. We are requesting data for every employee who worked during the pay period that included <refer_date>. Report each employee on a separate row, but do not include names or Social Security numbers. Do not report contract workers.

3. Report each employee's job title, a brief description of duties, part-time/full-time status, hourly wage rate or annual salary, weekly hours, hire date, gender, birth year, department, and worksite location in columns A through K. Department and worksite location are optional, but providing this information now can reduce the need for follow-up phone calls.
(You may need to scroll to the right to see all of the columns.)

4. Report hourly wage rates for all part-time employees. Report hourly wage rates or annual salaries for full-time employees. **Please include tips and commissions.**

5. Save your file with your IDCF number in the file name, then go to our   secure data collection site.
Log in with your IDCF number, provide the requested contact and establishment information, then upload the file. The state office will contact you if they have questions about your data.

Thank you for your participation - we can't do this without you!

Job title	Description of duties	Part-time or full-time	Hourly wage rate (part-time or full-time employees)	Annual salary (full-time employees only)	Weekly Hours	Hire date (MM/DD/YYYY)	Gender	Birth year (YYYY)	Department (optional)	Worksite location (optional)
Example: Registered Nurse	Care for ill and injured patients	Full-time		$65,325	40.00	3/15/2022	Female	1985	Clinic	123 Main St.
Example: Certified Nursing Assistant	Provide basic patient care under direction of nursing staff	Full-time	$15.15		37.00	11/30/2020	Male	1994	Clinic	700 Healthcare Blvd
Example: Certified Nursing Assistant	Provide basic patient care under direction of nursing staff	Part-time	$16.30		20.50	1/7/2018	Male	1999	Clinic	700 Healthcare Blvd

OEWS Reporting Instructions

Which employees should I report?

Report employees who worked during the pay period that included **November 12, 2022**.

Report employees working at, or reporting to, the location specified after "Report for" in the mailing a

Report employees who are on paid leave or assigned temporarily to other work locations, including er

Report paid owners and officers of incorporated firms.

What information should I report?

For each of these employees, please report the following information:

Job title

Brief description of duties

Part-time or full-time status

Hourly wage rate (for part-time or full-time employees) or annual salary (for full-time employees only)

Weekly hours

Hire date

Gender

Birth year

Department (optional)

What information should not be reported?

Do not report any of the following employees or information:

Do not report contract workers

Do not report owners or partners of unincorporated firms.

Do not report employee names or Social Security numbers

Do not report annual wages for part-time employees

How should I report 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.

Report an employee as a supervisor if they spend at least 80 percent of their time supervising other er

Example: Report a head cashier as a supervisor of cashiers if they spend more than 80 percent of their

report them as a cashier if they spend less than 80 percent of their time supervising other cashiers.

Report apprentices separately from helpers.

Example: Report an apprentice carpenter as a carpenter but report an employee who helps them as a

How should I report wage rates?

Report hourly wage rates or annual salaries for full-time employees. Report hourly wage rates for part

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, not an approximation.

For employees who earn tips, commissions, or piece-rate payments, calculate their hourly wage rate of

If you are reporting for a school, please see the additional reporting instructions at www.bls.gov/respo

[What should I include when reporting wages? (Definitions of pay terms)](#)

- 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

[What should I exclude when reporting wages? (Definitions of pay terms)](#)

- 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

What if I need more help?

Email OEWSMichigan@idcfmail.bls.gov
or call 866-637-1920