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

Your establishment has been selected to participate in the Occupational Employment and Wage Statistics (OEWS) program, which is conducted by «state_agency» in cooperation with the U.S. Bureau of Labor Statistics. Your participation is essential for developing the highest quality employment and wage data for the citizens of your state.

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>**.

Is this report mandatory?

Yes. «state_mandatory»

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?

There are several ways to provide your data, and 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. If you are reporting for a school, please see the additional school instructions at **www.bls.gov/respondents/oes/ instructions.htm#school**.

- *Online* → Go to **IDCFOEWS.BLS.GOV** and log in using your unique IDCF number, **<sched_num>**. You can fill out our online form, upload your own file, or download an Excel template to fill out.

- *Email* → Send an email with your data and IDCF number to «**state_email**». An Excel template is available at **www.bls.gov/respondents/oes/template.xlsx**. 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.

- *Phone* → Call us at «**state_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»

Completing the Occupational Employment and Wage Statistics (OEWS) Report Online

You are being asked to report the occupation and wage information about the employees at the location specified after "Report for" in the mailing address for the pay period that included **<refer_date>**.

If your establishment has «state_cutoff» or more employees, we recommend uploading a spreadsheet or report from your payroll system. We prefer Excel files (.xlsx), but can accept almost any file format except executable (.exe) files.

> **IMPORTANT: To protect your data, your session will <u>time out</u> if you spend 30 minutes on a page. A warning will appear when five minutes remain. If you do not click "Stay Connected" to extend your session, your data will be lost and you will have to log in again.**
>
> **We do not receive your data until you click "Submit Data to BLS" or "Send" at the end of the process.**

1. Go to **IDCFOEWS.BLS.GOV**. Log in with your unique IDCF number, **<sched_num>**.

2. Follow the instructions to enter your contact information and answer questions about the location specified after "Report for" in the mailing address. You will be directed to either the data entry page or the file upload page based on the size of your establishment. Each page has a link you can use to switch to the other submission method if you would prefer.

3. Enter your occupation and wage data into our online form or select a file to upload.

4. If you entered your data into the online form, you will be able to review your entry and download and save a copy as an Excel file before submitting it. Click "Submit Data to BLS" to complete the submission. You will receive a confirmation email. Please save this email in case there are questions about your submission.

   If you selected a file to upload, click "Send" to submit it. On the next page, click "Continue" to send yourself a confirmation email. Please save this email in case there are questions about your submission.

That's it - you're done! If you have questions or require assistance, please contact us at «**state_email**».

Thank you for your time - employers like you are the ONLY source of this information!

	Job title	Hourly	Annual	Department
SAVE TIME! Create your spreadsheet first! 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**	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

«state_mandatory»