[state\_return\_1]

[state\_return\_2]

[state\_return\_3]

<naics\_code>

<ui\_run>

 <descr>

IDCF # <sched>

<trade\_name or legal\_name>

<contact> <title>

Report for: <rpt\_unit\_descr>

<addr\_line1>

<addr\_line2>

<city> <state\_abbrev> <zip\_code><zip\_ext>

Dear Employer,

We are still waiting for you to complete the Occupational Employment and Wage Statistics (OEWS) Report for the location below. If you have recently responded with employment and wage data, please disregard this letter.

|  |  |  |  |
| --- | --- | --- | --- |
| Establishment name | Reporting unit description | Estimated employment | Address |
| <trade\_name> | <rpt\_unit\_descr> | <bmk\_empl> | <addr\_line1><city> <state> <zip> |

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 in the table below for the pay period that included <refer\_date>.

Are you reporting for a school?

Please see the additional school instructions at www.bls.gov/respondents/oes/instructions.htm#school.

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. OEWS information is used to support education and training decisions to help build a skilled workforce.

How do I provide my information?

· *Online* ***à*** 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 our Excel template.

· *Email* ***à*** Send an email with your data and IDCF number to [state\_email]. BLS encourages respondents to encrypt the attachment and send the password in a separate email. Please do not include sensitive information in the body or text of the email.

· *Phone* ***à*** Call us at [state\_phone]. This is often the fastest method for establishments with fewer than 20 employees.

· *Fax or mail* ***à*** Fill out the form on the last page and fax to [state\_fax] or print and mail to the return address at the top of this letter.

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! We know you are busy and appreciate your help providing this important information!

Sincerely,

[state\_signature\_1]

[state\_signature\_2]

[state\_signature\_3]

Spreadsheet example 1

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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** |
| Forklift operator | Drive forklift in warehouse | $23.40  |   | 2 |
| Forklift operator | Drive forklift in warehouse | $17.05  |   | 10 |
| Warehouse supervisor | Supervise warehouse |   | $58,620  | 1 |
| Webmaster | Maintain website | $28.82  |   | 1 |
| Computer user support | IT support | $18.87  |   | 2 |
| General manager | Manage company |   | $153,230  | 1 |
| Sales manager | Manage sales |   | $140,390  | 1 |
| Bookkeeper | Maintain financial records | $22.20  |   | 1 |

Spreadsheet example 2

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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** |
| Store manager | Manage store |  | $47,992  | 1 |
| Retail salesperson | Sell merchandise | $14.25  |   | 10 |
| Retail salesperson | Sell merchandise | $15.65 |  | 3 |
| Sales manager | Direct sales for entire company |  | $144,354  | 1 |
| Webmaster | Maintain company website | $31.23 |   | 1 |
| Admin assistant | Assist sales manager | $32.68 |  | 1 |

**Occupational Employment and Wage Statistics Report**

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

|  |  |
| --- | --- |
| Company: |  |
| Address: |  |
|   |  |

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

|  |  |
| --- | --- |
| Name: |   |
| Email: |   |
| Phone: |   |

3. Enter the total number of employees during the pay period that included <refer\_date>.

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

NAICS <naics\_code> IDCF # <sched\_num>

<descr>

|  |
| --- |
|   |
|   |
|   |
|   |

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** |
| Human Resources Specialist – Recruit and interview potential new employees | $71,445 | 1 |
| Human Resources Specialist – Recruit and interview potential new employees | $68,050 | 1 |
| Human Resources Assistants – Assist HR department | $25.50 | 3 |
|  1. |   |   |
|  2. |   |   |
|  3. |   |   |
|  4. |   |   |
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|  17. |   |   |