U.S. Department of Labor
Bureau of Labor Statistics
Data Collection Center
dccaddress
dcccity, dccst dcczip
Phone: dccphone

August 24, 2023

Attn: Payroll Manager
Con_Firm
Con_Address
Con_City, Con_State Con_Zipcode

Dear Payroll Manager:

A data collection specialist from the Bureau of Labor Statistics (BLS) will soon telephone to ask your company's help with determining the nation's monthly counts of employment. The person whose name appears below will be the one who will be calling you. The focus of this call will be to gather information about your payroll that includes the 12th day of the month.

The Data Collection Specialist assigned to your business:	**username**
Telephone number:	**userphone**

The call is to explain the reasons for including your company in the production of the nation's employment numbers and answer any questions you might have. We also want to:

- Confirm your business address and location.
- Confirm whether we have the correct state Unemployment Insurance account number (UI#) for your company.
- Ask how frequently employees of your company are paid and whether you have more than one payroll.

Your company was selected as a part of a scientific sample of businesses throughout the United States. The BLS 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 U.S.C. 3572), the information you provide to the BLS **will not be disclosed in identifiable form without your informed consent.**

Thank you in advance for your cooperation. Your assistance in producing this important information about our nation's economy is greatly appreciated.

Sincerely,

signature

dcccntct
Data Collection Center Manager

► **Some Definitions for the Questions on the Next Page That May Be Helpful.**

Column 1 EMPLOYEE COUNT– ALL EMPLOYEES

Total number of persons in this pay group who worked or received pay for any part of the pay period that includes the 12th of the month.

Include:
- Executives and their staff
- Full-time and part-time employees
- Salaried officials of corporations
- Trainees
- Employees on active duty, if receiving pay from employer
- Employees on paid sick leave
- Employees on paid vacation
- Employees on other paid leave

Exclude:
- Outside contractors and their employees
- Pensioners
- Proprietors, owners, or partners of unincorporated firms
- Employees on active duty, if **not** receiving pay from employer
- Employees on leave without pay for entire pay period
- Employees on strike for entire pay period
- Unpaid family members

EMPLOYEE COUNT– CONSTRUCTION WORKERS

Number of "All Employees" defined above who are Construction Workers. "Construction Workers" work at the site of construction, or in shops or yards at jobs ordinarily performed by members of the construction trade. Construction Workers include working supervisors or group leaders who may be "in charge" of some employees, but whose supervisory functions are only incidental to their regular work.

Include:
- Craft employees
- Laborers
- Mechanics
- Heavy equipment operators
- Apprentices
- Helpers

Working in:
- New construction
- Alterations
- Remodeling
- Demolition
- Maintenance
- Repair

Exclude individuals working in:
- Accounting
- Clerical
- Executives
- Finance
- Legal
- Personnel
- Professional
- Purchasing
- Technical

Column 2 WOMEN EMPLOYEE COUNT

Number of "All Employees" defined above who are women.

Column 3 PAYROLL, EXCLUDING COMMISSIONS

Total gross pay earned during the entire pay period. Report separately for All Employees and for Construction Workers.

Report pay **before** employee deductions for:
- Taxes
- FICA (Social Security)
- Health insurance
- Pay deferral plans such as 401K
- Bonds
- Pensions
- Unemployment insurance
- Union dues

Include:
- Wages and salaries
- Paid holidays, vacation, sick leave, and other paid leave
- Incentive pay
- Bonuses paid **each** pay period
- Overtime pay
- Severance, if paid over multiple pay periods

Exclude:
- Commissions
- Annual pay for unused leave
- Awards or bonuses not paid each pay period
- **Employer** contributions to pay such as 401K
- Pay advances, such as vacation pay advances
- Payments "in kind"
- Retroactive or back pay
- Severance, if provided as one payment
- Travel or work-related reimbursements

Column 4 COMMISSIONS

Report separately for "All Employees" and for "Construction Workers."
- Report for the most recent *complete* period for which commissions are available, which might be different from the pay period that includes the 12th. Enter 0 if none paid for the period or pay group.
- *Exclude* base pay, drawing accounts, or basic guarantees.

Column 5 HOURS, INCLUDING OVERTIME

Total number of hours for which employees received pay during the entire pay period. Report separately for All Employees and Construction Workers.
- *Include* overtime; stand-by or reporting time; and hours not worked, but for which employees received pay (holidays, vacations, sick leave, etc.).
- Report hours paid for salaried and commission-only employees based on their standard work week.
- *Do not* convert overtime or other premium hours to straight-time equivalent hours.

► **Information We Have For Your Firm:**

MP   MF   INT

Contact: Attn: Payroll Manager

Report Number: reptnum2

Primary Name
address
city, state zipcode
Tel: **Ext:** con_ext
Fax:

Location: location
UI Number:
Industry Code: naics

Email: email_addr

Your Report Number is: reptnum   Pay Group 1 *paygr1*

► **When your payroll is reported for the pay period that includes the date of <u>mon1_expl 12th</u> we will only ask for answers to these five questions.**

Month		Column 1 **EMPLOYEE COUNT**	Column 2 **WOMEN EMPLOYEE COUNT**	Column 3 **PAYROLL, EXCLUDING COMMISSIONS** (Whole dollars)	Column 4 **COMMISSIONS, PAID AT LEAST ONCE A MONTH** (Whole dollars)	Column 5 **HOURS, INCLUDING OVERTIME** (Whole hours)
Pay period that includes **mon1 12th year1**	All Employees			$	$	
	Construction Workers		Not applicable. Data not collected.	$	$	

► **Each following month, we will call for the pay period that includes the 12th of each month. You can keep a record of what's reported each month below:**

Month		**EMPLOYEE COUNT**	**WOMEN EMPLOYEE COUNT**	**PAYROLL, EXCLUDING COMMISSIONS** (Whole dollars)	**COMMISSIONS, PAID AT LEAST ONCE A MONTH** (Whole dollars)	**HOURS, INCLUDING OVERTIME** (Whole hours)
Pay period that includes **mon2 12th**	All Employees			$	$	
	Construction Workers		Not applicable. Data not collected.	$	$	
mon3 12th	All Employees			$	$	
	Construction Workers		Not applicable. Data not collected.	$	$	
mon4 12th	All Employees			$	$	
	Construction Workers		Not applicable. Data not collected.	$	$	
mon5 12th	All Employees			$	$	
	Construction Workers		Not applicable. Data not collected.	$	$	
mon6 12th	All Employees			$	$	
	Construction Workers		Not applicable. Data not collected.	$	$	

We will send you another form for reporting after mon6_footer year6_footer.

Please keep this form to use when the Data Collection Specialist calls you to complete the survey. Thank You!

Thank you for your help! The Bureau of Labor Statistics (BLS) will use the information you provide in determining the nation's job count as part of the Current Employment Statistics (CES) program.

The CES is the nation's monthly indicator of employment trends. This monthly report of the nation's employment is depended on by the Federal Reserve, government agencies, banks, and others to assess the nation's economy and to help you make decisions about your operations.

On the first Friday of every month major media outlets across the country publish the nation's job count. BLS is responsible for compiling these statistics from information gathered from thousands of firms like yours. This statistic, along with other leading economic indicators produced by BLS provides businesses with information critical in planning for growth and success.

You can find data from the Current Employment Statistics program, along with information from other BLS programs, on our web site, http://www.bls.gov/.

If you have any questions about reporting or the CES program, please contact the Data Collection Specialist listed on page 1 of this form.

Our Frequently Asked Questions page is located at:

http://www.bls.gov/respondents/ces/home.htm.

Your assistance in maintaining the quality of our nation's economic data is greatly appreciated.

U.S. Department of Labor
Bureau of Labor Statistics
Data Collection Center
dccaddress2
dcccity2, dccst2 dcczip2
Phone: dccphone2

BLS

August 24, 2023

Attn: Payroll Manager2
Con_Firm2
Con_Address2
Con_City2, Con_State2 Con_Zipcode2

Dear Payroll Manager:

Due to the presence of more than 1 payroll within your firm, we have created a form to account for the additional employment data —Second Pay Group.

The attached form is to track and submit employment data for your firm's Second Pay Group. Pay Group 2 should represent those employees on an alternative pay schedule than presented on the previous form.

Please keep this form along with the form for Pay Group 1.

If you have any questions, please do not hesitate to contact your interviewer listed on the previous form.

Thank you in advance for your cooperation. Your assistance in producing this important information about our nation's economy is greatly appreciated.

Sincerely,
signature2
dcccntct2
Data Collection Center Manager

▶ **Some Definitions for the Questions on the Next Page That May Be Helpful.**

Column 1 | EMPLOYEE COUNT– ALL EMPLOYEES

Total number of persons in this pay group who worked or received pay for any part of the pay period that includes the 12th of the month.

Include:
- Executives and their staff
- Full-time and part-time employees
- Salaried officials of corporations
- Trainees
- Employees on active duty, if receiving pay from employer
- Employees on paid sick leave
- Employees on paid vacation
- Employees on other paid leave

Exclude:
- Outside contractors and their employees
- Pensioners
- Proprietors, owners, or partners of unincorporated firms
- Employees on active duty, if **not** receiving pay from employer
- Employees on leave without pay for entire pay period
- Employees on strike for entire pay period
- Unpaid family members

EMPLOYEE COUNT– CONSTRUCTION WORKERS

Number of "All Employees" defined above who are Construction Workers. "Construction Workers" work at the site of construction, or in shops or yards at jobs ordinarily performed by members of the construction trade. Construction Workers include working supervisors or group leaders who may be "in charge" of some employees, but whose supervisory functions are only incidental to their regular work.

Include:
- Craft employees
- Laborers
- Mechanics
- Heavy equipment operators
- Apprentices
- Helpers

Working in:
- New construction
- Alterations
- Remodeling
- Demolition
- Maintenance
- Repair

Exclude individuals working in:
- Accounting
- Clerical
- Executives
- Finance
- Legal
- Personnel
- Professional
- Purchasing
- Technical

Column 2 | WOMEN EMPLOYEE COUNT

Number of "All Employees" defined above who are women.

Column 3 | PAYROLL, EXCLUDING COMMISSIONS

Total gross pay earned during the entire pay period. Report separately for All Employees and for Construction Workers.

Report pay **before** employee deductions for:
- Taxes
- FICA (Social Security)
- Health insurance
- Pay deferral plans such as 401K
- Bonds
- Pensions
- Unemployment insurance
- Union dues

Include:
- Wages and salaries
- Paid holidays, vacation, sick leave, and other paid leave
- Incentive pay
- Bonuses paid **each** pay period
- Overtime pay
- Severance, if paid over multiple pay periods

Exclude:
- Commissions
- Annual pay for unused leave
- Awards or bonuses not paid each pay period
- **Employer** contributions to pay such as 401K
- Pay advances, such as vacation pay advances
- Payments "in kind"
- Retroactive or back pay
- Severance, if provided as one payment
- Travel or work-related reimbursements

Column 4 | COMMISSIONS

Report separately for "All Employees" and for "Construction Workers."
- Report for the most recent *complete* period for which commissions are available, which might be different from the pay period that includes the 12th. Enter 0 if none paid for the period or pay group.
- *Exclude* base pay, drawing accounts, or basic guarantees.

Column 5 | HOURS, INCLUDING OVERTIME

Total number of hours for which employees received pay during the entire pay period. Report separately for All Employees and Construction Workers.
- *Include* overtime; stand-by or reporting time; and hours not worked, but for which employees received pay (holidays, vacations, sick leave, etc.).
- Report hours paid for salaried and commission-only employees based on their standard work week.
- *Do not* convert overtime or other premium hours to straight-time equivalent hours.

► **Information We Have For Your Firm:**

MP MF INT

Contact: Attn: Payroll Manager
  Primary Name2
  address2
  city2, state2 zipcode2
Tel: con_tel2 **Ext:** con_ext2
Fax: con_fax2

Report Number: reptnum3
Location: location2
UI Number: UI_Number2
Industry Code: naics2

Email: email_addr2

Your Report Number is: reptnum4   **Pay Group 2** *paygr2*

Month		Column 1 EMPLOYEE COUNT	Column 2 WOMEN EMPLOYEE COUNT	Column 3 PAYROLL, EXCLUDING COMMISSIONS (Whole dollars)	Column 4 COMMISSIONS, PAID AT LEAST ONCE A MONTH (Whole dollars)	Column 5 HOURS, INCLUDING OVERTIME (Whole hours)
Pay period that includes **mon1_2 12th year1_2**	All Employees			$	$	
	Construction Workers		Not applicable. Data not collected.	$	$	

► **Each following month, we will call for the pay period that includes the 12th of each month. You can keep a record of what's reported each month below:**

Month		EMPLOYEE COUNT	WOMEN EMPLOYEE COUNT	PAYROLL, EXCLUDING COMMISSIONS (Whole dollars)	COMMISSIONS, PAID AT LEAST ONCE A MONTH (Whole dollars)	HOURS, INCLUDING OVERTIME (Whole hours)
Pay period that includes **mon2_2 12th**	All Employees			$	$	
	Construction Workers		Not applicable. Data not collected.	$	$	
mon3_2 12th	All Employees			$	$	
	Construction Workers		Not applicable. Data not collected.	$	$	
mon4_2 12th	All Employees			$	$	
	Construction Workers		Not applicable. Data not collected.	$	$	
mon5_2 12th	All Employees			$	$	
	Construction Workers		Not applicable. Data not collected.	$	$	
mon6_2 12th	All Employees			$	$	
	Construction Workers		Not applicable. Data not collected.	$	$	

We will send you another form for reporting after mon6_footer_2 year6_footer_2.

Please keep this form to use when the Data Collection Specialist calls you to complete the survey. Thank You!

Thank you for your help! The Bureau of Labor Statistics (BLS) will use the information you provide in determining the nation's job count as part of the Current Employment Statistics (CES) program.

The CES is the nation's monthly indicator of employment trends. This monthly report of the nation's employment is depended on by the Federal Reserve, government agencies, banks, and others to assess the nation's economy and to help you make decisions about your operations.

On the first Friday of every month major media outlets across the country publish the nation's job count. BLS is responsible for compiling these statistics from information gathered from thousands of firms like yours. This statistic, along with other leading economic indicators produced by BLS provides businesses with information critical in planning for growth and success.

You can find data from the Current Employment Statistics program, along with information from other BLS programs, on our web site, http://www.bls.gov/.

If you have any questions about reporting or the CES program, please contact the Data Collection Specialist listed on page 1 of this form.

Our Frequently Asked Questions page is located at:

http://www.bls.gov/respondents/ces/home.htm.

Your assistance in maintaining the quality of our nation's economic data is greatly appreciated.