Attachment A – Special Enrollment Letter

U.S. Department of Labor
Bureau of Labor Statistics
Data Collection Center
dcc_addr
dcc_city, dcc_state dcc_zip
dccphone

_____

January 1, 2022

Attn: contact
con_firm
address
city, state zip_code

Dear contact:

We are contacting you to request your participation in the monthly Current Employment Statistics (CES) program.

The U.S. Bureau of Labor Statistics (BLS) conducts the CES program. We have worked with establishments like yours to provide businesses and government officials with vital economic information since 1915. This information is used to estimate the nation's count of jobs and is vital in assessing the health of our country's economy.

Every month, CES asks more than 140,000 businesses and government agencies to provide data about their business, so we can provide estimates of employment, hours, and earnings by industry at the national, state, and local levels. **CES has selected the establishment listed below to participate** in this important economic program.

Establishment	Address	State	State Unemployment Insurance (UI) Number	CES Report #
estab_name	street_addr	st	ui_num	report_num

Submit data for this establishment by following one of the options below. You will be asked to provide employment and payroll information for this establishment. This information will be used for statistical purposes only and held in confidence to the full extent permitted by law. For answers to some Frequently Asked Questions, please see the reverse of this page.

Option 1: Report online (_most convenient_)
Visit https://cesdata.bls.gov and enter this establishment's CES report number: report_num to log-in to the online system.

Option 2: Report by phone
If you prefer, you can report for this establishment by calling the number in the box at the right. If we do not hear from you and you choose not to report online, we will contact you by telephone in the next few weeks.

interviewer**, from the CES Data Collection Center in Kansas City, Missouri,** is your data collection specialist. You can reach interviewer at: **1-800-487-9004 x** extension

Frequently Asked Questions (FAQs)

GENERAL

What is the Current Employment Statistics (CES) program?

CES is a statistical program of the U.S. Department of Labor's Bureau of Labor Statistics (BLS) that collects employment and payroll information from over 140,000 businesses and government agencies every month. The program provides detailed industry data on employment (i.e., the number of employees), hours, and employee earnings for the nation, states, and metropolitan areas. You may be familiar with this as the monthly 'Jobs Report,' typically released the first Friday of each month. The CES is authorized by 29 USC 2 and approved by OMB under Control No. 1220-0011.

What information is CES requesting?

CES collects employment, payroll, and hours from establishments in the private sector and Employment only for establishments in the public sector or in education.

Your data help provide business and government officials with vital economic information on our nation's economy. The BLS, its employees, agents, and partner statistical agencies, will use the information that 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 3572), and other applicable Federal laws, your responses will not be disclosed in identifiable form without your informed consent.

How often does CES collect the information?

CES will request the information every month for as long as this establishment remains in our sample. The length of time that your establishment will remain in the CES sample depends on various factors including industry, state, and size of business.

Which pay period is the information for?

CES collects information for the pay period that includes the 12th of the month. For example, if your firm has a weekly payroll, then provide the data only for the weekly payroll that includes the 12th of the month indicated.

Where do I find definitions for the information you are looking for?

When you log into our web reporting site you can click on the column headings on the data entry page to get the definition of the data item. Alternatively, if you choose to report by telephone our data collection specialist can provide definitions by telephone or email.

REPORTING ONLINE

Do I need a user ID or password to submit data online? The only thing you need is your 9-digit CES report number: report_num

Can I enter the link into my preferred search engine to find the page?

You will not be able to find the data reporting site by entering the address into a search engine. The BLS data reporting page is intended only for use by data respondents like you and for security reasons cannot be accessed from a search engine. You will need to enter the web address into the address bar at the top of your browser (https://cesdata.bls.gov).   Note: the website address **DOES NOT** contain "www."

I am having a problem completing the entry online, how do I get help?

Contact your data collection specialist. Their contact information is on the front page of this letter, in a box in the lower right-hand corner. If we don't hear from you, your data collection specialist will call you in the coming weeks.