



## JOB OPENINGS AND LABOR TURNOVER SURVEY

**FOR QUESTIONS CONTACT**  
**ATLANTA DATA COLLECTION CENTER**  
**61 FORSYTH ST SW**  
**SUITE 7T50**  
**ATLANTA, GA 30303**  
**TEL: 1-800-341-4620**  
**EMAIL: [JOLTSWEBHELP@BLS.GOV](mailto:JOLTSWEBHELP@BLS.GOV)**

**REPORTING JOLTS DATA BY EMAIL**  
**TO THE BLS**



**U.S. DEPARTMENT OF LABOR**  
**BUREAU OF LABOR STATISTICS**



**REPORTING JOLTS DATA BY EMAIL**  
**[JOLTSDDCC@BLS.GOV](mailto:JOLTSDDCC@BLS.GOV)**

Email reporting is permitted for respondents who find Email less burdensome than other reporting options. It is especially useful for reporters who provide data for multiple locations. Email has the added advantage of allowing reporters to add attachments with their survey responses.

1. After transitioning to Email Reporting, you will receive an email reminder to report your data to JOLTS@BLS.GOV within the first five business days of the month. Below is an example of the email:

RE: Please report your JANUARY Job Openings and Labor Turnover (JOLTS) data by FEBRUARY 5, 2024 for Case Number: 123456789\*

Dear MS. JANE DOE,

Your Report Number(s): 123456789, 987654321\*\*

Thank you for your continued participation in the Bureau of Labor Statistics Job Openings and Labor Turnover Survey (JOLTS).

Please report your data for JANUARY by FEBRUARY 5, 2024 or at your earliest convenience. Disregard this reminder if you have already reported your data.

If you have any questions or need a new report form, call the JOLTS data collection center at toll-free 1-800-341-4620 or email us at JOLTS@BLS.GOV.

Please send your data to JOLTS@BLS.GOV.

**MONTH: JANUARY**  
**TOTAL EMPLOYMENT:**  
**JOB OPENINGS:**  
**HIRES:**  
**QUITS:**  
**LAYOFFS:**  
**OTHER SEPARATIONS:**  
**TOTAL SEPARATIONS:**

Thank you for your continued help in our ongoing mission to provide high-quality data on the economy.

JOLTS Atlanta Data Collection Center Manager  
1-800-341-4620 ext. 824241  
JOLTS@BLS.GOV

\*THE CASE NUMBER IS INCLUDED IN THE SUBJECT LINE OF THE EMAIL  
\*\*THE REPORT NUMBERS ARE LISTED IN THE BODY OF THE EMAIL, BENEATH THE GREETING.

2. Reply directly to the reminder and either: 1) type your data into the email body, or 2) attach a spreadsheet with your data organized by report number.



3. If the data are not received within the first five business days, you will receive up to two additional reminders. Below is an example of a follow up email:

RE: Please report your JANUARY Job Openings and Labor Turnover (JOLTS) data for Case Number: 123456789 at your earliest convenience

Dear MS. JANE DOE,

Your Report Number(s): 123456789, 987654321

Thank you for your continued participation in the Bureau of Labor Statistics Job Openings and Labor Turnover Survey (JOLTS).

Please report your data for JANUARY at your earliest convenience. Please ignore this reminder if you have already reported your data.

If you have any questions or need a new report form, call the JOLTS data collection center at toll-free 1-800-341-4620 or email us at JOLTS@BLS.GOV.

NOTE THAT IF THERE ARE ANY DISCREPANCIES FOUND IN REPORTED DATA, A REPRESENTATIVE FROM OUR DATA COLLECTION CENTER MAY CONTACT YOU BY PHONE TO CONFIRM OR CLARIFY THE DATA IN QUESTION.