



«state_return_1»
 «state_return_2»
 «state_return_3»

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

<naics_code>
 <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,

About a month ago, we sent you a letter or email requesting your participation in the Occupational Employment and Wage Statistics (OEWS) program. As of this mailing, we have not received your response. The OEWS program is conducted by «state_agency» in cooperation with the U.S. Bureau of Labor Statistics. The information you provide will be used for statistical purposes only, and all identifying information for non-government establishments will be held in strict confidence to the full extent permitted by law.

What information do I need to provide?

We are requesting data for every employee who worked at or reported to the location specified after “Report for” in the mailing address during the pay period that included **November 12, 2023**.

For each of these employees, please report the following:

| | | |
|---------------------------------|-------------------------------------|-------------------------|
| • Job title | • Hourly wage rate or annual salary | • Gender |
| • Brief description of duties | • Weekly hours | • Birth year |
| • Part-time or full-time status | • Hire date | • Department (optional) |

How do I provide my information?

An Excel template is available at www.bls.gov/respondents/oes/templatea.xlsx or you can provide a report from your own payroll or personnel system. An example spreadsheet and instructions for uploading your file are on the next page. Please remove personally identifiable information like employee names or Social Security numbers.

There are two electronic submission options:

- **Online** → Go to **IDCFOWS.BLS.GOV** and log in using your unique IDCF number, <sched_num>. Provide the requested contact and establishment information, then upload your data file.
- **Email** → Send an email with your data file and IDCF number to «state_email». BLS encourages respondents to encrypt email attachments and send the password in a separate email. Please do not include sensitive information in the body of the email.

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 us at <state_phone> or send us an email. For more information, visit www.bls.gov/respondents/oes/a.htm «site_and» «state_site».

Thank you for your time and attention – we appreciate your help.

Sincerely,

«state_signature_1»
 «state_signature_2»
 «state_signature_3»

As a participant in a Bureau of Labor Statistics (BLS) statistical survey, you should be aware that use of electronic transmittal methods in reporting data to the BLS involves certain inherent risks to the confidentiality of those data. Further, you should be aware that responsible electronic transmittal practices employed by the BLS cannot completely eliminate those risks. The BLS is committed to the responsible treatment of confidential information and takes rigorous security measures to protect confidential information in its possession.

Submitting OEWS Data Online

Many companies send us a report from their payroll or personnel system. First, export or create a file with information about the employees who worked at, or reported to, the location specified after “Report for” in the mailing address for the pay period that included **November 12, 2023**. We prefer Excel files (.xlsx), but can accept almost any file format except executable (.exe) files. An example spreadsheet is below.

| Job title | Part-time or full-time | Hourly | Annual | Weekly hours | Hire date | Gender | Birth year | Department |
|-------------------|------------------------|---------|----------|--------------|------------|--------|------------|------------|
| Forklift operator | FT | \$16.00 | | 40 | 09-30-2017 | Female | 1990 | Warehouse |
| Forklift operator | PT | \$12.98 | | 25 | 04-30-2021 | Male | 2000 | Warehouse |
| Forklift operator | FT | \$14.72 | | 35 | 05-23-2022 | Other | 1995 | Warehouse |
| Truck driver | FT | | \$45,000 | 40 | 12-06-2018 | Female | 1982 | Warehouse |
| Webmaster | FT | \$23.24 | | 35 | 11-12-2016 | Male | 1990 | IT |
| IT user support | FT | \$18.87 | | 50 | 08-01-2016 | Female | 1997 | IT |
| General manager | FT | | \$80,000 | 60 | 07-16-2015 | Female | 1979 | Office |
| Bookkeeper | PT | \$17.22 | | 20 | 10-25-2015 | Male | 1965 | Office |

Are you reporting for a school? Please visit www.bls.gov/respondents/oes/a.htm#school for additional instructions.

IMPORTANT: To protect your data, your online session will time out 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 “Send” at the end of the process.

Once your file is ready, upload it on our secure data collection site.

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.
3. Select your data file to upload.
4. Click “Send” to submit your file. 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!

We estimate that the time required to complete this report will vary from 10 minutes to 2 hours, depending on factors such as the size of the establishment. This includes time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing this information. If you have any comments regarding these estimates or any other aspects of this report, including suggestions for reducing this burden, send them to the U.S. Bureau of Labor Statistics, Division of Occupational Employment and Wage Statistics (1220-0042), 2 Massachusetts Ave NE, Suite 2135, Washington, DC 20212. This report is authorized by law 29 U.S.C. §2. We request your cooperation to make the results of this report comprehensive, accurate, and timely. You do not have to complete this questionnaire if it does not display a currently valid OMB control number. Form Approved, O.M.B. No. 1220-0042.

The Bureau of Labor Statistics, its employees, agents, and partner statistical agencies, 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 USC Section 3572) and other applicable Federal laws, your responses will not be disclosed in identifiable form without your informed consent except in the case of state and local governments. The BLS publishes statistical tabulations from this report that may reveal the information reported by state and local governments. Upon request, however, the BLS will hold the information provided by state and local governments on this report in confidence. Per the Federal Cybersecurity Enhancement Act of 2015, Federal information systems are protected from malicious activities through cybersecurity screening of transmitted data.