IDCF # <sched_num>   Est. Emp: <bmk_empl>   <naics_code>
Reference Date: <refer_date> <mailing> <naics_code> <staff_code_1>   <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
- Brief description of duties
- Part-time or full-time status
- Hourly wage rate or annual salary
- Weekly hours
- Hire date
- Gender
- Birth year
- 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 **IDCFOEWS.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»

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 <u>time out</u> 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!