Occupational Employment and Wage Statistics (OEWS) Report

Instructions

1. Enter the total number of employees at this establishment in cell B19.

2. Report the job title and a brief description of duties for each employee who worked during the pay period that included <refer_date>.
Report an employee who works in two or more occupations in the job that requires the highest skill level. If there is no difference in skill, report the employee in the occupation in which they spend the most time.

3. Report each employee's wage rate. For part-time employees, report an hourly wage rate only. For full-time employees, report an hourly wage rate or annual salary. **Please include tips and commissions.** Department and worksite location are optional, but providing this information now can reduce the need for follow up phone calls.

4. **IMPORTANT:** Verify that the sum of reported employees in cell B20 matches the number of employees entered in B19. If the numbers don't match, check that the values in the "# of employees" column are correct. See the tab labeled "# of employees column" for examples.

5. Save this file and go to **HTTPS://IDCFOEWS.BLS.GOV**. Provide the requested contact and establishment information, then upload the file.

TOTAL # OF EMPLOYEES =
SUM OF REPORTED EMPLOYEES = 0

Job title	Description of duties	Hourly wage rate (part-time or full-time employees)	Annual salary (full-time employees only)	# of employees in this job with this exact wage	Department (optional)	Worksite location (optional)
Example: Registered Nurse	Care for ill and injured patients		$65,325	5	Clinic	123 Main St.
Example: Certified Nursing Assistant	Provide basic patient care under direction of nursing staff	$12.30		3	Clinic	700 Healthcare Blvd
Example: Certified Nursing Assistant	Provide basic patient care under direction of nursing staff	$15.15		2	Clinic	700 Healthcare Blvd

Using the # of employees column

Let's say your establishment has three physical therapists, each earning $90,000 per year.

There are two different ways to report them correctly on this template.

Option 1: Report each employee on a separate row

TOTAL # OF EMPLOYEES = 3

SUM OF REPORTED EMPLOYEES = 3

Job title	Annual wage (full-time employees only)	# of employees in this job with this exact wage
Physical therapist	$90,000	1
Physical therapist	$90,000	1
Physical therapist	$90,000	1

YES

Option 2: Report the employees on one row, using the # of employees colur

TOTAL # OF EMPLOYEES = 3

SUM OF REPORTED EMPLOYEES = 3

Job title	Annual wage (full-time employees only)	# of employees in this job with this exact wage
Physical therapist	$90,000	3

YES

DON'T report each employee on a separate row AND enter total # of employees in the # of employees column on each

TOTAL # OF EMPLOYEES = 3

SUM OF REPORTED EMPLOYEES = 9

Job title	Annual wage (full-time employees only)	# of employees in this job with this exact wage
Physical therapist	$90,000	3
Physical therapist	$90,000	3
Physical therapist	$90,000	3

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row

> **NO**