



## Instructions

- Report employees who worked at or reported to the location specified after “Report for” in the mailing address on page 1 during the pay period that included **May 12, 2025**.
- Report employees who are on paid leave or assigned temporarily to other work locations, including employees who are working remotely.
- Report paid owners and officers of incorporated firms.
- **Do not** report contract workers or owners or partners of unincorporated firms.
- If you are reporting for a school, please see the additional reporting instructions at [www.bls.gov/respondents/oes/instructions.htm#school](http://www.bls.gov/respondents/oes/instructions.htm#school).

## Reporting Job Titles

- Report employee job titles according to the work they are doing, not their training.  
*Example:* Report an employee working as a drafter, but trained as an engineer, as a drafter.
- Supervisors who spend at least 80 percent of their time supervising other employees should be reported separately from supervisors or lead workers who spend less than 80 percent of their time supervising others.  
*Example:* Report a head cashier as a supervisor of cashiers if they spend more than 80 percent of their time supervising other cashiers. Report them as a cashier if they spend less than 80 percent of their time supervising other cashiers.
- Report helpers separately from the employees they are helping.  
*Example:* Report carpenter helpers separately from carpenters.

## Reporting Wage Rates

- Report hourly wage rates or annual salaries for full-time employees. Report hourly wage rates for part-time employees. If wage rates are recorded differently, such as by the month, convert them to an hourly wage rate.
- Report each employee’s actual wage rate. Please do not report an average wage rate for all employees in an occupation.
- For employees who earn tips, commissions, or piece-rate payments, calculate their hourly wage rate or annual salary including their base pay plus tips, commissions, or piece rates.
- If two or more employees have the same occupation and the exact same wage rate, enter the number of employees in the “# of employees” column.

### Include when reporting wages

- Base rate
- Commissions
- Tips
- Cost-of-living allowance
- Deadheading pay
- Guaranteed pay
- Hazard pay
- Incentive pay
- Longevity pay
- Piece rate
- Portal-to-portal rate
- Production bonus

### Exclude when reporting wages

- Attendance bonus
- Back pay
- Draw
- Holiday bonus
- Holiday premium pay
- Jury duty pay
- Lodging payments
- Meal payments
- Merchandise discounts
- Nonproduction bonus
- On-call pay
- Overtime pay
- Perquisites
- Profit-sharing payment
- Relocation allowance
- Tuition repayments
- Severance pay
- Shift differential
- Stock bonuses
- Tool allowance
- Uniform allowance

## SAVE TIME!

## Upload a spreadsheet!

Many companies save time by sending us a spreadsheet or report from their payroll system. All we need is a column with job titles and a brief description of duties, a column with hourly wage rates, and a column with annual salaries (for full-time employees only). A column listing department is optional, but helpful, and can reduce the need for follow-up phone calls.

Upload your spreadsheet or other report at

**IDCFOEWS.BLS.GOV**

| Job title         | Hourly  | Annual   | Department |
|-------------------|---------|----------|------------|
| Forklift operator | \$16.00 |          | Warehouse  |
| Forklift operator | \$16.00 |          | Warehouse  |
| Forklift operator | \$12.98 |          | Warehouse  |
| Truck driver      |         | \$45,000 | Warehouse  |
| Webmaster         | \$23.24 |          | IT         |
| IT user support   | \$18.87 |          | IT         |
| General manager   |         | \$80,000 | Office     |
| Logistics manager |         | \$68,140 | Office     |
| Bookkeeper        | \$17.22 |          | Office     |

# Occupational Employment and Wage Statistics Report

1. Make corrections to the company name or address if needed.

Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_

4. If the industry description below is not correct, describe your primary activity in the provided space.

NAICS <naics\_code> IDCF # <sched\_num>  
 <descr>

2. Please fill in the name, title, email address, and phone number of the person we should contact if we have questions.

Name/title: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Phone: \_\_\_\_\_

3. Enter the total number of employees during the pay period that included **May 12, 2025**.

5. List each employee who worked during the pay period that included **May 12, 2025**. Please report online if you need more space.

**Report:**

- Each employee's job title and a brief description of duties
- Exact hourly wage rate or annual salary for each employee
- Employees who work remotely or off-site
- Hourly wage rates for part-time employees

**Do not report:**

- Contract workers
- Employee names or Social Security numbers
- Owners or partners of unincorporated firms
- Annual wages for part-time employees

| Job title and brief description of duties   | Wage rate (hourly or annual) | # of employees in this job with this exact wage rate |
|---|------------------------------|--|
| EXAMPLE: Human Resources Specialist – Recruit and interview potential new employees | \$71,445.00                  | 1  |
| EXAMPLE: Human Resources Specialist – Recruit and interview potential new employees | \$68,050.00                  | 1  |
| EXAMPLE: Human Resources Assistants – Assist HR department                          | \$25.50                      | 3  |
| 1.  |                              |  |
| 2.  |                              |  |
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| 19.   |                              |  |

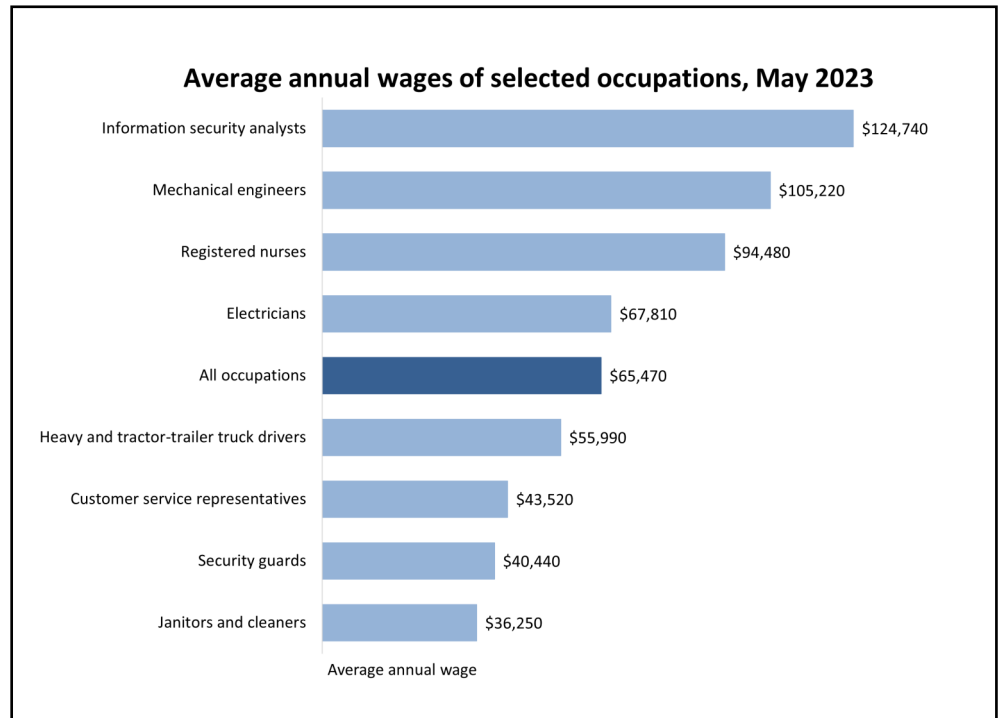


# About Occupational Employment and Wage Statistics (OEWS)

- OEWS publishes total employment levels and average wage rates for over 800 occupations nationwide.
- Data are available by state, metropolitan area and other substate areas, or by industry.
- Your response is strictly confidential per the Confidential Information Protection and Statistical Efficiency Act. The full BLS Confidentiality Pledge is available at [www.bls.gov/bls/confidentiality.htm](http://www.bls.gov/bls/confidentiality.htm).

## OEWS Data Uses

- OEWS data are used to identify employment demands in specific geographic areas or industries.
- Employers use OEWS data to ensure they are paying competitive wages.
- Students, counselors, veteran services organizations, workforce agencies, and job seekers use OEWS wage and employment information for education and career planning.



## More Information about Occupational Employment and Wage Statistics

- Find data for your state at [www.bls.gov/oes/current/oessrcst.htm](http://www.bls.gov/oes/current/oessrcst.htm)
- Find data for your industry at [www.bls.gov/oes/current/oesrci.htm](http://www.bls.gov/oes/current/oesrci.htm)
- Learn more about the OEWS program and see all of the data available at [www.bls.gov/oes](http://www.bls.gov/oes)
- Learn more about reporting for the OEWS program at [www.bls.gov/respondents/oes](http://www.bls.gov/respondents/oes)

«state\_mandatory»

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.

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), 4600 Silver Hill Road, Washington, DC 20212-0002. 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.