

## Attachment A: Flex Enroll Email Sample

Dear **Respondent**:

Thank you for providing **Interviewer** with additional contact information. We want your establishment represented in the **Current Employment Statistics (CES)** program conducted by the **U.S. Department of Labor, Bureau of Labor Statistics**.

### Why is my response important?

- Your response is used as input to measure the health of the U.S. economy.
- The data you provide are used to produce estimates of employment, hours, and earnings by industry and area. These estimates are produced every month and released in the monthly “Jobs Report.”
- For more information about how important your participation is and to ensure our data are accurate, complete, and unbiased, please watch this short [video](#).

### How do I respond?

- **To submit your data online**, visit <https://cesdata.bls.gov>
- Enter your establishment’s CES report number - **report\_num**.
- The information you provide is used for statistical purposes only and held in confidence to the full extent permitted by law.
- Enter employment and payroll information for the pay period that includes the 12<sup>th</sup> of the most current month available for only for the establishment listed below:

**Establishment:** **estab\_name**

**Address:** **street\_addr**

**State:** **st**

**State Unemployment Insurance (UI) Number:** **ui\_num**

**CES Report #:** **report\_num**

### What if I have questions?

- For additional information about the CES program, please see [FAQs](#).
- If you have any questions about CES or submitting your data, please contact **int\_fname** at **888-853-7730** ex: **ext**.

Thank you for your time and cooperation.

Sincerely,

**U.S. Department of Labor**  
**Bureau of Labor Statistics**  
Postal Square Building  
2 Massachusetts Avenue, N.E.  
Washington, DC 20212-0001



## Attachment A: Flex Enroll Email Sample

The Bureau of Labor Statistics (BLS) is committed to the responsible treatment of confidential information and takes rigorous security measures to protect confidential information in its possession. This email contains confidential information. If you believe you are not the intended recipient of this message, please notify the sender and delete this email without disclosing, copying, or further disseminating its contents.

## Frequently Asked Questions (FAQs)

### GENERAL

#### **What is the Current Employment Statistics (CES) program?**

CES is a statistical program of the U.S. Department of Labor's Bureau of Labor Statistics (BLS) that collects employment and payroll information from over 140,000 businesses and government agencies every month. The information is used to produce the nation's monthly Job Report, generally published on the first Friday of the month. The CES is authorized by 29 USC 2 and approved by OMB under Control No. 1220-0011.

#### **Which pay period is the information for?**

CES collects information for the pay period that includes the 12<sup>th</sup> of the month. For example, if your firm has a weekly payroll, then provide the data only for the weekly payroll that includes the 12<sup>th</sup> of the month indicated. When reporting for the first time, please select for the most current month available on the website and report that month's payroll which includes the 12<sup>th</sup> of the month.

#### **What information is CES requesting?**

CES collects employment, payroll, and hours from establishments in the private sector and employment only for establishments in the public sector or in education.

#### **How will CES protect my information?**

The BLS, its employees, agents, and partner statistical agencies, will use the information that 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 3572), and other applicable Federal laws, your responses will not be disclosed in identifiable form without your informed consent.

#### **How often does CES collect the information?**

CES will request the information every month for as long as this establishment remains in our sample. The length of time that your establishment will remain in the CES sample depends on various factors including industry, state, and size of business.

#### **Where do I find definitions for the information you are looking for?**

When you log into our web reporting site, you can click on the column headings on the data entry page to get the definition of the data item.

### REPORTING ONLINE

**Do I need a user ID or password to submit data online?** The only thing you need is your 9-digit CES report number, listed in the email above.

#### **Can I find the link using a search engine?**

You will not be able to find the data reporting site by entering the address into a search engine. The BLS data reporting page is intended only for use by data respondents like you and for security reasons cannot be accessed from a search engine. You will need to enter the web address into the address bar at the top of your browser (<https://cesdata.bls.gov>). Note: the website address **DOES NOT** contain "www."

**Attachment A: Flex Enroll Email Sample**