

## IMPORTANT

**This form requests information about employees on *YOUR* payroll.**

- **Temporary Help Agencies:** Provide information on employment, job openings, hires, and separations with reference to each location shown. Include all employees placed at client sites from this office.
- **Professional Employer Organizations (PEOs):** Provide information on employment, job openings, hires, and separations for each location shown.

Column A

### Total Employment

**for the pay period that includes the 12th of the month.**

Report all persons on your payroll who worked or received pay for the pay period that includes the 12th of the month.

#### INCLUDE:

- Full-time and part-time employees
- Permanent, short-term, and seasonal employees
- Salaried and hourly workers
- Employees on paid vacation or other paid leave

#### DO NOT INCLUDE:

- Employees between paid assignments for the entire pay period
- Proprietors and partners of unincorporated businesses
- Unpaid family workers
- Employees on strike for the entire pay period
- Employees on leave without pay for the entire pay period
- Outside contractors or consultants

Column B

### Job Openings

**on the last business day of the month.**

Report all positions that are open (not filled) on the last business day of the month. A job is open only if it meets all three of these conditions:

- A specific position exists and there is work available for that position. The position can be full-time or part-time, and it can be permanent, short-term, or seasonal, **and**
- The job could start within 30 days, whether or not you find a suitable candidate during that time, **and**
- You are actively recruiting workers, as follows:
  - **Temporary Help Agencies only:** Recruiting is from outside your current employee pool
  - **PEOs only:** Recruiting is from outside each location shown

**What is active recruiting?** Active recruiting means your establishment is taking steps to fill a position. It may include advertising in newspapers, on television, or on radio; posting Internet notices; posting "help wanted" signs; networking or making "word of mouth" announcements; accepting applications; interviewing candidates; or soliciting employees at job fairs, state or local employment offices, or similar sources.

#### DO NOT INCLUDE:

- Positions open only to internal transfers, promotions or demotions, or recall from layoffs
- Openings for positions with start dates more than 30 days in the future
- Positions for which employees have been hired, but the employees have not yet reported for work
- Positions to be filled by outside contractors or consultants

Column C

### Hires and Recalls

**for the entire month.**

Report all additions to your payroll during the month for each location shown.

#### INCLUDE:

- Newly hired and rehired employees
- Full-time and part-time employees
- Permanent, short-term, and seasonal employees
- Employees who were recalled to a job at this location following a layoff (formal suspension from pay status) lasting more than 7 days
- On-call or intermittent employees who returned to work after having been formally separated
- Workers who were hired and separated during the month
- Transfers from other locations

#### DO NOT INCLUDE:

- Transfers or promotions within each location
- Temporary Help Agencies only: Employees being assigned to a different client
- Employees returning from strike
- Outside contractors or consultants

Columns D, E, and F

### Separations

**for the entire month.**

Report all separations from your payroll during the month for each location shown. Report by type of separation.

- **Column D, Quits:** Employees who left voluntarily. Exception: Report retirements or transfers to other locations with Other Separations in Column F.
- **Column E, Layoffs and Discharges:** Involuntary separations initiated by the employer, including:
  - Layoffs with no intent to rehire
  - PEOs only: Layoffs (formal suspensions from pay status) lasting or expected to last more than 7 days. (If the employee was later recalled, also include in the Hires column.)
  - Discharges resulting from mergers, downsizing, or closings
  - Firings or other discharges for cause
  - Terminations of permanent or short-term employees
  - Terminations of seasonal employees (whether or not they are expected to return next season)
- **Column F, Other Separations:** Retirements; transfers to other locations; separations due to employee disability; deaths.

#### DO NOT INCLUDE:

- Transfers within this location
- Employees on strike
- Temporary Help Agencies only: Employees who ended one assignment and will be assigned to a different client
- Outside contractors or consultants

We estimate it will take an average of 10 minutes to complete this form each month, including 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 aspect of this survey, send them to the Bureau of Labor Statistics, 2 Massachusetts Avenue, NE, Room 4840, Washington, DC 20212. You are not required to respond to the collection of information unless it displays a currently valid OMB control number.

# Job Openings and Labor Turnover Report

U.S. Department of Labor



Bureau of Labor Statistics, JOLTS DCC, 61 Forsyth Street SW, Rm 7T50, Atlanta, GA 30303 • Phone: (800) 341-4620 • FAX: (800) 876-2815 • [www.bls.gov](http://www.bls.gov)

This report is authorized by 29 U.S.C.2. Your voluntary cooperation is needed to make the results of this survey comprehensive, accurate, and timely. 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 U.S.C. 3572) and other applicable Federal laws, your responses will not be disclosed in identifiable form without your informed consent. Per the Federal Cybersecurity Enhancement Act of 2015, Federal information systems are protected from malicious activities through cybersecurity screening of transmitted data.

BLS Form No. BLS-1411-FM2  
OMB No. 1220-0170

Ext. FAX

**FAX: 1-800-876-2815**

Your reporting number is:  
Need help with this form? Call 1-800-341-4620.

On each line, provide data for the period indicated for each item. Enter "0" if none. Enter "NA" if data are not available. See the previous page for explanations of the terms below.

| Report for month of<br><br>JOLTS Reporting ID and<br>Establishment:<br>Location | EMPLOYMENT<br>Number of full- or part-time<br>employees who worked or<br>received pay for the pay period<br>that includes the 12th of the<br>month | JOB OPENINGS<br>A job is open if it meets <b>all</b><br><b>three conditions:</b><br>• A specific position exists<br>• Work could start <i>within 30 days</i><br>• You are actively seeking<br>workers from outside each<br>location to fill the position | HIRES<br>A hire is any addition to your<br>payroll, and:<br>• May be a new hire or a<br>previously separated rehire<br>• May be permanent, short-term,<br>or seasonal<br>• May be a recall from layoff | Quits<br>(Except<br>retirements) | SEPARATIONS<br><b>Layoffs and<br/>Discharges</b><br>• Layoffs<br>• Discharges<br>• Terminations<br>of permanent,<br>short-term, or<br>seasonal<br>employees | Other<br>• Retirements<br>• Transfers<br>from each<br>location<br>• Employee<br>disability<br>• Deaths |
|---------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
|                                                                                 | A<br><i>Total Employment for the pay<br/>period that includes the 12th of<br/>the month</i>                                                        | B<br><i>Number of Job Openings on the<br/>last business day of the month</i>                                                                                                                                                                             | C<br><i>Hires and Recalls<br/>for the entire month</i>                                                                                                                                                 | D<br>Quits                       | E<br><i>Layoffs and<br/>Discharges</i>                                                                                                                      | F<br><i>Other<br/>Separations</i>                                                                      |
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