



# OEWS Reporting Instructions

## Reporting instructions for schools

### **Which employees should I report?**

Report employees who worked during the pay period that included **November 12, 2025**.

Report employees who work at or report to the location specified after "Report for" in the mailing address.

Report employees who are on paid leave or assigned temporarily to other work locations, including employees on sabbatical.

Do not report contract workers.

### **What information should I report?**

For each of these employees, please report the following information:

Job title

Wage rate and pay basis (annual, hourly, per credit, etc.)

Fraction of full time worked (for faculty paid on an annual basis who work less than full time)

Department or subject taught (if not included in job title)

Work location (optional)

Number of employees with the same job who are paid the exact same wage rate. Additional instructions for reporting multiple employees with the same job.

Brief description of duties (if available)

### **How should I report wage rates?**

For faculty who work full time, report an annual salary.

For faculty who work less than full time but receive an annual salary, report the salary and the fraction of full time worked.

For adjunct faculty, report their per-credit rate.

For employees who are not educators, report their hourly wage rates. You can report the annual salary for full-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, not an approximation.

### **What information should not be reported?**

Do not report any of the following employees or information:

Do not report contract workers.

Do not report owners or partners of unincorporated firms.

Do not report employee names or Social Security numbers.

Do not report annual wages for part-time employees who are not educators.

### **How should I report job titles?**

Report employee job titles according to the work they are doing, not their training.

*Example:* Report an employee working as a teaching assistant as a teaching assistant, not a professor.

Report an employee as a supervisor if they spend at least 80 percent of their time supervising other employees.

*Example:* Report a head janitor as a supervisor of janitors if they spend more than 80 percent of their time supervising other janitors.

Report them as a janitor if they spend less than 80 percent of their time supervising other janitors.

Report apprentices separately from helpers.

*Example:* Report an apprentice carpenter as a carpenter but report an employee who helps them as a carpenter helper.

### **What if I need more help?**

[Contact your state office](#)

### Using the # of employees column

Let's say a college has three janitors, each earning exactly \$42,725 per year. There are two different ways to report them correctly on this template.

#### Option 1: Report each employee on a separate row

Job title	Wage rate	# of employees in this job with this exact wage
Janitor	\$42,725	1
Janitor	\$42,725	1
Janitor	\$42,725	1

**YES**

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

Job title	Wage rate	# of employees in this job with this exact wage
Janitor	\$42,725	3

**YES**

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

Job title	Annual wage (full-time employees only)	# of employees in this job with this exact wage
Janitor	\$42,725	3
Janitor	\$42,725	3
Janitor	\$42,725	3

nn

enter

each row

**NO**

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