U.S. Department of Labor
Bureau of Labor Statistics
Data Collection Center

Phone: Fax:

January 11, 2017

Dear:

Thank you for your willingness to continue participating in the CES survey. You can use this form for keeping a record of your monthly reports, if you wish.

Your company was selected as a part of a scientific sample of businesses throughout the United States. The BLS 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 (Title 5 of Public Law 107-347), the information you provide to the BLS **will not be disclosed in identifiable form without your informed consent.**

Your assistance in producing this important information about our nation's economy is greatly appreciated.

Sincerely,

Data Collection Center Manager

► Our records show the following information for your firm:

Contact:

Tel: Ext:
Fax:

Report Number:
Location:
UI Number:
Industry Code:

Email:

► Definitions for the Questions on the Next Page

Column 1 EMPLOYEE COUNT – All Workers

Total number of persons in this pay group who worked or received pay for any part of the pay period that includes the 12th of the month.

Include:
- Executives and their staff
- Salaried officials of corporations
- Full-time and part-time workers
- Trainees
- Workers on active duty, if receiving pay from employer
- Workers on paid sick leave
- Workers on paid vacation
- Workers on other paid leave

Exclude:
- Outside contractors and their employees
- Pensioners
- Proprietors, owners, or partners of unincorporated firms
- Workers on active duty, if NOT receiving pay from employer
- Workers on leave without pay for entire pay period
- Workers on strike for entire pay period
- Unpaid family members

EMPLOYEE COUNT – Nonsupervisory Workers

Number of "All Workers" defined above who are not supervisory workers. "Nonsupervisory Workers" includes every employee EXCEPT those whose major responsibility is to supervise, plan, or direct the work of others.

Exclude:
- Department heads
- Executives
- Managers
- Officers
- Superintendents

Column 2 WOMEN EMPLOYEE COUNT

Number of "All Workers" as defined above who are women.

Column 3 PAYROLL, EXCLUDING COMMISSIONS

Total gross pay earned during the entire pay period that includes the 12th of the month. Report separately for "All Workers" and for "Nonsupervisory Workers".

Column 3 (continued)

Report pay BEFORE employee deductions for:
- Taxes
- FICA (Social Security)
- Health insurance
- Pay deferral plans such as 401K
- Bonds
- Pensions
- Unemployment insurance
- Union dues

Include:
- Wages and salaries
- Paid holidays, vacation, sick leave, and other paid leave
- Incentive pay
- Bonuses paid EACH pay period
- Overtime pay
- Tips, if included on W-2s
- Severance, if paid over multiple pay periods

Exclude:
- Commissions
- Annual pay for unused leave
- Awards or bonuses not paid each pay period
- EMPLOYER contributions to pay such as 401K
- Pay advances, such as vacation pay advances
- Payments "in kind"
- Retroactive or back pay
- Severance, if provided as one payment
- Travel or work-related reimbursements

Column 4 COMMISSIONS, PAID AT LEAST ONCE A MONTH

Report separately for "All Workers" and for "Nonsupervisory Workers".
- Report for the most recent *complete* period for which commissions are available, which might be different from the pay period that includes the 12th of the month. Enter 0 if none paid for the period or pay group.
- ***Exclude*** base pay, drawing accounts, or basic guarantees.

Column 5 HOURS, INCLUDING OVERTIME

Total number of hours for which employees received pay during the entire pay period that includes the 12th of the month. Report separately for "All Workers" and "Nonsupervisory Workers".
- ***Include*** overtime; stand-by or reporting time; and hours not worked, but for which workers received pay (holidays, vacations, sick leave, etc.).
- Report hours for salaried and commission-only employees based on their standard work week.
- ***Do not*** convert overtime or other premium hours to straight-time equivalent hours.

Report Number: **Name of Firm:**

Each month report your payroll information for the pay period that includes the 12th of the month. For questions refer to page 2 for the **Column** *definitions or.*

Employees receive pay: **Pay Group 1** **Commissions Pay Group 1**		**Column 1** **EMPLOYEE COUNT**	**Column 2** **WOMEN EMPLOYEE COUNT**	**Column 3** **PAYROLL, EXCLUDING COMMISSIONS** (Whole dollars)	**Column 4** **COMMISSIONS, PAID AT LEAST ONCE A MONTH** (Whole dollars)	**Column 5** **HOURS, INCLUDING OVERTIME** (Whole hours)
Pay period that includes **January 12th 2017**	All Workers			$	$	
	Nonsupervisory Workers		N/A. Data not collected.	$	$	
February 12th 2017	All Workers			$	$	
	Nonsupervisory Workers		N/A. Data not collected.	$	$	
March 12th 2017	All Workers			$	$	
	Nonsupervisory Workers		N/A. Data not collected.	$	$	
April 12th 2017	All Workers			$	$	
	Nonsupervisory Workers		N/A. Data not collected.	$	$	
May 12th 2017	All Workers			$	$	
	Nonsupervisory Workers		N/A. Data not collected.	$	$	
June 12th 2017	All Workers			$	$	
	Nonsupervisory Workers		N/A. Data not collected.	$	$	
July 12th 2017	All Workers			$	$	
	Nonsupervisory Workers		N/A. Data not collected.	$	$	
August 12th 2017	All Workers			$	$	
	Nonsupervisory Workers		N/A. Data not collected.	$	$	
September 12th 2017	All Workers			$	$	
	Nonsupervisory Workers		N/A. Data not collected.	$	$	
October 12th 2017	All Workers			$	$	
	Nonsupervisory Workers		N/A. Data not collected.	$	$	
November 12th 2017	All Workers			$	$	
	Nonsupervisory Workers		N/A. Data not collected.	$	$	
December 12th 2017	All Workers			$	$	
	Nonsupervisory Workers		N/A. Data not collected.	$	$	

Thank you for your help! The Bureau of Labor Statistics (BLS) will use the information you provide in determining the nation's job count as part of the Current Employment Statistics (CES) program.

The CES is the nation's monthly indicator of employment trends. This monthly report of the nation's employment is depended on by the Federal Reserve, government agencies, banks, and others to assess the nation's economy and to help you make decisions about your operations.

On the first Friday of every month major media outlets across the country publish the nation's job count. BLS is responsible for compiling these statistics from information gathered from thousands of firms like yours. This statistic, along with other leading economic indicators produced by BLS provides businesses with information critical in planning for growth and success.

You can find data from the Current Employment Statistics program, along with information from other BLS programs, on our web site, http://www.bls.gov/.

Our Frequently Asked Questions page is located at:

http://www.bls.gov/respondents/ces/home.htm.

Your assistance in maintaining the quality of our nation's economic data is greatly appreciated.

This report is authorized by law 29 U.S.C.2. We request your cooperation 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 of 2002 (Title 5 of Public Law 107-347) and other applicable Federal laws, your responses will not be disclosed in identifiable form without your informed consent.

Please note this report is mandatory in North Carolina, under Section 96-4(i) of the North Carolina Employment Security Law; in Oregon, under the Oregon Revised Statute 657.660; in South Carolina, under Section 41-29-120 of the Code of Laws of South Carolina (for firms employing more than twenty individuals); and in Puerto Rico, under State Law 15, Sections 5, 6 and 15, amended and approved on April 14, 1931.

We estimate that it will take an average of 10 minutes to complete this form each month including time to review instructions, search existing data sources, gather and maintain the necessary data, and complete and review this information. If you have any comments regarding these estimates or any other aspects of this survey, send them to the Bureau of Labor Statistics, Division of Current Employment Statistics (1220-0011), 2 Massachusetts Avenue, NE, Washington, DC 20212. You are not required to respond to the collection of information unless it displays a currently valid OMB control number. Form Approved OMB No. 1220-0011.

U.S. Department of Labor
Bureau of Labor Statistics
Data Collection Center

Phone: Fax:

January 11, 2017

Dear:

Due to the presence of more than 1 payroll within your firm, we have created a form to account for the additional employment data —Second Pay Group.

The attached form is to track and submit employment data for your firm's Second Pay Group. Pay Group 2 should represent those employees on an alternative pay schedule than presented on the previous form.

Please keep this form along with the form for Pay Group 1.

Thank you in advance for your cooperation. Your assistance in producing this important information about our nation's economy is greatly appreciated.

Sincerely,

Data Collection Center Manager

► Our records show the following information for your firm:

Contact:	**Report Number:**
	Location:
	UI Number:
	Industry Code:
Tel: **Ext:**	
Fax:	**Email:**

► Definitions for the Questions on the Next Page

Column 1 EMPLOYEE COUNT – All Workers

Total number of persons in this pay group who worked or received pay for any part of the pay period that includes the 12th of the month.

Include:
- Executives and their staff
- Salaried officials of corporations
- Full-time and part-time workers
- Trainees
- Workers on active duty, if receiving pay from employer
- Workers on paid sick leave
- Workers on paid vacation
- Workers on other paid leave

Exclude:
- Outside contractors and their employees
- Pensioners
- Proprietors, owners, or partners of unincorporated firms
- Workers on active duty, if NOT receiving pay from employer
- Workers on leave without pay for entire pay period
- Workers on strike for entire pay period
- Unpaid family members

EMPLOYEE COUNT – Nonsupervisory Workers

Number of "All Workers" defined above who are not supervisory workers. "Nonsupervisory Workers" includes every employee EXCEPT those whose major responsibility is to supervise, plan, or direct the work of others.

Exclude:
- Department heads
- Executives
- Managers
- Officers
- Superintendents

Column 2 WOMEN EMPLOYEE COUNT

Number of "All Workers" as defined above who are women.

Column 3 PAYROLL, EXCLUDING COMMISSIONS

Total gross pay earned during the entire pay period that includes the 12th of the month. Report separately for "All Workers" and for "Nonsupervisory Workers".

Column 3 (continued)

Report pay BEFORE employee deductions for:
- Taxes
- FICA (Social Security)
- Health insurance
- Pay deferral plans such as 401K
- Bonds
- Pensions
- Unemployment insurance
- Union dues

Include:
- Wages and salaries
- Paid holidays, vacation, sick leave, and other paid leave
- Incentive pay
- Bonuses paid EACH pay period
- Overtime pay
- Tips, if included on W-2s
- Severance, if paid over multiple pay periods

Exclude:
- Commissions
- Annual pay for unused leave
- Awards or bonuses not paid each pay period
- EMPLOYER contributions to pay such as 401K
- Pay advances, such as vacation pay advances
- Payments "in kind"
- Retroactive or back pay
- Severance, if provided as one payment
- Travel or work-related reimbursements

Column 4 COMMISSIONS, PAID AT LEAST ONCE A MONTH

Report separately for "All Workers" and for "Nonsupervisory Workers".
- Report for the most recent *complete* period for which commissions are available, which might be different from the pay period that includes the 12th of the month. Enter 0 if none paid for the period or pay group.
- ***Exclude*** base pay, drawing accounts, or basic guarantees.

Column 5 HOURS, INCLUDING OVERTIME

Total number of hours for which employees received pay during the entire pay period that includes the 12th of the month. Report separately for "All Workers" and "Nonsupervisory Workers".
- ***Include*** overtime; stand-by or reporting time; and hours not worked, but for which workers received pay (holidays, vacations, sick leave, etc.).
- Report hours for salaried and commission-only employees based on their standard work week.
- ***Do not*** convert overtime or other premium hours to straight-time equivalent hours.

Pay Group 2

Report Number: **Name of Firm:**

Each month report your payroll information for the pay period that includes the 12th of the month. For questions refer to page 2 for the **Column** *definitions or.*

Employees receive pay: Pay Group 2 Commissions Group 2		Column 1 EMPLOYEE COUNT	Column 2 WOMEN EMPLOYEE COUNT	Column 3 PAYROLL, EXCLUDING COMMISSIONS (Whole dollars)	Column 4 COMMISSIONS, PAID AT LEAST ONCE A MONTH (Whole dollars)	Column 5 HOURS, INCLUDING OVERTIME (Whole hours)
Pay period that includes **January 12th 2017**	All Workers			$	$	
	Nonsupervisory Workers		N/A. Data not collected.	$	$	
February 12th 2017	All Workers			$	$	
	Nonsupervisory Workers		N/A. Data not collected.	$	$	
March 12th 2017	All Workers			$	$	
	Nonsupervisory Workers		N/A. Data not collected.	$	$	
April 12th 2017	All Workers			$	$	
	Nonsupervisory Workers		N/A. Data not collected.	$	$	
May 12th 2017	All Workers			$	$	
	Nonsupervisory Workers		N/A. Data not collected.	$	$	
June 12th 2017	All Workers			$	$	
	Nonsupervisory Workers		N/A. Data not collected.	$	$	
July 12th 2017	All Workers			$	$	
	Nonsupervisory Workers		N/A. Data not collected.	$	$	
August 12th 2017	All Workers			$	$	
	Nonsupervisory Workers		N/A. Data not collected.	$	$	
September 12th 2017	All Workers			$	$	
	Nonsupervisory Workers		N/A. Data not collected.	$	$	
October 12th 2017	All Workers			$	$	
	Nonsupervisory Workers		N/A. Data not collected.	$	$	
November 12th 2017	All Workers			$	$	
	Nonsupervisory Workers		N/A. Data not collected.	$	$	
December 12th 2017	All Workers			$	$	
	Nonsupervisory Workers		N/A. Data not collected.	$	$	

Thank you for your help! The Bureau of Labor Statistics (BLS) will use the information you provide in determining the nation's job count as part of the Current Employment Statistics (CES) program.

The CES is the nation's monthly indicator of employment trends. This monthly report of the nation's employment is depended on by the Federal Reserve, government agencies, banks, and others to assess the nation's economy and to help you make decisions about your operations.

On the first Friday of every month major media outlets across the country publish the nation's job count. BLS is responsible for compiling these statistics from information gathered from thousands of firms like yours. This statistic, along with other leading economic indicators produced by BLS provides businesses with information critical in planning for growth and success.

You can find data from the Current Employment Statistics program, along with information from other BLS programs, on our web site, http://www.bls.gov/.

Our Frequently Asked Questions page is located at:

http://www.bls.gov/respondents/ces/home.htm.

Your assistance in maintaining the quality of our nation's economic data is greatly appreciated.

This report is authorized by law 29 U.S.C.2. We request your cooperation 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 of 2002 (Title 5 of Public Law 107-347) and other applicable Federal laws, your responses will not be disclosed in identifiable form without your informed consent.

Please note this report is mandatory in North Carolina, under Section 96-4(i) of the North Carolina Employment Security Law; in Oregon, under the Oregon Revised Statute 657.660; in South Carolina, under Section 41-29-120 of the Code of Laws of South Carolina (for firms employing more than twenty individuals); and in Puerto Rico, under State Law 15, Sections 5, 6 and 15, amended and approved on April 14, 1931.

We estimate that it will take an average of 10 minutes to complete this form each month including time to review instructions, search existing data sources, gather and maintain the necessary data, and complete and review this information. If you have any comments regarding these estimates or any other aspects of this survey, send them to the Bureau of Labor Statistics, Division of Current Employment Statistics (1220-0011), 2 Massachusetts Avenue, NE, Washington, DC 20212. You are not required to respond to the collection of information unless it displays a currently valid OMB control number. Form Approved OMB No. 1220-0011.