



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



Phone:  
Fax:

January 16, 2013

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

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(g) (l) of the North Carolina Employment Security Law; in Oregon, under the Oregon Revised Statute 657.660; in Washington, under the Revised Code of Washington sections 50.12.010, 50.12.070, and 50.12.180; and in South Carolina, under Section 41-29-120 of the Code of Laws of South Carolina (for firms employing more than twenty individuals).

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. 1220-0111.

► 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 12<sup>th</sup> of the month.

**Include:**

- Executives and their staff
- Full-time and part-time workers
- Salaried officials of corporations
- 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– PRODUCTION WORKERS**

Number of "All Workers" defined above who are Production Workers. Production Workers include working supervisors or group leaders who may be "in charge" of some employees, but whose supervisory functions are only incidental to their regular work.

**Include individuals working in:**

- Assembling
- Fabricating
- Janitorial activities
- Maintenance or repair
- Materials handling
- Processing
- Product development
- Recordkeeping related to production
- Shipping or receiving
- Storage or warehousing
- Trucking

**Exclude individuals working in:**

- Accounting or finance
- Advertising
- Cafeterias
- Collection and credit
- Executive, professional, or technical positions
- Force account construction
- Legal
- Medical
- Personnel
- Product installation or servicing
- Purchasing
- Recordkeeping *not* related to production
- Sales and delivery

**Column 2** WOMEN EMPLOYEE COUNT

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

**Column 3** PAYROLL, EXCLUDING COMMISSIONS

Total gross pay earned during the entire pay period. Report separately for All Workers and for Production Workers.

**PAYROLL, EXCLUDING COMMISSIONS (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
- 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

Report separately for "All Workers" and for "Production Workers".

- Report for the most recent *complete* period for which commissions are available, which might be different from the pay period that includes the 12<sup>th</sup>. 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. Report separately for All Workers and Production 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.

**Column 6** OVERTIME HOURS

Total number of hours for which employees received overtime premiums because they worked more than their regularly scheduled hours. Report separately for All Workers and Production Workers.

- **Include** Saturday, Sunday, 6<sup>th</sup> day, 7<sup>th</sup> day, and holiday hours.
- **Exclude** shift differential, hazard, incentive, or similar premiums.

Report Number:

Name of Firm:

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

Employees receive pay:		Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
Pay Group 1: Commissions Pay Group 1		EMPLOYEE COUNT	WOMEN EMPLOYEE COUNT	PAYROLL, EXCLUDING COMMISSIONS (Whole dollars)	COMMISSIONS, PAID AT LEAST ONCE A MONTH (Whole dollars)	HOURS, INCLUDING OVERTIME (Whole hours)	OVERTIME HOURS (Whole hours)
Pay period that includes <b>January 12<sup>th</sup> 2013</b>	All Workers			\$	\$		
	Production Workers		N/A. Data not collected.	\$	\$		
<b>February 12<sup>th</sup> 2013</b>	All Workers			\$	\$		
	Production Workers		N/A. Data not collected.	\$	\$		
<b>March 12<sup>th</sup> 2013</b>	All Workers			\$	\$		
	Production Workers		N/A. Data not collected.	\$	\$		
<b>April 12<sup>th</sup> 2013</b>	All Workers			\$	\$		
	Production Workers		N/A. Data not collected.	\$	\$		
<b>May 12<sup>th</sup> 2013</b>	All Workers			\$	\$		
	Production Workers		N/A. Data not collected.	\$	\$		
<b>June 12<sup>th</sup> 2013</b>	All Workers			\$	\$		
	Production Workers		N/A. Data not collected.	\$	\$		
<b>July 12<sup>th</sup> 2013</b>	All Workers			\$	\$		
	Production Workers		N/A. Data not collected.	\$	\$		
<b>August 12<sup>th</sup> 2013</b>	All Workers			\$	\$		
	Production Workers		N/A. Data not collected.	\$	\$		
<b>September 12<sup>th</sup> 2013</b>	All Workers			\$	\$		
	Production Workers		N/A. Data not collected.	\$	\$		
<b>October 12<sup>th</sup> 2013</b>	All Workers			\$	\$		
	Production Workers		N/A. Data not collected.	\$	\$		
<b>November 12<sup>th</sup> 2013</b>	All Workers			\$	\$		
	Production Workers		N/A. Data not collected.	\$	\$		
<b>December 12<sup>th</sup> 2013</b>	All Workers			\$	\$		
	Production Workers		N/A. Data not collected.	\$	\$		



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January 16, 2013

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.

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## Pay Group 2

**Report Number:**
**Name of Firm:**

Each month report your payroll information for the pay period that includes the 12<sup>th</sup> of the month. For questions refer to page 7 for the **Column** definitions or.

Employees receive pay:		Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
Pay Group 2 Commissions Pay Group 2		EMPLOYEE COUNT	WOMEN EMPLOYEE COUNT	PAYROLL, EXCLUDING COMMISSIONS (Whole dollars)	COMMISSIONS, PAID AT LEAST ONCE A MONTH (Whole dollars)	HOURS, INCLUDING OVERTIME (Whole hours)	HOURS, INCLUDING OVERTIME (Whole hours)
Pay period that includes <b>January 12<sup>th</sup> 2013</b>	All Workers			\$	\$		
	Production Workers		N/A. Data not collected.	\$	\$		
<b>February 12<sup>th</sup> 2013</b>	All Workers			\$	\$		
	Production Workers		N/A. Data not collected.	\$	\$		
<b>March 12<sup>th</sup> 2013</b>	All Workers			\$	\$		
	Production Workers		N/A. Data not collected.	\$	\$		
<b>April 12<sup>th</sup> 2013</b>	All Workers			\$	\$		
	Production Workers		N/A. Data not collected.	\$	\$		
<b>May 12<sup>th</sup> 2013</b>	All Workers			\$	\$		
	Production Workers		N/A. Data not collected.	\$	\$		
<b>June 12<sup>th</sup> 2013</b>	All Workers			\$	\$		
	Production Workers		N/A. Data not collected.	\$	\$		
<b>July 12<sup>th</sup> 2013</b>	All Workers			\$	\$		
	Production Workers		N/A. Data not collected.	\$	\$		
<b>August 12<sup>th</sup> 2013</b>	All Workers			\$	\$		
	Production Workers		N/A. Data not collected.	\$	\$		
<b>September 12<sup>th</sup> 2013</b>	All Workers			\$	\$		
	Production Workers		N/A. Data not collected.	\$	\$		
<b>October 12<sup>th</sup> 2013</b>	All Workers			\$	\$		
	Production Workers		N/A. Data not collected.	\$	\$		
<b>November 12<sup>th</sup> 2013</b>	All Workers			\$	\$		
	Production Workers		N/A. Data not collected.	\$	\$		
<b>December 12<sup>th</sup> 2013</b>	All Workers			\$	\$		
	Production Workers		N/A. Data not collected.	\$	\$		