What this report is about: This form asks for information about the occupations and wage ranges of the employees described in Item 3 below. Please complete Items 1 through 5 on this page. Next, please provide the information requested beginning on page 1 for the employees who worked during or received pay for the pay period that included the reference date in Item 3, printed directly above your establishment name. The instructions on pages ii and iii explain how to provide the information.
Please see our website at http://www.b/s.gov/OES for more information on the OES Program, including a display of national, state and metropolitan area employment and wage estimates by occupation.

1 Which of the following options describes the status of the location(s) in Item 3 as of the reference date also printed in Item 3?Operating: Go to item 2.Temporarily closed during the reference period: Report data only for employees paid for work during the reference period. If no employees worked for pay, report " 0 " in section 4 of this page and return the form in the reply envelope provided.Permanently out of business as of $\qquad$ : Return the form to the address at the top.Sold or merged: Enter the new name and address below, then go to item 2.

レ
New Name:
This form asks for information about the employees described below. Our estimate of employment for these employees appears at the top right corner of the label. Please make any needed address corrections.
$\square$

How many employees, both full and part-time, worked at this location(s) during the pay period that included the reference date printed in Item 3?

Enter the number here.

## Include

- Full or part-time paid workers
- Workers on paid leave
- Workers assigned temporarily to other units
- Incorporated firms - paid owners, officers, and staff
$\square$


## Do Not Include

- Contractors and temporary agency employees not on your payroll
- Unpaid family workers
- Workers on unpaid leave
- Unincorporated firms - proprietors, owners, and partners
- Workers not covered by unemployment insurance
Do all employees reported above work at one location?

$\square$ No...Enter number of locations
[
$\qquad$
$\square$
5 Please tell us who to contact if we have questions about your data. Name:
Title: $\qquad$
Phone: (____)
E-mail address:

USE ONLY
$\square$

## Instructions for Reporting by Occupation

- Report employees in the occupations in which they are working, not necessarily in occupations for which they have been trained.
For example: An employee trained as an engineer, but working as a drafter, should be reported as a drafter.
- Report each employee only once in the occupation that requires the highest level of skill if the employee performs work in two or more occupations. If there is no measurable difference in skill requirements, report employees in the occupation in which they spend the most time.
- Use the description of duties along with the job titles to determine where to place employees. Do not rely on job titles alone.
- Report apprentices and trainees in the job for which they are being trained. Report helpers separately because they are not in training for the occupation they are helping.
- Report part-time workers in the job they perform.
- Professionals who directly supervise other workers in professional occupations should be classified in the same occupation as the workers they supervise.
For example, a drafter that supervises other drafters is classified as a drafter.
- Workers in Service, Sales, Office and Administrative, Forestry and Farming, Production, Maintenance, and Transportation occupations who spend 80 percent or more of their time performing supervisory duties should be reported as supervisors. Workers with supervisory duties who spend less than 80 percent of their time supervising should be reported with the workers they supervise.


## For all employees:

- Please use the hourly and annual wage rate categories to report employees. If wages are not recorded by hour or year (bi-weekly, or monthly for example), convert them into an hourly wage rate.
- For part-time workers, please report the specific hourly wage rate, not an average.
- For tip, commission, and piece-rate workers, please estimate the earnings (base pay plus tips, commissions, or piece rates), and report the appropriate wage.
- For salaried workers who do not work a standard 2080 hours per year ( 40 hours per week), please report wages on an hourly basis. For workers who are paid an annual salary by contract, such as Airline Pilots, report their annual salary.
- Include and/or exclude from pay as follows:


## Include as pay

- Base Rate
- Commissions
- Tips
- Deadheading Pay
- Guaranteed Pay
- Hazard Pay
- Incentive Pay
- Longevity Pay
- Piece Rate
- Portal-to-Portal Rate
- Production Bonus
- Cost-of-Living Allowance

Exclude as pay

- Attendance Bonus
- Relocation Allowance
- Back Pay
- Tuition Repayments
- Draw
- Holiday Bonus
- Severance Pay
- Shift Differential
- Holiday Premium Pay
- Stock Bonuses
- Jury Duty Pay
- Lodging Payments
- Tool Allowance
- Meal Payments
- Weekend Pay
- Merchandise Discounts
- Nonproduction Bonus
- On-call Pay
- Overtime Pay
- Perquisites
- Profit Sharing Payment

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. This report is authorized by law, 29 U.S.C. §2. Your voluntary cooperation is needed to make the results of this report comprehensive, accurate, and timely.
*We estimate that it will vary from 30 minutes to 6 hours to complete this report, depending on such factors as the size of the establishment. This includes 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 aspects of this report, including suggestions for reducing this burden, send them to the U.S. Bureau of Labor Statistics, Division of Occupational Employment Statistics (1220-0042), 2 Massachusetts Avenue NE, Suite 2135, Washington, DC 20212. Please do not return your questionnaire to this address. Use the enclosed preaddressed envelope or the address provided at the top of the first page to return your completed questionnaire. You do not have to complete this questionnaire if it does not display a currently valid OMB control number.

## Instructions for Completing the Report

On the following pages you will find the Occupational Employment Report. Please refer to the example below and the guidelines on page ii for instructions on how to complete the form. If you have employees whose occupations are not found in the list provided, please use the supplemental pages at the end of this report. Please write each unique occupational title on a separate line along with a short description of duties, the number of employees in each wage category, and the total employment for each occupation.

|  | OCCUPATIONAL TITLE AND DESCRIPTION OF DUTIES | NUMBER OF EMPLOYEES IN SELECTED WAGE RANGES (REPORT PART-TIME WORKERS ACCORDING TO AN HOURLY RATE) |  |  |  |  |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  | A | B | C | D | E | F | G | H | I | J | K | L | T |
|  | $\begin{array}{\|c} \hline \text { Hourly (part- } \\ \text { time or full- } \\ \text { time) } \end{array}$ | under <br> $\$ 9.25$ | $\begin{gathered} \$ 9.25- \\ 11.49 \end{gathered}$ | $\begin{gathered} \$ 11.50- \\ 14.49 \end{gathered}$ | $\left.\begin{gathered} \$ 14.50- \\ 18.24 \end{gathered} \right\rvert\,$ | $\begin{gathered} \$ 18.25- \\ 22.74 \end{gathered}$ | $\begin{gathered} \$ 22.75- \\ 28.74 \end{gathered}$ | $\left\|\begin{array}{c} \$ 28.75- \\ 35.99 \end{array}\right\|$ | $\begin{gathered} \$ 36.00- \\ 45.24 \end{gathered}$ | $\begin{gathered} \$ 45.25- \\ 56.99 \end{gathered}$ | $\begin{gathered} \$ 57.00- \\ 71.49 \end{gathered}$ | $\begin{gathered} \$ 71.50- \\ 89.99 \end{gathered}$ | $\begin{aligned} & \$ 90.00 \\ & \text { and over } \end{aligned}$ | TOTAL |
|  | Annual Salary (full-time only) | $\begin{array}{\|c} \text { under } \\ \$ 19,240 \end{array}$ | $\left\|\begin{array}{r} \$ 19,240 \\ 23,919 \end{array}\right\|$ | $\left\|\begin{array}{r} \$ 23,920- \\ 30,159 \end{array}\right\|$ | $\left.\begin{array}{r} \$ 30,160 \\ 37,959 \end{array} \right\rvert\,$ | $-\begin{array}{r} \$ 37,960 \\ 47,319 \end{array}$ | $\begin{array}{r} \$ 47,320 \\ 59,799 \end{array}$ | $\begin{gathered} \$ 59,800- \\ 74,879 \end{gathered}$ | $\begin{array}{r} \$ 74,880 \\ 94,119 \end{array}$ | $\left\|\begin{array}{c} \$ 94,120 \\ 118,559 \end{array}\right\|$ | $\begin{array}{r} \$ 118,560 \\ 148,719 \end{array}$ | $\begin{array}{\|} \$ 148,720 \\ 187,199 \end{array}$ | \$187,200 and over | EMPLOYMENT |
|  | Accountants and Auditors - Examine, analyze, and interpret counting records for the purpose of giving advice or preparing statements. <br> 13-2011 |  |  |  |  | $\rightarrow$ |  |  |  |  |  |  |  | $6$ | definition to determine which occupations are found in your establishment.

2 For each occupation that is found in your establishment, write in the number of workers in this occupation, based on their wages. For example, there are six Accountants in your establishment. One is part-time, working 20 hours a week, and earns $\$ 12,480$ per year; and five are full-time: two earn $\$ 32,000$ per year, and three earn $\$ 46,000$. Calculate an hourly wage for the part-time worker by dividing the annual wage by the number of hours worked; $20 \mathrm{hrs} \times 52$ weeks = $1040 \mathrm{hrs} / \mathrm{yr}, \$ 12480 / 1040 \mathrm{hrs}=$ $\$ 12 / \mathrm{hr}$. Write "1" in column C. For the full-time workers, use their annual wage: write " 2 " in column D and " 3 " in column E .

3 Add up the total number of workers in this occupation and write the figure in the Total Employment column, making sure the total agrees with your records.

| OCCUPATIONAL TITLE AND DESCRIPTION OF DUTIES |  | NUMBER OF EMPLOYEES IN SELECTED WAGE RANGES (Report Part-time Workers According to an Hourly Rate) |  |  |  |  |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  | A | B | c | D | E | F | G | H | 1 | J | K | L | T |
|  | Hourly (part-time or full-time or full-time) | $\begin{aligned} & \text { under } \\ & 99.25 \end{aligned}$ | $\begin{array}{\|l\|} \hline \$ 9.25- \\ 111.49 \end{array}$ | $\begin{array}{r} \$ 11.50- \\ 14.49 \\ \hline \end{array}$ | $\begin{array}{\|r\|} \hline \$ 14.50- \\ 18.24 \\ \hline \end{array}$ | $\begin{array}{\|c\|} \hline \$ 18.25- \\ 22.74 \\ \hline \end{array}$ | $\begin{array}{\|c} \$ 22.75- \\ 28.74 \end{array}$ | $\begin{array}{\|r\|} \hline \$ 28.75- \\ 35.99 \end{array}$ | $\begin{array}{\|c\|} \hline \$ 36.00- \\ 45.24 \\ \hline \end{array}$ | $\begin{gathered} \$ 45.25- \\ 56.99 \\ \hline \end{gathered}$ | $\begin{array}{\|c} \$ 57.00- \\ 71.49 \\ \hline \end{array}$ | $\begin{array}{\|c\|} \hline \$ 71.50-90 \\ 899.99 \end{array}$ | $\begin{array}{\|c\|} \hline \$ 90.00 \\ \text { and over } \end{array}$ | Total |
|  | Annual Salary (full-time only) | $\begin{array}{\|l\|} \hline \text { under } \\ \$ 19,240 \end{array}$ | $\begin{aligned} & \$ 19,240 \\ & 2,919 \end{aligned}$ | $\begin{array}{r} \$ 23,920 \\ 30,159 \\ \hline \end{array}$ | $\begin{gathered} \$ 30,160 \\ 37,959 \end{gathered}$ | $\begin{array}{r} \begin{array}{r} \$ 37,960 \\ 47,319 \end{array} \end{array}$ | $\begin{gathered} 547,320 \\ 59,799 \end{gathered}$ | $\begin{gathered} 559,800 \\ 74,879 \end{gathered}$ | $\begin{array}{r} \$ 74,880 \\ 94,119 \\ \hline \end{array}$ | $\begin{array}{r} \$ 94,120 \\ 118,559 \end{array}$ | $\begin{array}{r} \$ 118,560 \\ -148,719 \end{array}$ | $\begin{gathered} \$ 148,720 \\ -187,199 \end{gathered}$ | $\begin{array}{\|l} \$ 187,200 \\ \text { and over } \end{array}$ | Employment |

## Management Occupations

(Managers in this section generally have other managers/supervisors reporting to them.)




## OCCUPATIONAL TITLE AND DESCRIPTION OF DUTIES

NUMBER OF EMPLOYEES IN SELECTED WAGE RANGES
(Report Part-time Workers According to an Hourly Rate)

## Network and Computer Systems Administrators -

Install, configure, and support an organization's local area network (LAN), wide area network (WAN), and Internet systems or segment of a system. Ensure network availability. May monitor and test Web site performance. May assist in network modeling, analysis, planning, and coordination between network and data communications hardware and software. May supervise computer user support specialists and computer network support specialists. May administer network security measures.


Architecture and Engineering Occupations




## OCCUPATIONAL TITLE AND DESCRIPTION OF DUTIES

NUMBER OF EMPLOYEES IN SELECTED WAGE RANGES
(Report Part-time Workers According to an Hourly Rate)

|  | (Report Part-time Workers According to an Houriy Rate) |  |  |  |  |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | A | B | C | D | E | F | G | H | 1 | J | K | L | T |
| Hourly (part-time or full-time) | $\begin{aligned} & \text { under } \\ & \$ 9.25 \end{aligned}$ | $\begin{array}{r} \$ 9.25-11.49 \end{array}$ | $\begin{array}{r} \hline \$ 11.50- \\ 14.49 \\ \hline \end{array}$ | $\begin{gathered} \$ 14.50- \\ 18.24 \end{gathered}$ | $\begin{gathered} \$ 18.25- \\ 22.74 \end{gathered}$ | $\begin{gathered} \$ 22.75- \\ 28.74 \end{gathered}$ | $\begin{gathered} \$ 28.75- \\ 35.99 \end{gathered}$ | $\begin{gathered} \$ 36.00- \\ 45.24 \end{gathered}$ | $\begin{gathered} \$ 45.25- \\ 56.99 \end{gathered}$ | $\begin{gathered} \$ 57.00- \\ 71.49 \end{gathered}$ | $\begin{gathered} \$ 71.50- \\ 89.99 \end{gathered}$ | $\begin{gathered} \$ 90.00 \\ \text { and over } \end{gathered}$ | otal |
| Annual Salary (full-time only) | $\begin{gathered} \text { under } \\ \$ 19,240 \end{gathered}$ | $\begin{array}{\|r\|} \hline \$ 19,240 \\ 23,919 \\ \hline \end{array}$ | $\begin{array}{\|} \$ 23,920 \\ 30,159 \\ \hline \end{array}$ | $\begin{array}{r} \$ 30,160 \\ 37,959 \\ \hline \end{array}$ | $\begin{array}{\|r\|} \hline \$ 37,960- \\ 47,319 \\ \hline \end{array}$ | $\begin{array}{\|r\|} \hline \$ 47,320 \\ 59,799 \\ \hline \end{array}$ | $\begin{array}{\|} \hline \$ 59,800 \\ 74,879 \\ \hline \end{array}$ | $\begin{array}{\|r\|} \hline \$ 74,880 \\ 94,119 \\ \hline \end{array}$ | $\begin{array}{\|} \hline \$ 94,120 \\ 118,559 \\ \hline \end{array}$ | $\begin{array}{\|r\|} \hline \$ 118,560 \\ -148,719 \\ \hline \end{array}$ | $\begin{array}{\|c\|} \hline \$ 148,720 \\ -187,199 \\ \hline \end{array}$ | $\begin{aligned} & \$ 187,200 \\ & \text { and over } \end{aligned}$ | Employment |

## Office and Administrative Support Occupations




## OCCUPATIONAL TITLE AND DESCRIPTION OF DUTIES

NUMBER OF EMPLOYEES IN SELECTED WAGE RANGES
(Report Part-time Workers According to an Hourly Rate)

## Stock Clerks and Order Fillers -

Receive, store, and issue sales floor merchandise, materials, equipment, and other items from stockroom, warehouse, or storage yard to fill shelves, racks, tables, or customers' orders. May mark prices on merchandise and set up sales displays. Excludes "Laborers and Freight, Stock, and Material Movers, Hand," and "Shipping, Receiving, and Traffic Clerks."
43-5081

Weighers, Measurers, Checkers, and Samplers, Recordkeeping Weigh, measure, and check materials, supplies, and equipment for the purpose of keeping relevant records. Duties are primarily clerical by nature. Includes workers who collect and keep record of samples of products or materials. Excludes "Inspectors, Testers, Sorters, Samplers, and Weighers."

43-5111
Executive Secretaries and Executive Administrative Assistants Provide high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. May also train and supervise lower-level clerical staff. Excludes "Secretaries."
43-6011

Secretaries and Administrative Assistants, Except Legal, Medical, and Executive -
Perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining files, or providing information to callers. Excludes legal, medical, and executive secretaries.

## Office Clerks, General -

Perform duties too varied and diverse to be classified in any specific office clerical occupation, requiring knowledge of office systems and procedures. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of answering telephones, bookkeeping, typing or word processing, stenography, office machine operation, and filing.

43-9061










Report additional occupations on supplemental pages at the end of form.

Report additional occupations on supplemental pages at the end of form.

## Instructions for Completing the Supplemental Page

Please use these supplemental pages to report employees whose occupations were not found on the preceding pages. Please write in each unique occupational title, a short description of duties, the number of employees found in each wage column, and the total employment for each occupation. Refer to pages ii and iii for detailed instructions on how to report by occupation, how to determine wages, and how to complete the report.

| OCCUPATIONAL TITLE AND DESCRIPTION OF DUTIES |  | NUMBER OF EMPLOYEES IN SELECTED WAGE RANGES (Report Part-time Workers According to an Hourly Rate) |  |  |  |  |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  | A | B | C | D | E | F | G | H | I | J | K | L | T |
|  | Hourly (part-time or full-time) | $\begin{aligned} & \text { under } \\ & \$ 9.25 \end{aligned}$ | $\begin{aligned} & \$ 9.25- \\ & 11.49 \end{aligned}$ | $\begin{array}{\|c\|} \hline \$ 11.50- \\ 14.49 \end{array}$ | $\begin{array}{r} \hline 14.50 \\ \hline 18.24 \\ \hline \end{array}$ | $\begin{gathered} \$ 18.25- \\ 22.74 \end{gathered}$ | $\begin{array}{r} \$ 22.75 \\ 28.74 \\ \hline \end{array}$ | $\begin{gathered} \$ 28.75- \\ 35.99 \end{gathered}$ | $\begin{gathered} \$ 36.00- \\ 45.24 \end{gathered}$ | $\begin{gathered} \$ 45.25- \\ 56.99 \\ \hline \end{gathered}$ | $\begin{array}{\|c\|} \hline \$ 57.00- \\ 71.49 \end{array}$ | $\begin{gathered} \$ 71.50- \\ 89.99 \end{gathered}$ | $\begin{gathered} \$ 99.00 \\ \text { and over } \end{gathered}$ | Total |
|  | Annual Salary (full-time only) | $\begin{array}{\|} \hline \text { under } \\ \$ 19,240 \end{array}$ | $\begin{array}{r} \$ 19,240 \\ 23,919 \\ \hline \end{array}$ | $\begin{array}{\|c} \$ 23,920 \\ 30,159 \\ \hline \end{array}$ | $\begin{array}{r} \mathbf{\$ 3 0 , 1 6 0} \\ 37,959 \end{array}$ | $\begin{array}{r} \$ 37,960 \\ 47,319 \end{array}$ | $\begin{array}{r} \$ 47,320 \\ 59,799 \\ \hline \end{array}$ | $\begin{gathered} \mathbf{5} 59,800 \\ 74,879 \end{gathered}$ | $\begin{gathered} \mathbf{8 7 4 , 8 8 0} \\ 94,119 \end{gathered}$ | $\begin{aligned} & -894,120 \\ & 118,559 \end{aligned}$ | $\begin{array}{r} \$ 118,560 \\ -148,719 \end{array}$ | $\begin{aligned} & \$ 148,720 \\ & -187,19 \end{aligned}$ | $\begin{aligned} & \$ 187,200 \\ & \text { and over } \end{aligned}$ | Employment |





Total Employment identified on this form

## Instructions for Completing the Supplemental Page

Please use these supplemental pages to report employees whose occupations were not found on the preceding pages. Please write in each unique occupational title, a short description of duties, the number of employees found in each wage column, and the total employment for each occupation. Refer to pages ii and iii for detailed instructions on how to report by occupation, how to determine wages, and how to complete the report. If you need additional space to report the workers in your establishment, please photocopy this page.

| OCCUPATIONAL TITLE AND DESCRIPTION OF DUTIES |  | NUMBER OF EMPLOYEES IN SELECTED WAGE RANGES <br> (Report Part-time Workers According to an Hourly Rate) |  |  |  |  |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  | A | B | c | D | E | F | G | H | 1 | J | K | L | T |
|  | Hourly (part-time or full-time) | $\begin{aligned} & \text { under } \\ & \$ 9.25 \end{aligned}$ | $\begin{aligned} & \$ 9.25- \\ & 11.49 \end{aligned}$ | $\begin{array}{\|c} \hline \$ 11.50- \\ 14.49 \end{array}$ | $\begin{array}{\|r\|} \hline \$ 14.50 \\ 18.24 \\ \hline \end{array}$ | $\begin{array}{\|c\|} \hline \$ 18.25- \\ 22.74 \\ \hline \end{array}$ | $\begin{gathered} \$ 22.75- \\ 28.74 \\ \hline \end{gathered}$ | $\$ 28.750$ | $\begin{array}{\|c\|} \hline \$ 36.00- \\ 45.24 \\ \hline \end{array}$ | $\begin{array}{\|c} \$ 45.25 \\ 56.99 \\ \hline \end{array}$ | $\begin{array}{\|c} \hline 557.00- \\ 71.49 \end{array}$ | $\begin{array}{\|c\|} \hline \$ 71.50- \\ 89.99 \end{array}$ | $\begin{array}{\|c\|} \hline \$ 90.00 \\ \text { and over } \end{array}$ | Total |
|  | Annual Salary (full-time only) | $\begin{gathered} \text { under } \\ \$ 19,240 \end{gathered}$ | $\begin{array}{r} \$ 19,240 \\ 23,919 \\ \hline \end{array}$ | $\begin{array}{r} \mathbf{s} 23,920 \\ 30,159 \\ \hline \end{array}$ | $\begin{array}{r} \mathbf{\$ 3 0 , 1 6 0} \\ 37,959 \end{array}$ | $\begin{array}{r} \$ 37,960 \\ 47,319 \end{array}$ | $\begin{gathered} \$ 47,320 \\ 59,799 \\ \hline \end{gathered}$ | $\begin{array}{\|c} \hline 599,800 \\ 74,879 \\ \hline \end{array}$ | $\begin{array}{\|r\|} \hline \$ 74,880 \\ \hline 94,119 \\ \hline \end{array}$ | $\begin{array}{\|c} -\$ 94,120 \\ 118,559 \end{array}$ | $\begin{array}{\|c} \$ 118,560 \\ -148,719 \\ \hline \end{array}$ | $\begin{array}{\|c\|c\|} \hline \$ 148,720 \\ -187,199 \\ \hline \end{array}$ | $\begin{aligned} & \$ 187,200 \\ & \text { and over } \\ & \hline \end{aligned}$ | Employment |




Total Employment identified on this form

