Occupational Employment and Wage Statistics (OEWS) Report

Instructions

1. Enter the total number of employees at this establishment in cell B23.

2. We are requesting data for every employee who worked during the pay period that included **November 12, 2023**.
Do not report contract workers. Do not include names or Social Security numbers.

3. Report each employee's job title, hourly wage rate or annual salary, and brief description of duties (if available).
For part-time employees, report an hourly wage rate only. For full-time employees, report an hourly wage rate or annual salary. **Please include tips and commissions.**
Department and worksite location are optional, but providing this information now can reduce the need for follow up phone calls.

If multiple workers have the exact same job and wage rate, you can use the number of employees column instead of listing each employee on a separate line.
For example, if there are twelve janitors who are paid the same hourly wage, you can enter "12" in the number of employees column OR you can enter the same information on 12 lines, one for each janitor.

4. **IMPORTANT:** Verify that the sum of reported employees in cell B23 matches the number of employees entered in B24. If the numbers don't match, check that the values in the "# of employees" column are correct.
See the tab labeled "# of employees column" for examples.

5. Save your file and upload it at our secure data collection site.

Thank you for your participation - we can't do this without you!

TOTAL # OF EMPLOYEES =
SUM OF REPORTED EMPLOYEES = 0

Job title	**Description of duties** (if available)	**Hourly wage rate** (part-time or full-time employees)	**Annual salary** (full-time employees only)	**# of employees in this job with this exact wage**	**Department** (optional)	**Worksite location** (optional)
Example: Registered Nurse	Care for ill and injured patients		$65,325	5	Clinic	123 Main St.
Example: Certified Nursing Assistant	Provide basic patient care under direction of nursing staff	$12.30		3	Clinic	700 Healthcare Blvd
Example: Certified Nursing Assistant	Provide basic patient care under direction of nursing staff	$15.15		1	Clinic	700 Healthcare Blvd
Example: Janitor	Clean facility	$18.75		12	Maintenance	123 Main St.

EXAMPLE ONLY

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