Bureau of Labor Statistics Report on
Current Employment Statistics – **Natural Resources and Mining**

U.S. Department of Labor

Purpose: These data are used to generate estimates of employment, hours, and earnings for the nation, States, and areas. For more information on these important economic indicators, visit www.bls.gov/ceshome.htm, contact BLS, or your State Employment Security Agency.

Primname
Secname
address
city, state zipcode

Definitions and Instructions for Completing this Form

Common Reporting Adjustments: *Please pay special attention to items marked with an asterisk* (*****)

Reference Period: Complete this form for the pay period checked in Part B that *includes the 12th day of the month.* If you have a weekly pay period and the 12th falls on a Saturday, report for the week of the 6th-12th; if the 12th falls on a Sunday report for the week of the 12th-18th. Report payroll and hours for the entire pay period, regardless of its length.

Column [1] All Employees: Enter the *total number of persons who worked or received pay* for any part of the pay period including the 12th of the month.

Include:
- Full- or part-time employees
- Salaried officials of corporations *****
- Executives and their staff *****
- Persons on paid vacation *****
- Persons on paid sick leave *****
- Persons on other paid leave
- Trainees

Exclude:
- Proprietors, owners, or partners of unincorporated firms
- Pensioners
- Unpaid family members
- Persons on strike the entire pay period
- Persons on leave without pay the entire pay period *****
- Armed forces personnel on active duty the entire pay period
- Outside contractors and their employees

Column [2] Women Employees: Enter the number of employees from Column 1 who are women.

Column [3] Production Workers: Enter the number of employees from Column 1 who are production workers. Production workers includes working supervisors/group leaders who may be in charge of a group of employees, but whose supervisory functions are only incidental to their regular work.

Include:

For coal mining, metal and nonmetallic mining, and quarrying:

Maintenance	Excavating	Shipping	Handling	Drilling
Development	Inspection	Loading	Trucking	Blasting
Warehousing	Ventilation	Storage	Hoisting	Hauling
Guard service	Processing	Janitorial	Drainage	Repair
Crushing				

For crude petroleum, or natural gasoline producers:

Guard Service	Flow-control	Handling	Drilling	Inspection
Development	Processing	Shipping	Pumping	Storage
Maintenance	Rigbuilding	Cleaning	Janitorial	Repairs

For logging industries:
- Cutting timber
- Cutting and transporting timber
- Producing wood chips in the field

Exclude:
- Purchasing
- Executives
- Advertising
- Medical
- Cafeterias
- Sales
- Personnel
- Technical
- Credit
- Legal
- Professional
- Accounting
- Finance
- Collection

Column [4] Production Worker Payroll: Enter the total *gross pay earned* during the entire pay period checked in Part B for *all production workers* in Column 3.

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

Include:
- Bonuses paid each pay period *****
- Overtime
- Holidays, vacation, or sick leave
- Other paid leave
- Incentive pay
- Commissions paid at least monthly

Exclude:
- Bonuses not paid each pay period *****
- Lump sum payments *****
- Retroactive pay *****
- Travel expenses
- Annual pay for unused leave
- Payments-in-kind
- Pay advances, such as vacation pay advances

Column [5] Production Worker Hours: Enter the *total number of hours paid* for during the entire pay period checked in Part B for all production workers in Column 3. Do not convert overtime or other premium hours to straight-time equivalent hours.

Include:
- Overtime, Stand-by or reporting time
- Hours not worked, but for which pay was received (holidays, vacations, sick leave, etc.)

Column [6] Comment Code: Please enter a comment code, found in Part D, to explain any large changes in your data. (Note: a change of 25% or more in any data element should be considered "large.")

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Current Employment Statistics Report Form

U.S. Department of Labor

Report Number	Industry	
reptnum	Code naics	

Our information number: **1-dccphone**
Data Collection Center

pcnumber

A. This report is for location: **location**   If this is incorrect, please contact us.

worksite street

city, state, zip

B. Production workers are paid: ❑ **each week**   ❑ **every 2 weeks**   ❑ **twice a month**   ❑ **once a month**

C. Please complete columns 1-6 for the single pay period checked above which includes the 12th of the month.

Reference Period	[1] All Employees	[2] Women Employees	[3] Production Workers	[4] Production Worker Payroll OMIT CENTS	[5] Production Worker Hours ROUND TO THE NEAREST HOUR	[6] Comment Code (see Part D)
12=DEC				OMIT CENTS $		
01=JAN				OMIT CENTS $		
02=FEB				OMIT CENTS $		
03=MAR				OMIT CENTS $		
04=APR				OMIT CENTS $		
05=MAY				OMIT CENTS $		
06=JUN				OMIT CENTS $		
07=JUL				OMIT CENTS $		
08=AUG				OMIT CENTS $		
09=SEP				OMIT CENTS $		
10=OCT				OMIT CENTS $		
11=NOV				OMIT CENTS $		
12=DEC				OMIT CENTS $		

D. **Comment Codes:** Select the *one* comment code that best explains large changes in your data.   Please enter the number in Column 6.   If more than one code is applicable, please select the code related to employment shifts. (Note: a change of 25% or more in any data element should be considered "large.")

Employment Shifts		Pay Shifts	
01	Seasonal increase	20	Wage rate decrease
02	Seasonal decrease	21	Wage rate increase
03	More business (expansion)	22	Increase in percentage of lower-paid employees
04	Less business (contraction)	23	Increase in percentage of higher-paid employees
05	Short-term/specific business project starting	25	Higher hourly earnings for piecework or incentive pay
06	Short-term/specific business project completed	26	Less overtime
07	Layoff	27	More overtime
08	Strike	40	Shorter scheduled workweek
09	Temporary shutdown	41	Longer scheduled workweek
12	Internal reorganization resulting in an employment decrease	45	Majority of workers on paid vacation
13	Internal reorganization resulting in an employment increase	46	Majority of workers on unpaid vacation
19	Employment returns to normal	**External Factors**	
83	Leasing arrangement	50	Adverse weather conditions
86	Permanent shutdown	55	Return to normal following adverse weather conditions

E. Contact person, in case of questions: Title: Phone Number: FAX Number:

Your Name   **title**   **phone**   **fax**

E-mail Address:

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