

JOLTS Form

Part 1 This form requests information about employment, job openings, and employee turnover at:
 County: _____
 UI: _____ in _____

Part 2 Please check all that apply: Employees are paid Each week Every two weeks Twice a month Once a month Other

Please provide data for the time periods indicated for each row. Enter "0" if none. Enter "NA" if data are not available.

Part 3

PAY PERIOD	A: TOTAL EMPLOYMENT	B: JOB OPENINGS	
Enter the FIRST and LAST days of the Pay Period that includes the 12th for the specified month.	Enter the NUMBER of full- or part-time employees who worked or received pay during the Pay Period.	Enter the NUMBER of Job Openings on the LAST DAY of the Pay Period. A job is open if it meets all three conditions : • A specific position exists • Work could start <i>within</i> 30 days • You are actively seeking workers from outside this location to fill the position	
Pay Period that includes July 12th 2015 <input type="text"/> / <input type="text"/> / <input type="text"/> to <input type="text"/> / <input type="text"/> / <input type="text"/> First Day Last Day (Enter Last Day as END DATE in Part 4)	<input type="text"/>	<input type="text"/>	GO TO Part 4

Part 4

Reporting Period	Separations				
	C Hires	D Quits	E Layoffs and Discharges	F Other	G Total Separations
The Reporting Period is an approximate 4 week period. The reporting period falls between the End Date and Start Date identified below: END DATE: What is the last day of the Pay Period that included July 12th 2015 ? This is your END DATE: <input type="text"/> / <input type="text"/> / <input type="text"/> ←	Enter the NUMBER of Hires and Recalls for the Reporting Period: A hire is any addition to your payroll, and: • May be a new hire or a previously separated rehire • May be permanent, short-term, or seasonal • May be a recall from layoff	Enter the NUMBER of Quits for the Reporting Period. (Except retirements)	Enter the NUMBER of Layoffs & Discharges for the Reporting Period. • Layoffs • Discharges • Terminations of permanent, short-term, or seasonal employees	Enter the NUMBER of Other Separations for the Reporting Period. • Retirements • Transfers from this location • Employee disability • Deaths	Enter the TOTAL NUMBER of separations for the Reporting Period. If Columns D, E <u>and</u> F are reported, enter their sum. If not, enter the total number of separations.
START DATE: Now think about June 2015 and the Pay Period that included June 12th ; then identify the first day the NEXT Pay Period started. This is your START DATE: <input type="text"/> / <input type="text"/> / <input type="text"/> (This date will probably fall in June)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Your Reporting Period for columns C through G runs from the START DATE through the END DATE .					