

### Occupational Employment and Wage Statistics (OEWS)

Welcome to the Bureau of Labor Statistics - Occupational Employment and Wage Statistics program.

[Test Your Browser](#)

Please log in with your IDCF number to securely report your data.

1. Enter your IDCF number:

Example Address Label:



IDCF # 001234567890 Est. Emp: 100  
REFERENCE DATE: MONTH DD, YYYY 1 621991 ABCD

JAYNE DEAUX  
HR DIRECTOR  
FIRST NATIONAL BLOOD BANK  
REPORT FOR: THIS LOCATION ONLY  
100 STATE AVE  
CITYVILLE ST 22222-3333

2. Enter the numeral below in the text box:

**8659**  

3. Read the Terms and Conditions of Use and click "I Accept" to log in:

#### Terms and Conditions of Use

**WARNING!** You are using an Official United States Government System, which may be used only for authorized purposes. Unauthorized modification of any information stored on this system may result in criminal prosecution. The Government may monitor and audit the usage of this system, and all persons are hereby notified that the use of this system constitutes consent to such monitoring and auditing. Unauthorized attempts to upload information and/or change information on these web sites are strictly prohibited and are subject to prosecution under the Computer Fraud and Abuse Act of 1986 and Title 18 U.S.C. Sec. 1001 and 1030.

*Maintenance activities may be conducted on Sundays from noon to 6:00 p.m. Eastern Time in order to keep the Internet Data Collection Facility (IDCF) at its peak performance and to cause as little disruption in service as possible to our customers. If the system is unavailable, please try back at a later time.*

**Please read:**  
Due to security reasons, your session will time out after 30 minutes of system inactivity. You will need to logon to the website again to continue.

If you have questions or comments, [contact your state agency](#) or email [oews.helpdesk@bls.gov](mailto:oews.helpdesk@bls.gov)

Version: 7.0

## 1. Provide contact information only

Dear Employer,

Next month, you will receive a request to complete the Occupational Employment and Wage Statistics Report, which is the primary source of occupational employment and wage statistics in the U.S. OEWS data are used to calculate employment and wage estimates annually for over 800 occupations. These estimates are available for the nation as a whole, for individual states, and for metropolitan and nonmetropolitan areas, as well as for specific industries. Data are collected by the State Workforce Agencies in cooperation with the Bureau of Labor Statistics, U.S. Department of Labor.

We would like to identify a contact person who will report information for the Occupational Employment and Wage Statistics Report next month.

For assistance, please [contact your state agency](#) or email [oews.helpdesk@bls.gov](mailto:oews.helpdesk@bls.gov).

Visit our [OEWS respondent page](#) for more information on reporting.

Click "Continue" to provide the name and contact information of the person who should receive the OEWS data request.

We estimate that the time required to complete this report will vary from 10 minutes to 2 hours, depending on factors such 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 and Wage Statistics (1220-0042), 2 Massachusetts Ave NE, Suite 2135, Washington, DC 20212. This report is authorized by law 29 U.S.C. §2. We request your cooperation to make the results of this report comprehensive, accurate, and timely. You do not have to complete this questionnaire if it does not display a currently valid OMB control number. Form Approved, O.M.B. No. 1220-0042.

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 (44 USC Section 3572) and other applicable Federal laws, your responses will not be disclosed in identifiable form without your informed consent except in the case of state and local governments. The BLS publishes statistical tabulations from this report that may reveal the information reported by state and local governments. Upon request, however, the BLS will hold the information provided by state and local governments on this report in confidence. Per the Federal Cybersecurity Enhancement Act of 2015, Federal information systems are protected from malicious activities through cybersecurity screening of transmitted data.

If you have questions or comments, [contact your state agency](#) or email [oews.helpdesk@bls.gov](mailto:oews.helpdesk@bls.gov)

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## Enter Contact Information

Please tell us who to contact if we have questions about your data (\*Required Field).

\*Contact Name :

\*Job Title :

\*Company Name :

\*Address :

\*City :

\*State :

\*Zip :

\*Email :

\*Confirm Email :

\*Telephone :

Submit

If you have questions or comments, [contact your state agency](#) or email [oews.helpdesk@bls.gov](mailto:oews.helpdesk@bls.gov)

Version: 7.0



**Thank you for providing your contact information.**

**We will contact you soon via email or postal mail to request your establishment's occupational employment and wage data.**

For more information, visit our [OEWS respondent page](#) or the main [OEWS webpage](#).

If you have questions or comments, [contact your state agency](#) or email [oews.helpdesk@bls.gov](mailto:oews.helpdesk@bls.gov)

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## 2. Submit data



Dear Employer,

Welcome to the Occupational Employment and Wage Statistics (OEWS) data collection website. OEWS is a cooperative effort between the U.S. Department of Labor, Bureau of Labor Statistics, and State Workforce Agencies. For assistance, please [contact your state agency](#) or email [ows.helpdesk@bls.gov](mailto:ows.helpdesk@bls.gov).

### Before you get started

To save time and prevent the system from logging you out, we recommend you prepare your data now. Please see our instructions, including file examples, on our [respondent page](#). We also have an [Excel template](#) available.

Companies with twenty or more employees find it easiest to upload a file, while companies with fewer employees prefer to enter their data manually. You will be directed to either upload a file or enter your data into an online form depending on the number of employees you report, but you may switch to the other method if you prefer.

### Information about Occupational Employment and Wage Statistics

The Occupational Employment and Wage Statistics (OEWS) program produces employment and wage estimates annually for nearly 800 occupations. These estimates are available for the nation as a whole, for individual states, and for metropolitan and nonmetropolitan areas; national occupational estimates for specific industries are also available. Visit the [Occupational Employment and Wage Statistics](#) website to learn more about OEWS and see all of the data available.

Thank you for your participation in the Occupational Employment and Wage Statistics program!

Continue

We estimate that the time required to complete this report will vary from 10 minutes to 2 hours, depending on factors such 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 and Wage Statistics (1220-0042), 2 Massachusetts Ave NE, Suite 2135, Washington, DC 20212. This report is authorized by law 29 U.S.C. §2. We request your cooperation to make the results of this report comprehensive, accurate, and timely. You do not have to complete this questionnaire if it does not display a currently valid OMB control number. Form Approved, O.M.B. No. 1220-0042.

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 (44 USC Section 3572) and other applicable Federal laws, your responses will not be disclosed in identifiable form without your informed consent except in the case of state and local governments. The BLS publishes statistical tabulations from this report that may reveal the information reported by state and local governments. Upon request, however, the BLS will hold the information provided by state and local governments on this report in confidence. Per the Federal Cybersecurity Enhancement Act of 2015, Federal information systems are protected from malicious activities through cybersecurity screening of transmitted data.

If you have questions or comments, [contact your state agency](#) or email [ows.helpdesk@bls.gov](mailto:ows.helpdesk@bls.gov)

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## Enter Contact Information

Please tell us who to contact if we have questions about your data (\*Required Field).

\*Contact Name :

\*Job Title :

\*Company Name :

\*Address :

\*City :

\*State :

\*Zip :

\*Email :

\*Confirm Email :

\*Telephone :

Submit

If you have questions or comments, [contact your state agency](#) or email [ows.helpdesk@bls.gov](mailto:ows.helpdesk@bls.gov)

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## Work Location and Establishment Data

Please complete Items 1 through 6 on this page. (\*Required)

\*1. Which of the options below best describes the **operating status** of the location specified after "Report for" in the mailing address on November 12, 2020?

- Operating
- Temporarily closed during the pay period that included November 12, 2020 period.  
**Note:** If any employees were not working but received pay, or were working remotely, please select "Operating" instead of "Temporarily closed."
- Permanently out of business as of  (MM/DD/YYYY)

\*2. Was this establishment sold or did it merge with another establishment between November 12, 2019 and November 12, 2020?

- Yes
- No

\*3. Is the **industry description** in your notification correct?

- Yes
- No
- There is no industry description

\*4. How many employees, both full- and part-time, worked for this location during the pay period that included November 12, 2020?

**Note:** Include employees who work remotely or off-site. Do not include contract workers. If the business is being operated with only contract workers on staff or by unpaid owners alone, enter zero here and explain in the comment box for question 6.

\*5. Do all employees report to this location?

- Yes
- No

6. Do you have any comments or additional information for us?

Continue

## 2a. Data entry submission (establishments with fewer than 20 employees)



### 1. Review Contact and Company Information

Contact Name : **Jessica Q. Respondent**  
Job Title : **HR analyst**  
Company Name : **Small Company LLC**  
Address : **123 Main St**  
**#2**  
City : **Cityville**  
State : **SC**  
Zip : **12345 - 6789**  
Email : **respondent\_j@smallcompany.com**  
Telephone : **(987) 654-3210**

### 2. Review Work Location and Establishment Data

Operating Status : **Operating**  
Was the establishment sold or merged with another? **Yes, Sold or merged text**  
Is the industry description correct? **No, Industry description text**  
Number of Employees : **10**  
Do all employees report to this location? **No, 2**  
Comments : **Comments text**

Edit

Continue



## Reporting Instructions

1. Report each employee that worked for the location specified after "Report for" in the mailing address for the pay period that included November 12, 2020. Include employees who work remotely or off-site. Do **not** include contract workers. A full list of employees to include or exclude is available on our [respondent page](#).
2. Report each employee's job title and duties.
  - Separate occupations performed by different employees, even if paid the same wage. For example, separate administrative assistants from receptionists, and electricians from carpenters.
  - Report an employee who works in two or more occupations in the job that requires the highest skill level. If there is no measurable difference in skill, report the employee in the occupation in which they spend the most time.
3. For full-time workers, report an hourly wage rate or annual salary. For part-time workers, report an hourly wage rate only. Please **include** tips and commissions.
  - If two or more employees work in the same job with the exact same wage rate, enter the number of employees with that job and wage rate in the "# of employees" column.
  - Do **not** report an average wage for all employees in a particular job or department.

**Example:** if you employ four security guards earning \$13.70 per hour, one security guard earning \$14.10 per hour, and one security guard earning \$15.41, plus a security guard supervisor earning \$44,628 per year, you would report them on four different lines as shown in the table below.

Job title	Description of duties	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
Security guard	Monitor premises	\$13.70	\$ 0.00	4	Security
Security guard	Monitor premises	\$14.10	\$ 0.00	1	Security
Security guard	Monitor premises	\$15.41	\$ 0.00	1	Security
Security guard supervisor	Supervise security guards	\$ 0.00	\$44,628.00	1	Security

Are you reporting data for a school? Please see our [school instructions](#).

## Data Entry Instructions

Our spreadsheet offers a number of features to make submitting data easier, but there are differences from other spreadsheet programs you may be familiar with. See [more instructions](#) for additional directions on using our spreadsheet.

- **Copy** data from your own document, then use the keyboard command Ctrl+V to **paste** into our spreadsheet. Right-clicking will not work.
- **Rearrange columns** by clicking once in the column header then drag and drop the column in a different location (for example, move the columns to match the order of columns in your own document, then copy and paste multiple rows of data into our spreadsheet).
- The **Clear Data** button at the bottom of the spreadsheet will delete all data from the spreadsheet.
- The **Add Rows** button at the bottom of the spreadsheet will add five rows every time it is clicked (maximum of 70 rows allowed).

**Note:** Do not use your browser's **Back** button. This will cause you to lose all of your data.

Another option: [I would prefer to upload a file](#)

## OEWS Data Entry Spreadsheet

	Job title (Limit: 60 characters)	Description of duties	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
1			\$ 0.00	\$ 0.00	0	
2			\$ 0.00	\$ 0.00	0	
3			\$ 0.00	\$ 0.00	0	
4			\$ 0.00	\$ 0.00	0	
5			\$ 0.00	\$ 0.00	0	
6			\$ 0.00	\$ 0.00	0	
7			\$ 0.00	\$ 0.00	0	
8			\$ 0.00	\$ 0.00	0	
9			\$ 0.00	\$ 0.00	0	
10			\$ 0.00	\$ 0.00	0	
11			\$ 0.00	\$ 0.00	0	
12			\$ 0.00	\$ 0.00	0	
13			\$ 0.00	\$ 0.00	0	
14			\$ 0.00	\$ 0.00	0	
15			\$ 0.00	\$ 0.00	0	
16			\$ 0.00	\$ 0.00	0	
17			\$ 0.00	\$ 0.00	0	
18			\$ 0.00	\$ 0.00	0	
19			\$ 0.00	\$ 0.00	0	
20			\$ 0.00	\$ 0.00	0	

Please enter any comments you might have about the data you are submitting or your establishment.



### Review Your Online Data

1. Click the **Edit** button below if you would like to make any changes to the data.

Edit

Job title	Description of duties	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
Title 1	Description 1	\$55.00		2	Department 1
Title 2			\$150,000.00		
Title 3	Description 3		\$55,000.00	7	Department 3

### Total Employment: 10

2. Click the **Save as Excel File** button below to save a copy of this data for your records.

Save As Excel File

3. Click the **Submit Data to BLS** button below, if no changes are required.

Submit Data to BLS

If you have questions or comments, [contact your state agency](#) or email [oevs.helpdesk@bls.gov](mailto:oevs.helpdesk@bls.gov)

Version: 7.0



IDCF Number: **007777777777**

Your data have been received by BLS on **Apr 08, 2021 at 12:21:21 PM EDT**.

### Thank You!

Thank you for completing the Occupational Employment and Wage Statistics report. You have submitted data successfully.

An email confirming your data submission has been sent to the address provided. You may also want to print this page for your records.

[Download a copy of my data](#)

[Report for another IDCF number](#)

[Learn more about the Occupational Employment and Wage Statistics program](#)

[Ask a question or submit feedback](#)

If you have questions or comments, [contact your state agency](#) or email [oevs.helpdesk@bls.gov](mailto:oevs.helpdesk@bls.gov)

Version: 7.0

## 2b. File upload (establishments with 20 or more employees)



### 1. Review Contact and Company Information

Contact Name : **Jessica Q. Respondent**  
Job Title : **HR analyst**  
Company Name : **Large Company, Inc.**  
Address : **62 Large Company Dr**  
**Ste 4**  
City : **Cityville**  
State : **SC**  
Zip : **12345 - 6789**  
Email : **respondent\_j@largecompany.com**  
Telephone : **(987) 654-3210** Ext : **65432**

### 2. Review Work Location and Establishment Data

Operating Status : **Operating**  
Was the establishment sold or merged with another? **Yes, Sold or merged text**  
Is the industry description correct? **No, Industry description text**  
Number of Employees : **500**  
Do all employees report to this location? **No, 2**  
Comments : **Comment text**

Edit

Continue



## Upload a File

Uploading a file listing the occupation and wage rate for each of your employees is the easiest way to submit your data. Many payroll and personnel systems will generate a report with all of the information we are requesting.

Alternately, you can create a spreadsheet. Do not include employee names or social security numbers.

Here is an example of the type of information we are requesting:

	A	B	C	D	E
1	Job title	Hourly wage	Annual salary	# of employees	Department
2	Forklift operator	\$16.00		2	Warehouse
3	Forklift operator	\$12.98		4	Warehouse
4	Truck loader/unloader	\$15.03		5	Warehouse
5	Truck driver		\$45,000	5	Warehouse
6	Webmaster	\$23.24		1	IT
7	Computer user support	\$18.87		2	IT
8	General manager		\$80,000	1	Office
9	Logistics manager		\$68,140	1	Office
10	Bookkeeper	\$17.22		1	Office

## Instructions

### Create a File

#### [Download a Template](#)

1. Report the job title of each employee who worked during the pay period that included November 12, 2020.
2. Report part-time employees by their hourly wage. Hourly or annual wages can be reported for full-time employees. Please include tips and commissions.
3. Department and description of duties are optional but helpful, and can reduce the need for follow up phone calls. Unit description is also optional, but useful if you are reporting for more than one location or IDCF number.
4. Save your file.

Another option: [I would prefer to enter data manually](#)

### Select File(s) to Send to OEWS

Select the file you wish to send to BLS using the "**Browse**" button. You can use this button to attach multiple files.

We prefer Excel files, but can accept Word and PDF files. We cannot accept .EXE files.

Repeat the process if you are sending more than one file (maximum 30 MB total).

Select your file:

Browse

Attached Files:

Delete **LargeCompanyData.xlsx**

### Send File(s)

Once you have selected the file(s) you want to send to OEWS, click the "**Send**" button to submit your data.

Send

### Uploading File(s)...

All files uploaded

### Processing File(s)...

- **File Description**  
LargeCompanyData.xlsx 7,695 bytes
- **Encrypting...**  
Encrypted File: /fileupload/upload/oes\_stage/OES\_008888888888\_040821\_125550\_LargeCompanyData.xlsx.ent

### Moving File(s)...

- **Moving File...**  
File: /fileupload/upload/oes/OES\_008888888888\_040821\_125550\_LargeCompanyData.xlsx.ent
- **Moving File...**  
File: /fileupload/upload/oes/OES\_008888888888\_040821\_125550.header.ent

Continue

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If you have questions or comments, please complete and submit the [Help Request Form](#). Version: 6.1.1

IDCF Number: **008888888888**

Your file(s) have been received by BLS on **Apr 08, 2021 at 12:56:14 PM EDT**.

### Thank You!

Thank you for completing the Occupational Employment and Wage Statistics report. You have submitted data successfully.

An email confirming your data submission has been sent to the address provided. You may also want to print this page for your records.

#### [Report for another IDCF number](#)

[Learn more about the Occupational Employment and Wage Statistics program](#)

[Ask a question or submit feedback](#)

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If you have questions or comments, [contact your state agency](#) or email [oes.helpdesk@bls.gov](mailto:oes.helpdesk@bls.gov)

Version: 7.0