

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, 2025**.
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 B24 matches the number of employees entered in B23. 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.

OEWS Reporting Instructions

Which employees should I report?

Report employees who worked during the pay period that included **November 12, 2025**.

Report employees working at, or reporting to, the location specified after "Report for" in the mailing address.

Report employees who are on paid leave or assigned temporarily to other work locations, including employees on strike.

Report paid owners and officers of incorporated firms.

What information should I report?

For each of these employees, please report the following information:

Job title

Brief description of duties (if available)

Hourly wage rate (for part-time or full-time employees) or annual salary (for full-time employees only)

Department (optional)

Worksite location (optional)

What information should not be reported?

Do not report any of the following employees or information:

Do not report contract workers.

Do not report owners or partners of unincorporated firms.

Do not report employee names or Social Security numbers.

Do not report annual wages for part-time employees.

How should I report job titles?

Report employee job titles according to the work they are doing, not their training.

Example: Report an employee working as a drafter, but trained as an engineer, as a drafter.

Report an employee as a supervisor if they spend at least 80 percent of their time supervising other employees.

Example: Report a head cashier as a supervisor of cashiers if they spend more than 80 percent of their time supervising other cashiers. Report them as a cashier if they spend less than 80 percent of their time supervising other cashiers.

Report apprentices separately from helpers.

Example: Report an apprentice carpenter as a carpenter but report an employee who helps them as a carpenter helper.

How should I report wage rates?

Report hourly wage rates or annual salaries for full-time employees. Report hourly wage rates for part-time employees.

If wage rates are recorded differently, such as by the month, convert them to an hourly wage rate.

Report each employee's actual wage rate, not an approximation.

For employees who earn tips, commissions, or piece-rate payments, calculate their hourly wage rate or annual salary.

[If you are reporting for a school, please use one of our education templates.](#)

What should I include when reporting wages? (Definitions of pay terms)

- Base rate
- Commissions
- Tips
- Cost-of-living allowance

- Deadheading pay
- Guaranteed pay
- Hazard pay
- Incentive pay
- Longevity pay
- Piece rate
- Portal-to-portal rate
- Production bonus

What should I exclude when reporting wages? (Definitions of pay terms)

- Attendance bonus
- Back pay
- Draw
- Holiday bonus
- Holiday premium pay
- Jury duty pay
- Lodging payments
- Meal payments
- Merchandise discounts
- Nonproduction bonus
- On-call pay
- Overtime pay
- Perquisites
- Profit-sharing payment
- Relocation allowance
- Tuition repayments
- Severance pay
- Shift differential
- Stock bonuses
- Tool allowance
- Uniform allowance

What if I need more help?

[Contact your state office](#)

Using the # of employees column

Let's say your establishment has three janitors, each earning exactly \$42,725 per year. There are two different ways to report them correctly on this template.

Option 1: Report each employee on a separate row

TOTAL # OF EMPLOYEES = 3

SUM OF REPORTED EMPLOYEES = 3

Job title	Annual wage (full-time employees only)	# of employees in this job with this exact wage
Janitor	\$42,725	1
Janitor	\$42,725	1
Janitor	\$42,725	1

YES

Option 2: Report the employees on one row, using the # of employees column

TOTAL # OF EMPLOYEES = 3

SUM OF REPORTED EMPLOYEES = 3

Job title	Annual wage (full-time employees only)	# of employees in this job with this exact wage
Janitor	\$42,725	3

YES

DON'T report each employee on a separate row AND ALSO the total # of employees in the # of employees column on e

TOTAL # OF EMPLOYEES = 3

SUM OF REPORTED EMPLOYEES = 9

Job title	Annual wage (full-time employees only)	# of employees in this job with this exact wage
Janitor	\$42,725	3
Janitor	\$42,725	3
Janitor	\$42,725	3

nn

enter
each row

| **NO**
|