

Following are instructions for responding by email and our secure website. (Other side is for mail, fax, and phone)

PLEASE READ BEFORE RESPONDING!!!

Please respond on our secure website by following the instructions below.

We need the **job titles** and **hourly wage rates** or **annual salaries** for each worker from the pay period that includes **November 12, 2016**. When calculating wages include base rate, commissions, tips, deadheading and guaranteed pay, hazard, incentive, longevity pay, piece rate, portal-to-portal rate, production bonus, and cost-of-living allowance.

On-Line: <https://idcfoes.bls.gov/>

Email: OESalaska@idcf.bls.gov

Alaska's links to **Occupational Employment Statistics** instructions/forms/spreadsheets and online submission: <http://live.laborstats.alaska.gov/manuals/>

File Types: Alaska's link above provides a spreadsheet. We can accept your spreadsheet or database files as well as reports generated by many of the computerized payroll applications.

Sample Spreadsheet (columns with an * are optional):

| *SOC code (if known) | Job Title | Number of employees with same wage | Wage Rate (hourly for part-time workers, either hourly or annual for full-time workers) | *Full-time or part-time status |
|-----------------------------|------------------|---|--|---------------------------------------|
| ¹ 43-6014 | Admin Asst. | 5 | 14.52 | PT |
| ¹ 11-9199 | Manager, other | 1 | 91,520.00 | FT |

¹ Standard Occupation Classification code

All responses are held in strict confidence - no information about specific firms is released to the public.

Wage Data

For survey results and other labor market information go to <http://laborstats.alaska.gov> (For OES results, click tab "Wages in Alaska", the third tab across the top of our website).

❖ Survey results are used to help determine which educational and vocational programs are needed to supply students with usable job skills.

❖ Occupational information is used by businesses to compare wages between different areas, to help set wages for new positions, and to determine workforce availability.

*** Bureau of Labor Statistics - Statement to Respondent On the Use of Electronic Data Transmission**

As a participant in a Bureau of Labor Statistics (BLS) statistical survey, you should be aware that use of electronic transmittal methods in reporting data to the BLS involves certain inherent risks to the confidentiality of those data. Further, you should be aware that responsible electronic transmittal practices employed by the BLS cannot completely eliminate those risks. The BLS is committed to the responsible treatment of confidential information and takes rigorous security measures to protect confidential information in its possession.

Following are instructions for responding by mail, phone and fax. (Other side is for email and our secure website.)

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Form: Refer to the instructions on the inside cover of the report form and mail in the postage paid envelope provided.

Telephone: From Alaska: (907) 465-6036 or (907) 465-2771, **Outside Alaska:** Toll-free (800) 478-4508. We also accept collect calls.

Fax: Alaska: (907) 523-9655, **Outside Alaska:** Toll-free (800) 325-9872, Attn: **OES Group** (Include your company name, contact phone number, and your 10-digit schedule number located on the third line of the address label)

The Occupational Employment Statistics (OES) program has existed since 1977. This program relied on paper forms for many years. With electronic transfer becoming more secure, more common, less expensive, and faster we encourage you to respond using that method.

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