National Compensation Survey: A Guide for Respondents

What is the National Compensation Survey (NCS)?

NCS is a survey from the Bureau of Labor Statistics (BLS) designed to produce data on employerprovided wages and benefits for America's workforce.

NCS produces data on the following:

- Wage levels
- Rates of change in wages and benefit costs
- Employer costs for benefits
- Relative pay levels among metropolitan areas
- Availability of benefits
- Detailed benefit provisions

How was my establishment selected for NCS?

A sample of 152 areas throughout the United States is selected to represent the entire nonfarm economy. The list of establishments from which a sample is randomly chosen is from State unemployment insurance records. The sample represents all industries and all establishments in your local area.

How are data collected?

The initial collection is usually by personal visit. Subsequent collections are usually conducted by mail, telephone, or fax and require only minutes of your time.

What information will BLS request from my establishment?

A BLS economist will discuss the process of collection with you. The following are helpful in the collection process:

- A list of all employees (payroll or phone listings)
- Job titles for all employees
- Most recent payroll data (wages, hours, job codes, and dates of hire)
- Union contracts
- Employee handbooks or benefit descriptions
- Summary plan descriptions for health and retirement plans
- Benefit costs summaries or insurance bills

For a detailed listing of information that BLS economists typically request, please visit the National Compensation Survey Web site at **http://www.bls.gov/ncs/collection.htm**.

Will my establishment's data be shared with the public?

No. Any data you supply will be held in confidence and used for aggregate statistical purposes only.

Can I provide data electronically?

Yes. BLS encourages you to provide data in electronic format. Data can be accepted in a variety of different formats.

Your BLS representative will tell you more.

Can I access data online?

Yes. Published and modeled estimates are available at **http://www.bls.gov/ncs/home.htm**. Select from among the most requested statistics or create customized tables from BLS databases. By clicking a few buttons, users can obtain wage data in seconds.

> BLS hopes you will find the published results of use in developing your establishment's compensation and benefits practices. If you have further questions, contact the closest BLS information office (listed on the back of this brochure).

Did you know that BLS uses your company's data to produce statistics like these?

This is only a small representation of the vast amount of data that we are able to provide to the public with your help.

- Changes in wage and benefit costs
- Average hourly cost for total compensation and its components

Wage Data

- Average wages by work levels and percentiles for 800 occupations
 Agregated levelly regionally and nationally
 - Aggregated locally, regionally, and nationally
- Average hourly wages by characteristic Industry, occupational group, part- and full- time status, union or nonunion status, and time and incentive status

• Pay comparisons

Pay relatives for broad occupational groups in individual metropolitan areas and the United States

Benefits Data

• Incidence data

Percentage of employees who have access to, or participate in, benefit plans such as retirement plans, health insurance, life insurance, vacations, holidays, and other benefits such as subsidized commuting and adoption assistance

• Key provisions data

Key features of retirement, vacations, holidays, life insurance, and disability benefits. Data on employer and employee contributions to health insurance

Detailed provisions data Detailed features of health insurance and retirement plans

BLS Information Offices

The Bureau of Labor Statistics Information Offices are available to help you with any questions regarding the National Compensation Survey or other BLS surveys.

Atlanta

Sam Nunn Atlanta Federal Center 61 Forsyth Street, SW., Room 7T50 Atlanta, GA 30303-8930 Phone: (404) 331-3415 Fax: (404) 331-3445

Boston

JFK Federal Building, Room E-310 15 New Sudbury Street Boston, MA 02203-1603 Phone: (617) 565-2327 Fax: (617) 565-4182

Chicago

J.C. Kluczynski Federal Building 230 South Dearborn Street, Room 960 Chicago, IL 60604-1595 Phone: (312) 353-1880 Fax: (312) 353-1886

Dallas

A. Maceo Smith Federal Building 525 South Griffin Street, Room 221 Dallas, TX 75202-5028 Phone: (214) 767-6970 Fax: (214) 767-3720

Kansas City

1100 Main Street, Suite 600 Kansas City, MO 64105-2112 Phone: (816) 426-2481 Fax: (816) 426-6537

New York

201 Varick Street, Room 808 New York, NY 10014-4811 Phone: (212) 337-2400 Fax: (212) 337-2532

Philadelphia

Suite 610 East, The Curtis Center 170 South Independence Mall West Philadelphia, PA 19106-3305 Phone: (215) 597-3282 Fax: (215) 861-5720

San Francisco

71 Stevenson Street, Suite 600 P. O. Box 193766 San Francisco, CA 94119-3766 Phone: (415) 975-4350 Fax: (415) 975-4371

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