Note: Keyboard shortcuts (Alt + a letter) are identified for User Agents/Browsers that can process Accesskey codes.

Glossary

1. Common Terms - **Alt+C**
2. Statistical Terms - **Alt+S**
3. ES-202 Terms - **Alt+2**
4. Current Employment Statistics (CES) Terms - **Alt+M**
5. Occupational Employment Statistics (OES) Terms - **Alt+O**
6. Current Population Survey (CPS) Terms - **Alt+P**
7. Local Area Unemployment Statistics (LAUS) Terms - **Alt+L**

1. Common Terms

This section of the glossary defines terms common to all Federal/State programs.

Auxiliary establishment - In the SIC coding system, a unit which is primarily engaged in performing services for other units of the same company rather than for other companies or the general public. Examples of auxiliary establishments are central administrative offices; research, development or testing labs; warehouses; and power plants.

Bureau of Economic Analysis (BEA) - Part of the U.S. Department of Commerce. A Federal statistical agency responsible for estimation of Gross Domestic Product. Data from the CES and ES-202 programs are used in the GDP estimates.

Bureau of Labor Statistics (BLS) - Part of the U.S. Department of Labor, this Federal agency functions as the principal data-gathering agency of the Federal government in the field of labor economics. The BLS collects, processes, analyzes, and disseminates data relating to employment, unemployment, the labor force, productivity, prices, family expenditures, wages, industrial relations, and occupational safety and health. Well-known data released by BLS include: the Consumer Price Index, the Producer Price Index, the unemployment rate, and nonagricultural employment levels.

Bureau of the Census - Part of the U.S. Department of Commerce. It conducts censuses of population and housing every 1O years and of agriculture, business, governments, manufactures, mineral industries, and transportation at 5-year intervals. The Census Bureau also conducts the monthly Current Population Survey (CPS) in cooperation with BLS. Data from this survey are the source of unemployment statistics.

Business Cycle - A periodically repeated sequence of fluctuations in the aggregate economy of an area, or the nation as a whole, varying in duration, but consisting of: a) upturn, including recovery and prosperity b) cyclical peak c) downturn including recession and d) cyclical trough.

Business Establishment List (BEL) - A master file of all employers covered under UI. The BLS maintains a master BEL file, and each SESA separately keeps it own State file. These files are used as sampling frames and also are the main source of establishment names and addresses for the various Federal/State cooperative surveys. Information contained on these files includes monthly employment, quarterly wages, an Employer Identification Number, an SIC code, an establishment name and address, and a state, county, and ownership code.

Census County Divisions (CCD's) - Statistical subdivisions of counties in States where minor civil divisions (MCDs) were not suitable for presenting Census data. In these States, the MCDs are either too small, have lost nearly all meaning locally, or have frequent boundary changes. CCDs have been established as relatively permanent statistical areas by the Bureau of the Census in cooperation with State and local groups.

Census tracts - Census-designated units are small parts of MA's and provide statistically comparable population and housing census tabulations. Tracts are designed to be relatively similar in population characteristics, economic status, and living conditions. The average tract has about 4,000 inhabitants. Census tract boundaries are recommended by local census tract committees and approved by the Bureau of the Census.

Consumer Price Index (CPI) - A Bureau of Labor Statistics program which measures the average change in the prices of a fixed set of goods and services purchased by households. It is the most commonly recognized measure of inflation.

County Business Patterns (CBP) - An annual publication issued by the Bureau of the Census. CBP provides establishment-based employment totals of all employees covered under Social Security, by State and county, and by industry. The data are for March of the reference year, but are published 2-3 years after the reference period. Data are obtained from various Census Bureau establishment surveys and the administrative files of the IRS.

Current Employment Statistics (CES) Survey - A monthly survey of non-farm business establishments used to collect wage and salary employment, worker hours, and payroll, by industry and area. Through the Federal/State cooperative effort, these data are used to compute current monthly employment, hours, and earnings estimates, by industry, for the nation, the 50 States and the District of Columbia, and over 250 MA's.

Current Population (CPS) Survey - A monthly household survey of the civilian noninstitutional population, and wages, by industry, occupation, and demographic characteristics. Microdata for this survey are collected by the Bureau of the Census.

Deliverable - As specified by the LMI contract, any product required to be delivered by the States to BLS is generically called a "deliverable".

Department of Labor (DOL) - Cabinet-level agency which enforces laws protecting workers, promotes labor-management cooperation, sponsors employment training and placement services, oversees the unemployment insurance system, and produces statistics on the labor force and living conditions.

DBES - Division of Business Establishment Systems. The division within DSP which includes the staff more commonly known as the ES-202 and OEC "project" office. This office is responsible for processing all ES-202, OEC, and Foreign Direct Investment Program Data.

DFSMS - Division of Federal/State Monthly Surveys. The division within DSP that includes the staff more commonly known as the CES and LAUS "project" offices. This office is responsible for processing all national CES and LAUS data.

DLAUS - Division of Local Area Unemployment Statistics (also known as LAUS). The division

within OEUS primarily responsible for LAUS program policy and directives and for producing unemployment estimates for States and local areas.

DLFS - Division of Labor Force Statistics. The division within OEUS which is primarily responsible for analyzing and publishing data from the Current Population Survey.

DMIES - Division of Monthly Industry Employment Statistics (also known as MIES, or the CES program office). The division within OEUS that is primarily responsible for setting CES program policy and directives and producing national CES estimates.

DOAS - Division of Occupational and Administrative Statistics (also known as the ES-202 and OES program office). The division is responsible for setting ES-202 and OES program policy and directives, producing universe counts of employment and wages and estimates of occupational employment, and maintaining the Business Establishment List and ES-202 national databases.

DOT - The Department of Labor's Dictionary of Occupational Titles.

DSP - The Directorate of Survey Processing. The office within BLS that contains the various "project offices" such as DBES and FSMS. Primarily responsible for computer processing of BLS surveys.

Durable goods - Manufactured items generally considered to have a normal life expectancy of three years of more. Includes 2-digit SIC codes 24, 25, 32-39. Automobiles, furniture, household appliances, and mobile homes are common examples.

Economic indicator - A set of data that serves as a tool for analyzing current economic conditions and future prospects. Usually classified according to their timing in relationship to the ups and downs of the business cycle, that is, whether they anticipate (lead), coincide with, or lag behind general business conditions.

Employer Identification Number (EIN) - A 9-digit identification number assigned to employers by the U.S Internal Revenue Service.

Employment and Earnings - A monthly publication of the Bureau of Labor Statistics containing current data for the CPS, CES, and LAUS programs.

Employment and Training Administration (ETA) - A part of the U.S. Department of Labor. This agency oversees the State UI programs and job training and placement services provided by State Employment Security Agencies.

ES-202 Program - A Federal/State cooperative program which collects and compiles employment and wage data for workers covered by State unemployment insurance (UI) laws, and Federal civilian workers covered by UCFE. State Employment Security Agencies collect and compile quarterly UI contribution reports that are submitted by all employers. These data are maintained in the State in micro and macrodata forms, and are also shipped to BLS. Any data from this program may be generically referred to as ES-202 data.

Establishment - An economic unit that produces goods or services, usually at a single physical location, and engages in one or predominantly one activity.

Federal Information Processing Standards (FIPS) - Standards for information processing issues by the National Bureau of Standards in the U.S. Department of Commerce. Includes a numeric designation for geographic areas such as States, counties, and MA's.

Federal Reserve Board (Fed) - An independent government agency primarily responsible for keeping inflation under control. The Fed's best weapon in the fight against inflation is control over certain short-term interest rates. The Fed is a key user of Federal/State program data.

Federal/State Cooperative Programs - A series of programs in which the States and Federal government cooperate in accomplishing the goals of the program. CES, ES-202, OES, and LAUS are Federal/State cooperative programs.

Firm - A business entity, either corporate or otherwise. May consist of one or several establishments.

Fiscal Year (FY) - A 12-month period established for budgetary and accounting purposes. In the Federal Government, the fiscal year begins October 1 and ends September 30.

Foreign Direct Investment Program - A Bureau of Labor Statistics program initiated in 1991 to assess the impact of foreign direct investment in the U.S. on both industrial and occupational employment. The FDI program uses data from the ES-202 Quarterly Unemployment Insurance files, the Occupational Employment Statistics survey, and the Bureau of Economic Analysis.

FUTA - Federal Unemployment Tax Act. This Act became Chapter 23, Sections 3301-331 1, of the U.S. Internal Revenue Code, authorizing the tax imposed on employers with respect to persons they employ for the purpose of funding unemployment insurance benefits. The FUTA made possible the federal/state system that established an employment security program in each state.

GDP - Gross Domestic Product. The total of all goods and services produced by the US economy. GDP is compiled quarterly by the US Department of Commerce. CES employment and earnings data are used for advance GDP estimates. ES-202 wage data are used for the final GDP estimates.

Goods producing industries - In the SIC coding structure, those industries that primarily produce goods. Mining, construction, and manufacturing.

Household - As defined by the Census Bureau, all persons who occupy a housing unit. A housing unit is a room or group of rooms intended for occupancy as separate living quarters and having either a separate entrance or complete cooking facilities for the exclusive use of the occupants.

Industry- Describes the type of economic activity engaged in by a group of firms as used in the compilation of economic statistics. The Standard Industrial Classification (SIC) system provides numerical classifications for industries.

Labor dispute - A controversy concerning terms or conditions of employment, or concerning the association or representation of persons in negotiating, fixing, maintaining, changing, or

seeking to arrange terms or conditions of employment, regardless of whether or not the disputants stand in the proximate relation of employer and employee.

Labor Market Area (LMA) - An economically integrated geographical unit within which workers may readily change jobs without changing their place of residence. All States are divided into exhaustive LMA's, which usually consist of (except in New England) a county or a group of contiguous counties. -

LABSTAT - BLS's automated repository of data, available through NTH or the Internet. LABSTAT is a database that contains most published BLS data. Not all BLS published data are on LABSTAT, though.

LAUS Program - Local Area Unemployment Statistics Program. A Federal/State cooperative program which produces employment, labor force, and unemployment estimates for States and local areas.

LMI -

1. Labor Market Information. The body of data available on the particular labor market, including employment and unemployment statistics, occupational statistics, and average hours and earnings data.

2. LMI is also used to refer to the statistical research and analysis offices of the State Employment Security Agencies. These offices are also referred to as Research and Analysis (R&A) or Research and Statistics (R&S) offices.

LMI Cooperative Agreement - A series of contracts between the State Employment Security Agencies and BLS for the collection and sharing of Labor Market Information including the ES-202, CES, OES, and LAUS programs.

Macrodata- Single establishment or household (micro) data aggregated to any level. Data at the estimating cell level and summary cell levels are all macrodata. Compare to microdata.

Mass Layoff Statistics Program - A BLS Federal/State cooperative program that collects and publishes data on mass layoffs.

Metropolitan Area (MA) - A geographic area comprising a county containing a central city of 50,000 inhabitants or more, plus contiguous counties that are socially and economically integrated with the central city. There are 3 types of MA's: MSA'S, PMSA'S, and CMSA'S.

A Metropolitan Statistical Area (MSA) is a relatively free standing MA typically surrounded by nonmetropolitan counties.

If an area that qualifies as an MA has more than 1 million inhabitants, Primary Metropolitan Statistical Areas (PMSAS) may be defined within in. PMSAs consist of a large urbanized county or cluster of counties that demonstrates very strong internal economic and social links, but are also linked to other portions of the larger area. This larger area is then called a Primary Metropolitan Statistical Area (PMSA).

Microdata - Data reported from an individual establishment or household. Data on a single

BLS790 form or a single UI contribution report are microdata. Compare to macrodata.

Multi-establishment - A firm or reporting unit which consists of more than one establishment.

National Office (NO) - Term used to refer to the offices and employees of BLS in Washington, D.C.

Nondurable goods - Manufactured items generally considered to last for three years or less. Includes 2-digit SIC codes 20-23 and 26-31. Food, beverages, clothing, shoes, and gasoline are common examples.

Nonresponse - Failure to obtain usable data for eligible units.

Numbered Memoranda - A series of technical memoranda issued for the purpose of disseminating information to Regional offices (r-memos) and States (S-memos) on new developments in the Fed/State programs, changes in operating procedures, and updates to manuals.

OES Program - Occupational Employment Statistics Program. A Federal/State cooperative program that collects detailed occupational data by industry in a 3-year cycle.

Office of Employment and Unemployment Statistics (OEUS) - The BLS office which includes the various "program offices" of the Federal/State cooperative programs: DMIES, DOAS, DLFS, and DLAUS. OEUS also includes other divisions: SMD, DUPS, and DDS.

Office of Field Operations (OFO) - The BLS office which directs the work of its regional offices and acts as a liaison between the national office and the regions. Regional offices are also considered part of the Office of Field Operations.

Office of Management and Budget (OMB) - Located in the Executive Office of the President, this agency prepares the President's budget with the Council of Economic Advisors and the Treasury Department. OMB also oversees all Federal data collection. Among other duties, this federal agency is responsible for enforcing the Paperwork Reduction Act and, in so doing, must approve all surveys and data collection forms that represent a reporting burden on employers.

Out-of-business (OOB) - Status assigned to a unit that was once active but which has permanently ceased to conduct business or perform services and industrial operations.

Out-of-scope (OOS) - Status assigned to a unit that does not form part of the target population as defined by the scope of a survey. The reported SIC, ownership code, or employment of a unit may cause it to fall outside the scope of a survey.

Ownership code - A numerical code that specifies the several layers of government and the private sector of the economy.

>   10 - Federal government

>   20 - State government

30 - Local government

40 - International or foreign government

50 - Private Sector

Parent organization or company - A company that owns or operates one or more subsidiary companies or establishments.

Producers Price Index (PPI) - A Bureau of Labor Statistics program which measures the average change in producers' selling prices of a fixed set of goods and services. The Producer Price Index is sometimes thought of as the "Wholesale" or "Industrial" Price Index.

Project offices - Generic term for the Divisions within the Directorate of Survey processing responsible for processing the various Fed/State surveys. See DBES and DFSMS.

Program offices - Generic term for the Divisions within OEUS responsible for the various Fed/State survey programs. See DMIES, DLAUS, DOAS, and DLFS.

Quarterly Contribution Report (QCR) - A mandatory report filed quarterly by almost all U.S. employers to the SESA for UI purposes. Employers report the number of employees, total wages, and UI taxable wages, and compute their UI tax liability for each UI account. Used by the ES-202 program as input into the ES-202 database.

Railroad Retirement Board (RRB) - An independent agency in the executive branch of the U.S. government which administers a comprehensive social insurance system for the nation's railroad workers and their families, providing protection against the loss of income resulting from old age, disability, death, unemployment, and temporary sickness.

Reference date - The reference date of a sample frame is the date when the characteristics of the population existed on the frame. The reference date of the survey, however, is the date for which the respondents are requested to submit the data.

Region code - BLS-defined region, in which a unit is located, based on the State in which it is located. The following are the Region Codes for each Region:

Region Code	Region
1	Boston
2	New York
3	Philadelphia
4	Atlanta
5	Chicago
6	Dallas

7	Kansas City
8	San Francisco

Regional Office (RO) - Term used to refer to the offices and employees of the Bureau of Labor Statistics in the eight regional office locations outside of Washington, DC: Boston, New York, Philadelphia, Atlanta, Chicago, Dallas, Kansas City, and San Francisco.

Schedule - A term sometimes used to refer to a survey questionnaire.

Series Break - A large change in the level of a time series resulting from: A major change in methodology; A major change in industry definition; A major industry or area coding error; The permanent loss of a major reporter; Area redefinition. If a series has been broken, data prior to the break are not comparable to data after the break.

Service producing industries - In the SIC coding structure, those industries that primarily produce services. TPU, Trade, FIRE, Services, and Government.

SMD - Statistical Methods Division. A division within OEUS that researches and sets statistical standards for Federal/State surveys.

Standard Industrial Classification (SIC) Manual - The manual published by OMB which is the key to the Standard Industrial Classification (SIC) system. This manual goes into great detail in explaining how to assign and/or interpret SIC codes.

Standard Industrial Classification System (SIC) - A hierarchical classification system that defines all establishments to a specific industry based on their primary output or product.

Payment and Security Agency (SESA) - A generic name for the State agency usually responsible for three activities:

> 1. The Unemployment Insurance (UI) Program - UI tax collection, administration, and determination and payment of unemployment benefits.

> 2. The Employment or Job Service Program -- an exchange for workers seeking work and employers seeking workers.

> 3. Research and Analysis -- collection, analysis, and publication of labor market information.

Strike - A work stoppage by employees acting together in an attempt to bring pressure on management to give in to their demands concerning wages, working conditions, union recognition, or some other issue.

UCFE - Unemployment Compensation for Federal Employees. Federal program that provides temporary financial assistance to eligible federal workers who become unemployed. (Federal employees are not covered under state-administered Unemployment Insurance programs.)

UI - Unemployment Insurance. Social welfare program first instituted in the Great Depression

to provide temporary financial assistance to eligible unemployed workers. Unemployment insurance programs are administered by State Employment Security Agencies under state law, subject to federal minimum standards.

UI account number - The State Unemployment Insurance account into which an establishment pays UI contributions. These contributions (taxes) fund Unemployment Insurance benefits for eligible workers. UI account numbers are assigned to firms that may have one or more establishments.

Document Top - **Alt+D**

2. Statistical Terms

This section of the glossary defines statistical terms common to all Federal/State Programs.

Benchmark - A point of reference (either an estimate or a count) from which measurements can be made or upon which adjustments to estimates are based. See individual program glossaries for specific program references to benchmarks.

Bias - The difference between the expected value of the estimate from a probability sample and the true value of the population.

Births - Those units that are within scope of a survey as of the reference date of the survey but were not in the sampling frame. They include units that existed in the universe but were not on the sampling frame as well as units that came into existence after the creation of the sampling frame.

Census - A complete count (as opposed to a sample) of a specified population or some other measurable characteristic in a given area (housing, industry, etc.).

Certainty unit - A universe unit whose probability of selection is one, therefore, it is sure to be included in the sample.

Confidence interval - A measure of the range of probable parameters attributable to the sample design (estimate plus or minus the standard error). The BLS standard is generally the 90 percent level of confidence.

Correlation - The statistical technique that relates a pair of variables in order to determine how close the relationship is between the variables.

Deaths - Units that were in a sampling frame but are not now within the scope of the survey. They include units that have gone out of business, have changed to an out-of-scope SIC, or were erroneously included on the sampling frame.

Disaggregate - Divide a statistic into its component parts.

Estimate - A numerical quantity calculated from sample data, or from a model, and intended to provide information about a universe.

Estimating cell - The most basic or lowest level (or strata) for which estimates are made. All higher level strata are aggregations of estimating cells. For establishment surveys, the estimating cell structure is generally stratified by SIC, area, and size of establishment. For household surveys, the estimating cell structure is generally stratified by demographic characteristic.

Extrapolate - To project values of a variable in an unobserved interval from values within an already observed interval.

Interpolate - To estimate values of a variable between two known values.

Mean - A number typifying or representing a set of observations, obtained by dividing the sum of the observations by the number of observations. The mean can be weighted or unweighted.

Mean Square Error (MSE) - A measure of the total error that can arise in an estimate. It is equal to the variance plus the bias squared. Mean square error is a more comprehensive measure of estimation error than is variance and, hence, is an important statistical analytical tool.

Months for Cyclical Dominance (MCD) - An estimate of the time span required to identify significant cyclical movements in a monthly economic time series. The MCD indicates the shortest span of months over which changes in the series are dominated by cyclical rather than irregular or erratic movements.

Moving average - A series of calculations made by initially taking the simple average, or arithmetic mean, of a consecutive number of items, and then dropping the first item and adding the next item in sequence and averaging, so that the number of items in the series remains constant. This is a continuous process.

Non-sampling error - Any error in the estimate other than the sampling error. Non-sampling error can arise from the use of an inaccurate sampling frame, improper sample allocation and selection procedures, poorly designed survey questionnaires, inaccurate data clarification/verification techniques, inaccurate reporting or coding from survey respondents, errors in estimation methodology, incorrect specifications, human error in execution and validation, computer program errors, etc. It is important to note that non-sampling errors also occur in censuses.

Optimum allocation - An allocation procedure for stratified sampling which, for a given target relative error, will generate the minimum necessary sample size.

Probability of selection - (Also referred to as sampling rate and sampling ratio) The numerical value expressing the likelihood that a particular unit will be selected in a sample. All units (within scope) on the sampling frame should have a probability greater than 0, but less than or equal to 1 (O<p<= 1) of being in the sample.

Probability sampling - (Also referred to as "Random Sampling") A sampling procedure which gives each of the possible samples a fixed and determinate probability of selection or which gives each unit on a sampling frame a fixed and known chance of being included in the sample. Probability samples permit the calculation, from the sample data, of measures of reliability for the estimates.

Regression - A statistical tool which utilizes the relation between two or more variables so that one variable can be predicted or estimated from the other(s).

Relative error - The difference between the estimate and the actual population value expressed as a percentage of the latter.

Relative error, target - A value assigned to the relative error which specifies the degree of precision desired in an estimator.

Relative standard error - The ratio of the standard error of an estimator to the estimator's expected value. An estimate of it is the estimated standard error divided by the estimate. (Also coefficient of variation, or CV).

Reliability - The degree of confidence that can be assigned to an estimate.

Sample - A subset of a universe. Usually selected as representative of the universe.

Sample allocation - The process of assigning a sample size or sampling rate to each stratum in a stratified sampling plan.

Sample frame - (Also known as "frame"). A listing of all units in the universe, from which a sample can be drawn.

Sample plan - (Also called sample design). The procedures that are used for sample allocation, selection, and estimation. It is often the object of a sample plan to provide the best possible representation of the universe for a fixed cost.

Sample refinement - The process by which newly selected sample units are investigated prior to solicitation. "Sample refinement" can involve identification of establishments within a reporting unit, correction of addresses, determination of industrial classification to a finer level of detail, etc.

Sample survey - A survey in which only a sample or part of the population is studied.

Sample weight - A numerical value, assigned to a sample unit for use in estimation. It is equal to the sampling rate reciprocal.

Sampling error - The measure of sampling variability, that is, the variations that might occur by chance because only a sample of the population is surveyed. In other words, that part of the error of an estimate which is due to the fact that the estimate is obtained from a sample rather than from a census of the universe.

Sampling ratios - The proportion of units needed to be sampled to provide data of a specified level of statistical reliability. Sampling rations vary by cell, depending on the degree of variability of the measured item.

Seasonal adjustment - Adjustment of time-series data to eliminate the effect of seasonal variations. Examples of such variations include school terms, holidays, yearly weather patterns, etc.

Standard deviation - A measure of dispersion around the mean value of a population. Frequently denoted by sigma, (s) is the square root of the variance.

Strata - The parts into which a sample frame is partitioned according to predetermined criteria for the purpose of sampling and estimation. In Federal/State programs, these strata are usually based on SIC, geographic area, and size. The process of partitioning the sample frame is called "stratification".

Survey - A study of all or a portion of the whole, conducted for the purpose of making generalized statements about the whole.

Survey design - All procedures used in a survey. Includes frame development, sample design, form design, tabulation plans, etc.

Time series - A variable in which the values are successive observations over time.

Time series independence - A condition present when successive values of a time series are nonrelated or noncorrelated.

Trend - The long-term or overall movement of a series over time. Any economic time series is assumed to be made up of trend, irregular, cyclical, and seasonal movements.

Universe - The entire population to be measured.

Variance - A mathematical measure of the dispersion of the values of a variable around its mean. The variance may arise from a sampling of the population under study, or may just measure the variability of population values around its mean. The variance is denoted as sigma squared, s^2.

Document Top - **Alt+D**

3. ES-202 Terms

This section of the glossary defines terms commonly used in the ES-202 program.

Annual Refiling Control System (ARCS) - Computer software developed by the Bureau of Labor Statistics to assist states in conducting the Annual Ring Survey.

Annual Refiling Survey (ARS) - An employer survey conducted by the ES-202 program to verify, and update the industry, auxiliary, area, and ownership classification codes of business establishments covered by state unemployment insurance programs and Unemployment Compensation for Federal Employees.

Average Monthly Employment (AME) - Computed as the average of the three monthly employment figures in a given calendar quarter.

Average Quarterly Wages (AQW) - Computed as total quarterly wages divided by average monthly employment.

Average Weekly Wages (AWW) - Computed as average quarterly wages divided by 13.

Code Change Supplement (CCS) - A computer file and/or printout which is produced from the Annual Refiling Survey Control File. The Code Change Supplement documents all non-economic changes to industry, area, and ownership classification codes that will be made effective with the following year's data. It is used to measure the impact of classification changes on ES-202 macrodata tabulations.

Contributions - UI taxes paid by subject employers each quarter. Contributions equal taxable wages times the employer's tax rate. A few states also require contributions payments from employees.

Covered Employment - Employees who are subject to State Unemployment Insurance (UI) laws or the Unemployment Compensation for Federal Employee (UCFE) program. These "covered" employees will appear on the ES-202 report.

Economic Code Change (ECC) - A change in a reporting unit's industry, area, or ownership classification code resulting from the actual conversion or re-location of the unit from one industry, area, or ownership type to another. Furthermore, the conversion or re-location must take place within a 30-day time period.

ES-202 Quarterly Report of Employment, Wages, and Contributions - A macrodata summary of ES-202 data, by SIC, area, and ownership. In the first quarter, the data are also summarized by size class.

EXPO-202 - A processing system for ES-202 micro and macrodata developed by the state of Utah. Approximately half of the states use EXPO, which is available as either a mainframe or PC-based system.

Imputation - A process used to estimate employment and wages data when the actual data are not provided by the employer.

Multi-Establishment Employer Indicator (MEEI) - A one-digit indicator code assigned to business establishment records on ES-202 program computer files to specify the multi-unit status of a reporting unit.

Multiple Worksite Report (MWR) - A standardized data collection form which the state ES-202 programs send to employers with multiple worksites. The Multiple Worksite Report allows the ES-202 program to obtain worksite-level information that is not otherwise available from the administrative files of the State unemployment insurance programs.

Non-Economic Code Change (NECC) - A change in a reporting unit's industry, area, or ownership classification code which:

  1. Does not result from an actual conversion or re-location of the unit from one industry, area or ownership type to another.

  2. Results from an actual conversion or re-location that took longer than 30 days or was discovered by ES-202 staff long afterwards.

3. Lacks sufficient evidence to be classified as an economic code change.

Predecessor - The previous owner of a business establishment.

Quarterly Unemployment Insurance Address file (QUI) - A computer file prepared quarterly by state ES-202 programs and provided to the Bureau of Labor Statistics. These files store the names, addresses, employment, wages, as well as other data items, of the establishments covered by state unemployment insurance programs and Unemployment Compensation for Federal Employees.

Report Unit (RU) - As defined for the ES-202 program, a reporting unit is the most detailed economic unit for which data are reported by the employer. Usually, a reporting unit is an individual establishment, but sometimes two or more establishments are reported as one unit.

Status Determination Form (also called Status Report) - A mandatory form filed by almost all U.S. employers with the SESA when they begin business operations. Information on the form is used to determine the employer's UI liability and establish a UI account.

Successor - The new owner of an establishment which previously operated under other ownership.

Taxable Wages - The portion of total covered wages subject to state unemployment insurance tax for the UI trust fund.

Universe Data Base (UDB) - Data base maintained by the Bureau of Labor Statistics in Washington which stores the information received from state ES-202 program's Quarterly Unemployment Insurance Address files. This database is used by other Bureau of Labor Statistics programs to select business establishments for their surveys.

Wage Records - An attachment to employer's Quarterly Contribution Reports, which lists the names and/or Social Security numbers and the individual quarterly wages of all UI-covered employees on the payroll.

Document Top - **Alt+D**

4. Current Employment Statistics (CES) Terms

This section of the glossary defines terms commonly used in the Current Employment Statistics program.

ACES - Automated Current Employment Statistics. Mainframe processing system for CES micro and macrodata. Developed by Iowa and used in a majority of the States. A PC version is in development.

All Employees (CES definition)- Persons who worked full or part time or received pay for any part of the pay period including the 12th of the month.

Atypical establishment - A sample establishment showing a trend in employment, hours

and/or earnings that is thought to be unrepresentative of the universe. An atypical may be caused by events such as storms, strikes, fire, a plant going out of business or being temporarily shut down, or a new plant hiring employees at a rapid rate. In CES estimation, an atypical establishment will represent itself, but will not represent any other part of the universe.

Average Hourly Earning (AHE) sample average - For an estimating cell, the matched sample payroll divided by the matched sample worker hours.

Average Hourly Earning (AHE) estimate - For an estimating cell, the output of the difference link and tapers formula for AHE. For a summary cell, the weighted average of the AHE estimates for the corresponding estimating cells.

Average Weekly Hours (AWH) sample average - For an estimating cell, the matched sample hours divided by the matched sample production workers.

Average Weekly Hours (AWH) estimate - For an estimating cell, the output of the difference link and tapers formula for AWH. For a summary cell, the weighted average of the AWH estimates of the corresponding estimating cells.

Average Weekly Earnings (AWE) estimate - Average weekly hours times average hourly earnings (AWH x AHE).

Average Weekly Overtime Hours (AWOH) sample average - For an estimating cell, the matched sample overtime hours divided by the matched sample production workers of those firms reporting overtime hours.

Average Weekly Overtime Hours (AWOH) estimate - For an estimating cell, the output of the difference link and tapers formula for AWOH. For a summary cell, the weighted average of the AWOH estimates for the corresponding estimating cells.

Benchmark - A reasonably complete count of all employees in the CES universe at a certain point in time. The primary source of benchmark data in the CES program is the ES-202 file.

Benchmark Revision - Revising CES estimate to reflect the level of the current benchmark. See "interbenchmark period" and "postbenchmark period".

Benefits - Compensation given to employees other than wages, such as life and health insurance, educational courses, etc. Value of benefits are not included in the CES definition of earnings.

Bias - The difference between the expected value of an estimator and the true value. In CES, the bias is consistent error in all employee estimates thought to be primarily to underrepresentation in the sample of new establishments. Bias can be up or down; generally bias in CES estimates is downward, since the CES misses the initial hiring of employees in newly created firms.

Bias adjustment factor - An adjustment factor used to compensate for persistent downward bias in CES all employee estimates. The sample link is multiplied by a bias adjustment factor to raise the all employee estimates and therefore compensate for bias. The size of the bias adjustment factor is based on observation of past bias in the estimating cell.

BLS-790 - The federal Office of Management and Budget assigns numbers to all U.S. Government survey forms. BLS-790 is the assigned number of the form used to collect data for the CES survey.

CERT form - As a part of benchmark processing, the State CES units match and compare CES and ES-202 microdata. The CERT form is the form on which State CES and ES-202 units reconcile difference in SIC, ownership, location, or employment between corresponding CES and ES-202 reports. Changes in S-202 micro data uncovered during this comparison must be reported to BLS Washington via a copy of the CERT form.

Closing - The date by which CES microdata must be received in Washington, D.C. from the States for use in national CES estimates.

Comment codes - The State assigns standardized numbers on the front of the BLS-790 form in the "EXPL CODE" column to reflect the reason <u>why</u> microdata has changed for a particular establishment. Comment codes are found in appendix F.2 of the CES State Operating Manual.

Commission - A fee paid to an agent or broker for negotiation a sale, based on the percentage of the selling price

CATI - Computer Assisted Telephone Interviewing. In CES, a structured system of micro data collection by telephone which speeds up the collection and editing of microdata and also permits the interviewer to "educate" the respondents on the importance of timely and accurate CES data.

Construction Workers (CES definition) - In the construction industry; all those who are non-supervisory, up through the level of working supervisors, <u>and are also</u> directly involved in the construction project either at the site or working in shops or yards.

Difference link and taper technique - The name of the procedure used for estimating PW, WW, AHE, AWH, and AWOH in the CES survey. This technique takes into account both the trend of the current matched sample (the difference link); the previous month's estimate, and the previous month's sample ratio from the current matched sample. (the taper) The taper is used so that changes cause solely by changes in sample composition will be smoothed (tapered) into the estimates.

Economic code change - Occurs when an establishment actually changes its line of business, ownership (public, private), or location. The current SIC, ownership, or area code is no longer valid and new codes, reflecting the new business, ownership, or location are assigned. In CES estimates, economic code changes should be reflected as they actually occurred.

Editing - Verification of micro or macrodata for consistency and comformance with preestablished criteria or tolerance limits.

Escalation Clause - Written into long-term labor or production contracts, an escalation clause permits an increase or decrease of the settlement price depending on certain factors, such as the movement of average hourly earnings in a selected industry. Escalation clauses are

prevalent in the Defense industry.

Estimating cell - the CES universe, total nonfarm establishments, is broken down at its lowest level into exhaustive mutually exclusive pieces called estimating cells. Estimating cells are grouped by their characteristics, such as SIC, area, and for the national CES universe, size of firm. Estimates of AE, PW, AHE, etc., are made for each estimating cell. See "summary cell".

Flagslips - An automated system used by the BLS national industry analysts to request verification, correction, or explanation of questionable CES microdata from the States.

G.1 - Table G.1 from the appendix of the CES Manual. Table G.1 lists national sampling ratios for the CES program.

G.4 - Table G.4 from the appendix of the CES Manual. Table G.4 provides a formula for State and area sampling ratios.

Interbenchmark Period - The period between the previous benchmark and the current benchmark.

Link relative - The ratio of the matched sample total (ae_c) for the current month to the matched sample total (ae_p) for the previous month.

Link relative technique - The name of the procedure used for estimating All Employees in the CES survey. The link relative technique consists of multiplying the link relative by the all employees estimate for the previous month (AE_p) to produce the all employee estimate for the current month (AE_c).

LIPS - Labor Information Processing System. A later, improved version of the CATI telephone data collection system. See "CATI". LIPS is currently used in the Atlanta and Kansas Data Collections Centers.

L/P code - Length of pay code. A decimal value that, when multiplied by the reported payroll on the BLS-790 form, reduces the reported payroll to a weekly equivalent. Example: L/P code for a weekly payroll is 1. L/P code for a biweekly payroll is 0.5.

Matched sample - The portion of the CES sample for which microdata was received for both the current and previous months.

National Reporter - Any CES reporter for which microdata is collected directly by BLS Washington.

National Key Reporter - Any CES reporter that is deemed "key" to national CES estimates. A national key reporter is usually over 10,000 employment or comprises 10% or more of the sample in its national estimating cell.

Noneconomic code change - Occurs when a SIC, ownership, or area code for an establishment must be changed for any reason other than an economic code change. This includes: 1) Code changes due to a restructuring of the SIC coding system or MSA definition,

2) when there was an error in assigning the original code, or 3) when there was a previous change in economic activity, ownership, or location, but an economic code change was not made.

Nonresponse prompting - A systematic method of calling CES reporters who have not submitted data. Used primarily for CES reporters who are reporting via TDE.

Nonsupervisory workers (CES definition) - Used in service producing industries; every employee except those whose major responsibility is to supervise, plan, or direct the work of others.

Payroll - Total wages paid by a business to its employees for work performed during the pay period (weekly, monthly, etc.)

Pay period - Frequency with which worker's wages are calculated and paid; usually weekly, biweekly, semimonthly, or monthly.

Postbenchmark period - The period of time since the current benchmark quarter.

Presumed Noncovered (PNC) Employees - Employees who are in the CES universe but who are not subject to Unemployment Insurance (UI) laws or the Unemployment Compensation for Federal Employees (UCFE) program, and are therefore not included in ES-202 employment counts. Examples: railroad employees, students working at the colleges they attend, members of the clergy.

Production workers (CES definition) - Used in manufacturing and mining; all those who are non-supervisory, up through the level of working supervisor, and are also directly involved in production.

Production or nonsupervisory worker hours - For production or nonsupervisory workers, the total number of hours paid for during the entire pay period.

Production worker overtime hours - The total number of production worker hours for which overtime premiums were paid because the hours were in excess of the regularly scheduled hours.

Reference period - The pay period to which collected survey data apply. For CES the reference period is the pay period including the 12th of the month.

Registry - The complete list of CES sample establishments and identifying information for each individual establishment. A State registry is maintained by each State and national registry is maintained by BLS.

Sample break - A difference between the current estimate and the current sample average of 3 percent or more in the same direction for 3 consecutive months. Usually the result of changes in sample composition.

Sampling proportional to employment - A type of sample plan used in the CES survey where the chance of being selected in the sample is proportional to the employment size of the firm.

Shift differential pay - Additional compensation paid to workers employed at other than regular daytime hours. Not the same as overtime pay.

Shuttle form - A form, such as the BLS-790 form, which is submitted each month in the calendar year by the respondent, edited by the state agency, and returned to the respondent for use again the following month. Also called " shuttle schedule".

Size Class - Standardized groupings of establishments according to their employment size used in the ES-202 program. The CES program uses ES-202 size class grouping when stratifying estimating cells by size.

SO-270 - The form on which States report to BLS the presumed noncovered (PNC) employment counts used for the State benchmark.

Solicitation - The process of requesting newly selected sample units to cooperate in the CES survey.

Special arrangement reporters - Any CES reporter (other than national reporters) that has made special arrangements for collecting their microdata, such as nationwide collection by a single State of regional office.

Stratification - The process of dividing up the universe into estimating cells. When making estimates using a sample, we stratify into estimating cells, then estimate separately for each estimating cell, in an attempt to make the estimates more efficient. Estimating cells in the CES survey are based on SIC, area, and (for national CES estimates) size of firm.

Summary Cell - An aggregation of a group of estimating cells; also called an aggregate cell. Estimates are <u>not</u> made for summary cells. There are several different layers of summary cells, such as 2-digit SIC, division level, and total nonfarm.

TDE - Touchtone Data Entry. A method of collecting CES microdata in which reporters call an 800 number and punch in their data on a touchtone telephone.

Wedge - Adjustments made over time which smooth out the difference between two figures in a time series (e.g. benchmark and estimate).

Document Top - **Alt+D**

5. OES Terms

This section of the glossary defines terms commonly used in the Occupational Employment Statistics Survey.

"All Other" Lines - The residual classification assigned to reported occupations within a major occupational group when there is no applicable specific occupational classification under the particular survey code. These appear as preprinted items on the "long" reporting form group on the appropriate lines, i.e., All Other Clerical, All Other Service Workers, etc.

Area Code - Identifies the geographic sub-state locations of the establishments(s) by use of

State designated or FIPS codes.

Atypical Reporter - An atypical reporter is defined as a respondent who does not correspond on a one-to-one basis with the unit that originally was sampled (e.g. different SIC code)

Benchmark Employment (BME) - As used in the OES survey, a dual purpose term referring to employment as of a specific time and at a specific cell level.

1. During sample selection, it indicates the employment for a unit on the sampling frame as of the reference date of the frame. This is the unit benchmark employment.

2. During estimation, it indicates the universe employment for an estimating cell as of the reference date of the survey. This is the **cell** benchmark employment. This figure is often obtained from a source such as the Current Employment Statistics Survey or the ES-202 report.

Benchmark Factor - (Also see Benchmark Employment, Benchmarking). The ratio of cell benchmark employment to the cell's weighted reported employment.

Benchmark File - Records on the Benchmark File contain the number of units or employment by size class for cells in the sampling frame.

Benchmarking - The process of ratio-adjusting a set of estimates based on a reference or standard for one or more of the estimates in order to impute for births and, under proper conditions, to increase the precision of the estimates.

Central Office Clearance (COC) Firms - Firms that have requested that OES survey participation arrangements be made at their corporate headquarters for data collection by BLS Regional Offices.

Class of Worker or Class of Wage (COW) - Specified by the last digit of the occupation code. The code allows R&D/Wage-related occupational data to be separately identified.

COW 3 = All employees

COW 5 = Research and Development employees

COW (alpha character) = A particular wage category

Critical Nonrespondent - A sample unit from which a completed survey form has not been received, and from which data are extremely important to the generation of valid estimates.

Cross List, OES - The OES Cross List identifies which occupation codes are surveyed under each survey form.

Crosswalk, OES Occupational - This is a cross listing of OES, DOT (Dictionary of Occupational Titles), SOC (Standard Occupational Classification System), Census, and Matrix occupation codes.

Current SIC Code - The SIC code in which the sample member is coded as of the reference

date of the survey. At the time of sample selection, the "Current SIC" field on the Master File equals the "Original SIC" field on the Master File.

Current Weight - The sample weight which has been adjusted (if necessary) to account for discrepancies between the way the unit was sampled, and the way in which it was reported. At the time of sample selection, the "Current Weight" field on the Master File equals the "original Weight" field on the Master File.

Dependent/Independent Occupation Screening test - This test identifies records for which a dependent occupation was reported but its associated independent occupation was not reported. A dependent occupation is an occupation that normally is not present in an establishment unless another independent occupation is also present.

Employment, Current Benchmark - The modified (if necessary) unit benchmark employment. At time of sample selection, the "Current Benchmark Employment" field on the Master File equals the "Original Benchmark Employment" field on the Master File.

Employment, Occupational - The number of employees in a particular occupation.

Employment, Reported Total (RTE) - As opposed to Benchmark Employment, it is the figure the respondent provides as the total number of employees in the unit as of the survey reference date. This is entered on page one of the questionnaire by the respondent.

Employment, Summed Total (STE) - The total employment of a unit calculated by summing individual occupational employment figures provided by the respondent. This sum is compared to the RTE when schedules are screened.

Estimating Cell - The most basic SIC/area/size class cell for which OES estimates are calculated.

Estimating Level - Defines a group of estimates records which belong to a unique OES estimating cell.

Level	Description
1	Three digit SIC/Area
2	Two digit SIC/Area
3	Survey Code/Area
4	Three digit SIC/Statewide
5	Two digit SIC/Statewide
6	Survey Code/Statewide

Family Code - This code, applied to Master File records by the States, identifies establishments that are a part of one company. Constituent sample units of a single company are assigned the same unique Family Code.

Form number - (Also see "Survey Code"). Each survey form designed for a given OES survey round is assigned a unique form number consisting of the survey code, a dash, and a trailing one or two-digit code. The form number corresponds to the sample segment covered by the survey form (based on SIC and employment size) and denotes whether the survey form is a long form or a short form, wage form or non-wage form.

Long Form - Each survey code in the OES Survey is assigned a unique long format survey form (long form) containing all occupations valid for that survey code. The long forms contain "All Other" categories into which respondents can report occupations not specifically listed on the forms.

Occupation Code - This five-digit code identifies a particular occupation on the list of OES occupations.

Occupation Count - The number of occupations with reported employment for an establishment on the Master File.

Occupational Detail File - The Occupational Detail File contains occupational employment data. One ODF record is produced for each occupational reported by each sample unit on the Master File.

Occupational title - The name of an individual occupation on the list of occupational titles (type 07 records) on the Parameter File.

OES Index - The Index, available in both occupation code sequence, and occupational title sequence, is a listing of the occupational titles and occupation codes contained in the OES Dictionary. The index may be used as a reference to find the appropriate title or code when classifying occupations.

Original SIC Code - The four digit SIC code present on the frame for a unit when it was selected for the sample.

Original Size Class - Numerical code that indicates the sampling size class corresponding to the total employment a unit had on the sampling frame.

Original Weight - The weight originally assigned to the sample unit at the time of sample selection. It is equal to the reciprocal of the unit's probability of selection.

Reference Date - The reference date of a frame is the date when the characteristics of the population existed on the frame. The reference date of the survey, however, is the date for which the respondents are requested to submit the data. The reference date of the survey is on page one of the survey questionnaire.

Relative Error, Target - A value assigned to the relative error which specifies the degree of precision desired in an estimator. In SPAM, there are three (10, 15, and 20 percent) target relative errors. These are used in the sampling module.

Report Location - One or more establishments selected to participate in the OES Survey as a single entity.

Research and Development (R&D) Occupations - Occupations in which the greatest proportion of time is spent performing, managing, or administering basic and applied research in engineering, mathematics, physical, life (including medicine), and other sciences and in the development of prototypes and processes.

Residual Occupation - (Also referred to as "All Other' occupational Categories"). The residual occupation is listed on a survey form to capture data reported for occupations within a major occupational group for which there are no applicable specific occupations listed on the form. These occupations appear only on the "long" reporting form. Respondents are requested to enter the number of residual employees in each major occupational group on the appropriate lines, i.e., All Other clerical, All Other Service Workers, etc.

Respondent - In OES, a sample unit for which response to the request for usable data is received. Several respondents may submit a combined report. Volunteers are not considered respondents.

Response Rate, Adjusted - For OES progress reporting, the sum of the original benchmark employment of the usable units divided by the sum of the original benchmark employment for all sample units (excluding out-of-scope cases from the denominator).

Response Rate, Unadjusted - In OES, the sum of the original benchmark employment of the usable units divided by the sum of the original benchmark employment for all sample units.

Sampling Cell - The most basic three-digit SIC/Area/Size Class cell at which the OES sample is selected. If the sample is allocated at the two-digit SIC level, the sample is still selected at the three-digit SIC level. Therefore, the sampling cell is still at the three-digit SIC/Area/Size Class level.

Sampling Tables - A set of reference tables produced by BLS-Washington that provide States with the minimum sample size that will assure a specified degree of reliability in the OES estimates. The various sampling tables are designed for different employment distributions across size classes and different CVs in the population strata.

Schedule Number - A unique number assigned to each sample member for processing purposes. The first three digits represent the survey code in which the unit is located, and the remaining digits are assigned sequentially as the units are entered onto the Master File.

Secondary Company Name - Supplements the Primary Company Name with additional identification information such as company division, branch, etc. on the OES Master File.

Short Form (S.F.)- The short form is a version of the OES survey form containing an abbreviated list of occupations. For a particular survey code, on or more short forms, each tailored to a different three-digit SIC and/or employment size class, may be designed. Short forms were developed in an effort to decrease the reporting burden on respondents.

Size Class - Code based on total employment of a unit used to group similar size units. If units with one through four employees are sampled, OES sampling size class one is redefined as one through four employees only and size classes one through six (as defined in the chart) are redefined as two through seven respectively.

Source Code - Identifies the origin of reported units, specifically, whether or not they are members of the probability sample and whether they are multi-establishment units reporting on a basis different from that sampled.

SPAM System - The current BLS-written computer system for processing the OES survey.

Survey Code - Identifies which occupation list is appropriate for a particular unit. A group of related SIC codes as defined by the Parameter File type 3 records. The digit of the three-digit code is the last digit of the survey year. The second and third digits of the survey code represent the SIC of the first industry covered by the Survey Code.

Survey Cycle - (Also see "Survey Round"). In OES, the three-year group of Manufacturing, Nonmanufacturing, and Balance of Nonmanufacturing surveys.

Survey Package - The package mailed to sample units in the OES Survey consisting of the following materials:

> A mailing envelope
>
> A labeled survey form
>
> A solicitation letter
>
> An endorsement letter or fact sheet, if used, and
>
> A return envelope

Survey Round - (Also see "Survey Cycle"). In OES, a specific year's survey, e.g., 1991 Balance of Manufacturing survey, or 1992 Manufacturing survey.

Unit

> 1. Sampling Unit - A member of the population defined on the sampling frame as one entity and consisting of either a single establishment or a group of establishments.
>
> 2. Sample unit - A sampling unit which has been selected to be in the sample.
>
> 3. OES reported Unit - An establishment or group of establishments treated by the respondent as one entity when submitting OES data. May or may not coincide with the sample unit.

Validation - A set of procedures to review an input, process, and output (manual or computerized) to ensure that these conform to specifications. Validation also includes reference to independent sources, and in general, attempts to reduce nonsampling error.

Volunteer Unit - In OES, a unit not part of the original sample, which reports data and carries a source code of one and a weight of one is not used in the calculation of the response rate, but is used in the calculation of the occupational employment estimates.

Document Top - **Alt+D**

6. Current Population Survey (CPS) TERMS

This section of the glossary defines terms commonly used in the Current Population Survey.

Civilian Labor Force - This represents the "pool" of available workers.

Civilian Noninstitutional Population - The base population used in the calculation of labor force statistics includes only persons aged 16 years and over. Members of the active-duty resident armed forces are excluded. Also excluded are inmates of penal and mental institution, sanitariums, and homes for the aged, infirm, and needy.

Class of Worker - This is a classification scheme that divides the employed into wage and salary workers, self-employed workers, and unpaid family workers. Wage and salary workers - those who receive wages, salary, commissions, tips, pay-in-kind from an employer - are further subdivided into private and government workers. Self-employed workers are those who work for profit in their own business or farm. Unpaid family workers are persons working without pay for at least 15 hours per week in a business or on a farm operated by a member of the household related by birth or marriage.

Computer-Assisted Interviewing (CAI) - The CPS is conducted using computer-assisted interviewing. This enables the use of "dependent" interviewing techniques wherein respondents who have been in the survey in prior months will be prompted based on answers previously given. It also allows for the use of complicated "skip patterns" in the interviewing process which are not possible with a paper-based system.

Direct-Use States - The 11 large states--California, Florida, Illinois, Massachusetts, Michigan, New Jersey, New York, North Carolina, Ohio, Pennsylvania, and Texas - that derive their major labor force statistics directly from the Current Population Survey rather than using Local Area Unemployment statistics (LAUS) methodology.

Discouraged Workers - These are persons who had no employment during the reference week, want a job, have looked for work during the past year, and are available to work, but did not look for work in the last four weeks because they believed that no jobs were available to them. Discouraged workers are classified as not in the labor force. They are not counted as unemployed because they have not made specific efforts to find work.

Duration of Unemployment - This is a measure of the number of full weeks that a person has been unemployed. BLS publishes several series on duration, showing the number unemployed for various lengths of time. There are also two published measures of average duration of unemployment: mean duration and median duration. Mean duration is the arithmetic average duration of unemployment in weeks; median duration is the midpoint of a distribution of weeks of unemployment.

Employed - Persons who, during the survey reference week, did any work as paid employees, in their own business, or who worked at least 15 hours as unpaid workers in a family business are employed. Also included are persons who had a job or business, but were temporarily absent because of illness, vacation, bad weather, labor-management disputes, or personal

reasons.

Employment-Population Ratio - The proportion of the population that is employed.

Full Time - Persons who were at work for 35 hours or more during the survey reference week are designated as working full time.

New entrants - These are persons who are unemployed but have never been employed.

Noninterview Adjustment - A procedure whereby the data obtained from interviewed households is adjusted to account for households from which no data were obtained.

Not in the Labor Force - All persons in the civilian noninstitutional population who are neither employed or unemployed are not in the labor force.

On Layoff - This is the classification for unemployed persons who expect to be recalled to their previous job.

Other Job Losers - The classification for unemployed persons who do not expect to be recalled to the previous job.

Part Time - Persons who were at work for between 1 and 34 hours during the survey reference week are designated as being part time. Part-time workers are further classified by their usual status at their present job and by their reason for working part time.

Part Time for Economic Reasons - Persons who work part time involuntarily because of slack work, material shortages, repairs to plant and equipment, start or termination of a job during the week, or inability to find full-time work. To be classified in this category, respondents must want and be available for full-time work.

Participation Rate - The proportion of the population that is in the labor force.

Race and Hispanic Origin - Many CPS series are grouped according to race or ethnic background. At present the only racial groups identified by the CPS are "white" and "black". Some series are also available under a "black and other" designation that refers to all non-white racial groups. "Hispanic origin" refers to an ethnic rather than a racial designation and persons in this group will also be classified by race.

Reentrants - These are unemployed persons who have been employed in the past, but were out of the labor force prior to beginning their current job search.

Ratio Adjustment - A procedure that is designed to correct for differences between the CPS sample and the actual population in such characteristics as age, race, and sex.

Sample Rotation - A portion of the sample households in the CPS is changed each month. For each monthly sample, there are eight subgroups of respondent households. Each household is in the survey for a total of 8 months, divided into two equal periods. The same households will be in the sample for 4 months, out of the sample for the following 8 months, then in the sample again for 4 more months. This system, which allows for 75 percent of the sample to be common from month to month and 50 percent from year to year, reduces

discontinuities in the data without placing undue burdens on sample households.

Survey Week - The calendar week (Sunday through Saturday) that contains the 19th of the month. The CPS is conducted each month during this week.

Survey Reference Week - The calendar week (Sunday through Saturday) that contains the 12th of the month. All data collected in the survey refers to this week.

Unemployed - Persons who had no employment during the survey reference week but were available for work, except for temporary illness, and had made specific efforts to find work during the preceding 4 weeks are unemployed. Persons awaiting recall to a job from which they have been laid off need not be looking for work to be classified as unemployed. Persons waiting to start a new job are counted as unemployed only if they have looked for work during the prior four weeks. Otherwise, they are considered to be out of the labor force.

Unemployed Rate - This is the number of unemployed persons expressed as a percent of the civilian labor force. The unemployment rate is calculated for a large number of groups within the labor force classified by sex, race, Hispanic origin, age, marital status, etc.

Usual Weekly Earnings - These are weekly earning data for wage and salary workers. Included are overtime pay, tips, or commissions usually received.

Document Top - **Alt+D**

7. Local Area Unemployment Statistics (LAUS) TERMS

This section of the glossary defines terms commonly used in the Local Area Unemployment Statistics program.

"A" Factor - The factor which imparts the influence of the experienced labor force on that portion of the Handbook estimate covering total entrant unemployment.

Additional Claim - A notice of new unemployment filed at the beginning of a second or subsequent series of claims within a benefit year or within a period of eligibility when there has been intervening employment. (One of three types of initial claims.)

Additivity Adjustment - The procedure that forces the exhaustive Handbook estimates to equal the State estimate. The process is usually linear (i.e., a proportional adjustment) unless an atypical procedure is in effect. The linear additivity adjustment is accomplished through the Handbook share procedure of linking LMAs to the CPS.

Agent State - The state in which a claimant files an interstate claim for compensation against another (liable) state where wages were earned.

All Other Nonagricultural Employment (other than wage and salary)- This category includes the self-employed, unpaid family workers, and domestics in private households.

"B" factor - The factor that imparts the influence of the experienced unemployed on that portion of the Handbook estimate covering total entrant unemployment.

Base Period (Base Year) - A specified period of 12 consecutive months or, in some States, 52 weeks preceding the beginning of benefit year during which an individual must have the required employment and/or wages in order to establish entitlement to compensation or allowances under an applicable program.

Benchmarking - The process in which revisions to CES and UI data are incorporated into State and sub-State estimates. Benchmarking also involves adjusting monthly Statewide model estimates so that they sum to the CPS annual average, while maintaining as much of the original series seasonal pattern as possible.

Benefit Year - A period, generally 52 weeks, during which an individual claimant may receive his/her maximum potential benefit amount.

Census Share - A method to disaggregate LMA employment and unemployment estimates to subareas by assigning to the areas the same proportion of the monthly, independent LMA estimate as was evidenced in the most recent Census data.

Claim - A notice of unemployment filed to request a determination of eligibility and the amount of benefit entitlement, or to claim benefits or waiting period credit.

Claimant - A person who files either an initial claim or a continued week claimed under (1) any State or Federal unemployment compensation program or (2) any other program administered by the State agency.

Claims-Based Unemployment Disaggregation - A method to disaggregate LMA unemployment to subareas, using claims by county of residence to distribute Handbook experienced unemployment and Census age group population data to allocate Handbook new and reentrant unemployment. It is used in conjunction with the employment/population indexed share employment disaggregation.

Commutation - The regular travel of a person from the place of residence to the job location or the place of filing for UI benefits.

Commuter Claimant - Under the Intrastate Benefit Payment plan, a worker who travels regularly across a State line from home to work and, by mutual agreement between States, files in the State where the individual last worked when employed.

Continued Claim - A claim filed by mail or in person for waiting period credit or payment for 1 or more weeks of unemployment.

Covered Employment - Those jobs covered by the unemployment compensation programs. At this time, those not covered include some agricultural workers, employees of religious and small nonprofit organizations, household workers, and self-employed workers.

CPS Direct-Use Area - Eliminated in January 1996. Referred to an area for which the monthly LAUS estimate is taken directly from the CPS. Eleven large States (California, Florida, Illinois, Massachusetts, Michigan, New Jersey, New York, North Carolina, Pennsylvania, Ohio, and Texas) and two large areas (the Los Angeles-Long beach metropolitan area and New York City) were included between 1970 and 1995.

Delayed Filers and Never Filers - Unemployed workers from industries covered by unemployment insurance who, even though having qualifying earnings for benefits, do not file at all or delay filing claims for a period of more than 7 days which spans the reference week of estimation.

Denial of Benefits - Action imposed by State agency after a non-monetary determination or an appeals decision that cancels, reduces, or postpones a claimant's benefit rights.

Disaggregation - Methodology used to make labor force estimates for the component parts (counties, cities, and towns) of Labor Market Area (LMAs) by apportioning the labor force value for the LMA using mathematical relationships between the data for the LMA and these components.

Earnings Disregarded - The amount prescribed by State unemployment compensation laws that a claimant may earn without any reduction in weekly benefit amount for a week of unemployment. Also referred to as the forgiveness level for earnings. This amount varies for each State.

Earnings Due to Employment - Any earnings, either from the regular employer or from odd jobs, which a UI claimant may receive while certifying to a week of unemployment. The existence of these earnings classifies the claimant as employed, even when earnings are less than the State's forgiveness level.

Employment/Population Indexed Share Employment Disaggregation - This method used the annually prepared total population estimates, along with employment and population data from the Census, to disaggregate labor market area total employment to the county level (and also to disaggregate city data from the county level in some States). This method is used in conjunction with the claims-based unemployment disaggregation.

Employment/Population ratio - This term is most commonly used in reference to the CPSEP or CESEP variables used in LAUS signal/noise models. It is the ratio of either CPS employment divided by CPS population (civilian noninstitutional 16 or older) or CES employment divided by CPS population.

Extended Benefits (EB) - The supplemental program that pays extended compensation during a period of specified high unemployment to individual for weeks of unemployment after they have exhausted regular compensation.

Final Payment - The last payment to a claimant, which exhausts the individual's maximum potential benefit entitlement under a specific program.

Forgiveness Level - See earnings disregarded.

Forward-filter estimates - Signal/noise model estimates for the current estimating year. These estimates reflect information through the current month only and not subsequent months, which are incorporated when the models are reestimated at the end of the year.

Handbook method - The methodology used to create LMA estimates. Sometimes referred to as the "43 step method", in reference to the number of calculations used in the process. The

Handbook method uses data from the CES survey, UI claims, and other sources, plus relationships between these data developed over time, to create the labor force estimates for LMAs.

Initial Claim - Any notice of unemployment filed to request (1) a determination of entitlement to and eligibility for compensation or (2) a second or subsequent period of unemployment with a benefit year or period of eligibility.

Insured Unemployment - Unemployment during a week for which waiting period credit or benefits are claimed under the regular compensation programs or the railroad unemployment insurance program.

Interstate claim - A claim filed in one (agent) State based on monetary entitlement to compensation in another (liable) state.

Labor Market Area (LMA)- An economically integrated geographical unit within which workers may readily change jobs without changing their place of residence. All states are divided into exhaustive LMAs, which usually include (except in New England, where cities and towns are used in place of counties) a county or a group of contiguous counties. Independent handbook estimates of employment and unemployment are made monthly for each LMA and form the basis for the LAUS estimates.

LAUS Estimate - The BLS-published employment and unemployment estimates which have been derived in one of four ways: directly from the Current Population Survey; by a regression model approach; based on the handbook estimate adjusted to the Sate level; or disaggregated from a labor market area estimate.

Liable State - Any State against which a worker files a claim for compensation through the facilities of another (agent) State.

Local Area Unemployment Statistics data uses - LAUS data are used for planning and budgetary purposes as an indication of need for employment and training programs and, to allocate Federal funds under JTPA, FEMA, etc.

Monetary Determination - A written notice issued to inform an individual whether or not the individual meets the employment and wage requirements necessary to establish entitlement to compensation under a specific unemployment insurance program and, if entitled, the weekly and maximum benefit amounts the individual may receive.

New claim - The first claim filed in person, by mail, or telephone to request a determination of entitlement to and eligibility for compensation (one of three types of initial claims).

New Entrants - In the CPS, new entrants are prospective workers looking for a job, such as students entering the labor market after graduation from school and others who have not previously worked.

Nonmonetary Determination- process of determining whether a claimant meets legal criteria other than wage credits under State UI law. Usually concerned with (1) reason claimant left job (separation issues): and (2) job search (able, available, and actively seeking work).

Population Estimates (P-25 and P-26)- The Bureau of the Census annually prepares total population estimates for States and selected substate areas such as counties and cities. Provisional population estimates appear in the P-26 Series and interim estimates in the P-25 Series.

Population Share - A method for disaggregating an area's employment and unemployment estimates to places (subareas) by assigning to the place the same proportion of employment and unemployment as its proportion of the larger area's Census population. It is used in lieu of Census-share where Census data on employment and unemployment do not exist for an area.

Reentrants - Unemployed persons who have previously worked but were out of the labor force prior to their most recent job search.

Reference Week - The week for which data are collected. For the CPS, the reference week is the calendar week including the 12th of the month. For UI data, it is the certification period. In most States, the UI certification week is the calendar week including the 12th. Exceptions are States with flexible benefit weeks and New York, whose week is a Monday-through-Sunday week.

Residency Adjustment of Employment - Adjusting establishment-based data, which are on a place-of-work basis, to reflect the place of residence of the employed. The current adjustment also corrects for multiple jobholding and unpaid absence in the place-of-work series.

Signal/noise models - Type of econometric model used by the LAUS program to produce State labor force estimates. These models attempt to measure the true labor force value contained in the monthly CPS estimates (called the signal) by extracting the noise associated with CPS sampling error (since the CPS estimates come from a probability sample rather than a complete census of the population).

Smoothed estimates - Refers to signal/noise model estimates for a completed estimating year which have been reestimated using all available data (both for past months and subsequent months) up to a particular end point in time (usually the last completed calendar year). In the LAUS program, smoothed estimates usually incorporate revisions to model inputs and reestimation using the entire time series in which the model is first estimated going forward through time, and then reestimated going backward through time.

STARS (State Time-series Analysis and Review System) - A collection of interactive WYLBUR command procedures and SAS macro language programs which allow multiple users to make State model estimates, and extract and review related data.

Time series decomposition - An analysis technique used to evaluate a time series of data (such as monthly estimates for several years) and identify trend, cyclical, seasonal, and irregular patterns in the data.

Transitional Claim - A new claim filed to request a determination of eligibility and establishment of a new benefit year having an effective date within the 7-day period immediately following the benefit year ending date (one of three types of initial claims).

Unemployed Disqualified - Persons who are disqualified from receiving UI benefits for separation issue nonmonetary reasons but are able to work and are available for work.

Unemployed Exhaustees - Unemployed persons who have exhausted all of their unemployment compensation benefits and are no longer eligible for benefits under the regular program.

Variable coefficients - An econometric modeling technique in which coefficients can vary over time as new observations are added. The LAUS signal/noise modeling approach uses variable coefficients.

Waiting Period - A week of unemployment for which a claimant does not receive a compensation but must meet the same eligibility requirements that are necessary to qualify for receipt of compensation for subsequent weeks of unemployment during the benefit year. (In some States, the waiting period, after specified periods of unemployment, may become compensable.)

Youth Population Ratio (YPR)- The ratio between the 16 to 19 year old population and the population 20 years of age and over (16-19 divided by 20+). It is used in estimating handbook unemployed entrants.

Home   Document Top