

Economic Survey Schedule

U.S. Department of Labor

Employment Standards Administration
Wage and Hour Division



1. Name and Address of Establishment:
(Include ZIP Code and telephone number)

OMB No. 1215-0028
Expires: 08-31-2006

2. Industry and Classification:

3. Type of business activity:

4. Source of materials:

5. Finished products: Are the finished products shipped outside of American Samoa?

Yes

No

If yes, indicate who pays the shipping costs.

6. Is firm tax exempt?

Yes

No

Pending

7. You are requested to furnish copies of balance sheets and income and expense statements for the 2 most recent years. (Income and expense statements are held in confidence.) Attached:

Yes

No

8. Survey payroll period:

Begins _____ Ends _____

9. a. Total employment during survey payroll period:

b. Employees covered by this industry wage order:

10. Employment covered by this industry wage order (item 9b) for the 2 most recent years:

Year	Feb. 12th	May 12th	Aug. 12th	Nov. 12th
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

11. Collective bargaining agreement:

Yes

No

If yes, please attach a copy

12. Fringe benefits provided by establishment:

Number of paid holidays: _____

Health care plan

Number of paid vacation days: _____

Pension plan

Number of paid sick leave days: _____

Other (specify) _____

13. Additional remarks:

14. Name of person submitting information:

Title:

Date submitted:

Instructions for Completing Form WH-1 Economic Survey Schedule

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Information requested on Form WH-1 is for use in Industry Committee Review of Minimum Wage Rates, pursuant to sections 5, 6 and 8 of the Fair Labor Standards Act (FLSA). The following instructions have been prepared to assist you in completing the form.

Use of form: For companies with more than one establishment, use a separate survey form for each establishment. Where a single location encompasses two or more distinct and separate economic activities for which different industry wage order definitions are applicable, such activities should be treated as separate establishments.

Establishment defined: An "establishment" is generally defined as a single physical location where business is conducted or where services or industrial operations are performed; for example, a factory, mill, store, mine, or farm. Where a single physical location comprises two or more units which maintain separate payroll and inventory records and which are engaged in distinct or separate industrial activities, each unit should be treated as a separate establishment. An establishment is not necessarily identical with the business concern or firm, which may consist of one or more establishments. It is also to be distinguished from organizational sub-units, departments, or divisions within an establishment.

Item 1. If the establishment has a legal name and a trade name, enter the legal name, the abbreviation "dba" (doing business as), and the trade name. Enter the address of the office of the establishment. If the address of the plant or the store is different from the address of the office, enter it in "Additional remarks." Enter the post office box number, if any, and the telephone number where management can be reached.

Item 2. Enter the name of the industry, and classification within the industry if applicable, whose definition covers the activities of this establishment.

Item 3. State the principal activity or activities performed by the establishment. If the establishment is engaged in manufacturing, list the principal products. If the establishment is engaged in service activity, list the types of services performed.

Item 4. Indicate whether raw materials or goods to be sold at retail are obtained from the U.S. mainland, from a foreign country, or from local sources. Please name the foreign countries.

Item 5. Indicate whether goods are shipped to the U.S. mainland, to foreign markets, or sold locally. If yes, indicate who pays the shipping costs.

Item 6. If yes, please indicate length of exemption.

Item 7. Income and expense statements are held in confidence. A combined statement will be prepared for an industry only if it can be done without revealing individual firm data.

Item 8. The survey payroll period is the period which includes October 12, 2004. If this period is not a normal payroll period, enter the first normal payroll period which precedes it. Note the reason for an abnormal payroll period in "Additional remarks." Examples of payroll periods considered abnormal would be those during which there was little business activity due to seasonal factors, natural disasters, strikes, etc.

Item 9a. Total employment includes all employees in the establishment, whether or not covered by FLSA or exempt from FLSA overtime provisions. Include part-time employees and any employee who received pay for any part of the survey payroll period. Also include persons on vacation or sick leave for which they received pay.

Item 9b. Include all covered, nonexempt employees.

Item 9c. Include those employees exempt from FLSA overtime provisions, those not covered by FLSA, and those who may be covered by another FLSA industry wage order.

Item 10. Enter the total number of covered employees employed during workweeks containing the 12th of the month. For the current payroll period this figure would be the same as Item 9b. If accurate data cannot be given going back 2 years, then please provide estimates.

Item 11. If a collective bargaining agreement is in effect, please attach a copy.

Item 12. Only fringe benefits involving a cost to the employer should be entered. Enter in "Additional remarks" any information on variations in fringe benefits based on length of service or other factors.

Item 13. If it is necessary to clarify or expand on the information requested, use this section to do so.

Item 14. Enter the name and title of the person submitting the information and the date submitted.

Items 15-21. This section of the form is used to report data on the employment and earnings in each surveyed establishment in a manner permitting direct tabulation by automatic data processing equipment. It is therefore **essential** that, for companies with more than one establishment or establishments with employees in two or more classifications, a **separate** sheet be used to report the employment and earnings in **each** classification in **each** establishment.

If more than one sheet is required for an establishment due to the volume of employees or a multiplicity of classifications within the establishment, enter the sequential page number and **total** pages for the **establishment**, e.g. Page 1 of 3, 2 of 3, 3 of 3. Include all classifications within the establishment in the total number of pages. Schedules for multi-establishments within a single company shall be stapled together to facilitate the assignment of a code number which will identify the individual establishments and classifications as well as the company.

Payroll period. Enter the beginning and ending date of the payroll period covered by the survey. (See item 8.)

Item 15. Enter the legal and trade name of the firm. Leave boxes 1-3 blank.

Item 16. Enter the address of the physical location of the establishment.

Item 17. Enter the name of the wage order industry. Leave boxes 4-6 blank.

Item 18. Enter the name of the classification within the wage order industry. Leave boxes 7-9 blank.

Item 19. (To be completed by the Wage and Hour Division.) Enter the current wage order rate (industry minimum) applicable to this industry or classification in boxes 10-13. The rate is to be reported in dollars and cents with cents expressed in decimals, **not in fractions**. For example, if the current wage order rate in effect is one dollar and eighty-five cents, the entry in boxes 10-13 would be 1850. If the current wage order rate is one dollar, eighty-five and one-half cents, the entry in boxes 10-13 would be 1855. Note that box 13 is always assigned to the fractional part of a cent and must be zero if the wage rate is an even-cent amount.

Item 20. Enter the total **unduplicated** number of employees covered and not exempt in this industry and classification in this establishment in boxes 14-16. Include any homeworkers reported in boxes 17-19. **NOTE:** If an employee has worked in two or more classifications or in two or more establishments of the same company, he is to be reported only **once** in the establishment and classification in which he worked the greater number of hours during the survey period. If the hours worked in each classification or establishment cannot be determined or are equally proportioned, include the employee only **once** in the applicable classification with the highest wage order rate.

Enter the unduplicated number of homeworkers covered and not exempt under this classification in this establishment in boxes 17-19. The entries in boxes 14-16 and 17-19 shall be preceded by zeros, where necessary, to fill all of the boxes.

Numbers which have more digits than the number of boxes provided shall be entered in entirety in the available space to the left of the boxes.

Item 21. Enter the employment data in column a. and the earnings data in column(s) b. or c(1) and c(2) as applicable.

Hourly paid employees. Neither hours worked (column c(1)) nor total earnings (column c(2)) need be shown for employees whose pay is based solely on flat hourly rates. Where two or more employees have the same hourly wage rate, enter (on one line) in column a. the number of workers and in column b. the hourly rate. The hourly rate is to be reported in dollars and cents rounded to the nearest half cent. Cents are to be expressed in three decimal places and **not in fractions**. For example, if the employee is paid two dollars and forty-five cents an hour, the entry would be 2.450; if the employee is paid two dollars and two and one-half cents an hour, the entry would be 2.025.

Employees paid salaries and/or incentive earnings. It is not necessary to compute the straight-time hourly wage rate (column b) of employees paid salaries or incentive earnings. If two or more workers have the same number of hours worked and total straight-time earnings, enter the combined data on one line. Otherwise enter data for each employee on a separate line.

Column c(1). "Hours worked for" shall include total hours worked at straight-time and overtime rates, plus any hours paid for standby, reporting time, holidays, vacations, sick leave, or other leave, providing that payment was made directly by the establishment. Do not convert overtime or other premium paid hours to straight-time equivalent hours. The number of hours is to be counted in quarter hours and expressed in two decimal places and **not in fractions**. For example, if an employee worked thirty-eight and three-quarters hours, the entry would be 38.75; if the employee worked thirty-nine and one half hours, the entry would be 39.50; if he worked forty-one and one-quarter hours, the entry would be 41.25.

Column c(2). "Total straight-time earnings" refer to earnings before deductions for old age and unemployment insurance, group insurance, withholding tax, bonds, and union dues. This includes pay for holidays, vacations, sick leave, and other leave, if payment is made directly by the establishment. It excludes premium (extra) pay for overtime or holiday work; bonuses (unless earned and paid regularly each pay period); and retroactive pay. Straight-time earnings, including straight-time earnings for overtime hours worked, are to be reported in dollars and cents rounded to the nearest whole cent.

Homeworkers. If homeworkers are employed, indicate the total number of homeworkers in column a. and combined earnings in column c(2). Enter the letter "H" in column c(1) and enter the applicable classification wage order rate in column b. expressed in dollars and cents to three decimal places (See Item 19).