

INSTRUCTIONS FOR COMPLETING THE

CENSUS OF EMPLOYMENT (TOTAL WORKFORCE LISTING)





02.28.2025

IMPORTANT:

- COMPANIES REPORTING ZERO EMPLOYEES IN THE WORKFORCE WILL PROCEED TO THE FOLLOWING LINK: [ZERO EMPLOYEES](#).
- WHILE THESE COMPANIES ARE NOT REQUIRED TO SUBMIT A CENSUS OF EMPLOYMENT (COE) FORM, THEY MUST COMPLETE THIS NECESSARY PROCEDURE IN NOTIFYING THE DEPARTMENT.

FILE ID SECTION: Complete the " File ID" section located at the top of the form. Enter company name and all DBAs represented in this document separated by a comma. Enter the quarter and year of the submission.

<p>Part 1</p> <p>EMPLOYEE NAME</p>	<p>Enter the employee's name beginning with last name, first name, then middle initial.</p> <p>TIP To avoid errors, ensure that all employee names on the form mirror employee names on documents prepared for income tax filing.</p>
<p>Part 2</p> <p>DATE OF BIRTH</p>	<p>Enter the employee's complete date of birth.</p> <p>IMPORTANT: Please enter as MM/DD/YYYY.</p> <p>Ex: 10/23/1995</p>
<p>Part 3</p> <p>MAJOR SOC CODE</p>	<p>From the drop-down list, select the employee's 2-digit major SOC code. </p> <ol style="list-style-type: none">1. To verify the occupation's Major SOC, go to https://www.onetonline.org.2. On the top right-hand corner, type in the specific occupation or position in the occupational keyword search box (ex: "electrician"). Click on "Go".3. A list of occupations will show on the next page.4. Locate the specific occupation and take note of the numbers adjacent to the occupation/position. Using the example occupation above (electrician), you will see a series of numbers displayed: "47-2111.00". The first two digits "47" represent the occupation's major SOC.
<p>Part 4</p> <p>MINOR SOC CODE</p>	<p>Enter the employee's minor SOC code.</p> <ol style="list-style-type: none">1. To obtain the occupation's Minor SOC, go to https://www.onetonline.org.2. On the top right-hand corner, type in the specific occupation or position in the occupational keyword search box (ex: "electrician"). Click "Go".3. A list of occupations will show on the next page. Locate the specific occupation and take note of the numbers adjacent to the occupation/position. Using the example occupation above (electrician), you will see a series of numbers displayed: "47-2111.00". The four digits "2111" represent the occupation's minor SOC.4. After obtaining the minor SOC code, you may enter those numbers into the form.
<p>Part 5</p> <p>POSITION (O*NET Occupation Title)</p>	<p>Enter the employee's job position according to O*NET.</p> <p> The job position entered must correspond to the major and minor SOC code. Be as specific as possible - <u>according to ONET classifications</u>. Visit the ONET online website listed in Parts 2 & 3, or contact the Department for assistance</p>

Part 6

EMPLOYMENT STATUS

From the drop-down menu, select the employee's employment status.

The only available options are "Full Time" and "Part Time". Workers who are considered seasonal, at-will, temporary, or interns will be considered as Part Time employees.

Part 7

PARTICULAR PROJECT EXEMPTION

For Official Use Only. Do not complete this part.

Part 8

WAGE

Enter the employee's wages/salary.



Here are some acceptable forms of wages/salary:

- \$7.25 hr.
- \$500 bi-weekly
- \$1,000 monthly
- \$40,000 per annum

Part 9

COUNTRY OF CITIZENSHIP

From the drop-down menu, select the employee's country of citizenship.



"U.S." = employees originating from U.S., CNMI, Guam, American Samoa, Puerto Rico and U.S. Virgin Islands

"FSM" = employees originating from Chuuk, Kosrae, Pohnpei and Yap

"FAS" = employees originating from Marshall Islands and Palau

Part 10

VISA TYPE/CLASS

From the drop-down menu, select the employee's visa type or class.



Select "US" for U.S. citizen workers (ex: U.S. passport holders). Select "LPR" for a worker with a Green Card. Select "FSM" for a worker from Chuuk, Kosrae, Pohnpei and Yap. Select "FAS" for a worker from Marshall Islands and Palau. Select "EAD" for a worker. Select a category.

Part 11

START DATE OF EMPLOYMENT

Enter the employee's date of employment.

IMPORTANT: Please enter as MM/DD/YYYY.

Part 12

DATE EMPLOYMENT ENDED

Enter the employee's last date of employment. Some examples include official resignation dates, termination dates, and/or dates of separation from the company.

IMPORTANT: Please enter as MM/DD/YYYY.

Part 13

NAICS CODE

From the drop-down menu, select the employee's NAICS Code. (North American Industry Classification System)

Select the appropriate NAICS code for each employee according to the type of DBA/business activity performed within the company.

Part 14

WORKFORCE TALLY

No action required. This section is auto-populated once Parts 1-13 are completed.



For accuracy, ensure that all workers (U.S. and Non-U.S.) correspond accurately to their employment statuses, country of citizenship and visa type/class.

- U.S. Workers = U.S., LPR, FSM, FAS Workers and EAD-C37 Workers.
 - All other workers count as non-U.S. Workers.
 - Employment status = Full Time or Part Time only.
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CERTIFICATION SECTION

IMPORTANT: Completing the Certification section is equivalent to submitting an official document to the Department of Labor. As much as possible, ensure that the preparer/submitter: (1) validates all the information entered in the document and (2) endorses the document prior to submission. Failure to endorse the document will result in several actions:

- The form will be rejected by the Department;
- Considered as a "non-submission", and therefore non-compliant;
- Flagged for incompleteness, causing processing delays; and
- Delays in other DOL requests (e.g., JVA certification, good-standing, etc.).

To complete the Certification section:

1. Enter the preparer's "Name and Position".
2. Enter the day, month, and year of submission.
3. Enter the preparer/submitter's name and date.

Contact Information:

**Commonwealth of the Northern Mariana Islands Department of Labor
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