

Instructions for Completing the Census of Employment (Total Workforce Listing)

- ➢ Forms
 - Available online at <u>labor.cnmi.gov</u>
 - Click on "Resources, Forms and Publications, Census of Employment (Total Workforce Listing) for a copy (see below)"

FILE ID		Compar	ny Name		dba				Quarter and Year		
Census of Employment (Pursuant NMIAC Subchapter 80-20.1 Employment Pules and Regulations, \$ 80-20.1-505 (a)(b)(c)(d) <u>Census of Employment</u> and \$ 80-20.1-210 <u>Participation Objective</u> (a)(b)(c)(d)(e)(f).) Note: Pursuant to NMIAC \$ 80-20.1-210 Participation Objective (c)(4), Person retained by an employer as Consultants, Advisors, or Agents who are independent contractors are not included in the number of Status- Qualified Participations.											
Part 1 EMPLOYEE NAME (Last Name, First Name Middle Initial)	Part 2 Date of Birth	Part 3 MAJOR SOC CODE (2 digits)	Part 4 MINOR SOC CODE (4-6 digits)	Part 5 POSITION (O"NET Occupation Title)	Part 6 EMPLOYME NT STATUS (Full Time, Part Time)	Part 7 PARTICULA R PROJECT EXEMPTION (Y/N)	Part 8 WAGE	Part 9 COUNTRY OF CITIZENSHIP	Part 10 VISA TYPE / CLASS	Part 11 START DATE OF EMPLOYMENT	Part 12 DATE EMPLOYMENT ENDED

Deadlines

- First quarter (January, February, & March)
- Second quarter (April, May, & June)
- Third quarter (July, August, & September)
- Fourth quarter (October, November, & December)

due April 30 due July 31 due October 31 due January 31 – of the following year

- Document Submission
 - Send completed Excel form(s) to *<u>documents@marianaslabor.net</u>.

The Department is transitioning to a new website that will include a new feature for employers to submit quarterly compliance documents. The transition will include disabling the documents@marianaslabor.net site; hence, the department will no longer accept compliance documents through that avenue. More guidance on the transition will be forthcoming.

FILE ID SECTION: Complete the "File ID" section located at the top of the form. Enter company name/dba and the quarter and year of submission.

Part I	Enter the employee's name beginning with last name, first name, then middle initial.					
EMPLOYEE NAME	To avoid errors, ensure that all employee names on the form mirror employee names on documents prepared for income tax filing.					
Part 2	Enter the employee's complete date of birth.					
	IMPORTANT : Please enter as MM/DD/YYYY.					
DATE OF BIRTH	Ex: 10/23/1995					
Part 3	From the drop-down list, select the employee's 2-digit major SOC code.					
	I. To verify the occupation's Major SOC, go to <u>https://www.onetonline.org.</u>					
	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.					
Part 4	Enter the employee's minor SOC code.					
	I. 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".					
MINOR SOC CODE	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.					
Part 5	Enter the employee's job position according to O*NET.					
POSITION (O*NET Occupation Title)	CAUTION 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.					

Part 6	From the drop-down menu, select the employee's employment status.
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	Enter the employee's wages/salary.
WAGE	 Here are some acceptable forms of wages/salary: \$7.25 hr. \$500 bi-weekly \$1,000 monthly \$40,000 per annum
Part 9	From the drop-down menu, select the employee's country of citizenship.
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	From the drop-down menu, select the employee's visa type or class.
VISA TYPE/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 with CNMI Long Term Resident.
Part II	Enter the employee's date of employment.
START 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.



Part 13	No action required. This section is auto-populated once Parts 1-12 are completed.				
WORKFORCE TALLY	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, and FAS Workers. All other workers count as non-U.S. Workers. Employment status = Full Time or Part Time only. 				

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 incompletion, causing processing delays; and
- > Delays in other DOL requests (e.g., JVA certification, good-standing, etc.).

To complete the Certification section:

- I. 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:

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