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**Commonwealth of the Northern Mariana Islands**

**Department of Labor**

Office of the Secretary

1356 Mednilla Avenue | Capitol Hill

P.O. Box 10007 | Saipan, MP 96950

Phone: (670) 664-3196

Web: www.marianaslabor.net

Instructions for Completing the Total Workforce Listing (TWL)

* Forms
	+ Available online at [www.marianaslabor.net](http://www.marianaslabor.net)
	+ Click on “Forms & Publications”, then “*Total Workforce Listing and Workforce Plan (Excel template)*” for a copy.
* Deadlines
	+ First quarter (January, February, & March) due April 30
	+ Second quarter (April, May, & June) due August 31
	+ Third quarter (July, August, & September) due October 31
	+ Fourth quarter (October, November, & December) due January 31 – of the following year
* Document Submission
	+ Send completed Excel form(s) to documents@marianaslabor.net.
* Best Practices
	+ Pay close attention to submission deadlines to avoid penalties.
	+ Before submission, ensure that all applicable fields are completed.
	+ Be as accurate as possible when completing the TWL form (additional supporting documentation may be requested by Department of Labor (DOL) staff, causing delays).
	+ In addition to the TWL form, new businesses are required to submit a business license for each business activity or dba (doing business as).
* Do’s & Don’ts
	+ Submit the TWL’s promptly.
	+ Submit the TWL’s in Excel format only.
	+ Contact the Department questions related to any part of the instructional manual.
	+ Do not convert the Excel spreadsheet to any other format (ex: PDF, Word, etc.)
	+ Do not fax, scan, or email TWL’s to Department of Labor staff.
	+ Do not submit TWL’s without completing the Certification section.

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| **FILE ID SECTION:** Complete the “File ID” section located at the top of the TWL form. Enter company name/dba and the quarter and year of submission. |
| Enter the employee’s name beginning with last name, first name, then middle initial. To avoid errors, ensure that all employee names on the TWL form mirror employee names on documents prepared for income tax filing. Part 1**EMPLOYEE NAME** |
| Part 2**MAJOR SOC CODE** Enter the employee’s major SOC code.1. To obtain 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. 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. 4. After obtaining the major SOC code, you may enter those numbers into the TWL.  |
| Part 3**MINOR SOC CODE**Enter the employee’s minor SOC code.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 TWL. |
| Enter the employee’s job position according to O\*NET.  The job position entered must be as specific as possible - according to ONET classifications. Doing otherwise will only cause delays in the process. Visit the ONET online website listed in Parts 2 & 3, or contact the Department for assistance.Part 4**POSITION (O\*NET Occupation Title)**  |
| 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 by the Department as Part Time employees. Part 5**EMPLOYMENT STATUS** |
| Part 6**PARTICULAR PROJECT EXEMPTION** *For Official Use Only*. Do not complete this part. |
| 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 7**WAGE** |
| Enter the employee’s country of citizenship.   “U.S.” = employees from U.S., CNMI, Guam, American Samoa “FSM” = employees from Chuuk, Kosrae, Pohnpei and Yap “FAS” = employees from Marshall Islands and Palau For all other employees, enter the complete name of the country (e.g., “South Korea”, “Japan”, “Phillipines”, “Nepal”, “Russia”, “India”, “Spain” “Germany”, “Turkey”, etc.).Part 8**COUNTRY OF CITIZENSHIP** |
| Enter the employee’s visa type/class. Enter “U.S.” for a worker with a U.S. Passport. Enter “LPR” for a worker with a Green Card. Enter “FSM” for a worker from Chuuk, Kosrae, Pohnpei and Yap. Enter “FAS” for a worker from Marshall Islands and Palau. Enter “EAD” for a worker with CNMI Long Term Resident. Part 9**VISA TYPE/CLASS** |
| Enter the employee’s date of employment.**IMPORTANT**: Please enter as MM/DD/YYYY.Part 10**START DATE OF EMPLOYMENT** |

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 11

**DATE EMPLOYMENT ENDED**

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| Enter the total number of U.S. and Non-U.S. workers into specified boxes. For accuracy, ensure that all workers (U.S. and Non-U.S.) and corresponding employment statuses listed on the TWL are entered into specified boxes. * U.S. Workers = U.S., LPR, FSM, and FAS Workers.
* All other workers count as non-U.S. Workers.

Part 12**WORKFORCE TALLY** |
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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 TWL 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:

 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:

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