

Finding federal government data on the number of workers in your state, by industry, and your state's average weekly wage.

This guide provides step-by-step instructions for extracting data from the Quarterly Census of Employment and Wages on the BLS website. When you transfer these data to the appropriate Excel worksheet, you will be able to calculate an estimate of the number and percent of workers in your state who currently lack paid sick days, along with the cost and savings of a minimum paid sick days standard.

(Note: You will go through this process twice: First to capture the number of workers in your state by industry, and then to retrieve data on average weekly earnings for your state's entire non-agricultural workforce.)

To begin, type or copy and paste this URL address into your browser: <http://data.bls.gov/cgi-bin/dsrv?en>. (You can also get to this page from the BLS home page at <http://www.bls.gov>. Follow the link in the top right corner under "Employment" to "State and County Employment;" scroll down to the heading "QCEW Databases" go to "State and County Wages" and select "Multiscreen data search."

Step 1. Select the following industries. (Hint: Hold down the Ctrl key to choose multiple categories). Once these industries have been highlighted, click the "Next form" button.

21 Mining
22 Utilities
23 Construction
31-33 Manufacturing
42 Wholesale Trade
44-45 Retail Trade
48-49 Transportation and Warehousing
51 Information
52 Finance and Insurance
53 Real Estate and Rental and Leasing
54 Professional and Technical Services
55 Management
56 Administrative and Waste Services
61 Educational Services
62 Health Care and Social Assistance
71 Arts, Entertainment, and Recreation
72 Accommodation and Food Services
81 Other Services (except Public Administration)

Quarterly Census of Employment and Wages

Quarterly Census of Employment and Wages -- Industry (Screen 1 of 6)

You have a total of **20859122** series to query for.

Choose Industry:

1153 NAICS 1153 Support activities for forestry
11531 NAICS 11531 Support activities for forestry
115310 NAICS 115310 Support activities for forestry
21 NAICS 21 Mining, quarrying, and oil and gas extraction
211 NAICS 211 Oil and gas extraction
2111 NAICS 2111 Oil and gas extraction

Next form

Reset form

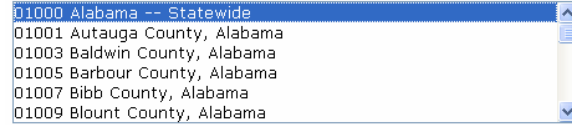
Step 2. Select your **State** and click the “Next form” button.

Quarterly Census of Employment and Wages

Quarterly Census of Employment and Wages -- Area (Screen 2 of 6)

Your query has been narrowed to **498365** series.

Choose **Area**:



A dropdown menu with the following options: 01000 Alabama -- Statewide, 01001 Autauga County, Alabama, 01003 Baldwin County, Alabama, 01005 Barbour County, Alabama, 01007 Bibb County, Alabama, 01009 Blount County, Alabama. The first option is selected.

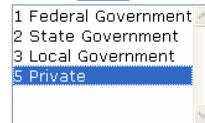
Step 3. Select only **5 Private**.
Click the “Next form” button.

Quarterly Census of Employment and Wages

Quarterly Census of Employment and Wages -- Owner (Screen 3 of 6)

Your query has been narrowed to **285** series.

Choose **Owner**:



A dropdown menu with the following options: 1 Federal Government, 2 State Government, 3 Local Government, 5 Private. The last option is selected.

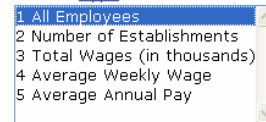
Step 4. Choose data type:
All Employees
Click “Next form” button.

Quarterly Census of Employment and Wages

Quarterly Census of Employment and Wages -- Type (Screen 4 of 6)

Your query has been narrowed to **90** series.

Choose **Type**:



A dropdown menu with the following options: 1 All Employees, 2 Number of Establishments, 3 Total Wages (in thousands), 4 Average Weekly Wage, 5 Average Annual Pay. The first option is selected.

Step 5. Select **All establishment sizes**. Click the “Next form” button.

Quarterly Census of Employment and Wages

Quarterly Census of Employment and Wages -- Size (Screen 5 of 6)

Your query has been narrowed to **18** series.

Choose **Size**:



A dropdown menu with the following option: 0 All establishment sizes. This option is selected.

Step 6. Under **Year(s) to report for**, choose 2007-2009. Under **Format**, select option 4 and click “Retrieve data”.

Quarterly Census of Employment and Wages

Quarterly Census of Employment and Wages -- Year (Screen 6 of 6)

Your query has been narrowed to 18 series.

Tip for repeat users:

- >> You may wish to save the series ID(s) generated from this query for later use in Series Rep
- >> To save these series ID(s), cut and paste to a text file.

View [list](#) of your selected series ID(s) now.

2008-2009
 2007-2009
 2006-2009
 1999-2009
 All Years

Years(s) to report for: All Years

Format:

- 1. Column
- 2. Table (Rows: Year, Columns: Period)
- 3. Table (Rows: Series ID, Columns: Period/Year, Optional: Net & % Change)
- 4. Table (Rows: Survey Characteristic, Columns: Period/Year, Optional: Net & % Change)

HTML Tables: Yes No

Catalog: Yes No

Delimiter: Tab Space Comma (Note: Tab delimited works for Mosaic 2.0 or better.)

Number of Characters Per Line: 400

Retrieve data Reset form

Step 7. To retrieve the annual average number of employees by industry for 2007 (that is, the average of 12 monthly surveys conducted in 2007), type “m13/2007” into the first box. Click “Retrieve Data.”

Quarterly Census of Employment and Wages -- Further Formatting Options for Format 4

To override previous screen's year range enter date(s): {Year range(s): 1994-1999 and/or discrete m13/2007 period/year date(s): m01/1992}

Calculate Net Change from Period/Year(s): {Discrete period/year date(s): m01/1992}

To Period/Year(s):

Calculate Percent Change from Period/Year(s): {Discrete period/year date(s): m01/1992}

To Period/Year(s):

Quarterly Census of Employment and Wages

Series Catalog:

Area : Alabama -- Statewide

Owner : Private

Type : All Employees

Size : All establishment sizes

Data:

Industry	Ann 2007
NAICS 21 Mining, quarrying, and oil and gas extraction	8176
NAICS 22 Utilities	13340
NAICS 23 Construction	112788
NAICS 31-33 Manufacturing	296135
NAICS 42 Wholesale trade	82506
NAICS 44-45 Retail trade	241460
NAICS 48-49 Transportation and warehousing	54096
NAICS 51 Information	27995
NAICS 52 Finance and insurance	71704
NAICS 53 Real estate and rental and leasing	25730
NAICS 54 Professional and technical services	96732
NAICS 55 Management of companies and enterprises	14710
NAICS 56 Administrative and waste services	108555
NAICS 61 Educational services	16557
NAICS 62 Health care and social assistance	186069
NAICS 71 Arts, entertainment, and recreation	17460
NAICS 72 Accommodation and food services	156432
NAICS 81 Other services, except public administration	48226

Step 8. Congratulations! You have located the first set of data needed to complete the paid sick days estimator. Copy the output in the second column of this data table and paste it into Table Column D (Excel Column G) starting in row 9, of the estimator spreadsheet named “Workers Without Paid Sick Days.”

Now, use your **Back** button to return to **Screen 1 (Industry)** and repeat **Steps 1 through 7** to obtain employment figures for Federal, State, and Government workers in all industries in your state.

Step 9. Having returned to **Screen 1**, select only the first category listed: 10 Total, all industries. Click the “Next form” button.

Quarterly Census of Employment and Wages

Quarterly Census of Employment and Wages -- Industry (Screen 1 of 6)

You have a total of **20859122** series to query for.

Choose **Industry**:

10 Total, all industries
101 Goods-Producing
1011 Natural Resources and Mining
1012 Construction
1013 Manufacturing
102 Service-Providing

Step 10. Again select your state from the list and click the “Next form” button.

Quarterly Census of Employment and Wages

Quarterly Census of Employment and Wages -- Area (Screen 2 of 6)

Your query has been narrowed to **97818** series.

Choose **Area**:

01000 Alabama -- Statewide
01001 Autauga County, Alabama
01003 Baldwin County, Alabama
01005 Barbour County, Alabama
01007 Bibb County, Alabama
01009 Blount County, Alabama

Step 11. This time, select the **1 Federal Government, 2 State Government, and 3 Local Government** options on the “Owner” Screen.

Quarterly Census of Employment and Wages

Quarterly Census of Employment and Wages -- Owner (Screen 3 of 6)

Your query has been narrowed to **66** series.

Choose **Owner**:

0 Total Covered
1 Federal Government
2 State Government
3 Local Government
5 Private
8 Total Government

Step 12. Choose data type:
All Employees
Click “Next form” button.

Quarterly Census of Employment and Wages

Quarterly Census of Employment and Wages -- Type (Screen 4 of 6)

Your query has been narrowed to **15** series.

Choose **Type**:

1 All Employees
2 Number of Establishments
3 Total Wages (in thousands)
4 Average Weekly Wage
5 Average Annual Pay

Step 13. Select **All establishment sizes**. Click the “Next form” button.

Quarterly Census of Employment and Wages

Quarterly Census of Employment and Wages -- Size (Screen 5 of 6)

Your query has been narrowed to **3** series.

Choose **Size**:

0 All establishment sizes

Next form

Reset form

Step 14. Under **Year(s) to report for**, choose 2007-2009. Under **Format**, select option **4** and click “Retrieve data”.

Quarterly Census of Employment and Wages

Quarterly Census of Employment and Wages -- Year (Screen 6 of 6)

Your query has been narrowed to **3** series.

Tip for repeat users:

- » You may wish to save the series ID(s) generated from this query for later use in Series Report.
- » To save these series ID(s), cut and paste to a text file.

View [list](#) of your selected series ID(s) now.

2008-2009
2007-2009
 2006-2009
 1999-2009

Years(s) to report for: All Years

Format:

- 1. Column
- 2. Table (Rows: Year, Columns: Period)
- 3. Table (Rows: Series ID, Columns: Period/Year, Optional: Net & % Change)
- 4. Table (Rows: Survey Characteristic, Columns: Period/Year, Optional: Net & % Change)

HTML Tables: Yes No

Catalog: Yes No

Delimiter: Tab Space Comma (Note: Tab delimited works for Mosaic 2.0 or better.)

Number of Characters Per Line: 400

Retrieve data

Reset form

Step 15. To retrieve the annual average number of employees by industry for 2007 (that is, the average of 12 monthly surveys conducted in 2007), type “m13/2007” into the first box. Click “Retrieve Data.”

Quarterly Census of Employment and Wages -- Further Formatting Options for Format 4

To override previous screen's year range enter date(s): [Year range(s): 1994-1999 and/or discrete m13/2007 period/year date(s): m01/1992]

Calculate Net Change from Period/Year(s): [Discrete period/year date(s): m01/1992]

To Period/Year(s):

Calculate Percent Change from Period/Year(s): [Discrete period/year date(s): m01/1992]

To Period/Year(s):

Step 16. Congratulations! You have located the second set of data needed to complete the paid sick days estimator. There are three simple data tables associated with this output with federal, state, and local government employee estimates respectively. Copy the outputs located in the second column of federal, state, and local government data tables and paste them into Table Column D (Excel Column G), rows 30, 31, and 32 respectively, of the estimator spreadsheet named “Workers Without Paid Sick Days.”

Series Catalog:

Area : Alabama -- Statewide
 Owner : Federal Government
 Type : All Employees
 Size : All establishment sizes

Data:

Industry	Ann 2007
Total, all industries	51887

Series Catalog:

Area : Alabama -- Statewide
 Owner : State Government
 Type : All Employees
 Size : All establishment sizes

Data:

Industry	Ann 2007
Total, all industries	93111

Series Catalog:

Area : Alabama -- Statewide
 Owner : Local Government
 Type : All Employees
 Size : All establishment sizes

Data:

Industry	Ann 2007
Total, all industries	215113

Now, use your **Back** button again to return to **Screen 1 (Industry)** and **repeat Steps 1 through 7** to find the **Average Weekly Wage** in your state.

Step 17. Having again returned to **Screen 1**, this time, select only the first category listed: 10 Total, all industries. Click the “Next form” button.

Quarterly Census of Employment and Wages

Quarterly Census of Employment and Wages -- Industry (Screen 1 of 6)

You have a total of 20859122 series to query for.

Choose **Industry**:

- 10 Total, all industries
- 101 Goods-Producing
- 1011 Natural Resources and Mining
- 1012 Construction
- 1013 Manufacturing
- 102 Service-Providing

Next form Reset form

Step 18. Again select your state from the list and click the “Next form” button.

Quarterly Census of Employment and Wages

Quarterly Census of Employment and Wages -- Area (Screen 2 of 6)

Your query has been narrowed to 97818 series.

Choose **Area**:

- 01000 Alabama -- Statewide
- 01001 Autauga County, Alabama
- 01003 Baldwin County, Alabama
- 01005 Barbour County, Alabama
- 01007 Bibb County, Alabama
- 01009 Blount County, Alabama

Next form Reset form

Step 19. Select 0 Total Covered.
Click the “Next form” button.

Quarterly Census of Employment and Wages

Quarterly Census of Employment and Wages -- Owner (Screen 3 of 6)

Your query has been narrowed to **66** series.

Choose **Owner**:

0 Total Covered
1 Federal Government
2 State Government
3 Local Government
5 Private
8 Total Government

Next form Reset form

Step 20. Choose data type:
Average Weekly Wage
Click “Next form” button.

Quarterly Census of Employment and Wages

Quarterly Census of Employment and Wages -- Type (Screen 4 of 6)

Your query has been narrowed to **5** series.

Choose **Type**:

1 All Employees
2 Number of Establishments
3 Total Wages (in thousands)
4 Average Weekly Wage
5 Average Annual Pay

Next form Reset form

Step 21. Select All establishment sizes. Click the “Next form” button.

Quarterly Census of Employment and Wages

Quarterly Census of Employment and Wages -- Size (Screen 5 of 6)

Your query has been narrowed to **1** series.

Choose **Size**:

0 All establishment sizes

Next form Reset form

Step 22. Under Year(s) to report for, choose 2007-2009. Under Format, select option 4 and click “Retrieve data”.

Quarterly Census of Employment and Wages

Quarterly Census of Employment and Wages -- Year (Screen 6 of 6)

Your query has been narrowed to **1** series.

Tip for repeat users:

- » You may wish to save the series ID(s) generated from this query for later use in Series Report.
- » To save these series ID(s), cut and paste to a text file.

View **list** of your selected series ID(s) now.

2008-2009
2007-2009
2006-2009
1999-2009

Years(s) to report for: All Years

Format:

1. Column
 2. Table (Rows: Year, Columns: Period)
 3. Table (Rows: Series ID, Columns: Period/Year, Optional: Net & % Change)
 4. Table (Rows: Survey Characteristic, Columns: Period/Year, Optional: Net & % Change)

HTML Tables: Yes No

Catalog: Yes No

Delimiter: Tab Space Comma (Note: Tab delimited works for Mosaic 2.0 or better.)

Number of Characters Per Line: 400

Retrieve data Reset form

Quarterly Census of Employment and Wages -- Further Formatting Options for Format 4

To override previous screen's year range enter date(s): [Year range(s): 1994-1999 and/or discrete period/year date(s): m01/1992]

Calculate Net Change from Period/Year(s): [Discrete period/year date(s): m01/1992]

To Period/Year(s):

Calculate Percent Change from Period/Year(s): [Discrete period/year date(s): m01/1992]

To Period/Year(s):

Step 23. To see what the average weekly wage is for workers in your state, by industry, type “**Q05/2007**” into the first box. Click “Retrieve Data.”

Step 24. Copy the average weekly wage in the second column of the output table and paste it into Table Column D (Excel Column G), row 14, of the Excel spreadsheet named “Savings and Costs.”

Quarterly Census of Employment and Wages

Series Catalog:

Area : Alabama -- Statewide
Owner : Total Covered
Type : Average Weekly Wage
Size : All establishment sizes

Data:

Industry	Ann 2007
Total, all industries	721