





**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.

|                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|---------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Part 1</p> <p><b>EMPLOYEE NAME</b></p>                     | <p>Enter the employee’s name beginning with last name, first name, then middle initial.</p> <p><b>TIP</b> 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><b>DATE OF BIRTH</b></p>                     | <p>Enter the employee’s complete date of birth.</p> <p><b>IMPORTANT:</b> Please enter as MM/DD/YYYY.</p> <p>Ex: 10/23/1995</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <p>Part 3</p> <p><b>MAJOR SOC CODE</b></p>                    | <p>From the drop-down list, select the employee’s 2-digit major SOC code.</p> <ol style="list-style-type: none"><li>1. To <b>verify</b> the occupation’s Major SOC, go to <a href="https://www.onetonline.org">https://www.onetonline.org</a>.</li><li>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”.</li><li>3. A list of occupations will show on the next page.</li><li>4. Locate the specific occupation and take note of the numbers adjacent to the occupation/position. Using the <b>example</b> 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.</li></ol>                                 |
| <p>Part 4</p> <p><b>MINOR SOC CODE</b></p>                    | <p>Enter the employee’s minor SOC code.</p> <ol style="list-style-type: none"><li>1. To obtain the occupation’s Minor SOC, go to <a href="https://www.onetonline.org">https://www.onetonline.org</a>.</li><li>2. On the top right-hand corner, type in the specific occupation or position in the occupational keyword search box (ex: “electrician”). Click “Go”.</li><li>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 <b>example</b> occupation above (electrician), you will see a series of numbers displayed: “47-2111.00”. The four digits “2111” represent the occupation’s minor SOC.</li><li>4. After obtaining the minor SOC code, you may enter those numbers into the form.</li></ol> |
| <p>Part 5</p> <p><b>POSITION (O*NET Occupation Title)</b></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 &amp; 3, or contact the Department for assistance.</p>                                                                                                                                                                                                                                                                                                                                                                                                          |



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| <p>Part 6</p> <p><b>EMPLOYMENT STATUS</b></p>            | <p>From the drop-down menu, select the employee's employment status.</p> <p>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.</p>                                                                                                                                                   |
| <p>Part 7</p> <p><b>PARTICULAR PROJECT EXEMPTION</b></p> | <p><i>For Official Use Only. Do not complete this part.</i></p>                                                                                                                                                                                                                                                                                                                                              |
| <p>Part 8</p> <p><b>WAGE</b></p>                         | <p>Enter the employee's wages/salary.</p> <p><b>TIP</b> Here are some acceptable forms of wages/salary:</p> <ul style="list-style-type: none"><li>▪ \$7.25 hr.</li><li>▪ \$500 bi-weekly</li><li>▪ \$1,000 monthly</li><li>▪ \$40,000 per annum</li></ul>                                                                                                                                                    |
| <p>Part 9</p> <p><b>COUNTRY OF CITIZENSHIP</b></p>       | <p>From the drop-down menu, select the employee's country of citizenship.</p> <p><b>TIP</b> "U.S." = employees originating from U.S., CNMI, Guam, American Samoa, Puerto Rico and U.S. Virgin Islands</p> <p>"FSM" = employees originating from Chuuk, Kosrae, Pohnpei and Yap</p> <p>"FAS" = employees originating from Marshall Islands and Palau</p>                                                      |
| <p>Part 10</p> <p><b>VISA TYPE/CLASS</b></p>             | <p>From the drop-down menu, select the employee's visa type or class.</p> <p><b>TIP</b> Select "US" for U.S. citizen workers (ex: U.S. passport holders).<br/>Select "LPR" for a worker with a Green Card.<br/>Select "FSM" for a worker from Chuuk, Kosrae, Pohnpei and Yap.<br/>Select "FAS" for a worker from Marshall Islands and Palau.<br/>Select "EAD" for a worker with CNMI Long Term Resident.</p> |
| <p>Part 11</p> <p><b>START DATE OF EMPLOYMENT</b></p>    | <p>Enter the employee's date of employment.</p> <p><b>IMPORTANT:</b> Please enter as MM/DD/YYYY.</p>                                                                                                                                                                                                                                                                                                         |
| <p>Part 12</p> <p><b>DATE EMPLOYMENT ENDED</b></p>       | <p>Enter the employee's last date of employment. Some examples include official resignation dates, termination dates, and/or dates of separation from the company.</p> <p><b>IMPORTANT:</b> Please enter as MM/DD/YYYY.</p>                                                                                                                                                                                  |



Part 13

**WORKFORCE TALLY**

No action required. This section is auto-populated once Parts 1-12 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, 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 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  
Office of the Secretary  
1356 Mednilla Avenue | Capitol Hill  
P.O. Box 10007 | Saipan, MP 96950  
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