

ACRONYMS, TERMS, AND DEFINITIONS

Additivity Adjustment - The procedure which forces exhaustive Labor Market Area estimates to equal the State estimate. The process is usually linear unless an atypical procedure is in effect. The linear adjustment is accomplished through the Handbook share procedure.

Affirmative Action - A process or program seeking to identify, eliminate, and remedy discrimination on the basis of race, color, religion, sex, age, etc.

Agent State - The state in which a claimant files an interstate claim for compensation against another (liable) State where wages were earned.

Alien Labor Certification (ALC) - Prior to bringing foreign workers into the U.S., employers must demonstrate their attempts to recruit U.S. workers through advertising, the State Employment Security System and by other means. Texas Workforce Commission (TWC) assists in this process, as well as providing prevailing wage information, as required by federal statutes. Information gathered by TWC assists Department of Labor's Certifying Officer in determining whether to grant or deny labor certifications. Contact: 1-512-475-2571.

All Other Nonagricultural Employment - That is "other" than State Unemployment Insurance covered, Federal Government, Railroad, and non-profit establishments' employment. Includes self-employed, un-paid family, and private household workers.

America's Career Infonet (ACINET) - America's Career Infonet ACINet helps people make better, more informed career decisions. ACINet is ideal for job seekers, employers, human resource specialists and workforce development specialists. In line with America's Labor Market Information System vision, the U.S. Department of Labor (DOL) sponsored the development of America's Career Kit through grant funded programs to the States. Web site: <http://www.acinet.org>

America's Job Bank (AJB) - America's Job Bank is one of the biggest and busiest job markets in cyberspace. Job seekers can post their resume, search for job openings automatically, and find their dream job. Employers can post job listings in the nation's largest online labor exchange, create customized job orders, and search resumes automatically to find the right people. Guided by the vision of America's Labor Market Information System (ALMIS), the U.S. Department of Labor (DOL) has developed America's Career Kit in partnership with the states and private sector organizations. Web site: <http://www.ajb.org>

Annual Refilling Survey (ARS) - A review of the North American Industry Classification System (NAICS) code assignments conducted by mail. Each covered account is reviewed every three years based on the seventh and eighth digit of the Employer Identification Number.

Area of Substantial Unemployment (ASU) - A specific geographical area, with a population of 10,000 or more, which is defined in the Workforce Investment Act (WIA) of 1998 legislation as being characterized by an average unemployment rate of 6.5% or more for the most recent 12-month period.

Atypical Firm - A sample firm showing a trend in employment, hours, and/or earnings, that is thought to be unrepresentative of the universe. An atypical firm may be caused by events such as storms, strikes, fire, and plant closing or being temporarily shut down, or a new plant hiring at a rapid rate.

AutoCoder - O*NET-SOC AutoCoder was developed specifically to assign SOC-O*NET occupational codes to jobs, resumes and UI claims. It also provides a web interface for real-time staff use and web services that allow integration of the coding service into existing applications.

Automated Current Employment Statistics (ACES) - Mainframe processing system for Current Employment Statistics (CES) micro and macrodata that is used in the CES program.

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Average Hourly Earnings (AHE) - For an individual estimating cell, the reported sample payroll divided by the reported sample hours.

Average Weekly Benefit Amount for Total Unemployment - The amount computed by dividing the amount of compensation paid for total unemployment during a given period by the corresponding number of weeks for which compensation for total unemployment was paid.

Average Weekly Earnings (AWE) - Is calculated by multiplying average weekly hours by average hourly earnings.

Average Weekly Hours (AWH) - For an individual estimating cell, the sum of the hours reported by the establishments in that cell is divided by the total number of production workers reported for the same establishments.

Average Weekly Wages (AWW) - Average weekly wage values are calculated by dividing quarterly total wages by the average of the three monthly employment levels (all employees) and dividing the result by 13, for the 13 weeks in the quarter.

Balance of State (BOS) - All counties outside of the Metropolitan Statistical Areas.

Base Period (Base Year) - A specific period of 12 consecutive months or, in some states, 52 weeks preceding the beginning of a benefit year during which an individual must have the required employment and/or wages in order to establish entitlement to compensation or allowances under an applicable unemployment insurance program.

Benchmark (BMK) - A point of reference from which measurement can be made. As used in Bureau of Labor Statistics, information from a "better" source or period which is used to adjust data obtained from another source or period. Local Area Unemployment Statistics (LAUS) Handbook estimates made during the year are benchmarked to the Current Population Survey annual average for that year when it becomes available early in the following year. For Current Employment Statistics (CES), benchmark is a complete count of all employees in each CES estimating cell at a certain point in time. The primary source of benchmark data in the CES program is the Quarterly Census of Employment and Wages (QCEW).

Benchmark Link - An employment estimating technique utilizing the prior year trend reflected in the benchmark estimates as a basis for projecting a current month-to-month change in a specified estimating cell.

Benchmark Revision - Revising Local Area Unemployment Statistics (LAUS) and Current Employment Statistics (CES) estimates to reflect the level of the current benchmark.

Beneficiary - A claimant who receives unemployment compensation or allowance payments under State and Federal programs.

Benefit Year - A period, generally a 52-week period, during which an individual claimant may receive his/her maximum potential benefit amount.

Bias - Consistent error in a certain direction; statistical values that tend to be on one side of the true value.

Bias Adjustment - An adjustment to compensate for employment changes that are not reflected by the sample.

Bias Adjustment Factor - An adjustment factor used to compensate for persistent downward bias in Current Employment Statistics (CES) all employee estimates. The sample link is multiplied by a bias adjustment factor to raise the employee estimates and therefore compensate for bias. The size of the bias adjustment factor is based on observation of past bias in the estimating cell.

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Births - Those units which are within scope of a survey as of the reference date of the survey but were not in the sample frame. They include units which existed in the universe but were not on the sampling frame as well as units which came into existence after the creation of the sampling frame.

BLS-790 - The form used to collect data for the Current Employment Statistical survey.

Bureau of Economic Analysis (BEA) - A branch of the U.S. Department of Commerce which engages in economic analysis. Specializes in releasing the Gross Domestic Product. Web site address: <http://www.bea.gov/>

Bureau of Economic Security (BES) - The agency of the U.S. Department of Labor (DOL) that produced the Handbook on Estimating Unemployment. Later, this Agency became the Manpower Administration, and is now called the Employment and Training Administration (ETA).

Bureau of Labor Statistics (BLS) - This Federal agency functions as the principal data-gathering agency of the Federal government in the field of economics. The BLS collects, processes, analyzes, and disseminates data relating to employment, unemployment, the labor force, productivity, prices, family expenditures, wages, industrial relations and occupational health and safety.

Bureau of the Census - A bureau of the Social and Economic Statistics Administration of the U.S. Department of Commerce. It conducts censuses of population and housing every 10 years and of agriculture, business, governments, manufacturers, mineral industries, and transportation at 5-year intervals. It also conducts the Current Population Survey (CPS) for the Bureau of Labor Statistics (BLS).

Calendar Week - A period of 7 consecutive days beginning and ending Saturday at midnight, used as a unit in the measurement of employment, unemployment and insured unemployment.

Career Alternatives Resource Evaluation System (CARES) - TEXAS CARES is a multi-media microcomputer program which allows students to explore the worlds of work and learning, either by themselves or with a counselor. The system includes descriptions of occupations, colleges and universities, career path information both in Texas and the nation, and the ability to identify career alternatives based on a variety of interests and aptitude tests.

Career Information (CI) - A portion of the Labor Market and Career Information (LMCI) Department of the Texas Workforce Commission (TWC), formerly know as Career Development Resources (CDR). An organization designated to encourage and coordinate the development and dissemination of a wide range of occupational information.

Census - A complete count as opposed to a sample of a specified population or some other measurable characteristic in a given area.

Census Tracts (CT) - Census-designed units are small parts of counties and provide statistically comparable population and housing census tabulations. Tracts are designed to be relatively similar in population characteristics, economic status and living conditions. The average tract has about 4,000 inhabitants. Census tract boundaries are recommended by local census tract committees and approved by the Census Bureau.

Center for Economic Security Education and Research (CESER) - The Center for Employment Security Education and Research is the education and research arm of National Association of State Workforce Agencies devoted to improving government services to America's workers and employers.

Chief Elected Official - Elected members of the community that oversee the workforce development boards.

Civilian Labor Force (CLF) - Is that portion of the population age 16 and older, employed or unemployed. To be considered unemployed, a person has to be not working but willing and able to work and actively seeking work.

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Claim - A notice of unemployment filed to request a determination of eligibility and the amount of benefit entitlement, or to claim benefits or waiting period credit.

Claim Series - A series of claims filed for continuous weeks of total or partial employment.

Claimant - A person who files either an initial claim or a continued claim under any State or Federal unemployment compensation program or any other program administered by the state agency.

Claims-Based Unemployment Disaggregation - This method uses claims data by county of residence to distribute experienced unemployment and decennial Census population by age data to allocate new and reentrant unemployment within the labor market area. It is used in conjunction with the population-based employment disaggregation.

Closing - Closing is the second Friday after the (12th day of the month) survey week, second closing the fifth Friday after the survey week, and third closing the eighth Friday after the survey week. The microdata must be received in Washington D.C. for the national estimates and the National News Release. The National News Release is usually the third Friday after the survey week and the second transmission is the Monday after first closing date (primary transmission).

Coefficient of Variation (CV) - In statistics, the measure of relative dispersion of data. The standard deviation divided by the arithmetic mean gives the coefficient of variation.

Commuter Claimant - Under the Interstate Benefit Payment Plan, a worker who travels regularly across a state line from home to work, and by mutual agreement between states, is required to file in the state where the individual last worked when employed.

Comparison Tabulation - A specialized tabulation designed to facilitate a direct comparison of Bureau of Labor Statistics (BLS) form 790 sample respondent data in terms of industry code, employment level with similar information derived from the Quarterly Census of Employment and Wages (QCEW) Unemployment Insurance (UI) data base.

Computer Assisted Telephone Interviewing (CATI) - In Current Employment Statistics (CES), a structured system of microdata collection by telephone which speeds up the collection and editing of microdata and also permits the interviewer to “educate” the respondents on the importance of timely and accurate CES data.

Congressional Budget Office (CBO) - The Congressional Budget Office (CBO) was created by the Congressional Budget and Impoundment Control Act of 1974. CBO's mission is to provide the Congress with the objective, timely, nonpartisan analyses needed for economic and budget decisions and with the information and estimates required for the Congressional budget process.

Consumer Price Index (CPI) - Measures the change in prices, over time, of a sample of goods and services typically purchased by urban wage earners and clerical workers and their families.

Continued Claim (CC) - A claim filed by telephone for waiting period credit or payment for one or more weeks of unemployment.

Correlation - The statistical technique which relates a pair of variables over a period of time in order to determine how close the relationship is between the variables.

Covered Employment (CE) - Employment which is subject to State Unemployment Insurance (UI) laws or the Unemployment Compensation for Federal Employees (UCFE) program. This “covered” employment will appear on the Quarterly Census of Employment and Wages (QCEW) report.

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Covered Employment and Wages (CEW) - This program is now called the Quarterly Census of Employment and Wages (QCEW). See Quarterly Census of Employment and Wages (QCEW).

Cross Reference File (CRF) - Each quarter, the state Current Employment Statistics (CES) unit produces a computer file matching all CES reporters to their corresponding Unemployment Insurance reports. Production of this file is a Labor Market and Career Information (LMCI) Department contract deliverable.

Current Employment Statistics (CES) - A monthly survey of nonfarm business establishments used to collect wage and salary employment, workers hours, and payroll, by industry and area. Through the Federal/State cooperative effort, these data are used to compute current monthly employment, hours, and earning estimates, by industry, for the nation, the 50 states and the District of Columbia, and over 250 Metropolitan Statistical Areas.

Current Population Survey (CPS) - Monthly household survey of sample households approximately 60,000 of the noninstitutional population 16 years of age and older, employment and unemployment, demographic data and related subjects which are analyzed and published by Bureau of Labor Statistics (BLS). Each month, labor force information from this survey is published by Department of Labor in Employment and Earnings, and in the Employment Situation press release. Annual demographic data are published in the Geographic Profile of Employment and Unemployment. Although the CPS is best known as the source for the monthly National unemployment rate, annual average CPS data for states are used in the Local Area of Unemployment Statistics (LAUS) program as benchmarks and monthly data are used either in the extrapolation procedures or directly where the estimates meet BLS reliability standards. The Consumer Price Index (CPI) is produced by BLS.

Cyclical Unemployment - Unemployment caused by the recession phase of the business cycle. Widespread poor economic conditions cause more unemployment.

Data for Educational and Career Informed Decisions (DECIDE) - Offers information about the achievements of people who enrolled in Education and Training programs, including job placement, earnings, and further education. Information about the circumstances surrounding facilities, such as demographics and labor market information. Links to schools and training facilities providing descriptions of institutions, including history and staff composition, extracurricular activities, enrollment information, etc. Links to sites providing career information, links to sites providing job hunting information, and links to sites providing labor market information.

Default Value - An estimating mechanism embodied in the Current Employment Statistics (CES) automated system whereby a pre-designated estimating technique net change, 3-year link, etc., automatically produces estimates for a particular cell unless manual intervention by the analyst is initiated.

Deliverable - As specified by the LMI cooperative agreement, any product required to be delivered by the states to the Bureau of Labor Statistics (BLS) is generally called a "deliverable".

Denial of Benefits - Action imposed by a nonmonetary determination or an appeals decision which cancels, reduces, or postpones a claimant's benefit rights.

Disaggregate - Divides a statistic into component parts, for example, the Labor Market Area (LMA) unemployment into that of each county, city, etc.

Discouraged Workers - Persons who are not currently employed and make no active attempt to find a job because they think none is available. These persons are not included in the unemployment count or unemployment rate.

Disqualified Nonmonetary - Persons who are disqualified from receiving benefits for separation issue nonmonetary reasons but are able and available to work. Such persons looking for work during the reference week have to be included in the unemployment estimate.

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Earnings Allowance - The amount prescribed by State unemployment compensation laws that a claimant may earn without any reduction in the weekly benefit amount for a week of total unemployment. Also referred to as the forgiveness level for earnings. This amount varies for each State.

Earnings Due to Employment - Any earnings, either from the regular employer or from odd jobs, which an Unemployment Insurance (UI) claimant may have received while certifying to a week of unemployment. The existence of these earnings classifies the claimant as employed, even when earnings are less than the State's forgiveness level.

Economic Code Change (ECC) - Occurs when an establishment actually changes its line of business, ownership, or location. The current North American Industry Classification System (NAICS), ownership, or county code is no longer valid and new codes, reflecting the new activity, ownership, or location, are assigned. In CES estimates, economic code changes are reflected as they actually occur.

Economic Development Administration (EDA) - Part of the U.S. Department of Commerce which conducts programs to help create permanent new jobs and stimulate economic growth in areas of the nation with severe unemployment and low-income problems. The agency makes loans and grants to help local communities provide public facilities essential to growth and it makes business loans to help establish or expand private enterprise. EDA is responsible for administering the Public Works and Economic Development Act of 1965, which uses Local Area Unemployment Statistics (LAUS) data in allocating funds. Web site: <http://www.eda.gov/>

Economic Indicators - A set of data that serves as a tool for analyzing current economic conditions and future prospects. Usually classified according to their timing in relationship to the ups and downs of the business cycle, that is, whether they anticipate (lead), coincide with, or lag behind general business conditions.

Employed - In the CPS, those individuals, 16 years of age and older, who worked at least one hour for pay or profit or worked at least 15 unpaid hours in a family business, during the reference week. Individuals are also counted as employed if they have a job but did not work because they were: ill, on vacation, in a labor dispute, prevented from working because of bad weather, or taking time off for personal reasons.

Employer - The employer is the legal entity which either pays the unemployment insurance tax, or elects or is required to reimburse the State unemployment fund for unemployment insurance benefits costs in lieu of paying the Unemployment Insurance (UI) tax. In some cases, the "subject employer" is equivalent to the establishment or the reporting unit, while in others, the employer will include several establishments or reporting units.

Employer Master File (EMF) - An electronic file depicting the current status and related tax accounting records for employers and non-employing units which may be reviewed, copied, or edited.

Employment and Earnings - A monthly publication of the Bureau of Labor Statistics (BLS) containing current data for the United States as a whole, for individual States, and for more than 200 local areas, on employment, unemployment, hours, earnings and labor turnover.

Employment and Training Administration (ETA) - An agency of the Department of Labor (DOL) which allocates several billions of dollars in Federal funds to State governments and develops guidelines for State and Local government to administer training, job placement, and unemployment compensation programs. ETA is responsible for administering the Workforce Investment Act of 1998. Web site: <http://www.doleta.gov/>

Employment Estimates (EE) - The Employment Estimates unit is comprised of two different programs, the Quarterly Census of Employment and Wages (QCEW) program and the Current Employment Statistics (CES) program. This unit is responsible for producing the Enhanced Quarterly Unemployment Insurance Address File (EQUI) file quarterly and the monthly Current Employment Statistics (CES) estimates.

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Employment Multiplier - The effect that an increase in employment in a basic industry had upon employment in the region as a whole.

Employment Population Ratio - The proportion of the civilian non-institutional population who are employed over the age of 16. Used in conjunction with the unemployment rate to evaluate the status of the labor force, it provides a measure of change in employment.

Employment Projections - Estimates of projected 10-year industrial and occupational employment for Texas and the 28 Workforce Development Areas.

Enhanced Quarterly Unemployment Insurance Address File (EQUI) - The quarterly deliverable required by the Bureau of Labor Statistics (BLS) to report establishment information for the Quarterly Census of Employment and Wages (QCEW) Program.

Establishment - An establishment is defined as an economic unit which produces goods or services, generally is found at a single physical location, and is engaged primarily in one type of economic activity.

Estimate - A numerical quantity calculated from sample data and intended to provide information about a universe.

Estimating Cell - The CES universe, Total Nonagricultural Employment, is broken down at its lowest level into exhaustive and mutually exclusive pieces called estimating cells. Estimating cells are grouped by their characteristics, such as North American Industry Classification System (NAICS), area, and sometimes size of firm. Data for each estimating cell may include estimates of All Employees (AE), Production Workers (PW), and average Hours and Earnings (HE).

Exportable ES-202 System (EXPO) - A processing system for Quarterly Census of Employment and Wages Program developed by the state of Utah. EXPO is available as a mainframe, service center, or PC-based system.

Extended Benefits (EB) - The supplemental program that pays extended compensation during periods of specified high unemployment to individuals for weeks of unemployment after they have exhausted regular compensation. Extended benefits are paid for a maximum of 13 weeks.

Federal Employer ID (FEID) - The identification number assigned to employers by the Internal Revenue Service (IRS) to control reporting and accounting functions. It is not compatible with the employer account number assigned by state agencies. The federal social security number is used on employer's quarterly federal tax return, U.S. Treasury Department Form 941.

Final Estimates - A second or final set of estimates for a particular month produced at a later date utilizing a more complete respondent sampling frame.

Final Payment - The last payment of a claimant which exhausts the individual's maximum potential benefit entitlement under a specific program.

Firm - A business entity, either corporate or otherwise, and may consist of one or several establishments.

Fiscal Year (FY) - A 12-month period ending with a date other than December 31, and established for budgetary and accounting purposes. In the Federal Government, the fiscal year begins October 1 and ends September 30. The Texas State Fiscal Year begins September 1 and ends August 31.

Frictional Unemployment - Unemployment which occurs when people voluntarily give up jobs in order to accept or seek other jobs they prefer.

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Full-time Employment - For statistical purposes, persons who worked 35 hours or more during the reference week.

Household - As defined by the Census, all persons who occupy a housing unit. A housing unit is a room or group of rooms intended for occupancy as separate living quarters and having either a separate entrance or complete cooking facilities for the exclusive use of the occupants.

Inactive Employer - A unit not currently furnishing employment or paying wages subject to the State's unemployment compensation law that has been terminated, administratively inactivated, or granted permission to suspend filing contribution reports or payment in lieu of contribution reports, seasonal employers excluded; or who paid no wages during the eight calendar quarters immediately preceding the due date of the ETA 581, the contribution operations report. The quarter being reported or validated is included in the eight quarters time span.

Industrial-Occupational Matrix - A data base containing occupations within industries and industries within occupations for the projection time frame.

Industry - Describes a type of economic activity engaged in by a firm or group of firms as used in the compilation of economic statistics. The North American Industry Classification System (NAICS) provides numerical classifications for these activities. NAICS is a supply-based, or production-oriented, economic classification concept that facilitates the analysis of production relationships in the economy.

Industry Staffing Patterns - The occupational make-up of an industry collected by the Occupational Employment Statistics (OES) survey.

Initial Claim (IC) - Any notice of unemployment filed to request a determination of entitlement to eligibility for compensation or a second or subsequent period of unemployment within a benefit year or period of eligibility.

Insured Unemployment Rate (IUR) - Unemployment during a week for which waiting period credit or benefits are claimed under the regular compensation programs, supplemental extended benefit programs, or the railroad unemployment insurance program.

Interbenchmark Period - The portion of the CES time series between the previous benchmark and the current benchmark. State and area CES data during the interbenchmark period are revised by replacement with Quarterly Census of Employment and Wages (QCEW) data.

Interstate Claim - A claim filed in one (agent) State based on monetary entitlement to compensation in another (liable) State.

Intrastate Claim - A claim filed in the same State in which the individual's wage credits were earned.

Involuntary Separation - Termination of employment initiated by the employer.

Job Leavers - Persons who quit or otherwise terminate their employment voluntarily and immediately began looking for work.

Job Losers - Persons whose employment ended involuntarily and who immediately began looking for work.

Job Openings - As used for labor market analysis and for employment projections, is an estimate of the number of job openings which exist and will occur over a given period of time. It is comprised of the following major components: growth demand is the increase in the total number of jobs based on industry expansion; and separation demand is the number of openings in existing jobs resulting from occupational mobility.

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Labor Dispute - Any controversy concerning terms or conditions of employment, or concerning the association or representation of persons in negotiating, fixing, maintaining, changing, or seeking to arrange term for conditions of employment, regardless of whether or not the disputants stand in the proximate relation of employer and employee.

Labor Force Participation Rate - Represents the proportion of the noninstitutional population that is in the labor force. In the Current Population Survey (CPS), the participation rates are usually published for sex-age groups, often cross-classified by other demographic characteristics.

Labor Force Statistics (LFS) - Section of the Labor Market and Career Information Department that consists of Local Area Unemployment Statistics (LAUS) and Dissemination. Contact: lmci@twc.state.tx.us

Labor Market and Career Information Department - The Labor Market & Career Information Department (LMCI) of the Texas Workforce Commission (TWC) provides statistics and analyses on the dynamics of the Texas labor market and informational products designed to support informed educational and career decisions. In addition, LMCI provides a wide array of career and occupational information through software programs and printed publications. For more information or questions about LMCI, please contact LMCI at 1-866-938-4444 or lmci@twc.state.tx.us.

Labor Market Area (LMA) - An economically integrated geographical unit within which workers may readily change jobs without changing their place or residence. All states are divided into exhaustive Labor Market Areas, which usually include, except New England, a county or group of contiguous counties.

Labor Market Information (LMI) - Body of data available on the labor market including employment, unemployment and unemployment statistics, average hours and earnings data, covered employment and any other economic data useful in understanding the labor market.

Labor Surplus Area - A labor surplus area is an economic region in which the number of prospective and qualified employees for positions with a company or companies exceeds the number of jobs available.

Lay-off - Suspension from a job for reasons beyond the control of the worker such as lack of orders, plant breakdown, shortage of materials, termination of seasonal or temporary employment, etc.

Liable State - Any state against which a worker files a claim for compensation through the facilities of another agent-state.

Linear Least Squares Regression Analysis - A technique used to determine whether a systematic relationship exists between variables. The method assumes the best fitting line is the one in which the vertical distance between two points is minimized.

Link Relative - The ratio of the sample total for the current month to the matched sample total for the previous month.

LMI Cooperative Agreement - A contract between the State Employment Security Agency and the Bureau of Labor Statistics (BLS) for the collection and sharing of Labor Market Information, including the Quarterly Census of Employment and Wages (QCEW), Current Employment Statistics (CES), Occupational Employment (OES), Mass Layoff Statistics (MLS) and Local Area Unemployment Statistics programs (LAUS).

Local Area Unemployment Statistics (LAUS) - Estimates are used to allocate Federal funds under employment and training activity.

Long-Term Projection System (LTPS) - Long-Term Industry Projection System (LTPS) was developed through the ALMIS Long-Term Industry Consortium. It is a PC-based system used to produce industry employment projections for Texas and the 28 Workforce Development Areas (WDAs) for a ten-year period. Texas and the WDA historical employment

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trends and U.S. relationships are used in conjunction with the forecast of Texas unemployment rates, gross state product, population, personal income, and labor force. The projections were developed through various types of regression and shift-share analysis.

Macrodata - Single establishment microdata aggregated to any level. Data at the estimating cell level and summary cell levels are all macrodata. Compare to microdata.

Mass Layoff Statistics (MLS) - A Bureau of Labor Statistics Federal/State cooperative program which collects and publishes data on mass layoffs.

Matched Sample - The portion of the Current Employment Statistics (CES) sample for which microdata was received for both the current and previous months.

Maximum Benefit Amount (MBA) - Total amount of benefits to which a claimant is entitled based on previously earned wage credits.

Metropolitan Division (MD) - A county or group of closely-tied contiguous counties that serve as a distinct employment region within a metropolitan statistical area that has a population core of at least 2.5 million. While a metropolitan division is a subdivision of a larger metropolitan statistical area, it often functions as a distinct social, economic, and cultural area within the larger region.

Metropolitan Statistical Area (MSA) - Is an urbanized area of 50,000 or more population, plus adjacent territory that has a high degree of social and economic integration with the core as measured by commuting ties. MSAs are defined in terms of whole counties.

Microdata - Data reported from an individual establishment. Data on a single BLS-790 form or a single Unemployment Insurance (UI) contribution report is microdata. Occupational Employment Statistics (OES) data is also microdata. Compare to macrodata.

Migration - The movement of individuals from one region or labor market area to another.

Minor Civil Divisions (MCD) - Subdivisions of counties designated by the Bureau of the Census in areas outside of MSA's. Like census tracts, they are designated to provide statistically comparable population and housing census tabulations. The tracts are defined to identify areas with similar population and economic characteristics.

Monetary Eligibility Determination - A written notice issued to inform an individual whether or not the individual meets the employment and wage requirements necessary to establish entitlement to compensation under a specific program and, if entitled, the weekly and maximum benefit amounts the individual may receive.

Moving Average - A series of calculations made by initially taking the simple average, or arithmetic mean, of a consecutive number of items and then dropping the first item and adding the first of the remaining items so that the number of items in the series remains constant. Moving averages are used to smooth out short-term fluctuations, thus highlighting longer-term trends or cycles.

Multi-Establishment Employers - Employers who operate more than one establishment under one employer account number. These employers may be multi-county establishments in more than one county and having the same industry code, multi-industry establishments having different industry codes, or both.

Multiple Worksite Report (MWR) - A standardized data collection form used to gather information from businesses with multiple worksites. The Multiple Worksite Report allows the Quarterly Census of Employment and Wages (QCEW)

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program to obtain worksite-level information which is not otherwise available from the administrative files of the state unemployment insurance programs.

New Entrants - Workers looking for a job, such as youth coming into the labor market after graduation from school, and others who have not previously held a full-time job lasting two weeks or longer.

Nonagricultural Wage and Salary Employment - Includes persons on nonagricultural establishment payrolls including employees on paid sick leave, on paid holiday or paid vacation, who work, or receive pay for any part of the pay period including the 12th of the month. It does not include proprietors, self-employed, unpaid volunteer or family workers, domestic workers in households, military personnel and persons who are laid off, on leave without pay or on strike for the entire reference period.

Nonagricultural Wage and Salary Estimates - A tabulation reflecting monthly and annual average historical estimates of nonagricultural wage and salary "jobs" at the industry level for a specified Metropolitan Statistical Area (MSA) or state.

Noncovered Employment - Those jobs not covered by an unemployment compensation program. Those not covered include some agricultural workers, certain domestics, certain nonprofit organization employees, some State and local government employees, the self-employed and unpaid family workers.

Non-Economic Code Change (NECC) - A term used by the Quarterly Census of Employment and Wages (QCEW) program to identify a change in a reporting unit's industry, county, or ownership classification code which does not result from an actual conversion or re-location of the unit from one industry, county, or ownership type to another. Results from an actual conversion or re-location that took longer than 30 days or was discovered long afterwards. Lacks sufficient evidence to be classified as an economic code change.

Non-Monetary Determination - Process of determining whether a claimant meets legal criteria other than wage credits under State Unemployment Insurance law. These other reasons are usually concerned with reason claimant left the job and whether or not the claimant is looking for work.

Nonresponse Prompting (NRP) - A systematic method of calling Current Employment Statistics (CES) program reporters who have not submitted data. Used primarily for reporters who are reporting via Touch-tone Data (TDE) Entry.

Non-Sampling Error - Any error in an estimate other than sampling error. Non-sampling error can arise from the use of an inaccurate sampling frame, improper sample allocation and selection procedures, poorly designed survey questionnaires, inaccurate reporting or coding from survey respondents, computer program errors, error in estimation methodology, etc.

Not Seasonally Adjusted (Actual) - No adjustment of the time-series data to eliminate the effect of seasonal variations. This data is the actual data with no seasonal adjustments made.

North American Industry Classification System (NAICS) - Is the first industry classification system that was developed in accordance with a single principle of aggregation, the principle that producing units that use similar production processes should be grouped together.

Not-in-the-Labor-Force - All persons 16 years of age or older who are not employed and who are not actively seeking employment, for example, some students, housewives, retirees, etc.

Occupational and Skill Computer-Assisted Researcher (OSCAR) - OSCAR is a computer-based system designed to help the residents of Texas make rewarding career decisions. OSCAR uses the occupational information in the O*NET database developed by the Employment and Training Administration (ETA) at the U.S. Department of Labor (DOL).

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Occupational Code - A code that identifies a particular occupation.

Occupational Employment - The number of employees in a particular occupation.

Occupational Employment Statistics (OES) - The Federal/State cooperative program which produces current estimates of industry staffing patterns through periodic surveys of the nonfarm wage and salary sector of the economy. Occupational wages are also made through the survey.

Occupational Network (O*NET) - This is a relational database that has comprehensive elements of job performance.

Occupational Outlook Handbook (OOH) - The Occupational Outlook Handbook is a nationally recognized source of career information, designed to provide valuable assistance to individuals making decisions about their future work lives. Revised every two years, the Handbook describes what workers do on the job, working conditions, the training and education needed, earnings, and expected job prospects in a wide range of occupations.

Occupational Outlook Quarterly (OOQ) - OOQ provides practical information on jobs and careers. Articles are written in straightforward, non-technical language and cover a wide variety of career and work-related topics such as new and emerging occupations, training opportunities, salary trends, and results of new studies from the Bureau of Labor Statistics (BLS).

Office of Management and Budget (OMB) - Located in the Executive Office of the Secretary of Commerce. This agency prepares the President's budget with the Council of Economic Advisors and the Treasury Department. Not only does this agency develop the government's fiscal program, it also geographically defines statistical areas such as Metropolitan Statistical Areas (MSAs) and Micropolitan Statistical Areas for use in Federal statistical activities.

On-the-Job Training (OJT) - Training done while at the work place.

OSCAR - See Occupational and Skill Computer-Assisted Researcher.

Over-the-Month (OTM) - Information given just for a particular month.

Over-the-Year (OTY) - Information given just for a particular year.

Ownership - Reporting units are classified by ownership according to legal proprietorship; Federal, State, local, or private industry, rather than by type of economic activity.

Part-time Worker - One who regularly works fewer hours than others in the same establishment. No particular minimum or maximum hours standards apply. However, in the Current Population Survey (CPS), a maximum of 34 hours is used.

Population Estimates - The Bureau of the Census annually prepares total population estimates for States and selected sub-state areas. Provisional population estimates appear in the interim estimates.

Postbenchmark Period - The portion of the Current Employment Statistics (CES) time series after the benchmark quarter up to the current month. Example: the postbenchmark period is April through December with the benchmark quarter being the first quarter of the year. CES data during this period are revised by a combination of replacement with Quarterly Census of Employment and Wages (QCEW) data and use of revised CES sample estimates.

Preliminary Estimates - Initial estimates for a particular month produced on a time schedule often requiring the utilization of a respondent sampling frame that is less than complete.

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Presumed Non-Covered Employees (PNC) - Employees who are in the Current Employment Statistics (CES) universe but who are not subject to Unemployment Insurance (UI) laws of the Unemployment Compensation for Federal Employees (UCFE) program, and are therefore not included in Quarterly Census of Employment and Wages (QCEW) employment counts. Examples: railroad employees, students working at the college they attend, members of the clergy, elected officials.

Producer Price Index (PPI) - A Bureau of Labor Statistics (BLS) program which measures the average change in producers' selling prices of a fixed set of goods and services. The Producer Price Index is sometimes thought of as the "Wholesale" or "Industrial" Price Index.

Published Series - An employment or hours and earnings estimate data series having met established criteria for validation as a series suitable for stand-alone publication.

Quarterly Census of Employment and Wages Program (QCEW) - A Federal/State cooperative program which collects and compiles employment and wage data for workers covered by State unemployment insurance laws, and Federal civilian workers covered by unemployment compensation for federal employees. State employment security agencies collect and compile quarterly Unemployment Insurance (UI) contribution reports which are submitted by all employees. These data are maintained in the State in macro and microdata forms, and also sent to the Bureau of Labor Statistics (BLS). Any data from this program may be generically referred to as QCEW data.

Reality Check - A computer-based budget tool for students entering the labor market.

Reentrants - Persons who previously worked at a full-time job lasting at least two weeks but who were out of the labor force prior to beginning to look for work.

Reference Week - Term referring to the calendar week during which survey data is collected. For most of the Bureau of Labor Statistics (BLS) programs, the reference week is the week including the 12th of the month.

Regular Compensation - Benefit payments to individuals with respect to their unemployment under any State unemployment compensation law, but not including additional, extended, Federal Supplemental Benefits emergency compensation, Special Unemployment Assistance, Disaster Unemployment Assistance (DUS), or Trade Readjustment Allowances (TRA).

Reimbursable - Reimbursable coverage is a basis of coverage which allows certain qualifying employing units, nonprofit organizations, state or local government, and political subdivisions the option of reimbursing the State for benefits paid rather than paying contributions under the State's taxing Provisions. Some States permit these employers to make advance payments at a fixed percentage of the total payroll, and later reconcile this amount with the amount of benefits actually paid out. For reporting purposes, a reimbursable employer is one that has elected to make payments in lieu of contributions to the State unemployment fund, whether payments are made in advance or after benefits have been paid.

Relative Error - The difference between the estimate and the actual population value expressed as a percentage of the latter.

Relative Standard Error - The ratio of the standard error of an estimator to its expected value.

Reporting Unit Number (Run) - Any business, organization, or subdivision for which data are distinguished in unemployment insurance reports or employer contribution records. A single reporting unit may include numerous establishments situated within the same county, in the same industrial activity, and having interlocking ownership.

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Retabulation - An estimating procedure in which compilations of BLS sample respondent data are retabulated on a delayed basis in order to capture late reporting establishment data. The objective is to improve the quality of published estimates.

Rotation Group - Part of the Current Population Survey (CPS) sample is changed each month. A household is in the sample for four consecutive months, out of the sample for the following eight months and then returns for the same four calendar months of the next year. Under this system, 75 percent of the sample is common from month-to-month and 50 percent from year-to-year. The household is only in the survey for these 16 months.

Sample - A subset of a universe. Usually selected as a representative of a universe. Compare to universe.

Sample Frame - A list of all units in the universe, from which a sample can be drawn. The sample frame for the Current Employment Statistics (CES) survey is the Enhanced Quarterly Unemployment Insurance Address File (EQUI) name and address file.

Sample-Based Estimate - An estimate essentially based on a presumable representative sampling of reporting establishments in a particular estimating cell.

Sampling Error - The measure of sampling variability, that is, the variations that might occur by chance because only a sample of the population is surveyed.

Sampling Ratios - The proportion of units needed to be sampled to provide data of a specific level of statistical reliability. Sampling ratios vary by item being measured, depending on the degree of variability of the measured item.

Seasonal Adjustment - Adjustment of time-series data to eliminate the effect on intra-year variations which tend to occur each year in approximately the same manner. Examples of such variations include school terms, holidays, yearly weather patterns, etc.

Seasonal Unemployment - Unemployment due to changes in the seasons of weather affecting farm and construction workers, or changes in the style of products affecting automobile and garment workers, among others. Seasonal unemployment usually affects particular industries rather than the whole economy.

Seasonally Adjusted (SA) - Adjustment of time-series data to eliminate the effect of seasonal variations. Examples of such include school terms, holidays, yearly weather patterns, etc.

Separation - Employment terminations caused by quits, layoffs, or other reasons such as death, retirement, permanent disability, or transfer.

Series Break - An interruption in a time-series caused either by change in definition, or in methodology, etc. This makes it improper to compare data after the change with data from before the change.

Shift Share Analysis - A technique to analyze the local economic base using the amount of change in a local economy which is attributable to the changes in the larger area of which it is a part; the industrial mix of the area; and the regional or local share.

SOCRATES - See Standard Occupational Components for Regional Analysis of Trends in Employment Statistics.

Solicitation - The process of requesting newly selected sample units to cooperate in the Current Employment Statistics (CES) survey.

Standard Error - The positive square root of the variance of an estimator.

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Standard Occupational Classification (SOC) - The SOC is a system for classifying all occupations in the economy. The 2000 SOC classifies workers at four levels of aggregation: major group, minor group, broad occupation, and detailed occupation. All occupations are clustered into one of the 23 major groups.

Standard Occupational Components for Regional Analysis of Trends in Employment Statistics (SOCRATES) - This system is designed as a tool to assist local Texas planners perform a regional labor market analysis. SOCRATES is useful for local workforce board planning under the Workforce Investment Act (WIA) to generate lists of Targeted Industries and Targeted Occupations. It is also excellent for researching regional Texas labor markets and identifying occupational training possibilities or to justify new program submission and approval. Web site: <http://socrates.cdr.state.tx.us/>

State Employment Security Agency (SESA) - A state agency usually composed of three branches. The first branch handles the unemployment insurance program, tax administration and the determination and payment of benefits. The second branch administers the employment or job service program which provides an exchange for workers and jobs. The third branch, administration, includes Research and Statistics or Research and Analysis, which collects, analyzes and publishes labor market information. The Texas Workforce Commission (TWC) serves as this agency for Texas.

State Training Inventory (STI) - Is a compilation of Texas education and workforce training providers, their programs and contact information.

Stratification - The partitioning of a frame into parts known as strata usually for the purpose of stratified sampling.

Structural Unemployment - Unemployment due to changes in the “structure” of jobs, business, or the economy. An example of structural unemployment is the technological revolution. Computers may have eliminated jobs, but they also opened up new positions for those who have the skills to operate the computers. Usually, structural changes in the economy cause unemployment over long periods of time.

Sum Total Employment (STE) - Occupational Employment Statistics (OES) Program term for the total employment of a unit calculated by summing individual occupational employment figures provided by the respondent. This sum is compared to the RTE when schedules are screened.

Supplemental Unemployment Insurance Program - State financed programs that pay extended compensation in addition to regular compensation to individuals with respect to their unemployment under any state unemployment compensation law and which are also applicable to Federal civilian employees and ex-service personnel.

Survey - A study of all or a portion of the whole conducted for the purpose of making generalized statements about the whole.

Survey Processing and Management (SPAM) - The current BLS-written computer system for processing the Occupational Employment Statistics (OES) survey. The system classifies establishments based on the type of activity performed at the establishment, for purposes of facilitating the collection, tabulation, presentation, and analysis of data relating to establishments, and for promoting uniformity and comparability in the presentation of statistical data.

Texas CARES - See Career Alternatives Resource Evaluation System (CARES).

Taxable Wages - Taxable wages are sometimes called net wages for a quarter. Taxable wages are that part of total wages which are subject to the unemployment insurance tax provision of the state unemployment insurance law. Taxable wages are reported by employers who are subject to a tax rating provisions, but are not reported by reimbursable subject employers. In some states, there are certain government units or nonprofit organizations which are taxed at a fixed percentage of the total payroll, with no regard to their experience ratings or to the reimbursement to the UI fund for benefits paid to their former employees. For such employers, taxable wages should be identical to total wages when the Quarterly Census of Employment and Wages (QCEW) Report is prepared.

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Texas Industry Profiles - The Texas Industry Profile web site provides industry-based information and regional analysis tools to assist local workforce and economic development professionals to better understand, clearly describe, Texas regional industry structure and workforce dynamics. The site addresses aspects of industry dispersion, employment dynamics, labor supply, industrial clustering and related analyses to provide a foundation for Texas economic development activities. Web site: www.texasindustryprofiles.com

Texas Rapid Access to Career and Economic Resources (TRACER) - The Career and Economic Resources Module presents information that can assist job seekers in understanding the total job market, identifying likely employers for their skills, and conducting effective, self-directed job searches. This module is very user-friendly and offers individuals ready access to information regardless of their educational level or computer knowledge. Web site: www.tracer2.com

Texas State Data Center (TSDC) - The Texas State Data Center was initiated in 1980 to establish a state level liaison to the U.S. Bureau of the Census for better dissemination of Texas census data. In the mid-1980's, this program was expanded to meet a demand for more timely population estimates and projections for inter-censal years. Web site: <http://txsdc.utsa.edu/>

Texas Workforce Commission (TWC) - The Texas Workforce Commission (TWC) is the state government agency charged with overseeing and providing workforce development services to employers and job seekers of Texas. For employers, TWC offers recruiting, retention, training and retraining, and outplacement services as well as valuable information on labor law and labor market statistics. For job seeker, TWC offers training and job placement services.

TexasWorkPrep.com - Texas Work Prep contains three on-line courses; Texas Job Hunter's Guide, Succeed at Work, and Your Next Job, each designed to communicate unique aspects of successful job hunting and excelling on the job. The goal is help job seekers master an effective job search process, get each back to work quicker and communicate the attributes of work excellence expected by Texas employers.

Time Series - A series of figures referring to different times, to show variation in magnitude of the particular item or items being measured. Definition of items measured must remain constant.

TIP - See Texas Industry Profiles.

Total Wages - Total wages are sometimes called gross wages or wages. For a quarter, total wages are the total amount of wages paid or payable depending on wording of the state law, to covered workers for services performed during the quarter, on all the payroll figures. Also included, when furnished with the job, is the cash value of such items as meals, lodging, tips and other gratuities, to the extent that state laws and regulations provide. Total wages include both taxable wages and nontaxable wages and are reported by both taxable and reimbursable subject employers. In Texas, wages are reported for month received, regardless of month earned.

TRACER - See Texas Rapid Access to Career and Economic Resources.

Transitional Claim - A new claim filed to request a determination of eligibility and establishment of a new benefit year having an effective date within the 7-day period immediately following the benefit year ending date and week for which compensation was claimed.

Trend - The long term or overall movement of a series over time. Any economic time series, such as Current Employment Statistics (CES) series, is assumed to be made up of trend, irregular, cyclical, and seasonal movements.

Trend Estimate - An estimate essentially based on prior historical estimate trends in a specified estimating cell.

Turnover - The total movement of paid workers into and out of employed status in an individual establishment. It is divided into two parts; accessions rehires and new hires and separations all employment terminations.

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U.S. Department of Labor (DOL) - The U.S. cabinet-level agency established in 1913 and created to “foster, promote, and develop the welfare of wage earners.” The agency is responsible for occupational safety, wage and hour standards, unemployment insurance benefits, re-employment services, and some economic statistics. The department is headed by the United States Secretary of Labor. The Bureau of Labor Statistics (BLS) and the Employment and Training Administration (ETA) are part of this agency.

Underemployed - Individuals who work part-time but desire full-time work or people working full-time at wages below the poverty level. The term also connotes those persons working full-time at jobs that require lower levels of skills and abilities other than jobs for which they are qualified.

Unemployed - Those individuals, 16 years of age and older, who have no job but are available for work and actively seeking work during the reference week, which is the week including the 12th of the month. The only exceptions to these criteria are individuals who are waiting to be recalled from a layoff and individuals waiting to report to a new job within 30 days.

Unemployed Exhaustees - Unemployed persons who have exhausted all their unemployment compensation benefits and are no longer eligible for any further benefits.

Unemployment Compensation (UC) - Benefits provided to individuals covered under state unemployment compensation laws who are unemployed.

Unemployment Compensation for Ex-servicemen (UCX) - The Federal program that provides unemployment compensation to ex-service personnel.

Unemployment Compensation for Federal Employees (UCFE) - The Unemployment Compensation for Federal Employees (UCFE) program provides unemployment compensation (UC) benefits to former Federal civilian employees who qualify. The State Employment Security Agencies, through an agreement with the Department of Labor (DOL), determine eligibility for UCFE benefits based on the applicable State UC law. Additionally, the DOL requires Federal Agencies to establish internal procedures, and to assign responsibilities for the administration of each Agency’s UCFE program.

Unemployment Insurance (UI) - Unemployment Insurance (UI) is an employer-paid insurance program that helps workers who are unemployed through no fault of their own. It provides temporary financial help to qualified individuals, based on their previous earnings, while they are looking for other work. Employer taxes and reimbursements support the Unemployment Trust Fund. Employers cannot deduct any money from employees' paychecks to pay for this program.

Unemployment Rate - The number of persons unemployed, expressed as a percentage of the civilian labor force.

Universe - The entire population to be measured.

Voluntary Separation - Termination of employment by the employee that is voluntarily initiated.

Wage and Salary (W&S) - In Current Employment Statistics (CES), this stands for wage and salary. Often, the term is National Agricultural Workers Survey (NAWS) for nonagricultural wage and salary.

Wagner-Peyser Act - Congress passed this act in 1933 to establish a national system of public employment offices to supply labor on a local level for emergency work programs. It was amended in 1998 as part of the Workforce Investment Act, P.L. 105-220, which required that public employment services be provided as a component of the “One-Stop” delivery system of the states. Its state-related funds were used to provide three different methods of labor exchange services to job seekers and employers: self-service, facilitated self-help service, and staff-assisted service.

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Waiting Period - A week of unemployment for which a claimant does not receive compensation but must meet the same eligibility requirements that are necessary to qualify for receipt of compensation for subsequent weeks of unemployment during the benefit year.

Wedge - Set of monthly adjustments which smoothes out the difference between two figures in a time series; e.g. benchmark & estimate. In the CES, this procedure refers to the adjustments made between the current and previous benchmark.

Week of Partial Unemployment - A week in which an individual works less than regular full-time hours for his/her regular employer because of lack of work, and earns less than the full weekly benefit amount but more than the allowable earning prescribed by the State unemployment compensation law, so that, if eligible, the individual receives less than his/her full weekly benefit amount.

Weekly Benefit Amount (WBA) - The amount payable to a claimant for a compensable week of total unemployment.

Windows-based LAUS State System (WINLSS) - The software program which has been developed to carry out the statistical estimation process by which LAUS estimates are generated.

Windows-based Mass Layoff System (WINMLS) - The software program which has been developed to carry out the statistical estimation process by which Mass Layoff Statistics (MLS) estimates are generated.

Workforce Development Area (WDA) - The State of Texas is divided into twenty-eight (28) local workforce development areas.

Workforce Development Board (WDB) - These boards are responsible for redesigning, implementing, and overseeing a local delivery system responsive to local conditions and needs. Local workforce development boards represent the public/private nature of the new workforce development system. The membership of local boards consists of representatives from business, education, labor, economic development, community-based organizations, literacy, rehabilitation agencies, public assistance agencies, and the public employment service.

Workforce Information Database (WID) - Formerly known as the ALMIS Consortium, WID was formed for the purpose of developing an information system to support workforce development.

Workforce Investment Act (WIA) - On June 30, 1999, U.S. Secretary of Labor Alexis Herman authorized Texas to begin implementing the Workforce Investment Act (WIA) of 1998. WIA requires states to streamline and consolidate their job training systems by creating a "one stop" approach to delivery of services. WIA not only replaces the Job Training Partnership Act (JTPA), but moreover establishes a new workforce development system for the nation.

Year to Date (YTD) - Term used to provide information dating back to the beginning of the calendar/or fiscal year to the present day. Example: January 2007 to October 2007.

Year-End Conversion - A significant series of activities in the Current Employment Statistics (CES) Program related to the transition from one calendar estimating year to the next. Heavy emphasis on benchmarking activities is evident during this conversion cycle.

Youth Population Ratio (YPR) - The ratio between the 16 to 19 year old population and the population 20 years of age and over (16-19 divided by 20+). It is used in estimating handbook unemployed entrants.