

## Surface Transportation Board Consolidated Wage Forms A, B, C instructions

### General instructions

Class I railroads and Amtrak are to report:

- Annually and quarterly: the number of employees, service hours, compensation, and mileage run by employee group\* (See 49 C.F.R. § 1245.2)
- Monthly: The average number of employees at mid-month by employee groups (See 49 C.F.R. § 1246.1)

The template provided includes this instruction form, a signature form, and a separate comma separated (CSV) file. The signature form must be filled out by appropriate parties and submitted electronically with the CSV file. Please do not leave remarks in the CSV. If explanation is needed, please include those remarks in the signature form.

Submit separate files for monthly, quarterly, and annual filings, using the consolidated template.

- Each month, submit the monthly filing for employment. The monthly filing is shorter and does not require filling all rows in the csv template. Report\_line\_number 1-14 in the template contain the required monthly rows. Report\_collection\_frequency\_this\_report must be filled in with “monthly.”
- Each quarter, file the quarterly filing. Report all lines and report\_collection\_frequency\_this\_report must be filled in with “quarterly.”
- Each year, file the annual filing. Report all lines and Report all lines and report\_collection\_frequency\_this\_report must be filled in with “annual.”

Monthly and quarterly filings are due within 30 days of the end of the period, and annual filings are due within 45 days of the end of the period.

### CSV Instructions

- Do not change the values in the cells for columns A through N.
- The data corresponding to the appropriate line must be inserted into fact\_value column Z.
- Data in column Z must be in the format specified by three columns: columns L, measure\_scale; M, measure\_units; and N, measure\_data\_type. For dollar figures, the measure\_scale is 1 and measure\_data\_type is integer. Report this information rounded to the nearest dollar. Values must be reported plainly, without additional format, such as dollar signs or commas to separate thousands.
- Except in unusual circumstances which must be explained in the filings, totals must equal the sum of the corresponding data lines, but within rounding tolerances. When rounding is required, do not sum rounded figures; please sum actual figures and then round the result.
- Rows corresponding to employee categories 100 through 500 must show the number of employees in various reporting groups, the hours in the service of the respondent, and the compensation paid for such service. Employees are to be counted and classified and their service reported as required by the Rules governing the Classification of Railroad Employees and Reports of their Service and Compensation.
- Rows corresponding to employee category 600 must include information with respect to employees in the train and engine group.

- There are two counts of employees. For the mid-month count, record the number of employees on the 15<sup>th</sup> of the month, classified by reporting division. For the number of employees with any time, record employees who made time during the month no matter for how short a period, classified by reporting division. For the quarterly and annual figures, the average must be a simple average of the monthly figure, over 3 or 12 periods, respectively. Employees who worked in more than one occupation during the month must be assigned according to the preponderance of their duties.

### Column instructions

- **O**, `report_collection_frequency_this_report`: Type in monthly, quarterly, or annual.
- **P**, `railroad_id`: The numeric railroad ID.
- **Q**, `railroad_aar_reporting_mark`: The alpha railroad ID used by the AAR.
- **R**, `railroad_name`: The legal name of the railroad
- **S**, `railroad_signatory_employee_name`: The name/s of the signatory/ies
- **T**, `railroad_signatory_employee_phone_number`: The contact information of the signatory/ies
- **U**, `railroad_signatory_employee_email_address`: The contact information of the signatory/ies
- **V**, `report_year`: The reference year (e.g., 2024) for the reporting period. Fill out for all forms.
- **W**, `report_quarter`: The quarter (e.g., 1 through 4) for which the report is responsive. Fill out for monthly and quarterly submission. Leave blank for annual forms.
- **X**, `report_month`: The month (e.g., 1 through 12) for which the report is responsive. Fill out for monthly forms. Leave blank for quarterly and annual forms.
- **Y**, `report_amended_boolean`: Must contain a boolean marker, denoted as either (a) TRUE if this data is a revision to data previously submitted to the Board, or (b) FALSE if this data is being submitted for the first time. Use capital letters.

CSVs must not be altered to include additional rows or columns, and data must be in the same cells that are provided in the templates. Failure to follow specific instructions will result in a need to refile.

Submissions are electronically checked for numeric consistency. Should you have any questions, please contact the Office of Economics.