Purpose

Form ESA-92, Work-Day Report, is used to identify current levels of "authorized alien" agricultural labor use, to determine labor shortages, and to replenish the work force for this type of employment. Compliance is enforced by the Employment Standards Administration (ESA, pronounced EE-SUH).

Who must report

Employers use this form to report employment of aliens authorized to work in the U.S. (with A-series registration numbers), and who perform seasonal agricultural labor for at least 1 work-day (4 or more hours).

Reporting process

The ESA-92 form is submitted on a quarterly basis:

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan. 1 - March 31</td>
<td>April 17</td>
</tr>
<tr>
<td>April 1 - June 30</td>
<td>July 16</td>
</tr>
<tr>
<td>July 1 - Sept. 30</td>
<td>Oct. 16</td>
</tr>
<tr>
<td>Oct. 1 - Dec. 31</td>
<td>Jan. 16</td>
</tr>
</tbody>
</table>

An employer is required to submit a report only for those quarters in which seasonal workers are used.

The worker information may be provided on Form ESA-92, or on a computer-generated list signed by the employer and attached to an otherwise completed Form ESA-92.

The information required on the form includes: (1) worker's name, (2) worker's alien registration number, and (3) types of crops in which the worker is employed.

The completed form (and attachments) must be mailed by the quarterly deadline, to the following address:

Committee for Employment Information on Special Agricultural Workers
CEISA
121 E. Tenth Street
Jeffersonville, IN 47132

Non-compliance

ESA conducts inspections to determine compliance with ESA-92 requirements. Civil fines can be assessed for failure to submit reports or provide proper information. Employers should keep in mind that the purpose of this report form is to assure that an adequate supply of workers is available for future agricultural needs.

Definitions

Seasonal agricultural services means performing field work related to planting, cultural practices, cultivating, growing, and harvesting of fruits and vegetables of every kind, and other perishable commodities.

Field work means any employment performed on agricultural lands for the purpose of producing fruits, vegetables, and other perishable commodities. Employment activities include, but are not limited to, planting, cultivating, and culturing.

Agricultural lands means any land, cave, or structure, except packing-houses or canneries, used for the purpose of performing field work.

Clark F. Seavert, Extension district agent, farm management, Timothy L. Cross, Extension agricultural economist, Oregon State University, and Johnny C. Cordero I, agricultural labor specialist, Oregon Employment Division, Department of Human Resources.
For more information
Forms and information may be obtained from:

Local State Employment Service
Offices

Employment Standards
Administration
Room 540, Federal Bldg.
1220 SW Third Ave.
Portland, OR 97204
(503) 326-3057