

# Work-Day Report, ESA-92

OREGON

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## 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).

terly deadline, to the following address:

Committee for Employment  
Information on Special  
Agricultural Workers  
CEISAW  
1201 E. Tenth Street  
Jeffersonville, IN 47132

## 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).

## 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.

## Reporting process

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

Quarter	Deadline
Jan. 1 - March 31	April 17
April 1 - June 30	July 17
July 1 - Sept. 30	Oct. 16
Oct. 1 - Dec. 31	Jan. 16

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 report 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 quar-

## 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.

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OREGON STATE UNIVERSITY EXTENSION SERVICE

**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



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DEPARTMENT OF HUMAN RESOURCES

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