

Work-Day Report, ESA-92

C. Seavert, T. Cross, and J. Cordero

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).

The completed form (and attachments) must be mailed by the quarterly 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 list if 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.

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

**For more
information**

Employment Division local tax
offices:

Albany	967-2171
Astoria	325-5218
Beaverton	526-2734
Bend	388-6084
Coos Bay	269-5332
Eugene	686-7797
Grants Pass	474-3151
Gresham	666-2495
Hillsboro	681-0222
Klamath Falls	883-5628
McMinnville	472-3010
Medford	776-6067
Newport	265-8891
Ontario	889-5394
Oregon City	657-2002
Pendleton	276-9055
Portland	229-5128
Portland, North	280-6013
Redmond	548-8196
Roseburg	440-3316
Salem	378-3352
Springfield	726-2507
The Dalles	296-5435



Extension Service, Oregon State University, Corvallis, O.E. Smith, director. This publication was produced and distributed in furtherance of the Acts of Congress of May 8 and June 30, 1914. Extension work is a cooperative program of Oregon State University, the U.S. Department of Agriculture, and Oregon counties.

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ES Pub 224 (8/92)

Oregon
EMPLOYMENT DIVISION
DEPARTMENT OF HUMAN RESOURCES

The mission of the Oregon Employment Division is to improve the quality of life of Oregonians by (1) providing qualified applicants for employers; (2) assisting workers in finding suitable jobs; (3) providing unemployment insurance benefits to eligible claimants; (4) supplying labor market information, and; (5) participating in the economic development of Oregon.
