Attachment 3

March 30, 2012

[Contact's Name]
[Contact's Title]
[Contact's Department]
[Address]
[Address

Dear [Contact's Name]:

The U.S. Census Bureau is now collecting data for the 2012 Annual Survey of Public Employment & Payroll and appreciates your willingness to provide this information. This survey requests employment and payroll data by agency for full-time and part-time employees to include corresponding gross payroll figures and total part-time hours paid **for the pay period that includes March 12, 2012**.

A copy of our Form E-1 and the record layout for the data file are enclosed for your reference. In 2011, [Prior Year Contact's Name] submitted the data electronically in an [Prior Year File format] file. If possible, please report data for 2012 in the same manner.

Please upload the completed data file(s) directly to our website.

- Please visit http://harvester.census.gov/sgenet to upload the completed file(s)
- Your User ID is XXXXXXXXXXXXXX

Please do not provide any employee names, social security numbers, or other personally identifiable information. If it is not possible to submit a data file without including personally identifiable information, please contact us for further information.

Please reply by **July 31, 2012**. A pre-addressed, postage-paid mailing label has been provided for your convenience in returning any materials to us if necessary. If you have any questions, contact Deirdre Baker, Lisa Miller or any member of the Employment & Benefits Statistics Branch staff at 1-800-642-4901, or at govs.employcc@census.gov.

Thank you for your continued assistance.

Sincerely,

Kenneth L. Long Jr.
Section Chief, Employment & Benefit Statistics Branch
Governments Division
U.S. Census Bureau

Enclosures
cc: [Other Contacts]

EMPLOYMENT DATA RECORD LAYOUT

General Information:

The basic data requested for this survey includes number of full-time employees, gross pay for full-time employees, part-time employees, gross pay for part-time employees, and hours paid for part-time employees.

Record Layout:

Field	Position From	To	Length	Data Type
DEPTNO	1	15	15	Character
DESC	16	40	25	Character
PA	41	41	1	Character
FTEMP	42	51	10	Numeric
FTPAY	52	63	12	Numeric
PTEMP	64	73	10	Numeric
PTPAY	74	85	12	Numeric
PTHRS	86	95	10	Numeric
FTCODE	96	96	1	Character
PTCODE	97	97	1	Character
STDHRS	98	98	1	Character

Numeric data - No commas or dollar signs A$@ in the numeric data. Fields FTPAY and PTPAY (payroll amounts), report in whole dollars, omit cents.

Attachment 3

Field Descriptions:

DEPTNO   Numeric description of department.
DESC   Alpha description of department.
PA   Used for **state police and like functions only** (ie investigative units, highway patrol), designates employees with power-of-arrest = 1, and those without power-of-arrest = 2. PA field will remain blank for all other departments/agencies.
FTEMP   Number of full-time employees.
FTPAY   Gross pay for full-time employees. Report in whole dollars (omit cents).
PTEMP   Number of part-time employees.
PTPAY   Gross pay for part-time employees. Report in whole dollars (omit cents).
PTHRS   Total paid part-time hours during the pay period.
FTCODE   Full-time pay code. FTCODE = 1, 2, 3 or 4.
          1 = Paid monthly
          2 = Paid twice a month
          3 = Paid each 2 weeks (Bi-weekly)
          4 = Paid weekly
PTCODE   Part-time pay code. PTCODE = 1, 2, 3 or 4.
          1 = Paid monthly
          2 = Paid twice a month
          3 = Paid each 2 weeks (Bi-weekly)
          4 = Paid weekly
STDHRS   Standard number of weekly hours of work for the majority of the agency=s full-time employees. STDHRS = 1, 2 or 3.
          1 = 40 hours per week
          2 = 37.5 hours per week
          3 = 35 hours per week

EXAMPLE:

dept	description	PA	ft_emp	ft_pay	pt_emp	pt_pay	pt_hrs	ft_code	pt_code	stdhrs
010	AGRIC COMM		270	1082313	43	88542	7031	3	3	1
035	MUSEUM OF ART		35	213638	7	25776	958	3	3	1
040	HIGHWAY PATROL - power of arrest	1	1,392	6034002	12	33650	1151	3	3	1
041	HIGHWAY PATROL - all other	2	444	2426227	1	4799	76	3	3	1
060	CHIEF ADMIN OFF		365	2612451	17	37610	1663	3	3	1