| Attachment 3 |
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2019 ANNUAL SURVEY OF PUBLIC EMPLOYMENT & PAYROLL Higher Education

| Worksheet | T OF COMMERCE stics Administration REAU | 2019 ANNUAL SURVEY OF PUBLIC EMPLOYMENT & PAYROLL March 2019 – State Institutions of Higher Education |
|--|--|---|
| E-2 (06-28-2018 | 3) | OMB No. 0607-0585: Approval Expires 12/31/2020 |
| DUE DATE: | | WORKSHEET |
| April 25, 2019 | | NOT use this worksheet to respond to the survey, it is intended to assist you gathering and preparing your data prior to reporting online. |
| eed help or have estions? | Retu | rn to respond.census.gov/aspep when you are ready to report online. |
| /isit espond.census.gov/aspep | | |
| Call -800-832-2839 weekdays, AM to 5PM ET | | |
| sistance. These data are subject public records from rules of cor | to provisions of for infidentiality. I by the Office of I page. Without this be between 10 mir | authorizes the Census Bureau to conduct this collection and to request your voluntary Fitle 13, United States Code, Section 9(b) exempting data that are customarily provided Management and Budget (OMB). The eight-digit OMB approval number is 0607-0452 and s approval we could not conduct this survey. nutes to 15 hours to complete, with an average of 50 minutes, including the time for urces, gathering and maintaining the data needed, and completing and reviewing the |
| e estimate this survey will take | existing data sou | arces, gamening and maintaining the data needed, and completing and reviewing the |
| le estimate this survey will take viewing instructions, searching ollection of information. Is the addressee title/de Mark "X" only one box. Yes – Go to 2 | epartment and | mailing address the same as shown in the address label? |
| Ve estimate this survey will take viewing instructions, searching ollection of information. Is the addressee title/de Mark "X" only one box. | epartment and | mailing address the same as shown in the address label? |
| le estimate this survey will take viewing instructions, searching ollection of information. Is the addressee title/de Mark "X" only one box. Yes – Go to 2 Addressee Title or Departing | epartment and | mailing address the same as shown in the address label? |
| The estimate this survey will take viewing instructions, searching of information. Is the addressee title/de Mark "X" only one box. Yes – Go to Addressee Title or Depart ATTN: | epartment and | mailing address the same as shown in the address label? |

Report Online - Do Not Return

| Persons paid to work t Temporary or seasonal employment | | | | employment at represents regular, full-ti |
|--|------------------------------------|---|--|--|
| • Employees on unpaid | leave, unpaid offi | cials, pensioners, and | contractors an | d their employees |
| Mark "X" only one box. | | | | |
| A 🗌 40 hours | С | 34 to 37.4 hours | E | 30 to 31.9 hours |
| B 🗌 37.5 to 39.9 hours | D 🗌 | 32 to 33.9 hours | F | No Full-Time Employees |
| T 2 – EMPLOYEES, PAYR | OLL, AND PART | -TIME HOURS | | |
| For each applicable pay p employees and TOTAL gr report the number of par | oss payroll amo t-time hours pa | ounts for both full-ti id for each applicab Payroll Codes | me and part-i le pay period | ime employees? Please with part-time employe |
| W = Weekly; B = Bi-Wee | ekly; T = Twice a M | lonth; M = Monthly; Q | = Quarterly; S = | Semi-Annually; A = Annually |
| EXAMPLE If all full | -time employees are pa | aid bi-weekly, please provide t | he one bi-weekly pa | yroll that includes March 12, 2019. |
| Full-tim | ne Nu strant | oss payroll for the pay period t Gross Payroll for Full-tin | | 12, 2019 |
| Payroll Code | Full-time Employees | | iou. Dol. | |
| | 1 5 6 | 2 | 95932 | |
| | | 6 | $\neg $ | |
| | | | | |
| the bi-w | eekly payroll that inclu | ides March 12, 2019 for the e | rt-time employees a mployees paid bi-we | re paid monthly; please provide the ekly and the monthly data for the n |
| | or the employees paid r | | | |
| B. Part-1 Part-tin | ne 🔨 | payroll, and hours for the pay | | March 12, 2019 |
| Payroll Code | | Gross Payroll for Part-ti SBil. Mil. Th | ime Employees iou. Dol. | Part-time Hours Paid |
| B | | | 63077 | 2 2 5 |
| | 4 1 | | 55590 | 1 9 8 5 |
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Report Online

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PART 2 – EMPLOYEES, PAYROLL, AND PART-TIME HOURS – (Continued)

Include

Employees

- · Current employees in paid leave status whether paid from the general, special, or Federal grant funds
- Substitute teachers and student employees
- Board members or school trustees paid on a per meeting basis or a flat sum quarterly, semiannually, or annually
- Temporary or seasonal employees working the number of hours that represent full-time employment should be reported as full-time employees
- Temporary or seasonal employees working less than the regular, full-time workweek should be reported as part-time employees

Payroll

- Salaries, wages, fees or commissions, as well as overtime, premium, and night differential pay
- Bonuses and incentive payments that are paid at regular pay periods
- Amounts withheld for taxes, employee contributions to retirement systems, etc.

Hours

 An estimate of hours worked during the pay period for part-time employees, not compensation on an hourly basis

Exclude

Employees

- · Employees on unpaid leave, unpaid officials, pensioners, and contractors and their employees
- School board members or school trustees who serve without compensation

Payroll

• Lump sum payments and the value of living quarters and subsistence allowances furnished to employees

Do not report

- Cumulative salaries since the beginning of the calendar or fiscal year
- Payroll amounts from last fiscal year
- Employer costs of non-wage employee benefits such as workers' compensation, FICA, health insurance, etc.

Payroll Codes W = Weekly; B = Bi-Weekly; T = Twice a Month; M = Monthly; Q = Quarterly; S = Semi-Annually; A = Annually

A. Instructional staff 018

Include

- Employees engaged in college or other postsecondary level teaching and related academic (departmental) research
- Employees engaged in continuing education and other non-degree programs that are operated by degree granting institutions
- Adjunct professors and graduate teaching/research assistants (should be reported as part-time)

1. Full-time employees and gross payroll for the pay period that includes March 12, 2019

| Full-time Payroll | Number of | Gro | ss Payroll for | r Full-time Emp | oloyees |
|----------------------|---------------------|--------|----------------|-----------------|---------|
| Code | Full-time Employees | \$Bil. | Mil. | Thou. | Dol. |
| | | | | | |
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2. Part-time employees, gross payroll, and hours for the pay period that includes March 12, 2019

| Part-time Payroll Code | ^e Number of Part-time Employees | Gros \$Bil. | s Payroll for Mil. | r Part-time Emp Thou. | oloyees Dol. | Part-time Hours Paid |
|------------------------------|---|----------------|-----------------------|--------------------------|-----------------|----------------------|
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PART 2 – EMPLOYEES, PAYROLL, AND PART-TIME HOURS – (Continued)

| | | | Payroll Codes | 6 | | |
|---|-------------------------------------|---------------------|---|--------------------------|---------------------|--|
| / = Weekly; | B = Bi-Weekly; | T = Twice a Month; | M = Monthly; | Q = Quarterly; | S = Semi-Annually; | A = Annually |
| Hospita | S 036 | | | | | |
| | non-instructiona rn and resident | | spitals operated | by the institutio | on and serving the | general public |
| Exclude • Emp | | udent health facili | ties not available | e to the general | public (should be r | eported in item |
| 1. Full-t | time employee | s and gross payr | oll for the pay j | period that incl | ludes March 12, 2 | 019 |
| Full-tin Payroll Code | | 01 | ross Payroll for Mil. | Full-time Emplo Thou. | yees Dol. | |
| 2. Part- Part-tir Payroll Code | ne Ni salasi | of G | and hours for ross Payroll for Mil. | | | rch 12, 2019 time Hours Paio |
| | | | | | | |

C. Outpatient clinics 032

Include

• All non-instructional employees of health clinics operated by the institution and serving the general public

Exclude

- Employees of any clinics operated as part of a regular, inpatient hospital (should be reported in item B.)
- Employees of the student health services not available to the general public (should be reported in item E.)

1. Full-time employees and gross payroll for the pay period that includes March 12, 2019

| Full-time Payroll Code | Number of Full-time Employees | Gros \$Bil. | ss Payroll fo Mil. | r Full-time Emp Thou. | oloyees Dol. |
|------------------------------|----------------------------------|----------------|-----------------------|--------------------------|-----------------|
| | | | | | |
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2. Part-time employees, gross payroll, and hours for the pay period that includes March 12, 2019

| Part-time Payroll Code | ^e Number of Part-time Employees | Gros \$Bil. | ss Payroll fo Mil. | r Part-time Emp Thou. | oloyees Dol. | Part-time Hours Paid |
|------------------------------|---|----------------|-----------------------|--------------------------|-----------------|----------------------|
| Code | Fart-time Employees | арп. | IVIII. | mou. | D01. | |
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Please continue on the next page

Report Online - Do Not Return

Page 5

| W | = Week | ly; | B = Bi-Weekly; | T = Twic | | Payroll Code M = Monthly; | | S = Sen | ni-Annually; | A = Annu |
|----|---|--|---|--|--|---|---|--|----------------|-----------------|
| D. | Aaria | ultu | re experime | nt station | s. farms. a | nd agricult | ural extension | services | 059 | |
| | Inclu | de | - | | | _ | | | | |
| | | | on-instructiona Ited by the ins | | es of exper | iment statio | ns, farms, and a | igricultura | l extension | services |
| | 1. Fu | ıll-tir | ne employee | es and gro | oss payroll | for the pay | period that in | cludes Ma | arch 12, 20 | 19 |
| | | l-time yroll | Number | | | | r Full-time Empl | | | |
| | Co | de | Full-time Em | ployees | \$Bil. | Mil. | Thou. | Dol. | 1 | |
| | | | | | | | | | | |
| | | | | | | | | | _ | |
| | | | | | | | | | | |
| | 2 Pa | - art-ti | me employe | es aross | navroll ar | d hours fo | r the pay period | d that inc | ludes Marc | h 12 20 |
| | Pa | rt-time | | - | | | r Part-time Empl | | | , |
| | Pa [.] Co | yroll de | Number Part-time Em | | \$Bil. | Mil. | Thou. | Dol. | Part-ti | me Hours |
| | | | | | | | | | | |
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| | | - | | | | | | | | |
| E. | All o | ther | 016 | | | | | | | |
| E. | Inclu | de | | al employe | | blege or oth | er nostseconda | ry level in | stitution no | reported |
| E. | Inclu • / | de All no elsew | on-instructiona here | | ees of the co | bllege or oth | er postseconda | ry level in: | stitution no | t reported |
| E. | inciu • / • / | de All no elsew All pa Admi | on-instructiona here hid student he nistrative, cler | lp rical, custo | odial, cafete | ia, and heal | th personnel | ry level in: | stitution no | t reported |
| E. | Inclu • / • / • / | de All no elsew All pa Admi Non-i | on-instructiona here aid student he | lp rical, custo mployees | odial, cafete | ia, and heal | th personnel | ry level in | stitution no | t reported |
| E. | Inclu • / • / • / • • | de All no elsew All pa Admi Non-i Law e | on-instructiona /here aid student he nistrative, cler nstructional e enforcement p | lp rical, custo mployees ersonnel | odial, cafeter engaged in | ia, and heal organized r | th personnel | | | |
| E. | Inclu • / • / • / • / • / • / • / • / | de All no elsew All pa Admi Non-i _aw e ill-tin I-time yroll | on-instructiona where nid student he nistrative, cler nstructional e enforcement p me employee Number | lp rical, custo mployees ersonnel es and gr o | odial, cafeter engaged in oss payroll Gros | ia, and heal organized r for the pay s Payroll for | th personnel esearch period that in d r Full-time Empl | cludes Ma oyees | | |
| E. | Inclu • / • / • / • • 1. Fu | de All no elsew All pa Admi Non-i _aw e ill-tin I-time yroll | on-instructiona where aid student he nistrative, cler nstructional e enforcement p me employee | lp rical, custo mployees ersonnel es and gr o | odial, cafeter engaged in oss payroll | ia, and heal organized r for the pay | th personnel esearch period that in c | cludes Ma | | |
| E. | Inclu • / • / • / • / • / • / • / • / | de All no elsew All pa Admi Non-i _aw e ill-tin I-time yroll | on-instructiona where nid student he nistrative, cler nstructional e enforcement p me employee Number | lp rical, custo mployees ersonnel es and gr o | odial, cafeter engaged in oss payroll Gros | ia, and heal organized r for the pay s Payroll for | th personnel esearch period that in d r Full-time Empl | cludes Ma oyees | | |
| E. | Inclu • / • / • / • / • / • / • / • / | de All no elsew All pa Admi Non-i _aw e ill-tin I-time yroll | on-instructiona where nid student he nistrative, cler nstructional e enforcement p me employee Number | lp rical, custo mployees ersonnel es and gr o | odial, cafeter engaged in oss payroll Gros | ia, and heal organized r for the pay s Payroll for | th personnel esearch period that in d r Full-time Empl | cludes Ma oyees | | |
| E. | Inclu • / • / • / • / • / • / • / • / | de All no elsew All pa Admi Non-i _aw e ill-tin I-time yroll | on-instructiona where nid student he nistrative, cler nstructional e enforcement p me employee Number | lp rical, custo mployees ersonnel es and gr o | odial, cafeter engaged in oss payroll Gros | ia, and heal organized r for the pay s Payroll for | th personnel esearch period that in d r Full-time Empl | cludes Ma oyees | | |
| E. | Inclu • / • / • • 1. Fu Par Co | de All nc elsew All pai Admi Law e ill-tim de | on-instructiona /here aid student he nistrative, cler nstructional e enforcement p ne employee Number Full-time Em | lp rical, custo mployees ersonnel es and gro of ployees | odial, cafeter engaged in oss payroll Gros \$Bil. | ia, and heal organized r for the pay ss Payroll for Mil. | th personnel esearch period that in Full-time Empl Thou. | cludes Ma oyees Dol. | arch 12, 20 | 19 |
| E. | Inclu • / • / • / • / • / • / • / • / | de All nc elsew All pa Admi Non-i .aw e ill-tim de | on-instructiona vhere aid student he nistrative, cler nstructional e enforcement p ne employee Number Full-time Emp me employe | lp rical, custo mployees ersonnel es and gro of ployees es, gross | odial, cafeter engaged in oss payroll Gros \$Bil. payroll, ar | ria, and heal organized r for the pay as Payroll for Mil. | th personnel esearch period that in Full-time Empl Thou. | cludes Ma oyees Dol. d that inc | arch 12, 20 | 19 |
| E. | Inclu • / • / • / • / • / • / • / • / | de All nc elsew All pa Admi Non-i .aw e ill-tin de ill-tim de roll | on-instructiona where nist student he nistrative, cler nstructional e enforcement p me employee Full-time Emp me employe | lp rical, custo mployees ersonnel es and gro of ployees es, gross | odial, cafeter engaged in oss payroll Gros \$Bil. payroll, ar | ria, and heal organized r for the pay as Payroll for Mil. | th personnel esearch period that in Full-time Empl Thou. | cludes Ma oyees Dol. d that inc | arch 12, 20 | 19 :h 12, 20 |
| Ε. | Inclu • / • / • / • / • / • / • / • / | de All nc elsew All pa Admi Non-i .aw e ill-tin de ill-tim de roll | on-instructiona where aid student he nistrative, cler nstructional e enforcement p me employee Number Full-time Employee me employee | lp rical, custo mployees ersonnel es and gro of ployees es, gross | odial, cafeter engaged in oss payroll Gros \$Bil. payroll, ar Gros | ia, and heal organized r for the pay as Payroll for Mil. | th personnel esearch period that in r Full-time Empl Thou. | cludes Ma oyees Dol. d that inc | arch 12, 20 | 19 :h 12, 20 |
| E. | Inclu • / • / • / • / • / • / • / • / | de All nc elsew All pa Admi Non-i .aw e ill-tin de ill-tim de roll | on-instructiona where aid student he nistrative, cler nstructional e enforcement p me employee Number Full-time Employee me employee | lp rical, custo mployees ersonnel es and gro of ployees es, gross | odial, cafeter engaged in oss payroll Gros \$Bil. payroll, ar Gros | ia, and heal organized r for the pay as Payroll for Mil. | th personnel esearch period that in r Full-time Empl Thou. | cludes Ma oyees Dol. d that inc | arch 12, 20 | 19 :h 12, 20 |
| Ε. | Inclu • / • / • / • / • / • / • / • / | de All nc elsew All pa Admi Non-i .aw e ill-tin de ill-tim de roll | on-instructiona where aid student he nistrative, cler nstructional e enforcement p me employee Number Full-time Employee me employee Number | lp rical, custo mployees ersonnel es and gro of ployees es, gross | odial, cafeter engaged in oss payroll Gros \$Bil. payroll, ar Gros | ia, and heal organized r for the pay as Payroll for Mil. | th personnel esearch period that in r Full-time Empl Thou. | cludes Ma oyees Dol. d that inc | arch 12, 20 | 19 |

Page 6

| | | | Payroll Codes | ; | | |
|---------------------|---------------------------|------------|----------------------|-----------------|--------------|--------------------|
| W = Weekly; | B = Bi-Weekly; T = Twic | e a Month; | M = Monthly; | Q = Quarterly; | S = Semi-Anr | nually; A = Annual |
| F. TOTAL | - (Sum of items A. throug | gh E.) | | | | |
| 1. Full-t | time employees and gr | oss payrol | l for the pay p | period that inc | ludes March | 12, 2019 |
| Full-tim Payroll | | Gro | ss Payroll for | Full-time Emplo | yees | |
| Code | Full-time Employees | \$Bil. | Mil. | Thou. | Dol. | |
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| 2 Dort | time employees, gross | novroll o | nd hours for | the new neried | that include | March 12 2010 |
| 2. Fart - | | payron, a | nu nours for | the pay period | that include | 5 Warch 12, 2015 |
| Payroll | Number of | | , | Part-time Emplo | | |
| Code | Part-time Employees | \$Bil. | Mil. | Thou. | Dol. | Part-time Hours P |

PART 3 - REMARKS

| • A note if the majority of the full-th | ou were unable to supply in me employees work more | nformation than 40 hours per w | veek |
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| F4 - CONTACT INFORMATION | | | |
| | r questions about data r | eported on this w | vorksheet? |
| Who should be contacted to answe | | of contact person - | Please print |
| Who should be contacted to answe Name of contact person - Please print | | | |
| | | | |
| | | | and fax number |
| Name of contact person - Please print | Title | | and fax number |
| Name of contact person - Please print | Title | Area code a | |
| Name of contact person - Please print Area code and phone number | Title | Area code a | e worksheet was complete |
| Name of contact person - Please print | Title | Area code a | e worksheet was complete |
| Name of contact person - Please print Area code and phone number | Title | Area code a | e worksheet was complete |
| Name of contact person - Please print Area code and phone number | Title | Area code a | e worksheet was complete |