

U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU

Worksheet

E-5 (06-28-2018)

2019 ANNUAL SURVEY OF PUBLIC EMPLOYMENT & PAYROLL March 2019 – Municipalities and Townships

OMB No. 0607-0585: Approval Expires 12/31/2021

DUE DATE:

April 25, 2019

Need help or have questions?

- Visit respond.census.gov/aspep
- Call

 1-800-832-2839 weekdays,

 8AM to 5PM ET

WORKSHEET

DO NOT use this worksheet to respond to the survey, it is intended to assist you with gathering and preparing your data prior to reporting online.

Return to **respond.census.gov/aspep** when you are ready to report online.

Title 13, United States Code, Sections 161 and 182 authorizes the Census Bureau to conduct this collection and to request your voluntary assistance. These data are subject to provisions of Title 13, United States Code, Section 9(b) exempting data that are customarily provided in public records from rules of confidentiality.

This collection has been approved by the Office of Management and Budget (OMB). The eight-digit OMB approval number is 0607-0452 and appears at the upper right of this page. Without this approval we could not conduct this survey.

We estimate this survey will take between 10 minutes to 15 hours to complete, with an average of 50 minutes, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

☐ Yes – Go to 2	□ No – Enter correct information below
Addressee Title or Department	
ATTN:	
Street 1	
Street 2	
City	State Zip Code

PART 1 - FULL-TIME EMPLOYEES STANDARD WEEKLY HOURS

2 Approximately how many hours per week do the majority of the full-time employees work?

Include

- Persons paid to work the number of hours that represents regular, full-time employment
- Temporary or seasonal employees who are working the number of hours that represents regular, full-time employment

Exclude

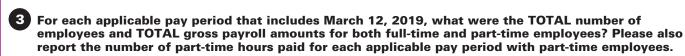
· Employees on unpaid leave, unpaid officials, pensioners, and contractors and their employees

Mark "X" only one box.

Α	40 hours	С	34 to 37.4 hours	E	30 to 31.9 hours

37.5 to 39.9 hours 32 to 33.9 hours No Full-Time Employees

PART 2 – EMPLOYEES, PAYROLL, AND PART-TIME HOURS



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

EXAMPLE

If all full-time employees are paid bi-weekly, please provide the one bi-weekly payroll that includes March 12, 2019.

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



Pavroll	Number of	Gi	oss Payroll to:	r Full-time Em _l	oloyees
Payroll Code	Full-time Employees	\$Bil.	Mil.	Thou.	Dol.
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					7

If some part-time employees are paid bi-weekly and some part-time employees are paid monthly; please provide the data for the bi-weekly payroll that includes March 12, 2019 for the employees paid bi-weekly and the monthly data for the month of March for the employees paid monthly.

b. Part-time employees, gross payroll, and nours for the pay period that includes March 12, 2019



Part-time Payroll	Number of Part-time Employees	Gross Payroll						D. A.C.			
Code	Part-time Employees	\$Bil. Mil.	Thou	٦.		Dol.		Part-time	Hou	rs Pa	iia .
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М	4 1		5	5	5	9	0	1	9	8	5

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
- All elected or appointed officials paid any amount of pay or stipend (even small amounts of \$25 per meeting or \$100 annually) or paid on salary basis; by fees or commissions; on a per meeting basis; or a flat sum quarterly, semi-annually, 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 system employees and payrolls

Pavroll

 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. CENTRAL GOVERNMENT ADMINISTRATION

1. Financial administration 023

Include

- · Employees of treasurer's, auditor's or comptroller's office
- Tax assessment, tax billing and collection employees
- Budgeting and purchasing employees
- Employees of central accounting offices
- Information technology employees
- Similar financial administration employees

a.	Full-time emp	oloyees and	gross pa	yroll for the pay	/ period that i	ncludes March	12, 2019
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Full-time Payroll	Number of	Gros	s Payroll for	Full-time Emp	oloyees
Code	Full-time Employees	\$Bil.	Mil.	Thou.	Dol.

b. Part-time employees, gross payroll, and hours for the pay period that includes March 12, 2019

Payroll	Number of	Gros	s Payroll for	r Part-time Emp	oloyees	
Payroll Code	Part-time Employees	\$Bil.	Mil.	Thou.	Dol.	Part-time Hours Paid

	= W	eekly;	B = Bi-Weekly;	T = Twice a		Payroll Codes M = Monthly;	Q = Quarterly;	S = Semi-A	Annually; A = Annua
2.	Ce	ntral a	dministration	029					
		lude	county, or towr	nehin coun	cil board (of cuponvisors	or commissi	onere	
		Empl	loyees of centra	al administr	ative office	es and agenc	ies, such as m	ianager or m	nayor
		ClerkCentr	x, recorder, and ral personnel ar	zoning em nd employe	ployees ees of cent	ral planning a	agencies		
		clude Empl	loyees performi	ina financi:	al activitios	(should be r	anarted in iter	m 1)	
			loyees performi)
	a.	Full-ti	me employees	and gros	s payroll	for the pay p	eriod that in	cludes Marc	ch 12, 2019
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		Payroll Code	Number of Part-time Emp		\$Bil.	Mil.	Part-time Emp Thou.	Dol.	Part-time Hours
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		• Empl	loyees performi e <i>(e.g., bailiffs, p</i>	ng all cour	t and cour	t related activ	rities, includin	g court activ	ities of sheriff's
		Prose	ecuting attorney	y's and pub	lic defend	er's offices er	nployees		
				nployees a braries	nd attorne	ys providing	government-v	vide legal se	rvices
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T 2 ·	- EMPLO	YEES	, PAYROLL, A	AND PART	r-TIME HOU	JRS – (Cont	inued)			
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	W = We	ekly;	B = Bi-Weekly;	T = Twice		1 = Monthly;	Q = Quarterly;	S = Semi-	-Annually;	A = Annually
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	4. Fire	prote	ection							
		lude								
		Reso	est fire protection cue squad and protect in item 8.	emergency		rvices emplo	oyees not part	of fire depa	artment <i>(si</i>	hould be
	a.	,	phters 024	,						
	- 1	nclud								
		• Ei	ersons engaged mployees traind nedical care, etc aid volunteer fi	ed in these	activities bu	ut performin	g other duties		spatching,	emergency
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	c.		me employee:	-			-			
	ı	-ull-time					- - -ull-time Empl		-	
		Payroll Code	Full-time Emp		\$Bil.	Mil.	Thou.	Dol.		
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		Payroll Code	Part-time Emp		\$Bil.	Mil.	Thou.	Dol.	Part-tir	me Hours Pai
									l	

W	= Weekly; B = Bi-Weekly; T = Twice	Payroll Codes e a Month; $M = Monthly$; $Q = Quarterly$; $S = Semi-A$.nnually; A = Annu
5.		rcement and lock-up employees ities of sheriff's and constable's offices	
	a. Persons with power of arres		
	IncludePolice employees onlyExcludeOther employees with poven	wer of arrest (should be reported in item 3.)	
	(1) Full-time employees and	gross payroll for the pay period that includes N	larch 12, 2019
	Full-time Number of Code Full-time Employees	Gross Payroll for Full-time Employees \$Bil. Mil. Thou. Dol.	
		oss payroll, and hours for the pay period that in	cludes March 12,
	Part-time Payroll Number of Code Part-time Employees	Gross Payroll for Part-time Employees \$Bil. Mil. Thou. Dol.	Part-time Hours
	 Coroners and crime lab er School crossing guards (s Police administrative staff 	oyees not reported in item 5a. mployees hould be reported as part-time employees)	
		epartment: Emergency (911) dispatching oss payroll for the pay period that includes Marc	h 12 2010
	Full-time Payroll Number of Code Full-time Employees	Gross Payroll for Full-time Employees \$Bil. Mil. Thou. Dol.	n 12, 2019
	(2) Part-time employees, gr	oss payroll, and hours for the pay period that in	cludes March 12,
	Payroll Number of Code Part-time Employees	Gross Payroll for Part-time Employees \$Bil. Mil. Thou. Dol.	Part-time Hours

2 – EMP	LOYEES, PAYROL	L, AND PART-TIME	HOURS – (Cont	inued)		
			Payroll Codes			
W = V	Veekly; B = Bi-Weekl	ly; T = Twice a Month;	•	Q = Quarterly;	S = Semi-Anr	nually; A = Annually
. TRAN	SPORTATION					
	treets and highwa	avs 044				
	clude	,,				
	• Employees perfo	orming maintenance, r	epair, constructi	on, and admini	stration of str	eets, alleys,
	 Employees perfo 	s, highways, bridges, a orming engineering ac	ına terminai and tivities	dock facilities	for public ferr	ies
_		orming traffic signal m	aintenance			
E	k clude • Street cleaning e	employees (should be	reported in item	10.)		
	Sewer employee	es (should be reported	in item 11.)	,		
a.	Full-time employ	yees and gross payro	oll for the pay p	eriod that incl	udes March	12, 2019
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	Code Part-time E	Employees \$Bil.	Mil.	Thou.	Dol.	Part-time Hours Pai
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	ublic welfare 079	JINCONE MAINTEN	IANCL			
	clude					
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	 Senior citizen an 	nd handicap transporta	ation employees	ilice alla vetera	ii services	
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	Pavroll Numb	Employees \$Bil.	Mil.	Thou.	Dol.	
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W = \	Veekly;	B = Bi-Weekly;	T = Twice a l		Payroll Codes M = Monthly;	Q = Quarterly	; S = Semi	-Annually; A = Annua
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	Men	ital health and ou	utpatient clii	nics empl			l animal con	ntrol employees
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E.		Veekly;	B = Bi-Weekly; T = Twice NT AND HOUSING	ce a Month; M	= Monthly;	Q = Quarterly	y, 3 = 3em	i-Annually; A = Annually
E.								
		ona wa Iclude	ste management 081					
		• Recy	cling, garbage, and refu et cleaning employees	ise collection ai	nd disposal	employees		
		• Emp	loyees performing sanit	ary landfill ope	rations			
	а		me employees and gr	oss payroll fo	r the pay po	eriod that ii	ncludes Ma	rch 12, 2019
		Full-time Payroll Code	Number of Full-time Employees	Gross I \$Bil.	Payroll for F Mil.	ull-time Em _l Thou.	ployees Dol.	
		Code	run-time Employees	ΨΒΠ.	IVIII.	mou.	Doi.	
	b	. Part-t	ime employees, gross	payroll, and	hours for t	he pav perio	od that incl	
		Part-time				art-time Em		, , ,
		Payroll Code	Part-time Employees	\$Bil.	Mil.	Thou.	Dol.	Part-time Hours Pai
	11. S	ewerag	e 080					
		nclude						
		clude • Emp	e 080 loyees providing mainteerage disposal plant em	enance and ope	ration of sa	nitary and s	torm sewer	systems
	Ir	• Emp • Sewe	loyees providing mainte erage disposal plant em	ployees		•	torm sewer	systems
	lr E	• Emp • Sewe • Sclude • Wate	loyees providing mainte erage disposal plant em er supply employees <i>(sh</i>	ployees nould be reporte	ed in item 1	3.)		
	lr E	• Emp • Sewe • Sewe • Wate • Wate • Full-time	loyees providing mainte erage disposal plant em er supply employees (sh ime employees and gr	ployees rould be reporte ross payroll fo	ed in item 1 r the pay p	3.) eriod that i	ncludes Ma	
	lr E	• Emp • Sewe • Sewe • Wate • Wate	loyees providing mainte erage disposal plant em er supply employees (sh ime employees and gr	ployees rould be reporte ross payroll fo	ed in item 1 r the pay p	3.)	ncludes Ma	
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	Ir E	• Emp • Sewe • Wate • Wate • Full-time Payroll Code	loyees providing mainte erage disposal plant em er supply employees (sh ime employees and gr Number of	ployees could be reporte coss payroll fo Gross F \$Bil.	ed in item 1. r the pay per	3.) eriod that ii ull-time Emp Thou.	ncludes Ma ployees Dol.	arch 12, 2019
	Ir E	• Emp • Sewe • Wate • Wate • Wall-time Payroll Code	loyees providing mainte erage disposal plant em er supply employees (sh ime employees and gr Number of Full-time Employees	ployees rould be reporter ross payroll fo Gross F \$Bil.	ed in item 1 r the pay performed the payroll for F Mil.	3.) eriod that ii ull-time Emp Thou.	ncludes Ma ployees Dol.	arch 12, 2019
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12. Pa	/eekly; arks an	B = Bi-Weekly; d recreation	T = Twice		M = Monthly;	Q = Quarterly		-Annually; A = Annually
	Empl	loyees of parks loyees of audito loyees of marin	oriums, m	useums, co	onvention cen	nd golf course ters, and recre	es eational cen	ters
		me employee		•		period that in	cludes Mai	rch 12, 2019
	Full-time Payroll Code	Number Full-time Emp		Gro \$Bil.	ss Payroll for Mil.	Full-time Emp Thou.	loyees Dol.	
b.	Part-t		es, gross	-				udes March 12, 2019
	Payroll Code	Number Part-time Emp		Gro: \$Bil.	ss Payroll for Mil.	Part-time Emp Thou.	loyees Dol.	Part-time Hours Pai
	FIFO							
. UTILI1 13. W		pply system	091					
13. W	ater su clude	pply system						
13. W	ater su clude • Empl	pply system loyees perform ibution systems	ing operat	ion, maint	enance, and c	onstruction of	public wate	er supply or
13. W	ater su clude • Empl distri Full-ti	loyees perform ibution systems ime employee	ing operat					
13. W	ater su clude • Empl distri	loyees perform ibution systems ime employee	ing operat s s and gro of	ss payrol	l for the pay p		cludes Ma	
13. W	ater su clude Empl distri Full-ti Full-time Payroll	loyees perform ibution systems ime employees Number	ing operat s s and gro of	ss payrol l Gro	I for the pay pass	period that in Full-time Emp	cludes Ma iloyees	
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13. Waller	ater su clude	loyees perform ibution systems ime employees Number Full-time Emp	ing operates s and gro of oloyees es, gross	ss payroll Gross \$Bil. payroll, au	ss Payroll for Mil. Mil. Mil. Mil. Mil.	period that in Full-time Emp Thou. the pay perio Part-time Emp	cludes Mai loyees Dol. d that inclu	rch 12, 2019
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W =	Weekly;	B = Bi-Weekly;	T = Twice	a Month;	Payroll Code M = Monthly;	Q = Quarterly;	S = Semi	-Annually;	A = Annually
14. E	Electric p	ower system	092						
ı	nclude								
		oyees performi bution systems	ng operati	on, maint	enance, and o	construction of p	public elec	tric power	supply or
á	a. Full-tii	me employees	and gros	ss payrol	for the pay	period that inc	ludes Ma	rch 12, 20	19
	Full-time Payroll Code	Number of Full-time Emp		Gro \$Bil.	ss Payroll for Mil.	Full-time Emplo Thou.	oyees Dol.		
ŀ	D. Part-ti	ime employees	s, gross p	_				udes Marc	h 12, 2019
	Part-time Payroll Code	Number of Part-time Emp		Gro: \$Bil.	ss Payroll for Mil.	Part-time Empl Thou.	oyees Dol.	Part-tir	ne Hours Paic
15. l		oyees of all pub	olic librarie	es and tec	hnical suppoi	t of the govern	ment for p	rivately-ow	/ned
15. l	Libraries nclude Empl	oyees of all pub	olic librarie	es and tec	hnical suppoi	t of the govern	ment for p	rivately-ow	/ned
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15. l	ibraries nclude Empl librar Exclude Empl	oyees of all publics	oraries <i>(sh</i>	ould be re	ported in iter	m 3.)			
15. l	ibraries nclude	oyees of all publics oyees of law lib	oraries (sh	ould be re	ported in iter	n 3.) period that inc	cludes Ma		
15. L	.ibraries nclude • Empl librar Exclude • Empl	oyees of all publies oyees of law lib	oraries (sh a and gros	ould be re	ported in iter	m 3.)	cludes Ma		
15. l	ibraries nclude • Empl librar Exclude • Empl A. Full-time Payroll	oyees of all publics oyees of law like me employees Number of	oraries (sh a and gros	ould be re ss payrol	ported in iter for the pay ss Payroll for	n 3.) period that inc Full-time Emplo	cludes Ma		
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Page 12 PART 2 - EMPLOYEES, PAYROLL, AND PART-TIME HOURS - (Continued) **Pavroll Codes** B = Bi-Weekly; T = Twice a Month; M = Monthly; Q = Quarterly; S = Semi-Annually;W = Weekly;A = Annually16. All other 089 Include • Employees performing other activities not reported elsewhere Employees concerned with elections and voter registration Protective inspection and enforcement employees (building, electrical, etc.) Motor pool, general public building maintenance, parking facilities, and engineering employees Emergency (911) dispatching employees not handled by the fire department and/or police department Employees providing county supervision of public school districts Homeland security and emergency management employees **Exclude** · School system employees and payrolls a. Full-time employees and gross payroll for the pay period that includes March 12, 2019 Full-time Gross Payroll for Full-time Employees Number of Payroll \$Bil. Full-time Employees Mil. Thou. Dol. Code b. Part-time employees, gross payroll, and hours for the pay period that includes March 12, 2019 Gross Payroll for Part-time Employees Number of Payroll Part-time Employees Mil. Thou. Part-time Hours Paid \$Bil Dol Code c. Please list the major job functions reported above in All other (16a. and 16b.) (1) Job Function Specify: (a) Full-time employees and gross payroll for the pay period that includes March 12, 2019 Full-time Gross Payroll for Full-time Employees Number of Pavroll Code Full-time Employees \$Bil. Mil. Thou. Dol. (b) Part-time employees, gross payroll, and hours for the pay period that includes March 12, 2019

Part-time Payroll	Number of	Gros	s Payroll fo	r Part-time Em	ployees	
Code	Part-time Employees	\$Bil.	Mil.	Thou.	Dol.	Part-time Hours Paid

V = Weekly;	B = Bi-Weekly;	T = Twice a Mo		yroll Codes = Monthly;	Q = Quarterly;	S = Semi-	-Annually;	A = Annually
(2) Jo	ob Function Specify:							
(a) Full-time emp	oyees and gr	oss pay	roll for the	pay period t	hat includ	es March	12, 2019
Full-tim Payroll Code				Payroll for F Mil.	Full-time Empl Thou.	oyees Dol.		
(b)	Part-time emp	loyees, gross	payroll,	and hours	for the pay p	eriod that	」 includes ſ	/larch 12, 2
Part-tin Payroll Code				Payroll for F Mil.	Part-time Empl Thou.	oyees Dol.	Part-tii	me Hours Pa
(3) Jo	ob Function Specify:							
(a) Full-time emp	oyees and gr	oss pay	roll for the	pay period t	hat includ	es March	12, 2019
Full-tim Payroll Code	ne Namele and	of	Gross		Full-time Empl Thou.			
(b)	Part-time emp	ovees, gross	pavroll.	and hours	for the pay p	eriod that	includes l	/larch 12. 2
Part-tin Payroll Code	ne N	of	Gross		Part-time Empl Thou.			me Hours P
(4) J	ob Function Specify:							
(a) Full-time emp	oyees and gr	oss pay	roll for the	pay period t	hat includ	es March	12, 2019
Full-tim Payroll Code				Payroll for F Mil.	Full-time Empl Thou.	oyees Dol.	1	
Part-tin					for the pay poart-time Empl		includes l	/larch 12, 2
Payroll Code	Part-time Emp			Mil.	Thou.	Dol.	Part-tii	me Hours P

EMPLOYEE	S, PAYROLL, <i>F</i>	AND PART	TIME HO	URS – (Con	tinued)			
W = Weekly;	B = Bi-Weekly;	T = Twice a		Payroll Code M = Monthly;	Q = Quarterly	; S = Semi	i-Annually;	A = Annuall
•	,.				·		, .	
(5) Jo	ob Function Specify: _							
(a)	Full-time emp	loyees and	l gross p	ayroll for th	e pay period	that includ	es March	12, 2019
Full-tim Payroll	Number			s Payroll for	Full-time Emp	loyees		
Code	Full-time Emp	loyees	\$Bil.	Mil.	Thou.	Dol.	1	
(b)	Part-time emp	loyees, gro	oss payro	ll, and hour	s for the pay p	period that	includes l	/larch 12, 2
Part-tim Payroll	Number		Gros	s Payroll for	Part-time Emp	loyees		
Code	Part-time Emp	oloyees	\$Bil.	Mil.	Thou.	Dol.	Part-tir	me Hours Pa
(6) Jo	b Function							
(5)	Specify:							
(a)	Full-time emp	loyees and	l gross p	ayroll for th	e pay period t	that includ	es March	12, 2019
Full-tim Payroll	e Number	of	Gros	s Payroll for	Full-time Emp	loyees		
Code	Full-time Emp		\$Bil.	Mil.	Thou.	Dol.	1	
(b)	Part-time emp	loyees, gro	oss payro	II, and hour	s for the pay p	period that	includes N	/larch 12, 2
(b) Part-tim Payroll					s for the pay p			//arch 12, 2 me Hours Pa

a. Full-time employees and gross payroll for the pay period that includes March 12, 2018 Full-time Payroll Code Full-time Employees \$Bil. Mil. Thou. Dol. b. Part-time employees, gross payroll, and hours for the pay period that includes March 12, 201 Part-time Payroll Number of Gross Payroll, and hours for the pay period that includes March 12, 201 Gross Payroll for Part-time Employees Spayroll, and hours for the pay period that includes March 12, 201 Part-time Payroll Part-time Employees Spayroll for Part-time Employe	W =	Weekly;	B = Bi-Weekly;	T = Twice a		Payroll Code M = Monthly		/; S = Semi	i-Annually;	A = Annua
Full-time Payroll Number of Gross Payroll for Full-time Employees \$Bil. Mil. Thou. Dol. Dol. Do	17.	TOTAL -	- (Sum of items	1. through	16.)					
b. Part-time employees, gross payroll, and hours for the pay period that includes March 12, 201 Part-time Payroll Part-time Payroll Number of Gross Payroll for Part-time Employees \$Bil. Mil. Thou. Dol.	ŧ	a. Full-t	ime employee	s and gros	s payroll	for the pay	period that i	ncludes Ma	arch 12, 20	018
Part-time Payroll Number of Gross Payroll for Part-time Employees		Payroll	Number			•		•		
	ı	Part-tin Payroll	ne Number	of	Gros	ss Payroll fo	r Part-time Em	ployees		

	ment or navroll occurring	within the last year	
 Any significant changes to employ Groups of employees for which you 	ou were unable to supply i	nformation	
A note if the majority of the full-tire	me employees work more	than 40 hours per week	
A CONTACT INFORMATION			
4 - CONTACT INFORMATION			
Who should be contacted to answe			
		reported on this worksheet? of contact person - Please print	
Who should be contacted to answe Name of contact person - Please print	Title	of contact person - Please print	
Who should be contacted to answe			
Who should be contacted to answe Name of contact person - Please print	Title	of contact person - Please print	
Who should be contacted to answe Name of contact person - Please print	Title	Area code and fax number	
Who should be contacted to answe Name of contact person - Please print Area code and phone number	Title	of contact person - Please print	
Who should be contacted to answe Name of contact person - Please print	Title	Area code and fax number Date worksheet was comple	
Who should be contacted to answe Name of contact person - Please print Area code and phone number	Title	Area code and fax number Date worksheet was comple	
Who should be contacted to answe Name of contact person - Please print Area code and phone number	Title	Area code and fax number Date worksheet was comple	