

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

Worksheet

E-7 (06-28-2018)

2020 ANNUAL SURVEY OF PUBLIC EMPLOYMENT & PAYROLL March 2020 – Major Special Districts and Agencies

OMB No. 0607-0585: Approval Expires 07/31/2023

DUE DATE:

April 28, 2020

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.

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

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_	_	ive paid empi	oyees and/or pe	ilu officials	: IVIAIK A	only one bo	٠.
	3						
☐ No – go to	5						
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	or seasonal emp		that represents e working the nu				ır, full-tim
Exclude							
 Employees Mark "X" only on 		, unpaid officia	lls, pensioners, a	nd contracto	rs and the	r employees	
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B 37.5 to 3	9.9 hours	D	to 33.9 hours	F [☐ No Fu	II-Time Emplo	yees
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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
- 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. TRANSPORTATION

1. Streets and highways 044

Include

- Employees performing maintenance, repair, construction, and administration of streets, alleys, sidewalks, roads, highways, bridges, and terminal and dock facilities for public ferries
- Employees performing engineering activities
- Employees performing traffic signal maintenance

Exclude

Eull time

- Street cleaning employees (should be reported in item 8.)
- Sewer employees (should be reported in item 9.)

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

Payroll	Number of	Gro	ss Payroll fo	r 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

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

• •	= Weekly;	B = Bi-Weekly;	T = Twice	a Month;	Payroll Code M = Monthly;		y; S = Sem	i-Annually; A = Ann
2.	Airport	S 001						
	Include							
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		· ·time employee	-	_	for the pay	period that i	ncludes Ma	ırch 12, 2019
	Full-ti Payro		of	Gros	ss Payroll for	· Full-time Em	oloyees	
	Code	Full-time Emp	oloyees	\$Bil.	Mil.	Thou.	Dol.	I
			es, gross	_				udes March 12, 20
	Part-ti Payro Code			Gros \$Bil.	ss Payroll for Mil.	Part-time Em Thou.	ployees Dol.	Part-time Hour
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3.	Sea and	d inland port fa	cilities 0	~				
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RT 2	– EMI	PLOYEES	S, PAYROLL, A	AND PAR	T-TIME HO	URS – (Con	tinued)		
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	í	a. Firefi	ghters 024						
		Inclu							
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			Jnpaid voluntee	•					
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	In	clude							
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W = V	Veekly;	B = Bi-Weekly;	T = Twice a M		yroll Codes = Monthly;	Q = Quarterly;	S = Semi-	-Annually;	A = Annu
7. H	ospital	S 036							
In	clude								
	treatEmplemon	loyees of facilit ment of handic loyees of institu- tionally distribu-	capped person utions for the ed	s custody, t			-		
-	xclude	ernity and child	ren nospital e	npioyees					
E.		sing home and	welfare institu	ıtion emp	oyees (sho	uld be reporte	d in item 5.)	
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ENVII	PONME	ENT AND HOU	SING						
8. S		iste managem							
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9.		verag lude	e 080						
	•	Emp				operation of	sanitary and s	torm sewer	systems
		Sewi Slude	erage dis	posal plant en	npioyees				
				employees (s	•				
		Full-ti Full-time	-				period that i		rch 12, 2019
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	L								
10.			d recrea	tion 061					
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		Agric	ulture and exte	ension serv	ices emplo	oyees			
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	P	ayroll ode	Num	ber of Employees	\$Bil.	Mil.	Part-time Em Thou.	Dol.	Part-time Hours
14.	Nat	ural d	as supply	system 093					
14.	Incl	ude	jas supply	-					
14.	Incl	ude Empl		orming opera	tion, maint	enance, and o	construction o	f public natu	ral gas supply or
14.	Incl •	ude Empl distri	loyees perf bution syst	orming opera tems			construction o		
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PART 2 - EMPLOYEES, PAYROLL, AND PART-TIME HOURS - (Continued)

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

15. Transit system 094

Include

• Employees performing operation, maintenance, and construction of public mass transit systems, such as subways, surface rails, and buses

Exclude

• Employees of transit systems exclusively for handicapped persons or senior citizens (should be reported in item 5.)

a.	Full	l-time empl	loyees and	gross pa	ayroll for ti	ne pay period	that inc	ludes N	/larch ˈ	12, 20°	19
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Full-time Payroll	Number of	Gros	ss Payroll fo	r 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

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

Payroll Codes W = Weekly; B = Bi-Weekly; T = Twice a Month; M = Monthly; Q = Quarterly; S = Semi-Annually; A = Annually F. OTHER ACTIVITIES 16. All other Post Include • Employees proforming other activities not reported elsewhere • Employees concerned with elections and voter registration • Motor pool, general public building maintenance, parking facilities, and engineering employees • Emergency (911) dispatching employees not handled by the fire department • Employees providing county supervision of public school districts • Homeland security and emergency magagement 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 employees and gross payroll for Full-time Employees Bill. Mill. Thou. Dol. Part-time Employees 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 Employees Gross Payroll for Part-time Employees \$Bill. Mill. Thou. Dol. Part-time Employees (b) Part-time employees, gross payroll for the pay period that includes March 12, 2019 Full-time Employees Gross Payroll for the pay period that includes March 12, 2019 Full-time Employees (c) Please list the major job functions reported above in All other (16a. and 16b.) (1) Job Function Specify: (a) Full-time employees, gross payroll for the pay period that includes March 12, 2019 Full-time Employees (b) Part-time Employees SBill. Mill. Thou. Dol. Part-time Employees	PART 2	- EMPLOYE	ES, PAYROLL, A	ND PART-TIME	HOURS – (Cont	inued)		
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Part-time Payroll Number of Gross Payroll for Part-time Employees								
Payroll Number of Gross Payroll for Part-time Employees		(k) Part-time emp	loyees, gross pa	yroll, and hour	s for the pay pe	riod that inc	cludes March 12, 2019
Code Part-time Employees \$Bil. Mil. Thou. Dol. Part-time Hours Paid			II Number (ross Payroll for	•	oyees	
			Part-time Emp	loyees \$Bil.	Mil.	Thou.	Dol.	Part-time Hours Paid
			Part-time Emp	loyees \$Bil.	Mil.	Thou.	Dol.	Part-time Hours Paid

W = Weekly;	B = Bi-Weekly;	T = Twice a Month;	Payroll Codes M = Monthly;	Q = Quarterly;	S = Semi-	Annually; A =	- Annually
(2) Jo	Specify:						
(a)	Full-time emplo	oyees and gross	payroll for th	e pay period th	nat include	s March 12,	2019
Full-tim Payroll Code	e Number o Full-time Emplo		oss Payroll for Mil.	Full-time Emplo Thou.	oyees Dol.		
(b)	Part-time emple	oyees, gross pay	roll, and hours	s for the pay pe	eriod that i	ncludes Marc	:h 12, 20
Part-tim Payroll Code	ne Number o Part-time Emplo		oss Payroll for Mil.	Part-time Emplo Thou.	oyees Dol.	Part-time I	Hours Pa
(3) Jo	bb Function Specify:						
(a)	Full-time empl	oyees and gross	payroll for th	e pay period th	nat include	s March 12,	2019
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(4) Jo	bb Function Specify:						
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(b)	Part-time emplo	oyees, gross pay	roll, and hours	s for the pay pe	eriod that i	ncludes Marc	:h 12, 2
Part-tim Payroll Code	_	f Gr		Part-time Emplo		Part-time I	

			Pa	ayroll Codes			
W = Weekly;	B = Bi-Weekly;	T = Twice a M	lonth; M	I = Monthly;	Q = Quarterly;	S = Semi-	Annually; $A = Annually$
(5) J	ob Function Specify:						
(a) Full-time emp	oloyees and ç	gross pay	yroll for the	pay period th	at include	es March 12, 2019
Full-tir Payrol Code	ı Number			Payroll for F Mil.	ull-time Emplo Thou.	oyees Dol.	I
(b) Part-time emp	oloyees, gros	s payroll	, and hours	for the pay pe	riod that i	ncludes March 12, 20
	i Number		Gross		art-time Emplo	oyees	
Code	Part-time Emp	oloyees	\$Bil.	Mil.	Thou.	Dol.	Part-time Hours Pa
(6) J	ob Function Specify:						
Number of Code Full-time Employees \$Bil. Mil. Thou. Dol.	es March 12, 2019						
(a	ne	of	Gross	Payroll for F	ull-time Emplo		
Full-tir Payrol Code	Number Full-time Emp		\$Bil.	Mil.	Thou.	Dol.	
Full-tir Payrol Code	Full-time Emp	oloyees		Mil.			ncludes March 12, 20
Full-tir Payrol Code	Full-time Emp Part-time emp	ployees, gross	s payroll	Mil.		eriod that i	ncludes March 12, 20

2 - EMPLOYEES, PAYROLL, AND PAR	T-TIME H	OURS – (Co	ntinued)			
W = Weekly; B = Bi-Weekly; T = Twice	e a Month;	Payroll Cod M = Monthly		r; S = Sem	i-Annually;	A = Annual
17. TOTAL - (Sum of items 1. through	h 16 l	,	,	,	,,	
a. Full-time employees and gro		I for the pay	, period that in	cludes Ma	rch 12, 201	19
Full-time N			r Full-time Emp			
Payroll Number of Code Full-time Employees	\$Bil.	Mil.	Thou.	Dol.	1	
b. Part-time employees, gross	payroll, a	nd hours fo	r the pay perio	d that incl	udes Marc	h 12, 201
Part-time Payroll Number of	Gro	ss Payroll fo	r Part-time Emp	olovees		
Code Part-time Employees	\$Bil.	М́іІ.	Thou.	Dol.	Part-tim	ne Hours P

 Groups of employees for which you 	ment or payroll occurring u were unable to supply in	nformation	-		
A note if the majority of the full-tim	ie employees work more t	than 40 hour	s per we	ek	
4 - CONTACT INFORMATION					
Who should be contacted to answer	augetions about data r	enorted on	this wo	rkshoot?	
Name of contact person - Please print	=	of contact p			
Area code and phone number	Extension	Area	code an	d fax numb	er
			Date	worksheet v	vas completed
			(MM		(YYYY)
Email Address - Please print					
Email Address - Please print					
Email Address - Please print					