

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

Worksheet

**E-9** (06-28-2018)

# 2020 ANNUAL SURVEY OF PUBLIC EMPLOYMENT & PAYROLL March 2020 – Police Protection 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.

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

<b>2</b> Ap	proximately how many h	ours per week do the m	ajority of the full-ting	ne employees work?
•	lude Persons paid to work the Temporary or seasonal en employment			e employment that represents regular, full-time
	<b>clude</b> Employees on unpaid lea	ve, unpaid officials, pensio	ners, and contractors	and their employees
Ма	rk "X" only one box.			
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В	37.5 to 39.9 hours	D 32 to 33.9 h	ours F 🗆	No Full-Time Employees
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PART 2	– EMPLOYEES, PAYROL			No ruii riiile Employees
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3 For	each applicable pay per ployees and TOTAL gros	L, AND PART-TIME HOU riod that includes March s payroll amounts for bo ime hours paid for each Payrol	RS  12, 2019, what we oth full-time and parapplicable pay period	re the TOTAL number of t-time employees? Please also

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.

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



# 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. STATE GOVERNMENT AGENCIES

To be completed by state government law enforcement agencies only.

# 1. Police protection

# Include

- · Police department, law enforcement and lock-up employees
- Employees performing activities of sheriff's and constable's offices

# Exclude

• Sheriff's correction employees

### a. Persons with power of arrest 062

Number of

#### Include

• Police employees only

#### **Exclude**

Payroll

Other employees with power of arrest

(1)	Full-time employees and	l gross pay	roll for the	pay period th	at includes	March 12, 2019
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Gross Payroll for Part-time Employees

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Use this space for any explanations t	hat may be essential	in understandi	ng the reported	l data.
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