

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

FORM

Attachment 1

2015 ANNUAL SURVEY OF PUBLIC EMPLOYMENT & PAYROLL March 2015 - Municipalities and Townships

E-5 (04-13-201	OMB No. 0607-0452: Approval Expires 09/30/2015
DUE DATE:	
RETURN TO:	
U.S. Census Bureau 1201 East 10th Street Jeffersonville, IN 47132-0001	
Need help or have questions?	
Visit census.gov/govs/apes	
• Call 1-800-832-2839 weekdays, 7AM to 5PM ET	
Email ewd.employment.survey@census.gov	
In correspondence pertaining to this report, please refer to the User ID below the address box.	
REPORT ONLINE: It's fast a to this survey via the Internet address using the supplied Urespond.census.gov/aspep	t the following Web User ID:
	GENERAL INSTRUCTIONS
Please use a black or blue	allpoint pen. Do not use pencil or felt tip pen.
Is the addressee title/de Mark "X" only one box.	partment and mailing address the same as shown in the address label?
Yes – Go to 2	☐ No – Enter correct information below
Addressee Title or Depart	ent
ATTN:	
Street 1	
Street 2	
0	
City	State Zip Code



If more than two payroll codes need to be reported, please fill out this survey online. To continue filling it out on paper, photocopy the pages where you need to record more than two payroll codes, use the copies to fill out the additional information, and return them with the form.

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

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. 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 employees and gross payroll

Full-time Payroll Code	Number of Full-time Employees	Gro \$Bil.	ss Payroll fo Mil.	r Full-time Em Thou.	ployees Dol.

b. Part-time employees, gross payroll, and hours

Part-time Payroll Number of Code Part-time Employees	Gross \$Bil.	Payroll for Mil.	Part-time Emp	oloyees Dol.	Part-time Hours Paid



W = Weekly;

Include

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

Clerk, recorder, and zoning employees

B = Bi-Weekly;

2. Central administration 029

T = Twice a Month;

Central personnel and employees of central planning agencies

City, county, or township council, board of supervisors or commissioners

Employees of central administrative offices and agencies, such as manager or mayor

Payroll Codes
M = Monthly;

Q = Quarterly;

S = Semi-Annually;

A = Annually



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A = Annually

Pavroll Codes M = Monthly;

Q = Quarterly;

S = Semi-Annually;

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

T = Twice a Month;

· Recycling, garbage, and refuse collection and disposal employees

• Employees performing sanitary landfill operations

B = Bi-Weekly;

Street cleaning employees

ENVIRONMENT AND HOUSING 10. Solid waste management 081

W = Weekly;

Include





A = Annually

Pavroll Codes

· Employees performing operation, maintenance, and construction of public electric power supply or

Mil.

Gross Payroll for Full-time Employees

Thou.

Q = Quarterly;

S = Semi-Annually;

M = Monthly;

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

a. Full-time employees and gross payroll

Number of

Full-time Employees

T = Twice a Month;

\$Bil.

B = Bi-Weekly;

14. Electric power system 092

distribution systems

W = Weekly;

Include

Payroll Code





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/ = Weekly; B = Bi-Weekly; T = Tw	Payroll Codes vice a Month; $M = Monthly$; $Q = Quarterly$; $S = Semi-Ar$	nnually; A = Anr
(2) Job Function		
Specify:		
(a) Full-time employees		
Payroll Number of Code Full-time Employees	Gross Payroll for Full-time Employees \$Bil. Mil. Thou. Dol.	
(b) Part-time employee	es, gross payroll, and hours	
Part-time Payroll Number of	Gross Payroll for Part-time Employees	D
Code Part-time Employees	\$Bil. Mil. Thou. Dol.	Part-time Hour
(3) Job Function		
Specify:		
(a) Full-time employees		
Payroll Number of Code Full-time Employees	Gross Payroll for Full-time Employees \$Bil. Mil. Thou. Dol.	
(h) Part-time employee	es, gross payroll, and hours	
Part-time Payroll Number of	Gross Payroll for Part-time Employees	
Code Part-time Employees	\$Bil. Mil. Thou. Dol.	Part-time Hou
(4) Job Function		
Specify:		
(a) Full-time employees		
Payroll Number of Code Full-time Employees	Gross Payroll for Full-time Employees \$Bil. Mil. Thou. Dol.	
(h) Part-time employee	s, gross payroll, and hours	
Part-time Payroll Number of	Gross Payroll for Part-time Employees	
Code Part-time Employees	\$Bil. Mil. Thou. Dol.	Part-time Hour

T 2 – EMPLOYEES	, PAYROLL,	AND PART-T	IME HO	URS – (Conti	nued)		
W = Weekly;	B = Bi-Weekly;	T = Twice a N		Payroll Codes M = Monthly;	Q = Quarterly;	S = Semi-A	nnually; $A = Annually$
(5) Jo	b Function Specify:						
(a)	Full-time em	oloyees and	gross pa	yroll			
Full-time Payroll Code	Number Full-time Emp		Gross \$Bil.	Payroll for F	ull-time Emplo	oyees Dol.	
(b)	Part-time em	ployees, gro	ss payr	oll, and hou	'S		
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(6) Jo	b Function Specify:						
(a)	Full-time em	oloyees and	gross pa	yroll			
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4 Use this space for any explanations that may be essential in understanding the reported data.

Include

- · Any significant changes to employment or payroll occurring within the last year
- Groups of employees for which you were unable to supply information
- A note if the majority of the full-time employees work more than 40 hours per week

PART 4 - CONTACT INFORMATION

Who should be contacted to answer questions about data reported on this form?

Name of contact person - Please print

Title of contact person - Please print

Area code and phone number

Extension

Area code and fax number

Area code and phone number Extension Area code and fax number

Date form was completed
(MM) (DD) (YYYY)

Thank you for completing this form. Retain a copy of the completed questionnaire for your records.

NOTE: The U.S. Census Bureau receives its authorization to conduct this survey from Title 13, United States Code, Sections 161 and 182. This form has been approved by the Office of Management and Budget (OMB) and given the number 0607-0452. Please note the number displayed in the upper right-hand corner of this form. Display of this number confirms that we have approval from OMB to conduct this survey. If this number was not displayed, under the Paperwork Reduction Act, we could not request your participation in this voluntary survey. Information provided on this questionnaire compiled from or customarily provided in public records are exempt from confidential treatment as cited in Title 13, United States Code, Section 9(b).

Please note that this is a national form that applies to governments with wide differences in the size of their service areas, the amount of population served, and the extent and complexity of their activities. Public reporting burden for this collection of information is estimated to vary from 15 minutes to 15 hours per response, with an average of 1½ hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: ECON Survey Comments 0607-0452, U.S. Census Bureau, 4600 Silver Hill Road, EMD-8K122, Washington, DC 20233. You may e-mail comments to ECON.Survey.Comments@census.gov; use ECON Survey Comments 0607-0452 as the subject.

