

Attachment 1 U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU Worksheet

E-1 (12-29-2015) Draft 3

2016 ANNUAL SURVEY OF PUBLIC EMPLOYMENT & PAYROLL March 2016 – State Agencies

OMB No. 0607-0452: Approval Expires 11/30/2018

DUE DATE:	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.	
RETURN TO:	neturn to respond.consus.gov/dspep when you are ready to report online.	
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 ar to this survey via the Internet address using the supplied U respond.census.gov/aspep	at the following Web User ID:	
	GENERAL INSTRUCTIONS	
1 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 Departr	nent	
ATTN:		8
Street 1		
Street 2		
City	State Zip Code	

Include Persons pa Temporary	or seasonal										egular,	full-time
employme	nt											
 Exclude Employees 	on unpaid l	eave, unpa	aid offi	cials, p	ensioners	, and c	ontract	ors ar	d their	employ	ees	
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Report Online

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

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.

T = Twice a Month;

Hours

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

Payroll Codes

Q = Quarterly;

S = Semi-Annually;

A = Annually

M = Monthly;

Exclude

Employees

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

Payroll

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

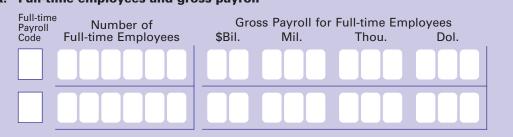
Do not report

W = Weekly;

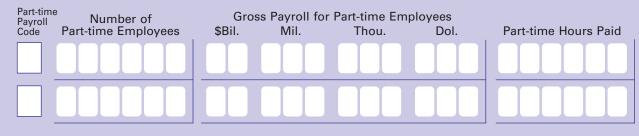
- · Cumulative salaries since the beginning of the calendar or fiscal year
- Payroll amounts from last fiscal year
- Employer costs of non-wage employee benefits such as workers' compensation, FICA, health insurance, etc.

A. Full-time employees and gross payroll

B = Bi-Weekly;



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



	Groups of employees for which you wereA note if the majority of the full-time employees			urs per week	
PAR	T 4 – CONTACT INFORMATION				
5	Who should be contacted to answer que				
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