

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

Worksheet

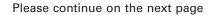
E-5 (12-30-2015) Draft 3

Attachment 1

2016 ANNUAL SURVEY OF PUBLIC EMPLOYMENT & PAYROLL March 2016 - Municipalities and Townships

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

12-30-2013	ONE No. 0007-0432. Approval Expires 11/30/2010
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:	Return to respond.census.gov/aspep when you are ready to report online.
RETORIN 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 and to this survey via the Internet address using the supplied Urespond.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 Departi	nent
ATTN:	
Street 1	
Street 2	
City	State Zip Code



Page 2															
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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.

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				Number of Gross Payroll 1					l for	or Full-time Employees Thou. Dol.				

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

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Payroll Number of Code Part-time Employee	es \$Bil.	Mil.	Thou.	Dol.	Part-time Hours Paid



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	Public v Include • Emple Nurr • Sen • Sen Exclude • Hos a. Full-ti Payroll Code b. Part- Part-tir Payroll	ployees perform sing home employees perform ior citizen and he spital employees time employees Number Full-time Employees time employees Number Number Full-time Employees	ing maintenand loyees and socing administration andicap transpoor (should be reported and gross proof ployees \$100 pees \$100 p	ce of homes and othial workers tion of public assistation employees ported in item 9.) ayroll Gross Payroll for Bil. Mil. oll, and hours Gross Payroll for I	Full-time Emplo Thou. Part-time Emplo	n services Pyees Dol. Dyees	time Hours Pa
	Public v Include • Emple Nurr • Sen • Sen Exclude • Hos a. Full-ti Payroll Code b. Part- Part-tir Payroll	ployees perform sing home employees perform ior citizen and he spital employees time employees Number Full-time Employees time employees Number Number Full-time Employees	ing maintenand loyees and socing administration andicap transpoor (should be reported and gross proof ployees \$100 pees \$100 p	ce of homes and othial workers tion of public assistation employees ported in item 9.) ayroll Gross Payroll for Bil. Mil. oll, and hours Gross Payroll for I	Full-time Emplo Thou. Part-time Emplo	n services Pyees Dol. Dyees	time Hours Pai
	Public v Include • Emple Nurr • Sen • Sen Exclude • Hos a. Full-ti Payroll Code b. Part- Part-tir Payroll	ployees perform sing home employees perform ior citizen and he spital employees time employees Number Full-time Employees time employees Number Number Full-time Employees	ing maintenand loyees and socing administration andicap transpoor (should be reported and gross proof ployees \$100 pees \$100 p	ce of homes and othial workers tion of public assistation employees ported in item 9.) ayroll Gross Payroll for Bil. Mil. oll, and hours Gross Payroll for I	Full-time Emplo Thou. Part-time Emplo	n services Pyees Dol. Dyees	time Hours Pai

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

W = We	5	B: W. 11			Payroll C				
	ekly; B	= Bi-Weekly;	T = Twice a	Month;	M = Mont	nly; Q =	Quarterly;	S = Semi-	-Annually; A = A
	alth 032								
	lude Public h	health service	es and emer	gency i	medical ser	vices emi	nlovees		
•	Mental	health and o	utpatient cli	nics en				animal con	ntrol employees
•	Employ	l and drug ab rees performi	ing food and	d sanita					
		ees performi	ing other en	vironm	ental healt	n activitie	s (e.g., po	ollution con	trol)
	clude Corone	rs and crime	lab employ	ees (sh	ould be rep	orted in i	item 5b.)		
a.	Full-time	e employees	s and gross	payro	II				
	Full-time	Number	of	Gr	oss Payroll	for Full-ti	ime Empl	oyees	
	Payroll Code F	ull-time Emp		\$Bil.	Mil.		nou.	Dol.	
b.	Part-tim	e employee	s, gross pa	yroll, a	and hours				
	Part-time	Number	of	Gro	oss Payroll	for Part-t	ime Empl	lovees	
	Payroll Code P	art-time Emp		\$Bil.	Mil.		nou.	Dol.	Part-time Hou
9 Ho	spitals 0	136							
	lude								
					ent medica	I care and	d institution	ons primari	ly for care and
•		ent of handica rees of institu	utions for the		dy, treatme	nt or gen	eral care	of the men	tally insane or
	Lilipioy	nally disturbe		employ	rees				
•	emotio								
•	emotio	ity and childr	·	,					
• Exc	emotion Materni clude Nursing	ity and childr	welfare insti	tution e	employees	(should b	e reporte	d in item 7.	.)
Exc • a.	emotion Materni clude Nursing Full-time	ity and childr	welfare insti	tution e	employees	(should b	e reporte	d in item 7.)
Exc • a.	emotion Materni clude Nursing Full-time Payroll	ity and childr g home and v e employees Number	welfare instinstins and gross	tution e payro Gre	employees III oss Payroll	for Full-ti	ime Empl	oyees	.)
Exc • a.	emotion Materni clude Nursing Full-time Payroll	ity and childr g home and v e employees	welfare instinstins and gross	tution 6	employees II	for Full-ti	·		.)
Exc • a.	emotion Materni clude Nursing Full-time Payroll	ity and childr g home and v e employees Number	welfare instinstins and gross	tution e payro Gre	employees III oss Payroll	for Full-ti	ime Empl	oyees)
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Exc • a.	emotion Materni clude Nursing Full-time Payroll	ity and childr g home and v e employees Number	welfare instinstins and gross	tution e payro Gre	employees III oss Payroll	for Full-ti	ime Empl	oyees	.)
e Exc • a.	emotion Materni Clude Nursing Full-time Payroll Code F	ity and childr g home and v e employees Number	welfare insti	tution e s payro Gre \$Bil.	employees II oss Payroll Mil.	for Full-ti	ime Empl	oyees	
a.	emotion Materni Matern	p home and very employees Number of the complete complet	welfare instites and gross of olloyees es, gross pa	tution es payro Gre \$Bil.	employees II oss Payroll Mil.	for Full-ti	ime Empl	oyees Dol.	
a.	emotion Materni Matern	p home and very employees. Number Full-time Employees.	welfare instites and gross of olloyees es, gross pa	tution es payro Gre \$Bil.	employees III Doss Payroll Mil.	for Full-ti Th	ime Empl	oyees Dol.	Part-time Hou
a.	emotion Materni Matern	p home and very employees Number of the complete complet	welfare instites and gross of olloyees es, gross pa	tution es payro Gre \$Bil.	employees II Doss Payroll Mil. and hours Doss Payroll	for Full-ti Th	ime Empl	oyees Dol.	

PART 2	- EMPLOYEES, PAY	ROLL, AND PART	-TIME HOURS	- (Continued)		
			D	10-4		
	W = Weekly; B = Bi-	Weekly; T = Twice a	•	I Codes onthly; Q = Quarterly	; S = Semi-Ann	ually; A = Annually
E.	ENVIRONMENT AN	ID HOUSING				
	10. Solid waste ma					
	Include	magement oo				
	Recycling, g Street clean	garbage, and refuse ling employees	collection and o	lisposal employees		
		performing sanitary	landfill operation	ons		
		ployees and gros	s payroll			
		Number of ime Employees	Gross Pay \$Bil. Mi	oll for Full-time Emp I. Thou.	loyees Dol.	
		nployees, gross p	ayroll, and hou	ırs		
		Number of ime Employees	Gross Payı \$Bil. Mi	oll for Part-time Emp I. Thou.		Part-time Hours Paid
	Code Tart-t	inie Employees	ψDII. 1VII	i. Mod.		art-time riours raid
	11. Sewerage 080					
	Include • Employees	providing maintena	nce and operati	on of sanitary and st	orm sewer syste	ems
	Sewerage c Exclude	lisposal plant emplo	oyees			
		ly employees <i>(shou</i>	ld be reported i	n item 13.)		
		nployees and gros	s payroll			
		Number of ime Employees	Gross Payı \$Bil. Mi	oll for Full-time Emp l. Thou.	loyees Dol.	
	b. Part-time er	nployees, gross p	avroll, and hou	ırs		
	Part-time	Number of	-	oll for Part-time Emp	olovees	
		ime Employees	\$Bil. Mi	· · · · · · · · · · · · · · · · · · ·		Part-time Hours Paid

<u> </u>						
2 – EMPLOYEE	S, PAYROLL, AND PA	RT-TIME H	OURS – (Conti	nued)		
W = Weekly;	B = Bi-Weekly; T = Twi	ce a Month;	Payroll Codes M = Monthly;	Q = Quarterly;	S = Semi-A	nnually; A = Annually
12. Parks a	nd recreation 061					
Include						
• Em	ployees of parks, playgro ployees of auditoriums, i	ounds, swim museums, c	ming pools, an onvention cent	d golf courses ers, and recrea	tional cente	rs
• Em	ployees of marinas, zoos time employees and gi	s, and garde	ns			
Full-tin	ne		ss Payroll for F	iull tima Empla	\ <u>'</u>	
Payrol Code	Number of Full-time Employees	\$Bil.	Mil.	Thou.	Dol.	
	time employees, gros	s payroll, a	nd hours			
Part-tir Payroll Code		Gro \$Bil.	ss Payroll for P Mil.	art-time Emplo Thou.	yees Dol.	Part-time Hours Paid
UTILITIES						
	upply system 091					
Include • Em	ployees performing oper	ation, maint	tenance, and co	nstruction of p	ublic water	supply or
	ribution systems time employees and g	ross navrol	ı			
Full-tin Payrol	ne Namahan at		ss Payroll for F	ull-time Emplo	yees	
Code	Full-time Employees		Mil.			
	00000					
b. Part-	time employees, gross	⊐ ———s pavroll. a	nd hours			
Part-tir Payrol	ne N		ss Payroll for P	art-time Emplo	yees	
Code	Part-time Employees	\$Bil.	Mil.	Thou.	Dol.	Part-time Hours Paid

Γ 2 – EMPLOYE	ES, PAYROLL, A	AND PART-TIME H	IOURS – (Conti	nued)		
W = Weekly;	B = Bi-Weekly;	T = Twice a Month;	Payroll Codes M = Monthly;	Q = Quarterly;	S = Semi-Annually	; A = Annually
14. Electri	c power system	092				
di	stribution systems			nstruction of p	ublic electric pow	er supply or
a. Full	-time employee	s and gross payro	II			
Full-t Payro Code	oll Number		oss Payroll for F Mil.	ull-time Emplo Thou.	yees Dol.	
b. Par	t-time employee	es, gross payroll, a	and hours			
Part-	time Name		oss Payroll for P	art-time Emplo	vees	
Payro Code	''' <u> </u>	· .	Mil.	Thou.		time Hours Paid
OTHER ACTIVITIES						
15. Librari						
Include						
	nployees of all pu oraries	blic libraries and te	chnical support	of the governm	nent for privately-	owned
Exclud						
		braries (should be r		3.)		
		s and gross payro				
Full-t Payro Code	oll Number		oss Payroll for F Mil.	ull-time Emplo Thou.	yees Dol.	
b. Part-time employees, gross payroll, and hours						
Part-	time Name		oss Payroll for P	art-time Emplo	VAAS	
Payro Code			Mil.	Thou.		time Hours Paid

Mais.	S PAYROLL A	AND PART-TIM	F HOURS - (Cor	ntinued)		
	, r Arnoll, r	NISTAIT IIII		itiirided/		
ekly;	B = Bi-Weekly;	T = Twice a Mon	-		; S = Semi-	Annually; A = Annua
other	089					
Emp	loyees perform loyees concern	ing other activitions and with elections	es not reported e s and voter regist	elsewhere cration		
Prote	ective inspectio	n and enforceme	ent employees (b	uilding, electric		ring ananlawasa
Emei	rgency (911) dis	spatching emplor	yees not handled	I by the fire dep	and enginee partment and	d/or police departme
	,			,		
Scho	ool system emp	oloyees and payr	olls			
Full-ti	me employee	s and gross pay	yroll			
	• Number	of	Gross Payroll fo	r Full-time Emp	loyees	
			I. Mil.	Thou.	Dol.	1
						_
Part-t	ime employee	es, gross payro	ll, and hours			
	e Number	of	Gross Payroll for	r Part-time Emp	loyees	
				Thou.	Dol.	Part-time Hours
c. Please list the major job functions reported above in All other (16a. and 16b.)						
1) Jo	b Function					
	Specify:					
	-	ployees and gro				
Payroll	Number					
7040						
(b) Part-time employees, gross payroll, and hours						
Part-time	۵	of	Gross Payroll for	r Part-time Emp	loyees	
	Number					
Payroll Code	Number Part-time Emp		I. Mil.	Thou.	Dol.	Part-time Hours
Payroll	Number		I. Mil.	Thou.	Dol.	Part-time Hours
F FFC FFC FFC	lude Emp Emp Prote Moto Emel Emp Hom clude Scho Full-time Payroll Code Please (1) Jo full-time Payroll Code	other 089 lude Employees perform Employees concern Protective inspection Motor pool, genera Emergency (911) die Employees providin Homeland security clude School system employee Full-time employee Full-time Payroll Code Full-time Employee Part-time Payroll Code Part-time Employee Part-time Payroll Code Part-time Employee Payroll Code Full-time Employee Part-time Employee Payroll Code Full-time Employee Payroll Code Full-ti	Iude Employees performing other activitic Employees concerned with elections Protective inspection and enforceme Motor pool, general public building Emergency (911) dispatching employees providing county superv Homeland security and emergency relude School system employees and gross pay Full-time employees and gross pay Full-time Employees and gross pay Full-time Employees \$Bi Part-time employees, gross payrol Code Full-time Employees \$Bi Part-time employees, gross payrol Part-time Payroll Code Part-time Employees \$Bi Please list the major job functions (1) Job Function Specify: (a) Full-time employees and gross payrol Full-time Employees \$Bi	other 089 lude Employees performing other activities not reported example to Employees concerned with elections and voter regists Protective inspection and enforcement employees (b Motor pool, general public building maintenance, pa Emergency (911) dispatching employees not handled Employees providing county supervision of public so: Homeland security and emergency management employees and payrolls Full-time employees and gross payroll Full-time Payroll Number of Code Full-time Employees \$\frac{1}{2}\$ Gross Payroll for \$\frac{1}{2}\$ Bil. Mil. Part-time Payroll Number of Series Payroll for \$\frac{1}{2}\$ Bil. Mil. Please list the major job functions reported above the payroll of \$\frac{1}{2}\$ Function \$\frac{1}{2}\$ Full-time employees and gross payroll for \$\frac{1}{2}\$ Bil. Mil. Please list the major job functions reported above the payroll of \$\frac{1}{2}\$ Full-time employees and gross payroll for \$\frac{1}{2}\$ Full-time employees \$\frac{1}{2}\$ Bil. Mil.	Inde Employees performing other activities not reported elsewhere Employees concerned with elections and voter registration Protective inspection and enforcement employees (building, electric Motor pool, general public building maintenance, parking facilities, Emergency (911) dispatching employees not handled by the fire der Employees providing county supervision of public school districts Homeland security and emergency management employees sclude School system employees and payrolls Full-time employees and gross payroll Full-time employees and gross payroll for Full-time Employees Part-time employees, gross payroll, and hours Part-time employees and gross payroll for Part-time Employees Part-time employees All Other (1) Job Function Specify: (a) Full-time employees and gross payroll Full-time Number of Gross Payroll for Full-time Employees Gross Payroll for Full-time Employees All Other Gross Payroll for Full-time Employees Mumber of Gross Payroll for Full-time Employees Specify: (a) Full-time Employees Number of Gross Payroll for Full-time Employees Specify: (a) Full-time Employees Number of Gross Payroll for Full-time Employees Specify: (a) Full-time Employees Number of Gross Payroll for Full-time Employees Specify: (b) Full-time Employees Specify: (c) Full-time Employees Specify: (a) Full-time Employees Specify: (b) Full-time Employees Specify: (c) Full-time Employees Specify: (d) Full-time Employees Specify: (e) Full-time Employees Specify: (f) Mill Thou.	other 089 lude 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 enginee Emergency (911) dispatching employees not handled by the fire department and Employees providing county supervision of public school districts Homeland security and emergency management employees School system employees and payrolls Full-time employees and gross payroll Full-time Employees Part-time Payroll Code Part-time Employees Selid. Number of Payroll for Full-time Employees Selid. Part-time Employees Part-time Employees Gross Payroll for Part-time Employees Selid. Mil. Thou. Dol. Please list the major job functions reported above in All other (16a. and 16 payroll) Full-time Payroll Code Full-time Employees and gross payroll Full-time Employees Gross Payroll for Full-time Employees Selid. Mil. Thou. Dol. Please list the major job functions reported above in All other (16a. and 16 payroll) Full-time Employees Selid. Mil. Thou. Dol. Please list the major job functions reported above in All other (16a. and 16 payroll) Full-time Employees Selid. Mil. Thou. Dol. Please list the Employees Selid. Mil. Thou. Dol.



EMPLOYEES, PAY	ROLL, AND PART-1	ТІМЕ Н	OURS – (Conti	nued)		
W = Weekly; B = Bi-\	Weekly; T = Twice a I	Month;	Payroll Codes M = Monthly;	Q = Quarterly;	S = Semi-A	Annually; A = Annually
(2) Job Func	tion					
	ecify:					
(a) Full-tii	me employees and	gross	payroll			
	lumber of		oss Payroll for F			
Code Full-ti	me Employees	\$Bil.	Mil.	Thou.	Dol.	
(b) Part-ti	ime employees, gr	oss pay	yroll, and hou	rs		
	lumber of		ss Payroll for P	•		B
Code Part-ti	me Employees	\$Bil.	Mil.	Thou.	Dol.	Part-time Hours Paid
(3) Job Func	tion					
	ecify:					
(a) Full-tii	me employees and	gross	payroll			
	lum <u>b</u> er of		oss Payroll for F			
Code Full-ti	me Employees	\$Bil.	Mil.	Thou.	Dol.	
(b) Part-ti	ime employees, gr	oss pay	yroll, and hou	rs		
	lumber of me Employees	Gro \$Bil.	ss Payroll for P Mil.	art-time Empl	loyees Dol.	Part-time Hours Paid
Code 1 di t-ti	The Employees	ΨΒΠ.		Tilou.		Tart-time riours raid
(4) Job Function						
Spe	ecify:					
	me employees and	gross	payroll			
Full-time Payroll N Code Full-ti	lumber of me Employees	Gro \$Bil.	oss Payroll for F Mil.	ull-time Empl Thou.	oyees Dol.	
(b) Part-time employees, gross payroll, and hours						
	lumber of me Employees	Gro \$Bil.	oss Payroll for P Mil.	art-time Empl Thou.	loyees Dol.	Part-time Hours Paid

(a) Full-time employees and gross payroll Full-time Payroll Number of Gross Payroll for Full-time Employees Code Full-time Employees \$Bil. Mil. Thou. Dol. (b) Part-time employees, gross payroll, and hours Part-time Payroll Number of Gross Payroll for Part-time Employees							
(5) Job Function Specify: (a) Full-time employees and gross payroll Full-time employees gross payroll, and hours Part-time employees, gross payroll, and hours Part-time Payroll Code Part-time Employees (b) Part-time employees, gross payroll, and hours Part-time Payroll Code Part-time Employees (c) Job Function Specify: (a) Full-time employees and gross payroll (b) Part-time employees (c) Gross Payroll for Part-time Employees (d) Job Function Specify: (a) Full-time employees and gross payroll Full-time employees (a) Gross Payroll for Full-time Employees (b) Gross Payroll (c) Job Function Specify: (a) Full-time employees and gross payroll Full-time Employees Full-time Employees	EMPLOYEE	S, PAYROLL, A	ND PART-TIME I	lOURS – (Con	tinued)		
(5) Job Function Specify: (a) Full-time employees and gross payroll Full-time employees, gross payroll, and hours Part-time Payroll Code Part-time Employees Part-time Employees Payroll Code Part-time Employees Part-time Employees Spil. (b) Part-time employees, gross payroll, and hours Part-time Payroll Code Part-time Employees Spil. (c) Job Function Specify: (a) Full-time employees and gross payroll (b) Function Specify: (a) Full-time employees and gross payroll Full-time Employees (b) Gross Payroll Full-time Employees (c) Job Function Specify: (a) Full-time employees and gross payroll Full-time Employees (b) Gross Payroll for Full-time Employees (c) Job Function Specify: (a) Full-time employees and gross payroll Full-time Employees				Payroll Code	2		
(a) Full-time employees and gross payroll Full-time Payroll Number of Gross Payroll for Full-time Employees Payroll Code Full-time Employees \$Bil. Mil. Thou. Dol. (b) Part-time employees, gross payroll, and hours Part-time Payroll Part-time Employees SBil. Mil. Thou. Dol. Part-time Hours Full-time Employees Part-time Employees SBil. Mil. Thou. Dol. Part-time Hours Full-time employees and gross payroll (a) Full-time employees and gross payroll Full-time Payroll Number of Gross Payroll for Full-time Employees	/ = Weekly;	B = Bi-Weekly;	T = Twice a Month;	-		S = Semi-A	annually; A = Annually
(a) Full-time employees and gross payroll Full-time Payroll Number of Gross Payroll for Full-time Employees Code Full-time Employees \$Bil. Mil. Thou. Dol. (b) Part-time employees, 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 Hours Full-time Employees (6) Job Function Specify: (a) Full-time employees and gross payroll Full-time Payroll Number of Gross Payroll for Full-time Employees	<i>(</i> > -						
Full-time Payroll Code Full-time Employees \$Bil. Mil. Thou. Dol. (b) Part-time employees, gross payroll, and hours Part-time Payroll Code Part-time Employees \$Bil. Mil. Thou. Dol. Part-time Hours Fayroll Full-time Employees Payroll Full-time employees and gross payroll (6) Job Function Specify: (a) Full-time employees and gross payroll Full-time Payroll Number of Gross Payroll for Full-time Employees Gross Payroll for Full-time Employees Gross Payroll for Full-time Employees	(5) Jo						
Number of Gross Payroll for Pull-time Employees \$Bil. Mil. Thou. Dol.	(a) Full-time emp	loyees and gross	payroll			
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Part-time Payroll Number of Gross Payroll for Part-time Employees \$Bil. Mil. Thou. Dol. Part-time Hours For Specify: (a) Full-time employees and gross payroll Full-time Payroll Number of Gross Payroll for Full-time Employees							
Part-time Payroll Number of Gross Payroll for Part-time Employees \$Bil. Mil. Thou. Dol. Part-time Hours For Specify: (a) Full-time employees and gross payroll Full-time Payroll Number of Gross Payroll for Full-time Employees	(b) Part-time em	plovees, gross pa	yroll, and ho	urs		
(6) Job Function Specify: (a) Full-time employees and gross payroll Full-time Payroll Number of Gross Payroll for Full-time Employees	Part-tin	me N				WOOS	
Specify: (a) Full-time employees and gross payroll Full-time Payroll Number of Gross Payroll for Full-time Employees							Part-time Hours Paid
Specify: (a) Full-time employees and gross payroll Full-time Payroll Number of Gross Payroll for Full-time Employees							
Specify: (a) Full-time employees and gross payroll Full-time Payroll Number of Gross Payroll for Full-time Employees							
Full-time Number of Gross Payroll for Full-time Employees	(0) 30						
Payroll Number of Gross Payroll for Full-time Employees	(a) Full-time emp	loyees and gross	payroll			
			of Gi	oss Payroll for	Full-time Emplo	yees	
(b) Part-time employees, 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 Hours F	Payroll	Number o					Part-time Hours Paid



PART 2 -	ART 2 - EMPLOYEES, PAYROLL, AND PART-TIME HOURS - (Continued)									
					D					
	W = W	eekly;	B = Bi-Weekly; T = Twice	a Month;	Payroll Codes M = Monthly;	Q = Quarterly;	S = Semi-A	nnually;	A = Annually	
	17. TOTAL – (Sum of items 1. through 16.)									
	a. Full-time employees and gross payroll									
		Full-time Payroll Code	Number of Full-time Employees	Gro \$Bil.	ss Payroll for Mil.	Full-time Emplo Thou.	yees Dol.			
	b.	Part-t	ime employees, gross	payroll, a	nd hours					
		Part-time Payroll	e Number of	Gro	ss Payroll for	Part-time Emplo	yees			
		Code	Part-time Employees	\$Bil.	Mil.	Thou.	Dol.	Part-tir	me Hours Paid	



PART 3 - REMARKS

4 Use this space for any explanations that may be essential in understanding the reported data.

· 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 t	the full-time emp	loyees work more	than 40 hours	per week

•	• •	·	

PART 4 - CONTACT INFORMATION

Who should be contacted to answer que Name of contact person - Please print		reported on this worksheet? e of contact person - Please print
Area code and phone number	Extension	Area code and fax number
Email Address - Please print		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,

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 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 was ECON Survey Comments. 0607-0452 as the subject.

