



**RETURN TO:**

**U.S. Census Bureau  
1201 East 10th Street  
Jeffersonville, IN 47132-0001**

**If you have any questions,  
please call 1-800-642-4901  
Weekdays, 7am to 5pm EST.**

**Questions may also be emailed  
to: [govs.employ@census.gov](mailto:govs.employ@census.gov)**

**In correspondence  
pertaining to this report,  
please refer to the User ID  
below the address box.**

**INTERNET RESPONSE:** If you prefer, you may respond to this survey via the Internet at the following web address: **<http://harvester.census.gov/sgenet>**  
You will need your User ID to access the Internet form.

**User ID**

**1 Has your address changed from what is shown in the address label?**

Yes, the new address is:

Contact Title

Street

City

State

Zip Code

No

*For the remainder of the survey, employees are defined as persons paid for personal services performed in the indicated pay period, including persons in a paid leave status.*

**Include:**

- Any officials paid on a salary basis; by fees or commissions; on a per meeting basis; or a flat sum quarterly, semiannually, or annually.

**Exclude:**

- Employees on unpaid leave, unpaid officials, pensioners, and contractors and their employees.

Continue on page 2

**PART 1 – CONTRACTORS**

**2** Does your government have employees who are contractors during the month of March 2012?

Yes – Total number of contractors →  Go to **3** .

No – Go to **4** .

**3** If yes, please answer the following questions. (Please do not include data on contractors in **6** of this form.)

a. During March 2012, how many non-governmental contractors (private sector) does your government employ? .....

b. Please provide the payroll amount for the month of March 2012 for the non-governmental contractors listed in a. If unable to provide a payroll amount, please explain in Part 5 (Additional Remarks) .....  \$  .00

c. During March 2012, how many government contractors (employees from other governments) does your government employ? .....

d. Please provide the payroll amount for the month of March 2012 for governmental contractors listed in c. If unable to provide a payroll amount, please explain in Part 5 (Additional Remarks) .....  \$  .00

**PART 2 – FULL-TIME EMPLOYEES STANDARD WEEKLY HOURS**

**4** On average, how many hours per week do the majority of your full-time employees (non-contracted) work?

Full-time employees are persons employed during the pay period to work the number of hours per week that represents regular full-time employment.

**Include:**

- Temporary or seasonal employees who are working the number of hours that represent full-time employment.
- Any officials paid on a salary basis; by fees or commissions; on a per meeting basis; or a flat sum quarterly, semiannually, or annually.

**Exclude:**

- Employees on unpaid leave, unpaid officials, pensioners, and contractors and their employees.

Mark (X) ONE box only.

A  39 hours or more      C  34 to 37.4 hours      E  30 to 31.9 hours

B  37.5 to 38.9 hours      D  32 to 33.9 hours

**5** Please specify the number of months per year over which the annual salaries of the MAJORITY of the following classes of full-time employees are disbursed.

Instructional Personnel  All other paid employees

**PART 3 – EMPLOYEES, PAYROLL, AND PART-TIME HOURS**

**6** For each different pay interval, what were the **TOTAL** number of employees (non-contracted) and **TOTAL** gross payroll amounts for the pay period which includes **MARCH 12, 2012** for both full-time and part-time employees? Please also report hours paid for each applicable pay interval for part-time employees.

*Payroll (Gross Before Deductions) includes salaries, wages, fees, or commissions earned by employees during (or applicable to) the pay period(s) which includes March 12, 2012.*

*If some employees are on a different pay interval from the majority, please report these employees and their payroll separately as indicated in the example below.*

**A – ELEMENTARY AND SECONDARY EDUCATION**

Report here all employees of your school system except those concerned solely with college and other postsecondary level education (above grade 12), who are to be reported in Section B.

**Include:**

- Amounts withheld for taxes, employee contributions to retirement system, etc.

**Exclude:**

- 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.

	Full-Time Employees				Part-Time Employees				
	Payroll Frequency Codes Use Codes at Bottom	Number of Full-Time Employees	Gross Payroll		Payroll Frequency Codes Use Codes at Bottom	Number of Part-time Employees	Gross Payroll		Hours Paid
<b>Example</b> . . . . .	M	27	\$	9 4 5 0 0 .00	M	5	\$	6 6 4 2 .00	266
	W	15	\$	8 2 5 0 .00	Q	2	\$	1 0 5 0 0 .00	700
			\$	.00			\$	.00	
			\$	.00			\$	.00	
			\$	.00			\$	.00	
<b>TOTAL</b> Sum of totals 1 through 2. . . . .			\$	.00			\$	.00	
<b>1. Instructional Personnel -</b> Teachers, teacher aides, substitute teachers, principals, supervisors of instruction, superintendent, school librarians, guidance and psychological personnel. . . . .			\$	.00			\$	.00	
			\$	.00			\$	.00	
			\$	.00			\$	.00	
<b>2. All other school system employees -</b> Include administrative and clerical personnel; plant operation, maintenance and custodial personnel; cafeteria, bus transportation, health, recreation, student, and all other employees . . .			\$	.00			\$	.00	
			\$	.00			\$	.00	
			\$	.00			\$	.00	

**Payroll Frequency Codes**

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

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**PART 3 – EMPLOYEES, PAYROLL, AND PART-TIME HOURS**

**B – COLLEGE AND OTHER POSTSECONDARY EDUCATION**

Report here only those persons employed in college and other postsecondary activities (above grade 12).

	Full-Time Employees			Part-Time Employees			
	Payroll Frequency Codes <i>Use Codes at Bottom</i>	Number of Full-Time Employees	Gross Payroll	Payroll Frequency Codes <i>Use Codes at Bottom</i>	Number of Part-time Employees	Gross Payroll	Hours Paid
			\$ .00			\$ .00	
			\$ .00			\$ .00	
			\$ .00			\$ .00	
<b>TOTAL</b> <i>Sum of totals 1 through 2. . . . .</i>			\$ .00			\$ .00	
<b>1. Instructional Staff -</b> Employees engaged in college or other post-secondary level teaching and related academic (departmental) research, including continuing education and other non-degree programs that are operated by degree granting institutions. Report adjunct professors and graduate teaching/research assistants as part-time . .			\$ .00			\$ .00	
			\$ .00			\$ .00	
			\$ .00			\$ .00	
<b>2. All other -</b> All non-instructional employees of your college or other postsecondary level institution not reported above (including all paid student help) i.e., administrative, clerical, custodial, cafeteria, and health personnel; non-instructional employees engaged in organized research, law enforcement personnel; and all other employees of your institution . . . . .			\$ .00			\$ .00	
			\$ .00			\$ .00	
			\$ .00			\$ .00	

**Payroll Frequency Codes**

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

**PART 4 – CERTIFICATION**

**7 This report is substantially accurate and has been prepared in accordance with the instructions.**

Name of person completing this report

Title of person completing report

Telephone

Extension

Fax

Email

Date form was completed (MM/DD/YYYY)

**PART 5 – ADDITIONAL REMARKS**

**8 Were there any groups of your employees for which you could not supply information or any difficulties you encountered in completing the form? If yes, please provide an explanation for any significant changes to employment or payroll occurring within the last year that would aid in understanding this report.**



## DEFINITIONS

**EMPLOYEES** – Persons paid for personal services performed in the indicated pay period, including persons in a paid leave status, but excluding employees on unpaid leave. Include as part-time school board members or school trustees paid on a per meeting basis or a flat sum quarterly, semiannually, or annually. **Include** employees who are not in a degree granting institution in Part A – Elementary and Secondary Education. **Exclude** school board members or school trustees who serve without compensation and any persons providing services on a contract basis rather than as employees of the school system.

**FULL-TIME EMPLOYEES** – Persons employed during the pay period to work the number of hours per week that represents regular full-time employment. **Include** substitute teachers who worked full-time during the pay period. **Exclude** here, and report as part-time, any employees working part-time basis (e.g. bus drivers) even if their employment is regular rather than intermittent or temporary.

**PART-TIME EMPLOYEES** – Persons employed on a part-time basis during the designated pay period. **Include** all student employees and those daily or hourly employees usually engaged for less than the regular full-time work week, as well as part-time intermittent employees. **Exclude** here, and report as full-time, any temporary or seasonal employees working on a full-time basis during this pay period.

**EMPLOYEES IN FEDERALLY FUNDED PROGRAMS** – Persons paid from Federal grant funds should be reported as employees of this government. Report these employees and their pay in the appropriate functional classification.

**PAYROLL (GROSS BEFORE DEDUCTIONS)** – Salaries, wages, fees, or commissions earned by employees during (or applicable to) the pay period(s) which includes **March 12, 2012**. **Include** overtime, premium, night differential pay, bonuses, and incentive payments that are paid at regular pay intervals. **Include** amounts withheld for taxes, employee contributions to retirement systems, etc. **Exclude** employer share of fringe benefits, lump sum payments and the value of living quarters and subsistence allowances furnished to employees.

**If some employees are on a different pay interval from the majority**, please report these employees, their payroll, and part-time hours separately.

**PART-TIME HOURS PAID** – Total hours actually paid during the pay interval for all persons working less than the number of hours that represents full-time employment. **Include** an estimate of hours worked during the pay interval for part-time employees not compensated on an hourly basis.

## GENERAL INSTRUCTIONS

1. Indicate in **Part 2** the standard weekly hours of work for most full-time employees.
2. Include all current employees whether paid from the general fund or special funds.
3. Report in **Part 3** gross payroll amounts for just the ONE PAY PERIOD which includes March 12, 2012.
  - a. **Do not** report cumulative salaries since the beginning of the calendar or fiscal year.
  - b. **Do not** report payroll amounts from last fiscal year.
  - c. **Do not** report the employer costs of non-wage employee benefits such as workers' compensation, FICA, health insurance, etc.
4. Include total paid hours of work for part-time employees in **Part 3**, last column. If actual hours are not known, please enter an estimate.
5. If you are unable to supply any of the information requested in **Part 3**, please list in "Additional remarks" the source(s) of the missing information (including address and telephone number). Please provide an explanation for any significant changes to employment or payroll occurring within the last year that would aid in understanding this report.
6. If exact figures are not available, enter estimates and mark with an asterisk.
7. Complete the "Certification" box on page 5 of the form and return the completed questionnaire in the envelope provided. If additional people assisted in completing this report, please include contact information in "Additional remarks" on page 5.
8. Retain a copy of the completed questionnaire for your records. Thank you.

**NOTE:** 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 the population served, and the extent and complexity of their activities. Public reporting burden for this collection of information is estimated to vary from 10 minutes to 1 ½ hours per response, with an average of 45 minutes per response for this form type (E-6), including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Under the Paperwork Reduction Act, we cannot ask you to respond to a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Paperwork Project 0607-0452, U.S. Census Bureau, 4600 Silver Hill Road, AMSD – 3K138, Washington, DC 20233. You may e-mail comments to Paperwork@census.gov; use Paperwork Project 0607-0452 as the subject.