Contact's Name
Contact's Title
Contact's Department
Contact's Address

Dear Sir:

The U.S. Census Bureau is now collecting data for the 2008 Annual Survey of Government Employment and will appreciate your cooperation and participation as in past years. This survey requests data by agency on full-time and part-time employees, the corresponding salaries and wages, and total part-time hours paid. This is a voluntary survey, authorized by Title 13, United States Code, Section 182, and is the only source of nationwide, comprehensive information on state and local government employment and payrolls. The U.S. Congress, federal agencies, state and local governments, educational and research organizations, and the general public employ these results.

Please provide the data in the same format as the file from 2007. [*Previous Contact Person's Name*] of your staff provided the data electronically in a text file last year. The data should cover the pay period which includes the date of **March 12, 2008**.

A copy of our Form E-1 is enclosed for your reference, along with the record layout for the data file.

Please reply in the next 30 days. A pre-addressed, postage-paid mailing label has been provided for your convenience in returning the materials to us. If you have any questions, please contact me at 1-800-642-4901, or via E-mail at govs.employcc@census.gov.

Thank you for your continued assistance.

Sincerely,

Kenneth L. Long
Survey Statistician
U.S. Census Bureau

Enclosures

EMPLOYMENT DATA RECORD LAYOUT

General Information:

The basic data requested for this survey includes number of full-time employees, gross pay for full-time employees, part-time employees, gross pay for part-time employees, and hours paid for part-time employees.

Exclude the data for the higher education institutions.

Please provide the file in **ASCII format**.

Record Layout:

Field	Position From	To	Length	Data Type
DEPTNO	1	15	15	Character
DESC	16	40	25	Character
PA	41	41	1	Character
FTEMP	42	51	10	Numeric
FTPAY	52	63	12	Numeric
PTEMP	64	73	10	Numeric
PTPAY	74	85	12	Numeric
PTHRS	86	95	10	Numeric
FTCODE	96	96	1	Character

PTCODE	97	97	1	Character
STDHRS	98	98	1	Character

Numeric data - No commas or dollar signs "$" in the numeric data. Fields FTPAY and PTPAY (payroll amounts), report in whole dollars, omit cents.

Field Descriptions:

DEPTNO   Numeric description of department.
DESC   Alpha description of department.
PA   Used for **state police and like functions only** (ie investigative units, highway patrol), designates employees with power-of-arrest = 1, and those without power-of-arrest = 2. PA field will remain blank for all other departments/agencies.
FTEMP   Number of full-time employees.
FTPAY   Gross pay for full-time employees. Report in whole dollars (omit cents).
PTEMP   Number of part-time employees.
PTPAY   Gross pay for part-time employees. Report in whole dollars (omit cents).
PTHRS   Total paid part-time hours during the pay period.
FTCODE   Full-time pay code. FTCODE = 1, 2, 3 or 4.
           1 = Paid monthly
           2 = Paid twice a month
           3 = Paid each 2 weeks
           4 = Paid weekly
PTCODE   Part-time pay code. PTCODE = 1, 2, 3 or 4.
           1 = Paid monthly
           2 = Paid twice a month
           3 = Paid each 2 weeks
           4 = Paid weekly
STDHRS   Standard number of weekly hours of work for the majority of the agency's full-time employees. STDHRS = 1, 2 or 3.
           1 = 40 hours per week
           2 = 37.5 hours per week
           3 = 35 hours per week