




## IMPORTANT

This form requests information about employees *on your payroll* at the location shown in Section 1 on the front of this page. Please follow these instructions as you prepare your information.

Column A

### Total Employment

**for the pay period that includes the 12th of the month.**

Report all faculty under contract, and all other persons on your payroll who worked or received pay for the pay period that includes the 12th of the month.

#### INCLUDE:

- Full-time and part-time employees
- Salaried and hourly workers
- Faculty under contract, regardless of whether they receive pay when school is out
- Teachers on paid sabbaticals
- Employees on paid vacation or other paid leave
- Substitute teachers who worked during the pay period (except substitutes paid as individual contractors)

#### DO NOT INCLUDE:

- Employees on strike for the entire pay period
- Non-teaching employees who did not work or receive pay for the entire pay period
- Employees of temporary help agencies, employee leasing companies, outside contractors, or consultants. (These employees will be counted by their employer of record.)

Column B

### Job Openings

**on the last business day of the month.**

Report all positions that are open (not filled) on the last business day of the month. A job is open only if it meets **all three** of these conditions:

- A specific position exists and there is work available for that position. The position can be full-time or part-time, and it can be permanent, short-term, or seasonal, **and**
- The job could start *within 30 days*, whether or not you find a suitable candidate during that time, **and**
- You are *actively recruiting* workers from *outside* the location shown in Section 1 on the front of this page

**What is active recruiting?** Active recruiting means your establishment is taking steps to fill a position. It may include advertising in newspapers, on television, or on radio; posting Internet notices; posting "help wanted" signs; networking or making "word of mouth" announcements; accepting applications; interviewing candidates; contacting employment agencies; or soliciting employees at job fairs, state or local employment offices, or similar sources.

#### DO NOT INCLUDE:

- Positions open only to internal transfers, promotions or demotions, or recall from layoffs
- Openings for positions with start dates more than 30 days in the future
- Positions for which employees have been hired, but the employees have not yet reported for work
- Positions to be filled by employees of temporary help agencies, employee leasing companies, outside contractors, or consultants

Column C

### Hires and Recalls

**for the entire month.**

Report all additions to your payroll during the month.

#### INCLUDE:

- Newly hired teachers, administrators, and other workers
- Newly hired substitute teachers
- Full-time and part-time employees
- Permanent, short-term, and seasonal employees
- Employees who were recalled to a job at this location following a layoff (formal suspension from pay status) lasting more than 7 days
- On-call or intermittent employees who returned to work after having been formally separated
- Workers who were hired and separated during the month

#### DO NOT INCLUDE:

- Employees returning from summer vacation, unless they had been formally separated
- Substitute teachers returning during the same school year
- Employees returning from strike
- Employees of temporary help agencies, employee leasing companies, outside contractors, or consultants

Columns D, E, and F

### Separations

**for the entire month.**

Report all separations from your payroll during the month.

Report by type of separation.

- **Column D, Quits:** Employees who left voluntarily. Exception: Report retirements or transfers to other locations with Other Separations in Column F.
- **Column E, Layoffs and Discharges:** Involuntary separations initiated by the employer, including:
  - Layoffs with no intent to rehire
  - Layoffs (formal suspensions from pay status) lasting or expected to last more than 7 days. (If the employee was later recalled, also include in the Hires column.)
  - Discharges because positions were eliminated
  - Discharges resulting from mergers or closings
  - Firings or other discharges for cause
  - Terminations of permanent or short-term employees
  - Terminations of seasonal employees (whether or not they are expected to return next season)
- **Column F, Other Separations:** Retirements; transfers to other locations; separations due to employee disability; deaths.

#### DO NOT INCLUDE:

- Transfers within this location
- Employees on strike
- Substitute teachers who are between assignments
- Employees of temporary help agencies, employee leasing companies, outside contractors, or consultants

