



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

FORM
E-6 (05-22-2012) Draft 2

**2013 ANNUAL
SURVEY OF PUBLIC EMPLOYMENT & PAYROLL
March 2013 – School Systems**

OMB No. 0607-0452: Approval Expires 04/30/2013

DUE DATE:

RETURN TO:

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

Need help or have questions?

- **Visit**
census.gov/govs/cog2012/
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- **Call**
1-800-832-2839 weekdays,
7am to 5pm ET
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govs.employ@census.gov

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

REPORT ONLINE: It's fast and secure. Respond to this survey via the Internet at the following web address using the supplied User ID and Password: respond.census.gov/aspep

User ID:

Password:

1 Is your addressee title/department and mailing address the same as shown in the address label?

Yes – Go to **2**

No – Enter correct information below

Addressee Title or Department

ATTN:

Street 1

Street 2

City

State

Zip Code

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Please continue on the next page

PART 1 – FULL-TIME EMPLOYEES STANDARD WEEKLY HOURS

2 On average, how many hours per week do the majority of your full-time employees work?

Include

- Persons paid to work the number of hours that represents regular, full-time employment.
- Temporary or seasonal employees who are working the number of hours that represents regular, full-time employment.

Exclude

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

Mark "X" only one box.

A 40 hours or more

C 34 to 37.4 hours

E 30 to 31.9 hours

B 37.5 to 39.9 hours

D 32 to 33.9 hours

F No Full-Time Employees

PART 2 – EMPLOYEES, PAYROLL, AND PART-TIME HOURS

HOW TO REPORT DOLLAR FIGURES

CORRECT marking example – Please print all information clearly in ordinary characters. (Use care to keep characters in their respective boxes.)

\$Bil.	Mil.	Thou.	DoI.
<input type="text"/>	<input type="text"/> 1 <input type="text"/> 2 <input type="text"/> 3	<input type="text"/> 4 <input type="text"/> 5 <input type="text"/> 6	<input type="text"/> 7 <input type="text"/> 8 <input type="text"/> 0

INCORRECT marking example – Do not put slashes through "0" or "7".

\$Bil.	Mil.	Thou.	DoI.
<input type="text"/>	<input type="text"/>	<input type="text"/> 7 <input type="text"/> 8 <input type="text"/> 9 <input type="text"/> 0	

3 For each applicable pay period that includes March 12, 2013, what were the TOTAL number of employees and TOTAL gross payroll amounts for both full-time and part-time employees? Please also report the number of part-time hours paid for each applicable pay period with part-time employees.

A. ELEMENTARY AND SECONDARY EDUCATION

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

Payroll Interval Codes

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

EXAMPLE

If all full-time employees are paid bi-weekly, please provide the one bi-weekly payroll that includes March 12, 2013.

1. Full-time employees and gross payroll

Full-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees			
		\$Bil.	Mil.	Thou.	DoI.
B	<input type="text"/> <input type="text"/> 1 <input type="text"/> 5 <input type="text"/> 6	<input type="text"/>	<input type="text"/>	<input type="text"/> 2 <input type="text"/> 9 <input type="text"/> 5	<input type="text"/> 9 <input type="text"/> 3 <input type="text"/> 2
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

If some part-time employees are paid bi-weekly, some part-time employees are paid monthly, and some part-time employees are paid annually; please provide the data for the one bi-weekly payroll that includes March 12, 2013 for the employees paid bi-weekly, the monthly data for the month of March for the employees paid monthly, and the annual payroll data for the employees paid annually.

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

Part-time Payroll Code	Number of Part-time Employees	Gross Payroll for Full-time Employees				Part-time Hours Paid
		\$Bil.	Mil.	Thou.	DoI.	
B	<input type="text"/> <input type="text"/> 1 <input type="text"/> 0 <input type="text"/> 3	<input type="text"/>	<input type="text"/>	<input type="text"/> 6 <input type="text"/> 3 <input type="text"/> 0 <input type="text"/> 7 <input type="text"/> 7	<input type="text"/> <input type="text"/> 2 <input type="text"/> 2 <input type="text"/> 5 <input type="text"/> 2	
M	<input type="text"/> <input type="text"/> 4 <input type="text"/> 1	<input type="text"/>	<input type="text"/>	<input type="text"/> 5 <input type="text"/> 5 <input type="text"/> 5 <input type="text"/> 9 <input type="text"/> 0	<input type="text"/> <input type="text"/> 1 <input type="text"/> 9 <input type="text"/> 8 <input type="text"/> 5	
A	<input type="text"/> <input type="text"/> 5	<input type="text"/>	<input type="text"/>	<input type="text"/> 6 <input type="text"/> 0 <input type="text"/> 0 <input type="text"/> 0	<input type="text"/> <input type="text"/> 2 <input type="text"/> 0 <input type="text"/> 0	



PART 2 – EMPLOYEES, PAYROLL, AND PART-TIME HOURS

Include

- Salaries, wages, fees, or commissions.
- Overtime, premium, and night differential pay.
- Bonus and incentive payments that are paid at regular pay intervals.
- Persons in paid leave status and persons paid from Federal grant funds.
- Amounts withheld for taxes, employee contributions to retirement systems, etc.
- An estimate of hours worked during the pay interval for part-time employees, not compensated on an hourly basis.
- Temporary or seasonal employees who are working the number of hours that represent full-time employment should be reported as full-time employees.
- Part-time, temporary, or seasonal employees working less than the regular, full-time workweek should be reported as part-time employees.
- Current employees in paid leave status whether paid from the general fund, special funds, or Federal grant funds.
- Substitute teachers and student employees.
- Board members or school trustees paid on a per meeting basis or a flat sum quarterly, semi-annually, or annually.
- If more than three payroll intervals need to be reported, please photocopy the necessary pages and return them with the form.

Exclude

- Lump sum payments and the value of living quarters and subsistence allowances furnished to employees.
- Employees on unpaid leave, unpaid officials, pensioners, and contractors and their employees.
- School board members or school trustees who serve without compensation.
- College and other postsecondary employees (*report them in Section B.*)

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 Interval Codes

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

1. Instructional personnel 012

Include

- Teachers
- Teachers aides
- Substitute teachers
- Principals
- Supervisors of instruction
- Superintendents
- School librarians
- Guidance personnel
- Psychological personnel

a. Full-time employees and gross payroll

Full-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees			
		\$Bil.	Mil.	Thou.	Dol.
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b. Part-time employees, gross payroll, and hours

Part-time Payroll Code	Number of Part-time Employees	Gross Payroll for Part-time Employees				Part-time Hours Paid
		\$Bil.	Mil.	Thou.	Dol.	
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19063031

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

Payroll Interval Codes

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

2. All other school system employees 112

Include

- Administrative and clerical personnel
- Plant operations
- Maintenance and custodial personnel
- Cafeteria
- Bus transportations
- Health
- Recreation
- Student employees
- Other employees
- Support staff for school districts

a. Full-time employees and gross payroll

Full-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees			
		\$Bil.	Mil.	Thou.	Dol.
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b. Part-time employees, gross payroll, and hours

Part-time Payroll Code	Number of Part-time Employees	Gross Payroll for Part-time Employees				Part-time Hours Paid
		\$Bil.	Mil.	Thou.	Dol.	
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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19063049

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

Payroll Interval Codes

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

3. TOTAL – (Sum of items 1. through 2.)

a. Full-time employees and gross payroll

Full-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees			
		\$Bil.	Mil.	Thou.	Dol.
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b. Part-time employees, gross payroll, and hours

Part-time Payroll Code	Number of Part-time Employees	Gross Payroll for Part-time Employees				Part-time Hours Paid
		\$Bil.	Mil.	Thou.	Dol.	
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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19063056

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

B. COLLEGE AND OTHER POSTSECONDARY EDUCATION

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

Payroll Interval Codes

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

EXAMPLE If all full-time employees are paid bi-weekly, please provide the one bi-weekly payroll that includes March 12, 2013.

1. Full-time employees and gross payroll

Full-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees			
		\$Bil.	Mil.	Thou.	Dol.
B	156	2	95	93	2

If some part-time employees are paid bi-weekly, some part-time employees are paid monthly, and some part-time employees are paid annually; please provide the data for the one bi-weekly payroll that includes March 12, 2013 for the employees paid bi-weekly, the monthly data for the month of March for the employees paid monthly, and the annual payroll data for the employees paid annually.

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

Part-time Payroll Code	Number of Part-time Employees	Gross Payroll for Full-time Employees				Part-time Hours Paid
		\$Bil.	Mil.	Thou.	Dol.	
B	103	6	30	77	2252	
M	41	5	5	90	1985	
A	5	6	0	0	200	



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

Include

- Salaries, wages, fees, or commissions.
- Overtime, premium, and night differential pay.
- Bonus and incentive payments that are paid at regular pay intervals.
- Persons in paid leave status and persons paid from Federal grant funds.
- Amounts withheld for taxes, employee contributions to retirement systems, etc.
- An estimate of hours worked during the pay interval for part-time employees, not compensated on an hourly basis.
- Temporary or seasonal employees who are working the number of hours that represent full-time employment should be reported as full-time employees.
- Part-time, temporary, or seasonal employees working less than the regular, full-time workweek should be reported as part-time employees.
- Current employees in paid leave status whether paid from the general fund, special funds, or Federal grant funds.
- Student employees.
- Board members or school trustees paid on a per meeting basis or a flat sum quarterly, semi-annually, or annually.
- If more than three payroll intervals need to be reported, please photocopy the necessary pages and return them with the form.

Exclude

- Lump sum payments and the value of living quarters and subsistence allowances furnished to employees.
- Employees on unpaid leave, unpaid officials, pensioners, and contractors and their employees.
- School board members or school trustees who serve without compensation.
- College and other postsecondary employees (*report them in Section B.*)

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 Interval Codes

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

1. Instructional staff 018

Include

- Employees engaged in college or other post-secondary level teaching and related academic (departmental) research
- Employees engaged in continuing education and other non-degree programs that are operated by degree granting institutions
- Adjunct professors and graduate teaching/research assistants (*report as part-time*)

a. Full-time employees and gross payroll

Full-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees			
		\$Bil.	Mil.	Thou.	Dol.
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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b. Part-time employees, gross payroll, and hours

Part-time Payroll Code	Number of Part-time Employees	Gross Payroll for Part-time Employees				Part-time Hours Paid
		\$Bil.	Mil.	Thou.	Dol.	
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19063072

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

Payroll Interval Codes

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

2. All other 016

Include

- All non-instructional employees of your college or other postsecondary level institution not reported above
- All paid student help
- Administrative, clerical, custodial, cafeteria, and health personnel
- Non-instructional employees engaged in organized research, law enforcement personnel
- All other employees of your institution

a. Full-time employees and gross payroll

Full-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees			
		\$Bil.	Mil.	Thou.	Dol.
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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b. Part-time employees, gross payroll, and hours

Part-time Payroll Code	Number of Part-time Employees	Gross Payroll for Part-time Employees				Part-time Hours Paid
		\$Bil.	Mil.	Thou.	Dol.	
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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19063080

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

Payroll Interval Codes

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

3. TOTAL – (Sum of items 1. through 2.)

a. Full-time employees and gross payroll

Full-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees			
		\$Bil.	Mil.	Thou.	Dol.
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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b. Part-time employees, gross payroll, and hours

Part-time Payroll Code	Number of Part-time Employees	Gross Payroll for Part-time Employees				Part-time Hours Paid
		\$Bil.	Mil.	Thou.	Dol.	
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PART 3 - REMARKS

- 4 Use this space to:**
- a) Explain any significant changes to employment or payroll occurring within the last year that would aid in understanding this report;
 - b) Describe any difficulties you encountered in completing this form;
 - c) List the groups of employees for which you were unable to supply information;
 - d) Provide contact information for other people who assisted you in completing this report;
 - e) Indicate if the majority of your full-time employees work more than 40 hours per week on average.

PART 4 - CONTACT INFORMATION

5 Who should be contacted to answer questions about data reported on this form?

Name of contact person - Please print

Title of contact person - Please print

Area code and phone number

Extension

Area code and fax number

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E-mail Address - Please print

Date form was completed
(MM) (DD) (YYYY)

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**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, Section 182. This form has been approved by the Office of Management and Budget (OMB) and given the number 0607-0143. 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, Section 9.

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 30 minutes to 2 hours per response, with an average of 45 minutes 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 estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Paperwork Project 0607-0143, 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 0607-0143 as the subject.

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