



**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.

**PART 1 - FULL-TIME EMPLOYEES STANDARD WEEKLY HOURS**

**2 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

Continue on page 2

**PART 2 – CONTRACTORS**

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

Yes – Total number of contractors →  Go to **4**.

No – Go to **5**.

**4** If yes, please answer the following questions. (Please do not include data on contractors in **5** 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 3 – EMPLOYEES, PAYROLL, AND PART-TIME HOURS**

**5** For each different pay interval, what were the TOTAL number of employees 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.

Report data by activity of individual units; not employee occupations. For example, a secretary in the streets and highways department should be reported in "Streets and highways." A person working in more than one of the following categories should be reported only once-in the area of primary responsibility. If more than three pay intervals need to be reported, please photocopy the necessary pages and return them with this form.

**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 <small>Use Codes at Bottom</small>	Number of Full-Time Employees	Gross Payroll	Payroll Frequency Codes <small>Use Codes at Bottom</small>	Number of Part-time Employees	Gross Payroll	Hours Paid
	<input type="text"/>	<input type="text"/>	\$ <input type="text"/> .00	<input type="text"/>	<input type="text"/>	\$ <input type="text"/> .00	<input type="text"/>
	<input type="text"/>	<input type="text"/>	\$ <input type="text"/> .00	<input type="text"/>	<input type="text"/>	\$ <input type="text"/> .00	<input type="text"/>
<b>TOTAL</b> Sum of totals 1 through 23. . . . .	<input type="text"/>	<input type="text"/>	\$ <input type="text"/> .00	<input type="text"/>	<input type="text"/>	\$ <input type="text"/> .00	<input type="text"/>
<b>Example</b>	M	27	\$ 9 4 5 0 0 .00	M	5	\$ 6 0 0 0 .00	600
	W	15	\$ 8 2 5 0 .00	Q	2	\$ 1 0 5 0 0 .00	300
<b>Airport</b> – Airport and air terminal facilities owned and operated by your government. . . . .	<input type="text"/>	<input type="text"/>	\$ <input type="text"/> .00	<input type="text"/>	<input type="text"/>	\$ <input type="text"/> .00	<input type="text"/>

**A. CENTRAL GOVERNMENT ADMINISTRATION**

**1. Financial administration –**

Treasurer's office, auditor's or comptroller's office, tax assessing, tax billing and collection, budgeting, purchasing, central accounting offices, information technology, and similar financial administration. . . . .

<input type="text"/>	<input type="text"/>	\$ <input type="text"/> .00	<input type="text"/>	<input type="text"/>	\$ <input type="text"/> .00	<input type="text"/>
<input type="text"/>	<input type="text"/>	\$ <input type="text"/> .00	<input type="text"/>	<input type="text"/>	\$ <input type="text"/> .00	<input type="text"/>
<input type="text"/>	<input type="text"/>	\$ <input type="text"/> .00	<input type="text"/>	<input type="text"/>	\$ <input type="text"/> .00	<input type="text"/>

**Payroll Frequency Codes**

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

	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>2. Central administration –</b> Council, board of supervisors or commissioners; central administrative officers and agencies, such as manager or mayor; clerk; recorder; zoning; central personnel agency; and central planning agency. <i>Exclude financial activities reported in Financial administration and judicial/legal activities reported in Judicial and legal.</i> . . . . .			\$	.00			\$	.00	
			\$	.00			\$	.00	
			\$	.00			\$	.00	
<b>3. Judicial and legal –</b> All court and court related activities, (except probation activities reported in <b>Correction</b> below), court activities of sheriff's office (e.g., bailiffs, process servers), prosecuting attorney's and public defender's offices, legal department and attorneys providing government-wide legal services. <i>Exclude private attorneys on retainer and court appointed attorneys.</i> . . . . .			\$	.00			\$	.00	
			\$	.00			\$	.00	
			\$	.00			\$	.00	
<b>B. PUBLIC SAFETY</b>									
<b>4. Police protection –</b> Police department, law enforcement, activities of sheriff's and constable's offices, coroner, etc. Report school crossing guards as part-time employees. Report sheriff's correctional employees in <b>Correction</b> .									
<b>a. Persons with power of arrest –</b> Report only police employees here. Report other employees with power of arrest in <b>Correction</b> or <b>Judicial and legal</b> .			\$	.00			\$	.00	
			\$	.00			\$	.00	
			\$	.00			\$	.00	
<b>b. Other police protection employees –</b> All police protection employees not reported under persons with power of arrest . . . . .			\$	.00			\$	.00	
			\$	.00			\$	.00	
			\$	.00			\$	.00	
<b>5. Correction –</b> Jails, reformatories, detention homes, and probation and parole activities for both adults and juveniles. Report lock-up employees at <b>Police protection</b> . . . . .			\$	.00			\$	.00	
			\$	.00			\$	.00	
			\$	.00			\$	.00	
<b>6. Fire Protection –</b> Report paid volunteer firefighters as part-time employees; exclude unpaid volunteers. Report forest fire protection employees in <b>Natural resources</b> . Report separately identifiable rescue squad and emergency medical services in <b>Health</b> , if they are not a part of the fire department.									
<b>a. Firefighters –</b> Persons engaged in fire suppression and prevention. Include employees trained in these activities but performing such other duties as dispatching, emergency medical care, etc. . . . .			\$	.00			\$	.00	
			\$	.00			\$	.00	
			\$	.00			\$	.00	
<b>b. Other fire protection employees –</b> All fire protection employees not included above. . . . .			\$	.00			\$	.00	
			\$	.00			\$	.00	
			\$	.00			\$	.00	

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C. TRANSPORTATION	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>7. Streets and highways –</b> Maintenance, repair, construction, and administration of streets, alleys, sidewalks, roads, highways, and bridges. <i>Include engineering activities and traffic signal aintenance. Report street cleaning employees in <b>Solid waste management</b> and sewer employees in <b>Sewers and sewage disposal</b>.</i>			\$	.00			\$	.00	
			\$	.00			\$	.00	
			\$	.00			\$	.00	
<b>8. Airport –</b> Airport and air terminal facilities owned and operated by your government.			\$	.00			\$	.00	
			\$	.00			\$	.00	
			\$	.00			\$	.00	
<b>9. Sea and inland port facilities –</b> Docks, wharves, and related warehouses owned and operated by your government. <i>Report facilities for pleasure boats only in <b>Parks and recreation</b>.</i>			\$	.00			\$	.00	
			\$	.00			\$	.00	
			\$	.00			\$	.00	
<b>D. SOCIAL SERVICES AND INCOME MAINTENANCE</b>									
<b>10. Public welfare –</b> Maintenance of homes and other institutions for the needy, nursing homes, administration of public assistance and veteran services, senior citizen and handicap transportation, social workers. <i>Report hospital employees under <b>Hospitals</b>.</i>			\$	.00			\$	.00	
			\$	.00			\$	.00	
			\$	.00			\$	.00	
<b>11. Health –</b> Public health services, emergency medical services, mental health, alcohol and drug abuse, out-patient clinics, visiting nurses, food and sanitary inspections, animal control, other environmental health activities (e.g., pollution control), etc.			\$	.00			\$	.00	
			\$	.00			\$	.00	
			\$	.00			\$	.00	
<b>12. Hospitals –</b> Institutions for in-patient medical care. Include all paid student help. <i>Report nursing home and welfare institution employees in <b>Public welfare</b>.</i>			\$	.00			\$	.00	
			\$	.00			\$	.00	
			\$	.00			\$	.00	
<b>E. ENVIRONMENT AND HOUSING</b>									
<b>13. Solid waste management –</b> Street cleaning, recycling, garbage and refuse collection and disposal, operation of sanitary landfill.			\$	.00			\$	.00	
			\$	.00			\$	.00	
			\$	.00			\$	.00	
<b>14. Sewers and sewage disposal –</b> Provision, maintenance, and operation of sanitary and storm sewer systems and sewage disposal plants. <i>Report water supply employees in <b>Water supply system</b>.</i>			\$	.00			\$	.00	
			\$	.00			\$	.00	
			\$	.00			\$	.00	

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Continue on page 5

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	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
			\$	.00			\$	.00	
			\$	.00			\$	.00	
<b>15. Parks and recreation –</b> Parks, playgrounds, swimming pools, auditoriums, museums, marinas, zoos, etc. . . . .			\$	.00			\$	.00	
			\$	.00			\$	.00	
			\$	.00			\$	.00	
<b>16. Housing and community development –</b> Slum clearance, redevelopment programs, and any housing projects of your government. . . . .			\$	.00			\$	.00	
			\$	.00			\$	.00	
			\$	.00			\$	.00	
<b>17. Natural resources –</b> Forest fire protection, irrigation, drainage, flood control, forestry, agriculture, extension service, etc. . . . .			\$	.00			\$	.00	
			\$	.00			\$	.00	
			\$	.00			\$	.00	
<b>F. UTILITIES</b>			\$	.00			\$	.00	
			\$	.00			\$	.00	
<b>18. Water supply system –</b> Public water supply system operated by your government. . . . .			\$	.00			\$	.00	
			\$	.00			\$	.00	
			\$	.00			\$	.00	
<b>19. Electric power system –</b> Public electric power supply or distribution system operated by your government. . . . .			\$	.00			\$	.00	
			\$	.00			\$	.00	
			\$	.00			\$	.00	
<b>20. Gas supply system –</b> Public gas supply or distribution system operated by your government. . . . .			\$	.00			\$	.00	
			\$	.00			\$	.00	
			\$	.00			\$	.00	
<b>21. Transit system –</b> Public transportation system (bus, rail, etc.) operated by your government. Report transit system exclusively for handicapped or senior citizens in <b>Public welfare.</b> . . . . .			\$	.00			\$	.00	
			\$	.00			\$	.00	
			\$	.00			\$	.00	
<b>G. OTHER ACTIVITIES</b>			\$	.00			\$	.00	
			\$	.00			\$	.00	
<b>22. Libraries –</b> Public libraries operated by your government. Report law libraries in <b>Judicial and legal.</b> . . . . .			\$	.00			\$	.00	
			\$	.00			\$	.00	

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	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
<b>23. All other</b> – All employees of your government and its agencies not reported elsewhere, except for any school system employees, and payrolls. Include employees concerned with elections and voter registration, protective inspection (building, electrical, etc.), motor pools, maintenance of general public buildings, parking facilities, and other activities not reported previously.			\$	.00			\$	.00	
			\$	.00			\$	.00	
			\$	.00			\$	.00	
<b>TOTAL all other</b> →			\$	.00			\$	.00	
List the major activities reported above in <b>TOTAL all other</b> ↓			\$	.00			\$	.00	
a.			\$	.00			\$	.00	
b.			\$	.00			\$	.00	
c.			\$	.00			\$	.00	
d.			\$	.00			\$	.00	
e.			\$	.00			\$	.00	
f.			\$	.00			\$	.00	

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**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

Please report figures covering **all departments and agencies** (except any school system employment and payrolls) of the government named in the address label.

If your office records do not contain all the information requested, please obtain the figures from other agencies for inclusion in this report. If you cannot supply entirely comprehensive data, list in the remarks section at the end of this questionnaire any agencies of your government that are not included.

**EMPLOYEES** – Persons paid for personal services performed in the indicated pay period, including any persons in a paid leave status. **Include** officials paid on a salary basis; by fees or commissions; on a per meeting basis; or a flat sum quarterly, semiannually, or annually. Employees who have multiple responsibilities should be reported only once at the functional classification which is their primary responsibility. For example, employees in city or county clerk offices may have financial administration, central administration, and judicial responsibility; these employees and their total gross pay should be reported only at the one activity which accounts for most of their time. **Exclude** school system employees, employees on unpaid leave, unpaid officials, pensioners, and contractors and their employees.

**FULL-TIME EMPLOYEES** – Persons employed during the pay period to work the number of hours per week that represents regular full-time employment. **Include** full-time temporary or seasonal employees who are working the number of hours that represents full-time employment.

**PART-TIME EMPLOYEES** – Persons employed on a part-basis during the designated pay period. **Include** those daily or hourly employees usually engaged for less than the regular full-time workweek, as well as any part-time paid officials. **Exclude** here, and report as full-time, any temporary or seasonal employees working on a full-time basis during the 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 during (applicable to) the pay period(s) which includes **March 12, 2012**. **Include** overtime, premium, and night differential pay. **Include** bonus 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 pay interval for all persons working less than the number of hours that represents full-time employment. **Include** an estimate of hours worked during pay interval for part-time employees and officials not compensated on an hourly basis.

**SHERIFF'S OFFICE EMPLOYEES** – In addition to reporting employees and payrolls in "Police protection," court bailiffs and any other court employees should be reported in "Judicial and legal." Any sheriff's office employees engaged in probation/parole activities or the operation of jails or other detention facilities (except "lock-ups" holding persons for less than 48 hours) should be reported in "Correction".

**FEE OFFICES** – **Include** employees of fee offices in "Financial administration." If information on fee office employees and payrolls is not available, please note and list the fee offices in "Additional Remarks".

**EDUCATION EMPLOYEES** – **Exclude** any school system employees and payrolls from this form. Include any county supervision of public school districts in "All other."

**ELECTED OFFICIALS** – **Include** all elected or appointed officials who receive any amount on this form. Per-meeting or annual pay should be reported (even small amounts such as \$25 per meeting or \$100 annually). Council, board members, mayor, clerk, trustee, etc. should be reported at "Central Administration." Treasurer, assessor, or financial officials should be reported at "Financial Administration."

## 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 6 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 6.
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 15 minutes to 15 hours per response, with an average of 1.5 hour per response for this form type (E-4), 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.