

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

FORM

# **2013 ANNUAL SURVEY OF PUBLIC EMPLOYMENT & PAYROLL** March 2013 - Municipalities, Counties, Townships

B.I.E. B	2) Draft 1		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/asps • Call 1-800-832-2839 weekdays, 7am to 5pm EST			
Email     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 a to this survey via the Internet address using the supplied U respond.census.gov/aspep	at the following web ser ID and Password:	User ID: Password:	
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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.
- Officials paid on salary basis; by fees or commissions; on a per meeting basis; or a flat sum quarterly, semi-annually, or annually.

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

Mark "X" only one box.

Α	40 hours or more	34 to 37.4 hours E	30 to 31.9 hours
В	37.5 to 39.9 hours	32 to 33.9 hours F	No Full-Time Employees

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



For each applicable pay interval, what were the TOTAL number of employees and TOTAL gross payroll amounts for the pay periods which include MARCH 12, 2013 for both full-time and part-time employees? Please also report hours paid for each applicable pay interval for part-time employees.

#### Include

- Salaries, wages, fees, or commissions.
- Amounts withheld for taxes, employee contributions to retirement systems, etc.
- Persons in paid leave status and persons paid from Federal grant funds.
- Part-time employees working less than the regular, full-time workweek.
- Current employees whether paid from the general fund or special funds.
- · All elected or appointed officials who receive any amount of pay or stipend (even small amounts of \$25 per meeting or \$100 annually).
- Employees of fee offices should be included in "Financial administration".
- Include any county supervision of public schools in "All other".
- If more than three payroll intervals need to be reported, please photocopy the necessary pages and return them with this form.

## **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.

		Pay	roll Interval Co	odes		
W = Weekly;	B = Bi-Weekly;	T = Twice a Month;	M = Monthly;	Q = Quarterly;	S = Semi-Annually;	A = Annually

### Example

Sea and inland port facilities - Docks, wharves, and related warehouses owned and operated by your government **Exclude** 

- Facilities for pleasure boats only (report in item 15.)
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**Payroll Interval Codes** 

M = Monthly;

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Page 10									
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PART 4 – CONTACT INFORMATION		
5 Who should be contacted to answer	questions about da	ta reported on this form?
Name of contact person - Please print	of contact person - Please print	
Area code and phone number	Extension	Area code and fax number
000 - 000 - 0000		
E-mail address - Please print		Date form was completed (MM) (DD) (YYYY)
	k you for comple se completed que	eting this form. estionnaire for your records.
NOTE: The U.S. Census Bureau receives its authorization to cond	duct this survey from Title 13, Ur	ited States Code, Section 182. This form has been approved by the Office of

**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.

