

What We Need You To Do

Please have _____ direct supervisor or another person having direct knowledge of the employee's work activity complete the work activity questionnaire. We would appreciate it if you would complete, sign and return the questionnaire to this office within 7 days using the enclosed envelope. If you have any questions, or if you would rather provide this information over the telephone, please call (_____) - _____ and ask for _____.

Thank you for your time and assistance.

Manager/Adjudicator Name

Position Title

Enclosure:
Work Activity Questionnaire

PRIVACY ACT

We are authorized to collect the information of sections 221, 223(d)(4), 1612(b)(4) and 1614(a)(3)(D) of the Privacy Act. We need the information to make a decision on your employee or former employee's claim. Giving us the information on this form is voluntary. However, if you do not give us part or all of the information, this person may lose benefits.

See revised
Privacy Act
Statement below.

We give out the facts on this form without your consent only in certain situations that are explained in the Federal Register. For example, we must give out this information if Federal law requires us to, if your Congressman or Senator needs the information to answer questions you ask them, or if the Justice Department needs it to investigate and prosecute violations of the Social Security Act.

We may also use the information you give us when we match records by computer. Matching programs compare our records with those of other Federal, State, or local government agencies. Many agencies may use matching programs to find or prove that a person qualifies for benefits paid by the Federal government. The law allows us to do this even if you do not agree to it.

These and other reasons why information about you may be used or given out are explained in the Federal Register. If you want to learn more about this, contact any Social Security office.

Paperwork Reduction Act Statement

This information collection meets the requirements of Section 3407, as amended by Section 2 of the Paperwork Reduction Act of 1995. You must answer these questions unless we display a valid Office of Management and Budget estimate that it will take about 15 minutes to read the instructions, gather the questions. **SEND OR BRING THE COMPLETED FORM TO YOUR LOCAL SOCIAL SECURITY OFFICE. The office is listed under U. S. Government agencies in your telephone directory or you may call Social Security at 1-800-772-1213 (TTY 1-800-325-0778).** You may send comments on our time estimate above to: SSA, 6401 Security Blvd, Baltimore, MD 21235-6401. Send only comments relating to our time estimate to this address, not the completed form.

See revised
Paperwork
Reduction Act and
Privacy Act
Statements below.

WORK ACTIVITY QUESTIONNAIRE

Business Name: _____

Job Title: _____

Hourly Wage _____

Hours per Week _____

Date Work Started _____

Date Work Stopped _____

Section 1

1. Does the employee complete all the usual duties required for his/her position? Yes No

2. Is the employee able to complete all of the job duties without special assistance? Yes No

3. Does the employee regularly report for work as scheduled? Yes No

4. On average, does the employee complete his/her work in the same amount of time as employees in similiar positions? Yes No

5. Please indicate the type(s) of special assistance, if any, the employee receives on the job that is not regularly given to other employees. (Check all that apply)

___ Fewer or easier duties

___ Frequent absences

___ Irregular hours

___ Lower production standards

___ Special transportation

___ Extra help/supervision

___ Less hours

___ Lower quality standards

___ More breaks/rest periods

___ Special equipment

6. Based on the information above, approximately how would you rate the productivity of the employee compared to other employees in similar positions and similar pay rates?

- 50% or less of other employees' productivity
- 60% of other employees' productivity
- 70% of other employees' productivity
- 80% of other employees' productivity
- 90% of other employees' productivity
- 100% of other employees' productivity

7. Are you paying the employee more per hour than you would another employee in a similar position?

- Yes
- No

If Yes, what would you pay another employee in a similar position per hour?

Section 2

Unsuccessful Work Attempt

- 1. Was the person frequently absent from work? Yes
 No
- 2. Did the person do the work under special conditions such as with extra help/supervision, fewer/easier duties, frequent rest periods, or lower production? Yes
 No
- 3. Was the person's work satisfactory when compared to another employee who worked in a similar position? Yes
 No

Section 3

(Signature and Title)

(Date)

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(Telephone Number)