



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

FORM  
**E-1** (08-12-2011)

**2012 CENSUS OF GOVERNMENTS  
SURVEY OF PUBLIC EMPLOYMENT & PAYROLL  
March 2012 - State Agencies**

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

**DUE DATE:**

[Empty box for due date]

**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**

**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:  
<https://respond.census.gov/aspep>

**User ID:**

[Empty box for User ID]

**Password:**

[Empty box for 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

[Empty box for Addressee Title or Department]

Street 1

[Empty box for Street 1]

Street 2

[Empty box for Street 2]

City

[Empty box for City]

State

[Empty box for State]

Zip Code

[Empty box for Zip Code]



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**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.
- Officials paid on 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" 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**

**3 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, 2012 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.
- An estimate of hours worked during the pay interval for part-time employees, not compensation on an hourly basis.
- Part-time employees working less than the regular, full-time workweek.
- Current employees whether paid from the general fund or special funds.

**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			
	Number of Full-Time Employees	Gross Payroll		Number of Part-Time Employees	Gross Payroll		Hours Paid
<b>Example</b>							
Monthly . . . . .	27	\$	94500.00	5	\$	6000.00	600
Weekly . . . . .	15	\$	8250.00		\$	.00	
Annually . . . . .		\$	.00	2	\$	21000.00	625
Weekly . . . . .		\$	.00		\$	.00	
Bi-Weekly . . . . .		\$	.00		\$	.00	
Twice a Month . . . . .		\$	.00		\$	.00	
Monthly . . . . .		\$	.00		\$	.00	
Quarterly . . . . .		\$	.00		\$	.00	
Semi-Annually . . . . .		\$	.00		\$	.00	
Annually . . . . .		\$	.00		\$	.00	

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