



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

FORM
E-3 (08-12-2011)

**2012 CENSUS OF GOVERNMENTS
SURVEY OF PUBLIC EMPLOYMENT & PAYROLL
March 2012 – Special Districts and Local 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]

2 Does this agency currently have paid employees and/or paid officials? Mark "X" only one box.

- Yes – go to **3**

- No – go to **5**



19032010

PART 1 – FULL-TIME EMPLOYEES STANDARD WEEKLY HOURS

3 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

4 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
Example						
Monthly	27	\$ 9 4 5 0 0 .00		5	\$ 6 0 0 0 .00	600
Weekly	15	\$ 8 2 5 0 .00			\$.00	
Annually		\$.00		2	\$ 2 1 0 0 0 .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	



19032028

