

Attachment 3

March 30, 2012

[Contact's Name]
[Contact's Title]
[Contact's Department]
[Address]
[Address]

Dear [Contact's Name]:

The U.S. Census Bureau is now collecting data for the 2012 Annual Survey of Public Employment & Payroll and appreciates your willingness to provide this information. This survey requests employment and payroll data by agency for full-time and part-time employees to include corresponding gross payroll figures and total part-time hours paid **for the pay period that includes March 12, 2012.**

A copy of our Form E-1 and the record layout for the data file are enclosed for your reference. In 2011, [Prior Year Contact's Name] submitted the data electronically in an [Prior Year File format] file. If possible, please report data for 2012 in the same manner.

Please upload the completed data file(s) directly to our website.

- Please visit <http://harvester.census.gov/sgenet> to upload the completed file(s)
- Your User ID is XXXXXXXXXXXXXXXX

Please do not provide any employee names, social security numbers, or other personally identifiable information. If it is not possible to submit a data file without including personally identifiable information, please contact us for further information.

Please reply by **July 31, 2012**. A pre-addressed, postage-paid mailing label has been provided for your convenience in returning any materials to us if necessary. If you have any questions, contact Deirdre Baker, Lisa Miller or any member of the Employment & Benefits Statistics Branch staff at 1-800-642-4901, or at govs.employcc@census.gov.

Thank you for your continued assistance.

Sincerely,

Kenneth L. Long Jr.
Section Chief, Employment & Benefit Statistics Branch
Governments Division
U.S. Census Bureau

Enclosures
cc: [Other Contacts]

Attachment 3

EMPLOYMENT DATA RECORD LAYOUT

General Information:

The basic data requested for this survey includes number of full-time employees, gross pay for full-time employees, part-time employees, gross pay for part-time employees, and hours paid for part-time employees.

Record Layout:

| Field | Position | | Length | Data Type |
|--------|----------|----|--------|-----------|
| | From | To | | |
| DEPTNO | 1 | 15 | 15 | Character |
| DESC | 16 | 40 | 25 | Character |
| PA | 41 | 41 | 1 | Character |
| FTEMP | 42 | 51 | 10 | Numeric |
| FTPAY | 52 | 63 | 12 | Numeric |
| PTEMP | 64 | 73 | 10 | Numeric |
| PTPAY | 74 | 85 | 12 | Numeric |
| PTHRS | 86 | 95 | 10 | Numeric |
| FTCODE | 96 | 96 | 1 | Character |
| PTCODE | 97 | 97 | 1 | Character |
| STDHRS | 98 | 98 | 1 | Character |

Numeric data - No commas or dollar signs A\$@ in the numeric data. Fields FTPAY and PTPAY (payroll amounts), report in whole dollars, omit cents.

Attachment 3

Field Descriptions:

- DEPTNO Numeric description of department.
DESC Alpha description of department.
PA Used for **state police and like functions only** (ie investigative units, highway patrol), designates employees with power-of-arrest = 1, and those without power-of-arrest = 2. PA field will remain blank for all other departments/agencies.
- FTEMP Number of full-time employees.
FTPAY Gross pay for full-time employees. Report in whole dollars (omit cents).
PTEMP Number of part-time employees.
PTPAY Gross pay for part-time employees. Report in whole dollars (omit cents).
PTHRS Total paid part-time hours during the pay period.
FTCODE Full-time pay code. FTCODE = 1, 2, 3 or 4.
 1 = Paid monthly
 2 = Paid twice a month
 3 = Paid each 2 weeks (Bi-weekly)
 4 = Paid weekly
- PTCODE Part-time pay code. PTCODE = 1, 2, 3 or 4.
 1 = Paid monthly
 2 = Paid twice a month
 3 = Paid each 2 weeks (Bi-weekly)
 4 = Paid weekly
- STDHRS Standard number of weekly hours of work for the majority of the agency=s full-time employees. STDHRS = 1, 2 or 3.
 1 = 40 hours per week
 2 = 37.5 hours per week
 3 = 35 hours per week

EXAMPLE:

| dept | description | PA | ft_emp | ft_pay | pt_emp | pt_pay | pt_hrs | ft_code | pt_code | stdhrs |
|------|-------------------------------------|----|--------|---------|--------|--------|--------|---------|---------|--------|
| 010 | AGRIC COMM | | 270 | 1082313 | 43 | 88542 | 7031 | 3 | 3 | 1 |
| 035 | MUSEUM OF ART | | 35 | 213638 | 7 | 25776 | 958 | 3 | 3 | 1 |
| 040 | HIGHWAY PATROL - power of arrest | 1 | 1,392 | 6034002 | 12 | 33650 | 1151 | 3 | 3 | 1 |
| 041 | HIGHWAY PATROL - all other | 2 | 444 | 2426227 | 1 | 4799 | 76 | 3 | 3 | 1 |
| 060 | CHIEF ADMIN OFF | | 365 | 2612451 | 17 | 37610 | 1663 | 3 | 3 | 1 |