

# Findings and Recommendations from Cognitive Testing of the Redesigned Annual Survey of Public Employment and Payroll Forms: Round 2

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Prepared for:

Erika Becker Medina (GOVS)

Larry Long (GOVS)

Sonya Curcio (GOVS)

Prepared by:

Jennifer Beck

Office of Economic Planning & Innovation

Economic Programs Directorate

U.S. Census Bureau

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## Background

The Governments Division (GOVS) asked members of the Response Improvement Research Staff (RIRS) to conductive cognitive interviews for the Annual Survey of Public Employees and Payroll (ASPEP). ASPEP collects information about the amount of payroll and the frequency of pay for employees across a variety of government entities including schools, universities, and special districts, in addition to towns and municipalities. For the 2013 data collection year, the paper forms will migrate into the Census Bureau’s integrated Computer-Assisted Data Entry (iCADE) data capture system. The new data capture system necessitated significant changes to the layout of the paper forms.

In March of 2012, the RIRS did an initial round of cognitive pretesting on the redesigned forms. This first round of testing evaluated the new layout, as well as proposed shading conventions that would help guide the respondents through the form. The results of the testing indicated that respondents did not find the shading useful or necessary for form navigation. Our testing also revealed that some of the instructions and examples were creating problems for the respondents. Finally, we also were unable to test the form for school districts during the first round.

Based on our recommendations, GOVS revised the forms. We conducted a second round of cognitive pretesting to further evaluate the form layout changes. This report presents the finding and recommendations of the second round of cognitive interviews with cities (and counties), special districts, and schools, the E-4, E-3, and E-6 forms, respectively.

## Research Methodology

### Participants

In June, 2012, we conducted 24 interviews with respondents from government entities in the Seattle, Washington, and Portland, Oregon metropolitan area. For this round of testing, we isolated the forms testing within the two geographical areas. Because the school systems in the state of Washington are part of a central collection agreement in which a single entity within the state provides employment and payroll for all of the school systems, we were unable to test the E-6 form in the state of Washington. Also, because we were able to meet with only one school during the first round of testing, we needed to meet with a large number of school systems. Based of these constraints, we tested the E-6 in the Portland area and tested the E-4 and E-3 forms in the Seattle area. Our respondents for this round of testing included Human Resources employees, Payroll employees, and Clerks. Table 1 indicates the number respondents from each type of governments with whom we met.

Table 1: Types of government entities by form type.

Type of Government	Form Number	Number of Respondents
City/town	E-4	6
Special District	E-3	6
School District	E-6	12

## **Materials**

The three forms we tested in this round were similar to the forms we tested in Round 1. However, based on Round 1 recommendations, there were a few changes. The example on all three forms underwent significant revisions. The example was reduced in size to make it visually distinct from the actual data-entry fields on the form. There also was an additional example. The current production cycle used the new format for entering payroll interval codes across three lines. Respondents were confused with the multiple lines for multiple pay frequencies, thinking they needed to itemize their payroll figures in the rows of boxes. The additional example illustrated entering more than one pay frequency. Finally, the example was moved to precede the instructions, in an effort to ensure that respondents noticed how to record payroll information.

In addition to changes to the instructions and the example, both the E-4 and E-6 were repaginated so that each employee category was on a separate page. Also, because this new pagination significantly lengthened the E-4, for ease of processing, the National Processing Center (NPC) printed the form in booklet format.

Finally, the response format for the E-3 form was changed to be consistent with all of the other ASPEP forms. Previously, the E-3 form contained response boxes for all of the possible pay intervals. Respondents had read through and to fill out only the lines that corresponded to their government's pay frequency. The current version of the form now has the same format as the other ASPEP forms we tested. All of the payroll intervals were removed and respondents now have three lines to specify the pay intervals, number of employees, and payroll amounts for full-time and part-time employees. Appendix C contains the forms we evaluated in Round 2.

## **Procedures**

We conducted our interviews using concurrent and retrospective think-aloud techniques, with follow-up probes. We gave respondents copies of the form, along with verbal instructions to complete it, but not to report actual data if doing so would be inconvenient or time-consuming. Most respondents used data from a previously completed form to complete the current form.

As respondents went through the form, we observed how they navigated from question to question and page to page. We asked non-leading questions about their impressions of the layout and instructions. We non-directively probed their responses until we had a thorough and accurate understanding of their perceptions. Appendix A contains a more detailed discussion of cognitive interview methodology. Appendix B contains a copy of the protocol we used for cognitive interviewing.

In this report, we present our findings and recommendations for each form, separately. We tested the forms in different locations, and the three forms have significantly different layouts that created different response problems that necessitate separate discussions.

## **E-4 Findings and Recommendations**

### **Finding #1: Overall impressions of the forms**

Overall, respondents' reactions to the E-4 form were mixed. There were some aspects of the new form that respondents liked. They indicated that they liked the "clean" look of the new form, the delineated response boxes, and the vertical concatenation of the full-time and part-time employee payroll amounts, echoing our

findings from Round 1. Respondents also liked the fact that the form was printed on standard-sized paper instead of legal-sized paper, which is more difficult for respondents to copy, scan, fax, or file. However, there were some aspects of the form that the respondents did not like, leading them to prefer certain aspects of the 2012 form design. We will discuss those aspects in more detail in with the specific findings within this section.

Recommendation: None

### **Finding #2: Part 2 instructions and example**

In Part 2 of the form, respondents record their government's employee and salary information. In Round 1 testing, the instructions and the examples created problems for respondents. More specifically, the example looked too much like the actual data entry fields. Compounding the problem was the pagination of the instructions and example, which it broke across two pages. Having part of the example at the top of the actual of the page where respondents began entering their information led respondents to believe it was a data-entry field.

*Instructions:* In this round of testing, most of our respondents skimmed the instructions. Because our respondents all had prior experience filling out the form, they did not feel it was necessary to read through instructions on how to fill out the form. The skimming led two respondents to be momentarily confused on how to fill out the form. When these respondents got to the three rows of boxes for the full-time employee payroll figures. Both respondents then went back to read the instructions to figure out how to report their payroll information.

Both of these respondents had recently filled out the 2012 ASPEP form, which used the same format. Neither respondent indicated that they had trouble with the previous version of the form. Part of the difficulty could have been due to the fact that although the form had the same format, the response boxes and the layout looked different. The format changes may have made the respondents think we were asking for different information. It also could have been that these respondents struggled with the format change for the 2012 version of the form, but did not remember having any difficulty filling it out.

Respondents also noted the payroll frequency code key. Most of the E-4 respondents we met with did not have a problem with the payroll codes. They noticed the key, understood the information it communicated, and were able to record payroll frequencies correctly, despite not reading the instructions carefully. However, one respondent had difficulty finding the correct frequency code. Employees in her government are paid on a twice-monthly basis. However, her government referred to this pay frequency as "semi-monthly." The respondent searched the codes and could not find one for "semi-monthly." She did not know what "twice-monthly" meant and that it was the code she should be using. Several other respondents we met with during the week also used that term, although only this one respondent struggled with selecting the appropriate code. One respondent explained that the payroll software his government uses refers to a twice-monthly pay interval as "semi-monthly." Most likely, these respondents used the same software.

*Example:* The example in the Part 2 instructions was problematic for respondents in Round 1. Because of its pagination and its similarity to actual data entry fields, respondents did not find it completely helpful. In this round, the example appeared to be more helpful to the respondents. None of the E-4 respondents had any problems with the example. In fact, because many of the respondents did not carefully read the instructions, it was the example that was helpful in communicating how the respondents were supposed to fill out the form.

Recommendations:

- Although E-4 respondents did not have any problems with the instructions or example, respondents for the E-6 forms did have problems. To maintain consistency in the instructions and example across the ASPEP forms, we recommend making the same changes to the E-4 form that are made for the other forms.
- Consider adding a parenthetical reference to “semi-monthly” pay frequency after “twice-monthly” in the pay interval key code. Although this term appears to be regional, it may be useful to respondents. The new code would read:

*“T = Twice-monthly (Semi-monthly)”*

Resolution: GOVS will add the parenthetical reference to a “semi-monthly” pay interval.

**Finding #3: Pagination and booklet formatting**

The pagination of the form caused problems for respondents during the last round of testing. In that round, the pagination sometimes broke reporting categories across multiple pages. For example, respondents recorded the data for full-time “other fire protection employees” on the bottom of one page and recorded the data for part-time “other fire protection employees” on the next page. This pagination created some difficulty for respondents, and they expressed the need not to have page breaks within a reporting category. Based on this feedback, we recommended re-paginating the form so that the full-time and part-time reporting categories.

For this round of testing, the entire form was re-paginated so that each reporting category was on a separate page. This re-pagination significantly lengthened the form from 19 pages to 32 pages, and prompted the printing of the form in booklet format. Respondents did not respond positively to the new pagination and booklet format.

Respondents commented on the blank spaces that the pagination created, as some pages could fit multiple reporting categories without creating the page-break problems we observed in Round 1. As one respondent indicated, her region of the country was very environmentally conscious. The large amount of blank space at the bottom and the blank pages at the end of the form that are the result of booklet formatting looked wasteful.

Additionally, the added pages to the form created the perception that the form was longer. One respondent described the thick booklet as “intimidating.” She indicated that at first glance, she would set the form aside and delay her response because the form looked so long, despite the fact that it was no longer than it had been during previous data collection cycles. Other respondents echoed the sentiment that the form appeared longer and more onerous to fill out.

Accordingly, while respondents liked standard-sized paper of the new form, the pagination and booklet format led some respondents to prefer the old format. Not only was it less intimidating, as one respondent indicated, flipping through multiple pages made it difficult to keep track of how she had reported her data. She liked being able to see more of the reporting categories on one page.

Finally, one respondent indicated that having the form in booklet format made it as equally difficult to process the form. The booklet format made it difficult to photocopy or scan the pages and maintain them for her records. Respondents would have to cut apart the form to scan it. She did not think other respondents would like the new format.

Recommendations:

- Repaginate the form, where possible, to include more than one reporting category on the page.
- We strongly recommend eliminating the booklet format. Although it may be more cost effective to print and mail a longer form in booklet format in the short term, that format could lead to delayed response or nonresponse, both of which will necessitate additional expenses associated with nonresponse follow-up later on in production.

Resolution: GOVS is looking into solutions to the increased length in the E-4 form that may include the paring of instructions and the possibility that the form may be able to go back to a non-booklet format. In the short term, RIRS will do additional testing on this form to gather more information of respondents' reactions to the E-4 format.

**Finding #4: Response box labels – Part-time employees and Payroll Codes**

For this round of testing, there was a printing error with the response box labels for the Part-time employee dollar amounts. Instead of reading “Number of Part-time Employees,” the label read “Number of Full-time Employees.”

Additionally, one E-4 respondent noted that the response box label for payroll codes was inconsistent with the code key label. The code key refers to “Payroll Interval Codes,” while the response box label refers to a “Payroll Code.” This inconsistency confused the respondents, and she had to ask for clarification on what she should report in the box. Across multiple rounds of testing, only one respondent encountered any difficulties with this response box label. While maintaining consistency between the label and the key follows the principles of questionnaire design, adding a lengthy label could take up too much space, increasing the length of an already lengthy form. We advise GOVs to look at how the change would affect the length and pagination of the form.

Recommendations:

- Correct the printing error for the labels on the part-time employee payroll amounts.
- Consider making the label more consistent with the code key label.

Resolutions:

- GOVS will correct the error in the labels for part-time employment on the E-4 form and the examples for on all three forms.
- GOVS will look into which labels to change to make the Payroll Interval Code key consistent with the response box label.

**Form E3 Findings and Recommendations**

**Finding #5: Overall impressions of the forms**

Overall, respondents' reactions to this version of the form were positive. Respondents liked the look of the form and the fact that the form was short and easy to fill out. One respondent echoed the sentiment of one of the E-4 respondents. She indicated that she liked seeing a short form because people in the area were environmentally conscious and did not like to see wasted paper.

Recommendation: None

### **Finding #6: Part 2 instructions and example**

In the first round of testing, the instructions and example for Part 2 confused E-3 respondents. Respondents thought the example was a valid data entry field. In this round of testing, we did not observe any problems with the instructions or the example.

*Instructions:* Respondents tended not to read the instructions carefully. However, not reading the instructions did not lead to any response errors. When respondents did go back and read them, they were able to understand them and found them to be helpful.

*Example:* We did not observe any problems with the example. Respondents were able to understand it and found it to be helpful. One respondent did express momentary confusion with how to report her data because she did not carefully read the example. She did not know what to do with the three lines under full-time and part-time payroll. After going back and reading through the example, she understood how to provide her payroll information.

Recommendation:

- Although E-3 respondents did not have any problems with the instructions or example, respondents for the E-6 forms did have problems. To maintain consistency in the instructions and example across the ASPEP forms, we recommend making the same changes to the E-6 form that are made for the other forms.

Resolution: GOVS will ensure that any changes to the instructions and example are consistent across all versions of the forms.

### **Finding #7: Part 2 response re-formatting**

For this round of testing, the E-3 form was reformatted to contain the three payroll lines for full-time and part-time employees, rather than providing answer boxes for all of the payroll frequencies and having respondents only fill out the relevant categories. We observed no problems with this new format. All of the respondents were able to fill out the form correctly.

The new format shortened the form, a change that some respondents noticed and liked. Most of the respondents indicated that they preferred the new format because it meant that they had to read less information. Having all of the pay intervals on the form made some respondents wonder if they needed to fill out all of that information. In past rounds of testing, some respondents interpreted all of the payroll categories as indicating that they should provide data for each of the pay intervals. The restructuring of the form should help eliminate that confusion.

Respondents also indicated that the condensed format made the form seem easier to fill out than it had in the past. Only one respondent indicated that she preferred the old format. This preference seemed to stem from the fact that the change in format necessitated that she had to re-learn how to fill out the form. It is worth noting that format changes require that respondents spend more time filling out the form. Some respondents may not initially like the format changes if they increase the amount of time it takes to fill out the form.

Recommendation: None



## Form E6 Findings and Recommendations

### Finding #8: Overall findings

Overall, respondents' reactions to the E-6 were positive, however, there were some aspects of the form that respondents did not like. First, respondents had mixed feelings about the length of the form. While some respondents recognized the number of questions was equal to the previous form, other respondents noted the increased number of pages. Respondents' perception of additional cost to print the pages and the additional burden to fill out the form seemed to be creating their impressions of the form. However, in general, respondents did not seem overburdened by the additional pages.

In addition, some respondents did not like delineated response boxes required for the iCADE data-capture system. These respondents indicated they might have trouble reporting their dollar amounts in the delineated boxes. This perception seemed to stem from the fact that there were no commas to visually delineate the placeholders for the dollar amounts. One respondent suggested, "put commas in the spaces" (i.e., to indicate the billions, millions, and thousands answer spaces) so respondents could be clear on how to map their dollar amounts onto the boxes.

Recommendation:

- Consider adding commas in the blue space between the placeholder response boxes to differentiate the billions, millions, thousands, and hundreds dollar amounts.

Resolution: Due to the iCADE system requirements, it is not possible to add commas to the response boxes for dollar amounts. The iCADE system does allow for lines around each placeholder, an option that GOVS did not think would be visually appealing throughout the entire form. Therefore, because the problem with the response boxes most likely will not be a major issue in production, GOVS decided to leave the response boxes undelineated.

### Finding #9: Item 2: Full-time hours

As with previous rounds of testing, respondents tended to struggle with this question. However, only the E-6 respondents had had difficulty with this question for this round of testing. Respondents were not clear what "full time" meant. For example, one respondent said, "Average hours for us can mean different things. 37 ½ hours in a week is paid as an 8 hour employee (40 hours)." Almost all of the respondents indicated that they would report 40 hours as the average for full time hours, even if it was not the most accurate answer.

Part of the confusion with this item may stem from the fact that school systems employ both instructional and non-instructional employees. Both types of employees can work different numbers of full-time hours. Instructional personnel tend to work fewer hours than administrative and other non-instructional employees. In past rounds of testing of this question, some respondents failed to take into account which set of employees made up the majority of their staff. Some respondents only considered instructional staff. Respondents in this round may have had similar response difficulties, as they were not always clear on whether the majority of the full-time employees were working 40 hours. These respondents requested clarification on how to calculate the average number of hours.

Recommendations:

- To circumvent the confusion of how to determine full-time hours, we recommend adding a special instruction on the E-6 to help respondents calculate their full-time hours. The new instruction could read:

*“On average, how many hours per week do the majority of your full-time employees work?”*

***Include***

- *All instructional and non-instructional employees.*
- *Full-time hours as recorded by this school system.*
- *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 work.*

Resolution: GOVS will make the recommended changes to the Item 2 instructions on the E-6 form.

**Finding #10: Part 2 reference period**

Respondents in this round wondered about the significance of March 12<sup>th</sup> payroll date. This reference period caused problems for some of our respondents. Although several respondents identified the March 12<sup>th</sup> reference period, the majority of respondents were answering this item incorrectly. Although the school systems we visited all reported monthly salaries figures, the pay dates for these monthly salaries varied from school to school. For schools with pay period during the last several days of the month, the timing of the form made it difficult to report for the pay period including March 12<sup>th</sup>. Their payroll figures for the reference date are not available until the following month. Respondents with these later pay dates indicated that the form is usually due before this later payroll information is available. Additionally, the payroll information for part-time and full-time employees may not be consistent. Some respondents also indicated that they would be able to report March 12<sup>th</sup> payroll information before the due date for part-time employees because they are paid on a different pay schedule (e.g., the 1<sup>st</sup> to the 31<sup>st</sup> of each month) than the full-time employees.

Because the ASPEP forms use the March 12<sup>th</sup> reference period to maintain consistent estimates on payroll amounts over time, we do not recommend making any changes to the reference period. However, we describe the respondents’ difficulty with the reference period to indicate that providing accurate data within the due date may be difficult for respondents. The data some respondents report may not be complete if their payroll processes do not allow them to report the March 12<sup>th</sup> payroll figures before the survey due date.

Recommendation: None

**Finding #11: Part 2 instructions and example**

Because we met with only one E-6 respondent in the first round of testing, we were unable to draw specific conclusions about this form’s example and instructions. However, the one respondent we did meet with did incorrectly fill out the example because she thought it was a data-entry field. In this round of testing, we were able to more fully evaluate the instructions and example.

Instructions: Respondents tended not to read through the instructions. They indicated that there was a lot of information on the page and that they just skimmed over the information to get a “jist” of what they needed to do. Not reading the instructions led some respondents to struggle with how to fill out the form. However, most of the confusion stemmed from how respondents read and understood the example.

For the most part, respondents also noticed the payroll frequency codes and were able to use them. However, we did observe one response error. Similar to the E-4 respondent, this respondent indicated that her government’s employees were paid “semi-monthly.” She incorrectly selected the “bi-weekly” pay frequency.

Example: The example was not as helpful to the E-6 respondents in this round of testing. The example still confused respondents. As with the last round of testing on the other forms, respondents confused the example with a data-entry field. These respondents thought that they were supposed to report their payroll totals in the example boxes. Once again, a respondent recommended adding a watermark over the example to make it look less like a data-entry field.

Additionally, one respondent was confused about the order of the instructions and the example. When the respondent read through the example and saw the bulleted instructions at the top of the next page, she thought that it was a new question, and not a continuation from the example. This respondent expected to see the instructions precede the example.

We also observed one response error. One respondent thought the three lines for under full-time and part-time employees represented three different payroll months. She indicated that she would report the first three payroll amounts for the year on these three separate lines. It was not until further probing that she realized her mistake. The respondent indicated there was too much information to read through with the instructions and the example.

It is unclear how often this type of error will happen in actual production. When respondents do take the time to read through the example and the instructions, they find the information helpful. However, when actually filling out the form, they tend not to read the information, especially if they have prior experience filling out the form. Because these respondents most likely rely on prior experience when filling out the form, circumventing response errors when there are layout changes will be difficult.

The respondents who recognized this was an example said things like, “I like examples, it makes sure I’m on the same page” and “some people are visual and like to see rather than read.” One respondent noticed that there is a typo in the example that reads “full-time” instead of “part-time.”

Recommendations:

- Add a “watermark” to the example to keep respondents from interpreting it as a valid data-entry field.

Resolution: The iCADE system may not allow the addition of a watermark over the example. If it is possible to have a watermark, GOVS will add it to the form.

### **Finding #12: Pagination**

As mentioned in Finding #8, respondents thought that the form was too long. Similar to the E-4 respondents, the E-6 respondents were reacting the large amount of blank space that the pagination created. They commented that they would like to see a shorter form.

Although it may not be possible to entirely repaginate the form, there are sections that could be moved to reduce the overall number of pages. For example, there is a page break after the example for “College and Other Postsecondary Education” section. The verbal instructions, although they appear to be able to fit on the same page as the example, are on a separate page. These instructions could be moved to reduce the amount of blank space on the form and improve respondents’ perceptions.

Recommendation: Consider repagination the E-6 form to reduce the amount of blank space.

Resolution: Like with the E-4 form, GOVS will look into the repaginating of the form. One option to reduce the length of the form is to divide the Elementary/Secondary and Post-secondary sections into separate forms. However, creating a new form may be difficult. GOVS will look into the option. If GOVS makes significant changes to the form, it will need to undergo more testing.

### **Finding #13: Part 2 -Section Headings**

Some respondents felt the headers for “elementary and secondary education” and “post secondary education” were not very clear. The section header for the “Elementary and secondary education” appear on a separate page from the where respondents actually begin entering their data. Respondents pointed out that this heading was getting lost in the question text for Part 2. This format is also inconsistent with the structure of the “Post secondary education” section of the form, which has the header at the top of the page, immediately above the data entry fields.

Recommendations:

- Move the “Elementary and secondary education” to the page on which respondents begin to enter their data for Part 2. The header would be immediately above the data-entry fields.

Resolution: GOVS will look into making this change.

## **About the Response Improvement Research Staff (RIRS)**

The Response Improvement Research Staff (RIRS) in the Office of Economic Planning and Innovation (OEPI) assists economic survey program areas and other governmental agencies with research associated with the behavioral aspects of survey response and data collection. The mission of RIRS is to improve data quality in surveys while reducing survey nonresponse and respondent burden. This mission is achieved by:

- Conducting expert reviews, cognitive pretesting, site visits and usability testing, along with post-collection evaluation methods, to assess the effectiveness and efficiency of the data collection instruments and associated materials.
- Assisting program areas with the development and use of nonresponse reduction methods and contact strategies.
- Conducting empirical research to help better understand behavioral aspects of survey response, with the aim of identifying areas for further improvement as well as evaluating the effectiveness of qualitative research.

For more information on how RIRS can assist your economic survey program area or agency, please visit the [RIRS intranet site](#) or contact the staff chief, [Diane Willimack](#).

## Appendix A: Cognitive Research Methodology

Cognitive research is used in survey methodology “(a) to understand the thought processes used to answer survey items, and (b) to use this knowledge to find better ways of constructing, formulating, and asking survey questions” (Forsyth and Lessler, 1991).<sup>1</sup> Cognitive interviews traditionally focus on the four steps of Tourangeau’s (1984)<sup>2</sup> cognitive response model: comprehension, retrieval, judgment, and communication/reporting. Comprehension refers to the respondent’s interpretation and understanding of the question’s language, structure, and grammar. In order to answer the question, a respondent must understand what information is being requested on the survey. Retrieval is the step where relevant information is obtained, either from records or from memory. The next step, judgment, describes the respondent’s evaluation of the completeness or relevance of the data obtained. It is here that estimates are made based on partial or incomplete data. The last step, communication or reporting, deals with mapping the response to the answer space provided and possibly altering the answer.

While Tourangeau’s model is suitable for household and social surveys, the establishment survey setting presents additional factors that must be considered. First, instead of or in addition to a reliance on memory, establishment surveys rely heavily on records and the information contained within them. Second, organizations tend to have distributed knowledge. Some people are experts in one type of information, while others keep information about something else. Third, competing priorities, both for the organization and the individual(s) completing the questionnaire, mean that the survey sometimes does not receive the amount of attention that researchers and data collectors would like. Finally, organizations regularly authorize only a few individuals to release data. If the data provider is not authorized to release the data, an additional step must be added to the response process. Tourangeau’s model was expanded by Sudman *et al* (2000)<sup>3</sup> to account for these factors.

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<sup>1</sup> Forsyth, B.H. and Lessler, J.T. (1991). “Cognitive Laboratory Methods: A Taxonomy.” In Measurement Errors in Surveys, P.P. Biemer, R.M. Groves, L.E. Lyberg, N.A. Mathiowitz, S. Sudman (eds). New York: John Wiley & Sons, Inc.

<sup>2</sup> Tourangeau, R. (1984). “Cognitive Sciences and Survey Methods.” In Cognitive Aspects of Survey Methodology, T.B. Jabine, M.L. Straf, J.M. Tanur, and R. Tourangeau (eds). Washington, DC: National Academy Press.

<sup>3</sup> Sudman, S., Willimack, D.K., Nichols, E., and Mesenbourg, T.L. (2000). “Exploratory Research at the U.S. Census Bureau on the Survey Response Process in Large Companies.” Paper prepared for presentation at the Second International Conference on Establishment Surveys, Buffalo, NY.

## Appendix B: Cognitive Interview Protocol

### Research Questions to Address:

- Do the changes in layout adversely affect the response process, and the responses provided?
- Are there any items that cause the respondents problems?

### Before the Questionnaire:

- What types of services does this government entity provide?
- What is your role in this government entity? What kind of responsibilities do you have?
- What was your role in the process for responding to this questionnaire? (Gathered data? Compiled data? Checked data? Authorized release?)

### General Probes:

- Reflect back R's specific answer: "you said..."
- In your own words, what is this question asking?
- How did you arrive at this number/answer this question? / Tell me how you arrived at these answers. What did you include in this number? What did you specifically exclude?
- What records (if any) did you look at? What line or lines were of interest?
- Were any other people involved in the process of coming up with this number? [If Yes] What departments are they in?
- How well does this data request match with your records?

### Item 2 - FT Hours

*Warm-up probes -- administer right after R finishes item:*

- What is this question asking you?
- How did you arrive at your answers?

### Part 2: Employees, Payroll, & PT Hours

***Pay careful attention to how the respondents grapple with the layout.***

*Administer probes after R fills out this section.*

*General Probes for this section:*

- How would you go about completing this question?
- What is this question asking you?
- How did you arrive at your answers?
- What information are you putting in each column?

### Part 2 Instructions and Example:

*The example and instructions bridge two pages. Make a note of how the R grapples with the layout.*

- Did you notice the example?
  - What did you think it was telling you?

- Was it clear? Did it help you figure out what you needed to know to fill out the form? If not, what could we do to make it more helpful?
- Did you notice the instructions?
  - What did you think they were telling you?
  - Were they clear? Did they help you figure out what you needed to know to fill out the form? If not, what could we do to make them more helpful?
  - Are they missing anything?
  - Anything that shouldn't be there?
- Did you notice the payroll frequency codes?
  - What did you think it was telling you?
  - Was it clear? Did it help you figure out what you needed to know to fill out the form?
- What do you think about the payroll frequency codes listed on the page?
  - Are they easy or difficult to find?
  - Was it helpful having them there?
  - Did you notice them at the tops of the pages?
  - Was it helpful to have them there?

*While respondents are filling out the form, make a note of how they interact with the payroll frequency codes that appear on the top of every page.*

## Part 2 Reporting Categories

*Observe how the R respondent handles the form navigation for full and part time payroll. They are now concatenated down the page instead of across.*

### FOR E-6 RESPONDENTS:

*The header for the Elementary and Secondary Schools is located before the instructions and on a separate page from the start of the section. Note how respondents answer Part A. Probe any difficulty they have with this layout.*

### FOR E-3 RESPONDENTS:

*This layout is new. It follows the E-4 and E-6 layout.*

- *If respondent seems to be having trouble filling:* How would/did you record full time and part time employees?

## Part 2 Layout

- What do you think of the way these questions are laid out on the pages?
- Is it easy or difficult to figure out how to report the information?
- What did you like about the layout of the form overall? What did you like? Not like?

### FOR E-4 RESPONDENTS:

- What do you think of the "booklet" format?
- Is this an ok format for you? (*If R doesn't like the format:* Will having it in booklet format cause any problems? What kind?)
- Do you prefer it this way or would you prefer to have the pages stapled together?



**Wrap-up Questions**

- What do you like about the current form that you do not like about this new form we showed you today?
- What do you like about the new form we showed you today that you do not like about the current form?
- Which version of the form do you like better? Why?
- About how long would it take you to complete this form (estimate in hours)?
- (If R hasn't indicated reporting online) Do you think you would fill this form out online?

**Thank you for your help!**

## **Appendix C: Questionnaires Used During Round 1 Cognitive Testing**



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

FORM  
**E-4** (06-01-2012) Draft 5

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

OMB 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 ET
- **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 and secure. Respond to this survey via the Internet at the following web address using the supplied User ID and Password: [respond.census.gov/aspep](http://respond.census.gov/aspep)

**User ID:**

**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

ATTN:

Street 1

Street 2

City

State

Zip Code

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Please continue on the next page



**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.

**Exclude**

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

Mark "X" only one box.

A <input type="checkbox"/>	40 hours	C <input type="checkbox"/>	34 to 37.4 hours	E <input type="checkbox"/>	30 to 31.9 hours
B <input type="checkbox"/>	37.5 to 39.9 hours	D <input type="checkbox"/>	32 to 33.9 hours	F <input type="checkbox"/>	No Full-Time Employees

**PART 2 – EMPLOYEES, PAYROLL, AND PART-TIME HOURS**

**HOW TO REPORT DOLLAR FIGURES**

**CORRECT** marking example – Please print all information clearly in ordinary characters. (Use care to keep characters in their respective boxes.)

\$Bil.	Mil.	Thou.	Dol.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	1 2 3	4 5 6	7 8 0

**INCORRECT** marking example – Do not put slashes through "0" or "7".

\$Bil.	Mil.	Thou.	Dol.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	7 8 9 0

**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, 2013 for both full-time and part-time employees? Please also report hours paid for each applicable pay interval for part-time employees.**

**Payroll Interval Codes**

W = Weekly; B = Bi-Weekly; T = Twice a Month; M = Monthly; Q = Quarterly; S = Semi-Annually; A = Annually

**EXAMPLE** If all full-time employees are paid bi-weekly, please provide the one bi-weekly payroll that includes March 12, 2013.

**1. Full-time employees and gross payroll**

Full-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees			
		\$Bil.	Mil.	Thou.	Dol.
B	1 5 6			2 9 5	9 3 2

If some part-time employees are paid bi-weekly, some part-time employees are paid monthly, and some part-time employees are paid annually; please provide the data for the one bi-weekly payroll that includes March 12, 2013 for the employees paid bi-weekly, the monthly data for the month of March for the employees paid monthly, and the annual payroll data for the employees paid annually.

**2. Part-time employees, gross payroll, and hours**

Part-time Payroll Code	Number of Part-time Employees	Gross Payroll for Full-time Employees				Part-time Hours Paid
		\$Bil.	Mil.	Thou.	Dol.	
B	1 0 3			6 3 0	7 7	2 2 5 2
M	4 1			5 5 5	9 0	1 9 8 5
A	5			6 0 0	0	2 0 0

Please continue on the next page



**Include**

- Salaries, wages, fees, or commissions.
- Overtime, premium, and night differential pay.
- Bonuses and incentive payments that are paid at regular pay intervals.
- Persons in paid leave status and persons paid from Federal grant funds.
- 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.
- Temporary or seasonal employees who are working the number of hours that represent full-time employment should be reported as full-time employees.
- Part-time, temporary, or seasonal employees working less than the regular, full-time workweek should be reported as part-time employees.
- Current employees in paid leave status whether paid from the general fund, special funds, or Federal grant funds.
- Officials paid on salary basis; by fees or commissions; on a per meeting basis; or a flat sum quarterly, semi-annually, or annually.
- All elected or appointed officials who receive any amount of payor 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 the form.

**Exclude**

- Lump sum payments and the value of living quarters and subsistence allowances furnished to employees.
- Employees on unpaid leave, unpaid officials, pensioners, and contractors and their employees.
- Any school system employees and payrolls.

**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.

**Payroll Interval Codes**

W = Weekly; B = Bi-Weekly; T = Twice a Month M = Monthly; Q = Quarterly; S = Semi-Annually; A = Annually

**A. CENTRAL GOVERNMENT ADMINISTRATION**

**1. Financial administration**

**Include**

- Treasurer's office
- Auditor's or comptroller's office
- Tax assessment, tax billing and collection
- Budgeting
- Purchasing
- Central accounting offices
- Information technology
- Similar financial administration

**a. Full-time employees and gross payroll**

Full-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees			
		\$Bil.	Mil.	Thou.	Dol.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**b. Part-time employees, gross payroll, and hours**

Part-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees				Part-time Hours Paid
		\$Bil.	Mil.	Thou.	Dol.	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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**Payroll Interval Codes**

W = Weekly; B = Bi-Weekly; T = Twice a Month M = Monthly; Q = Quarterly; S = Semi-Annually; A = Annually

**2. Central administration 029**

**Include**

- Council board of supervisors or commissioners
- Central administrative officers and agencies, such as manager or mayor
- Clerk
- Recorder
- Zoning
- Central personnel agency
- Central planning agency

**Exclude**

- Financial activities (reported in item 1.)
- Judicial/legal activities (report in item 3.)

**a. Full-time employees and gross payroll**

Full-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees			
		\$Bil.	Mil.	Thou.	Dol.
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**b. Part-time employees, gross payroll, and hours**

Part-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees				Part-time Hours Paid
		\$Bil.	Mil.	Thou.	Dol.	
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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**Payroll Interval Codes**

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**3. Judicial and legal 025**

**Include**

- All court and court related activities
- Court activities of sheriff's office (*e.g., bailiffs, process servers*)
- Prosecuting attorney's and public defender's offices
- Legal department and attorney providing government-wide legal services

**Exclude**

- Probation activities (*report in item 5.*)
- Private attorneys on retainer
- Court appointed attorneys

**a. Full-time employees and gross payroll**

Full-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees			
		\$Bil.	Mil.	Thou.	Dol.
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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**b. Part-time employees, gross payroll, and hours**

Part-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees				Part-time Hours Paid
		\$Bil.	Mil.	Thou.	Dol.	
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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**Payroll Interval Codes**

W = Weekly; B = Bi-Weekly; T = Twice a Month M = Monthly; Q = Quarterly; S = Semi-Annually; A = Annually

**B. PUBLIC SAFETY**

**4. Police protection**

**Include**

- Police department
- Law enforcement
- Lock-up employees
- Activities of sheriff's and constable's offices
- Coroner
- School crossing guards (*report as Part-time employees*)

**Exclude**

- Sheriff's correctional employees (*report in item 5.*)

**a. Persons with power of arrest 062**

**Include**

- Police employees only

**Exclude**

- Other employees with power of arrest (*reported in item 3. or report in item 5.*)

**(1) Full-time employees and gross payroll**

Full-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees			
		\$Bil.	Mil.	Thou.	Dol.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**(2) Part-time employees, gross payroll, and hours**

Part-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees				Part-time Hours Paid			
		\$Bil.	Mil.	Thou.	Dol.				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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**Payroll Interval Codes**

W = Weekly; B = Bi-Weekly; T = Twice a Month M = Monthly; Q = Quarterly; S = Semi-Annually; A = Annually

**b. Other police protection employees 162**

**Include**

- All police protection employees not reported in item 4a.

**(1) Full-time employees and gross payroll**

Full-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees			
		\$Bil.	Mil.	Thou.	Dol.
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**(2) Part-time employees, gross payroll, and hours**

Part-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees				Part-time Hours Paid
		\$Bil.	Mil.	Thou.	Dol.	
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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**Payroll Interval Codes**

W = Weekly; B = Bi-Weekly; T = Twice a Month M = Monthly; Q = Quarterly; S = Semi-Annually; A = Annually

**5. Corrections 005**

**Include**

- Jails, reformatories, detention homes
- Probation and parole activities for both adults and juveniles

**Exclude**

- Lock-up employees (*reported in item 4.*)

**a. Full-time employees and gross payroll**

Full-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees			
		\$Bil.	Mil.	Thou.	Dol.
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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**b. Part-time employees, gross payroll, and hours**

Part-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees				Part-time Hours Paid
		\$Bil.	Mil.	Thou.	Dol.	
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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**Payroll Interval Codes**

W = Weekly; B = Bi-Weekly; T = Twice a Month M = Monthly; Q = Quarterly; S = Semi-Annually; A = Annually

**6. Fire protection**

**Include**

- Paid volunteer firefighters (*report as Part-time employees*)

**Exclude**

- Unpaid volunteer firefighters
- Forest fire protection employees (*report in item 17.*)
- Recsue squad and emergency medical services not part of fire department (*report in tiem 11.*)

**a. Firefighters 024**

**Include**

- Persons engaged in fire suppression and prevention
- Employees trained in these activities but performing such other duties as dispatching, emergency medical care, etc.

**(1) Full-time employees and gross payroll**

Full-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees			
		\$Bil.	Mil.	Thou.	Dol.
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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**(2) Part-time employees, gross payroll, and hours**

Part-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees				Part-time Hours Paid
		\$Bil.	Mil.	Thou.	Dol.	
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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**Payroll Interval Codes**

W = Weekly; B = Bi-Weekly; T = Twice a Month M = Monthly; Q = Quarterly; S = Semi-Annually; A = Annually

**b. Other fire protection employees 124**

**Include**

- All fire protection employees not reported in item 6a.

**(1) Full-time employees and gross payroll**

Full-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees			
		\$Bil.	Mil.	Thou.	Dol.
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**(2) Part-time employees, gross payroll, and hours**

Part-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees				Part-time Hours Paid
		\$Bil.	Mil.	Thou.	Dol.	
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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**Payroll Interval Codes**

W = Weekly; B = Bi-Weekly; T = Twice a Month M = Monthly; Q = Quarterly; S = Semi-Annually; A = Annually

**C. TRANSPORTATION 044**

**7. Streets and highways**

**Include**

- Maintenance, repair, construction, and administration of streets, alleys, sidewalks, roads, highway, and bridges
- Engineering activities
- Traffic signal maintenance

**Exclude**

- Street cleaning employees (*report in item 13.*)
- Sewer employees (*report in item 14.*)

**a. Full-time employees and gross payroll**

Full-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees			
		\$Bil.	Mil.	Thou.	Dol.
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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**b. Part-time employees, gross payroll, and hours**

Part-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees				Part-time Hours Paid
		\$Bil.	Mil.	Thou.	Dol.	
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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**Payroll Interval Codes**

W = Weekly; B = Bi-Weekly; T = Twice a Month M = Monthly; Q = Quarterly; S = Semi-Annually; A = Annually

**8. Airports 001**

**a. Full-time employees and gross payroll**

Full-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees			
		\$Bil.	Mil.	Thou.	Dol.
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**b. Part-time employees, gross payroll, and hours**

Part-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees				Part-time Hours Paid
		\$Bil.	Mil.	Thou.	Dol.	
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**Payroll Interval Codes**

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**9. Sea and inland port facilities 087** – Docks, wharves and related warehouses owned and operated by your government

**Exclude**

- Facilities for pleasure boats only (report in item 15.)

**a. Full-time employees and gross payroll**

Full-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees			
		\$Bil.	Mil.	Thou.	Dol.
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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**b. Part-time employees, gross payroll, and hours**

Part-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees				Part-time Hours Paid
		\$Bil.	Mil.	Thou.	Dol.	
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**Payroll Interval Codes**

W = Weekly; B = Bi-Weekly; T = Twice a Month M = Monthly; Q = Quarterly; S = Semi-Annually; A = Annually

**D. SOCIAL SERVICES AND INCOME MAINTENANCE**

**10. Public welfare 001**

**Include**

- Maintenance of homes and other institutions for the needy
- Nursing homes
- Administration of public assistance and veteran services
- Senior citizen and handicap transportation
- Social workers

**Exclude**

- Hospital employees (*report in item 12.*)

**a. Full-time employees and gross payroll**

Full-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees			
		\$Bil.	Mil.	Thou.	Dol.
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**b. Part-time employees, gross payroll, and hours**

Part-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees				Part-time Hours Paid
		\$Bil.	Mil.	Thou.	Dol.	
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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**Payroll Interval Codes**

W = Weekly; B = Bi-Weekly; T = Twice a Month M = Monthly; Q = Quarterly; S = Semi-Annually; A = Annually

**11. Health 032**

**Include**

- Public health services
- Emergency medical services
- Mental health
- Alcohol and drug abuse
- Outpatient clinics
- Visiting nurses
- Food and sanitary inspections
- Animal control
- Other environmental health activities (e.g., pollution control)

**a. Full-time employees and gross payroll**

Full-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees			
		\$Bil.	Mil.	Thou.	Dol.
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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**b. Part-time employees, gross payroll, and hours**

Part-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees				Part-time Hours Paid
		\$Bil.	Mil.	Thou.	Dol.	
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**Payroll Interval Codes**

W = Weekly; B = Bi-Weekly; T = Twice a Month M = Monthly; Q = Quarterly; S = Semi-Annually; A = Annually

**12. Hospitals 036** – Institutions for inpatient medical care

**Include**

- All paid student help

**Exclude**

- Nursing home and welfare institution employees (*reported in item 10.*)

**a. Full-time employees and gross payroll**

Full-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees			
		\$Bil.	Mil.	Thou.	DoI.
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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**b. Part-time employees, gross payroll, and hours**

Part-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees				Part-time Hours Paid
		\$Bil.	Mil.	Thou.	DoI.	
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**Payroll Interval Codes**

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**E. ENVIRONMENT AND HOUSING**

**13. Solid waste management 081**

**Include**

- Street cleaning
- Recycling
- Garbage and refuse collection and disposal
- Operation of sanitary landfill

**a. Full-time employees and gross payroll**

Full-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees			
		\$Bil.	Mil.	Thou.	Dol.
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**b. Part-time employees, gross payroll, and hours**

Part-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees				Part-time Hours Paid
		\$Bil.	Mil.	Thou.	Dol.	
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**Payroll Interval Codes**

W = Weekly; B = Bi-Weekly; T = Twice a Month M = Monthly; Q = Quarterly; S = Semi-Annually; A = Annually

**14. Sewerage 080**

**Include**

- Provision, maintenance, and operation of sanitary and storm sewer systems
- Sewerage disposal plants

**Exclude**

- Water supply employees (*report in item 18.*)

**a. Full-time employees and gross payroll**

Full-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees			
		\$Bil.	Mil.	Thou.	Dol.
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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**b. Part-time employees, gross payroll, and hours**

Part-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees				Part-time Hours Paid
		\$Bil.	Mil.	Thou.	Dol.	
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**Payroll Interval Codes**

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**15. Parks and recreation 061**

**Include**

- Parks
- Playgrounds
- Swimming pools
- Auditoriums
- Museums
- Marinas
- Zoos

**a. Full-time employees and gross payroll**

Full-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees			
		\$Bil.	Mil.	Thou.	Dol.
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**b. Part-time employees, gross payroll, and hours**

Part-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees				Part-time Hours Paid
		\$Bil.	Mil.	Thou.	Dol.	
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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**Payroll Interval Codes**

W = Weekly; B = Bi-Weekly; T = Twice a Month M = Monthly; Q = Quarterly; S = Semi-Annually; A = Annually

**16. Housing and community development 061** – Construction, operation, and support of housing and redevelopment programs and any housing projects of your government

**a. Full-time employees and gross payroll**

Full-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees			
		\$Bil.	Mil.	Thou.	Dol.
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

**b. Part-time employees, gross payroll, and hours**

Part-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees				Part-time Hours Paid
		\$Bil.	Mil.	Thou.	Dol.	
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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**Payroll Interval Codes**

W = Weekly; B = Bi-Weekly; T = Twice a Month M = Monthly; Q = Quarterly; S = Semi-Annually; A = Annually

**17. Natural resources 059**

**Include**

- Forest fire protection
- Irrigation and drainage
- Flood control
- Forestry
- Agriculture
- Extension service

**a. Full-time employees and gross payroll**

Full-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees			
		\$Bil.	Mil.	Thou.	Dol.
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

**b. Part-time employees, gross payroll, and hours**

Part-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees				Part-time Hours Paid
		\$Bil.	Mil.	Thou.	Dol.	
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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**Payroll Interval Codes**

W = Weekly; B = Bi-Weekly; T = Twice a Month M = Monthly; Q = Quarterly; S = Semi-Annually; A = Annually

**F. UTILITIES**

**18. Water supply system 091** – Public water supply or distribution system operated by your government

**a. Full-time employees and gross payroll**

Full-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees			
		\$Bil.	Mil.	Thou.	Dol.
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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**b. Part-time employees, gross payroll, and hours**

Part-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees				Part-time Hours Paid
		\$Bil.	Mil.	Thou.	Dol.	
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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**Payroll Interval Codes**

W = Weekly; B = Bi-Weekly; T = Twice a Month M = Monthly; Q = Quarterly; S = Semi-Annually; A = Annually

**19. Electric power system 091** – Public electric power supply or distribution system operated by your government

**a. Full-time employees and gross payroll**

Full-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees			
		\$Bil.	Mil.	Thou.	Dol.
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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**b. Part-time employees, gross payroll, and hours**

Part-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees				Part-time Hours Paid
		\$Bil.	Mil.	Thou.	Dol.	
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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**Payroll Interval Codes**

W = Weekly; B = Bi-Weekly; T = Twice a Month M = Monthly; Q = Quarterly; S = Semi-Annually; A = Annually

**20. Gas supply system 091** – Public gas supply or distribution system operated by your government

**a. Full-time employees and gross payroll**

Full-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees			
		\$Bil.	Mil.	Thou.	Dol.
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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**b. Part-time employees, gross payroll, and hours**

Part-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees				Part-time Hours Paid
		\$Bil.	Mil.	Thou.	Dol.	
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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**Payroll Interval Codes**

W = Weekly; B = Bi-Weekly; T = Twice a Month M = Monthly; Q = Quarterly; S = Semi-Annually; A = Annually

**21. Transit system 094** – Public transportation system (bus, rail, etc.) operated by your government

**Exclude**

- Transit system exclusively for handicapped or senior citizens (*reported in item 10.*)

**a. Full-time employees and gross payroll**

Full-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees			
		\$Bil.	Mil.	Thou.	Dol.
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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**b. Part-time employees, gross payroll, and hours**

Part-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees				Part-time Hours Paid
		\$Bil.	Mil.	Thou.	Dol.	
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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**Payroll Interval Codes**

W = Weekly; B = Bi-Weekly; T = Twice a Month M = Monthly; Q = Quarterly; S = Semi-Annually; A = Annually

**G. OTHER ACTIVITIES**

**22. Libraries 052** – Public libraries operated by your government

**Exclude**

- Law libraries (reported in item 3.)

**a. Full-time employees and gross payroll**

Full-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees			
		\$Bil.	Mil.	Thou.	Dol.
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

**b. Part-time employees, gross payroll, and hours**

Part-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees				Part-time Hours Paid
		\$Bil.	Mil.	Thou.	Dol.	
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

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**Payroll Interval Codes**

W = Weekly; B = Bi-Weekly; T = Twice a Month M = Monthly; Q = Quarterly; S = Semi-Annually; A = Annually

**23. All other 094** – All employees of your government and it’s agencies not reported elsewhere

**Include**

- Employees concerned with elections and voter registration
- Protective inspection (building, electrical, etc.)
- Motor pools
- Maintenance of general public building
- Parking facilities
- Other activities not reported elsewhere

**Exclude**

- School system employees and payrolls

**a. Full-time employees and gross payroll**

Full-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees			
		\$Bil.	Mil.	Thou.	Dol.
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

**b. Part-time employees, gross payroll, and hours**

Part-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees				Part-time Hours Paid
		\$Bil.	Mil.	Thou.	Dol.	
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

**c. Please list the major activities reported above in All other.**

(1) Specify:

**(a) Full-time employees and gross payroll**

Full-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees			
		\$Bil.	Mil.	Thou.	Dol.
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

**(b) Part-time employees, gross payroll, and hours**

Part-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees				Part-time Hours Paid
		\$Bil.	Mil.	Thou.	Dol.	
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

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**Payroll Interval Codes**

W = Weekly; B = Bi-Weekly; T = Twice a Month M = Monthly; Q = Quarterly; S = Semi-Annually; A = Annually

(2) Specify:

**(a) Full-time employees and gross payroll**

Full-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees			
		\$Bil.	Mil.	Thou.	Dol.
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

**(b) Part-time employees, gross payroll, and hours**

Part-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees				Part-time Hours Paid
		\$Bil.	Mil.	Thou.	Dol.	
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

(3) Specify:

**(a) Full-time employees and gross payroll**

Full-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees			
		\$Bil.	Mil.	Thou.	Dol.
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

**(b) Part-time employees, gross payroll, and hours**

Part-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees				Part-time Hours Paid
		\$Bil.	Mil.	Thou.	Dol.	
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

(4) Specify:

**(a) Full-time employees and gross payroll**

Full-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees			
		\$Bil.	Mil.	Thou.	Dol.
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

**(b) Part-time employees, gross payroll, and hours**

Part-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees				Part-time Hours Paid
		\$Bil.	Mil.	Thou.	Dol.	
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

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**Payroll Interval Codes**

W = Weekly; B = Bi-Weekly; T = Twice a Month M = Monthly; Q = Quarterly; S = Semi-Annually; A = Annually

(5) Specify:

**(a) Full-time employees and gross payroll**

Full-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees			
		\$Bil.	Mil.	Thou.	Dol.
<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px; border: 1px solid black; border-radius: 50%;"/> <input style="width: 20px; height: 20px; border: 1px solid black; border-radius: 50%;"/> <input style="width: 20px; height: 20px; border: 1px solid black; border-radius: 50%;"/> <input style="width: 20px; height: 20px; border: 1px solid black; border-radius: 50%;"/> <input style="width: 20px; height: 20px; border: 1px solid black; border-radius: 50%;"/> <input style="width: 20px; height: 20px; border: 1px solid black; border-radius: 50%;"/> <input style="width: 20px; height: 20px; border: 1px solid black; border-radius: 50%;"/>	<input style="width: 20px; height: 20px; border: 1px solid black; border-radius: 50%;"/> <input style="width: 20px; height: 20px; border: 1px solid black; border-radius: 50%;"/>	<input style="width: 20px; height: 20px; border: 1px solid black; border-radius: 50%;"/> <input style="width: 20px; height: 20px; border: 1px solid black; border-radius: 50%;"/>	<input style="width: 20px; height: 20px; border: 1px solid black; border-radius: 50%;"/> <input style="width: 20px; height: 20px; border: 1px solid black; border-radius: 50%;"/> <input style="width: 20px; height: 20px; border: 1px solid black; border-radius: 50%;"/>	<input style="width: 20px; height: 20px; border: 1px solid black; border-radius: 50%;"/> <input style="width: 20px; height: 20px; border: 1px solid black; border-radius: 50%;"/> <input style="width: 20px; height: 20px; border: 1px solid black; border-radius: 50%;"/> <input style="width: 20px; height: 20px; border: 1px solid black; border-radius: 50%;"/>

**(b) Part-time employees, gross payroll, and hours**

Part-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees				Part-time Hours Paid
		\$Bil.	Mil.	Thou.	Dol.	
<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px; border: 1px solid black; border-radius: 50%;"/> <input style="width: 20px; height: 20px; border: 1px solid black; border-radius: 50%;"/> <input style="width: 20px; height: 20px; border: 1px solid black; border-radius: 50%;"/> <input style="width: 20px; height: 20px; border: 1px solid black; border-radius: 50%;"/> <input style="width: 20px; height: 20px; border: 1px solid black; border-radius: 50%;"/> <input style="width: 20px; height: 20px; border: 1px solid black; border-radius: 50%;"/>	<input style="width: 20px; height: 20px; border: 1px solid black; border-radius: 50%;"/> <input style="width: 20px; height: 20px; border: 1px solid black; border-radius: 50%;"/>	<input style="width: 20px; height: 20px; border: 1px solid black; border-radius: 50%;"/> <input style="width: 20px; height: 20px; border: 1px solid black; border-radius: 50%;"/>	<input style="width: 20px; height: 20px; border: 1px solid black; border-radius: 50%;"/> <input style="width: 20px; height: 20px; border: 1px solid black; border-radius: 50%;"/>	<input style="width: 20px; height: 20px; border: 1px solid black; border-radius: 50%;"/> <input style="width: 20px; height: 20px; border: 1px solid black; border-radius: 50%;"/>	<input style="width: 20px; height: 20px; border: 1px solid black; border-radius: 50%;"/> <input style="width: 20px; height: 20px; border: 1px solid black; border-radius: 50%;"/> <input style="width: 20px; height: 20px; border: 1px solid black; border-radius: 50%;"/> <input style="width: 20px; height: 20px; border: 1px solid black; border-radius: 50%;"/> <input style="width: 20px; height: 20px; border: 1px solid black; border-radius: 50%;"/> <input style="width: 20px; height: 20px; border: 1px solid black; border-radius: 50%;"/>

(6) Specify:

**(a) Full-time employees and gross payroll**

Full-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees			
		\$Bil.	Mil.	Thou.	Dol.
<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px; border: 1px solid black; border-radius: 50%;"/> <input style="width: 20px; height: 20px; border: 1px solid black; border-radius: 50%;"/> <input style="width: 20px; height: 20px; border: 1px solid black; border-radius: 50%;"/> <input style="width: 20px; height: 20px; border: 1px solid black; border-radius: 50%;"/> <input style="width: 20px; height: 20px; border: 1px solid black; border-radius: 50%;"/> <input style="width: 20px; height: 20px; border: 1px solid black; border-radius: 50%;"/>	<input style="width: 20px; height: 20px; border: 1px solid black; border-radius: 50%;"/> <input style="width: 20px; height: 20px; border: 1px solid black; border-radius: 50%;"/>	<input style="width: 20px; height: 20px; border: 1px solid black; border-radius: 50%;"/> <input style="width: 20px; height: 20px; border: 1px solid black; border-radius: 50%;"/>	<input style="width: 20px; height: 20px; border: 1px solid black; border-radius: 50%;"/> <input style="width: 20px; height: 20px; border: 1px solid black; border-radius: 50%;"/>	<input style="width: 20px; height: 20px; border: 1px solid black; border-radius: 50%;"/> <input style="width: 20px; height: 20px; border: 1px solid black; border-radius: 50%;"/>

**(b) Part-time employees, gross payroll, and hours**

Part-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees				Part-time Hours Paid
		\$Bil.	Mil.	Thou.	Dol.	
<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px; border: 1px solid black; border-radius: 50%;"/> <input style="width: 20px; height: 20px; border: 1px solid black; border-radius: 50%;"/> <input style="width: 20px; height: 20px; border: 1px solid black; border-radius: 50%;"/> <input style="width: 20px; height: 20px; border: 1px solid black; border-radius: 50%;"/> <input style="width: 20px; height: 20px; border: 1px solid black; border-radius: 50%;"/>	<input style="width: 20px; height: 20px; border: 1px solid black; border-radius: 50%;"/> <input style="width: 20px; height: 20px; border: 1px solid black; border-radius: 50%;"/>	<input style="width: 20px; height: 20px; border: 1px solid black; border-radius: 50%;"/> <input style="width: 20px; height: 20px; border: 1px solid black; border-radius: 50%;"/>	<input style="width: 20px; height: 20px; border: 1px solid black; border-radius: 50%;"/> <input style="width: 20px; height: 20px; border: 1px solid black; border-radius: 50%;"/>	<input style="width: 20px; height: 20px; border: 1px solid black; border-radius: 50%;"/> <input style="width: 20px; height: 20px; border: 1px solid black; border-radius: 50%;"/>	<input style="width: 20px; height: 20px; border: 1px solid black; border-radius: 50%;"/> <input style="width: 20px; height: 20px; border: 1px solid black; border-radius: 50%;"/> <input style="width: 20px; height: 20px; border: 1px solid black; border-radius: 50%;"/> <input style="width: 20px; height: 20px; border: 1px solid black; border-radius: 50%;"/> <input style="width: 20px; height: 20px; border: 1px solid black; border-radius: 50%;"/> <input style="width: 20px; height: 20px; border: 1px solid black; border-radius: 50%;"/>

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**Payroll Interval Codes**

W = Weekly; B = Bi-Weekly; T = Twice a Month M = Monthly; Q = Quarterly; S = Semi-Annually; A = Annually

**24. TOTAL – (Sum of items 1. through 23.)**

**a. Full-time employees and gross payroll**

Full-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees			
		\$Bil.	Mil.	Thou.	Dol.
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

**b. Part-time employees, gross payroll, and hours**

Part-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees				Part-time Hours Paid
		\$Bil.	Mil.	Thou.	Dol.	
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

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**PART 3 – REMARKS**

- 4 Use this space to:**
- a) Explain any significant changes to employment or payroll occurring within the last year that would aid in understanding this report;
  - b) Describe any difficulties you encountered in completing this form;
  - c) List the groups of employees for which you were unable to supply information;
  - d) Provide contact information for other people who assisted you in completing this report;
  - e) Indicate if the majority of your full-time employees work more than 40 hours per week on average.

**PART 4 – CONTACT INFORMATION**

**5 Who should be contacted to answer questions about data reported on this form?**

Name of contact person - Please print			Title of contact person - Please print			
Area code and phone number		Extension	Area code and fax number			
□ □ □	□ □ □ □	□ □ □ □ □	□ □ □	□ □ □	□ □ □ □ □	
E-mail Address - Please print				Date form was completed		
				(MM)	(DD)	(YYYY)
				□ □	□ □	□ □ □ □

**Thank you for completing this form.  
Retain a copy of the completed questionnaire for your records.**

**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](mailto:Paperwork@census.gov); use Paperwork Project 0607-0143 as the subject.

Please continue on the next page





**2013 ANNUAL  
SURVEY OF PUBLIC EMPLOYMENT & PAYROLL  
March 2013 – Special Districts and Local Agencies**

**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/apes
- **Call**  
1-800-832-2839 weekdays,  
7am to 5pm ET
- **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 and secure. Respond to this survey via the Internet at the following web address using the supplied User ID and Password: **respond.census.gov/aspep**

**User ID:**

**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

ATTN:

Street 1

Street 2

City

State

Zip Code

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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**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**



19033018

**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.

**Exclude**

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

Mark "X" only one box.

A <input type="checkbox"/>	40 hours	C <input type="checkbox"/>	34 to 37.4 hours	E <input type="checkbox"/>	30 to 31.9 hours
B <input type="checkbox"/>	37.5 to 39.9 hours	D <input type="checkbox"/>	32 to 33.9 hours	F <input type="checkbox"/>	No Full-Time Employees

**PART 2 – EMPLOYEES, PAYROLL, AND PART-TIME HOURS**

**HOW TO REPORT DOLLAR FIGURES**

**CORRECT** marking example – Please print all information clearly in ordinary characters. (Use care to keep characters in their respective boxes.)

\$Bil.		Mil.		Thou.		Dol.			
			1	2	3		4	5	6
							7	8	0

**INCORRECT** marking example – Do not put slashes through "0" or "7".

\$Bil.		Mil.		Thou.		Dol.			
							7	8	9 0

**4 For each applicable pay period that includes March 12, 2013, what were the TOTAL number of employees and TOTAL gross payroll amounts for both full-time and part-time employees? Please also report the number of part-time hours paid for each applicable pay period with part-time employees.**

**Payroll Interval Codes**

W = Weekly; B = Bi-Weekly; T = Twice a Month; M = Monthly; Q = Quarterly; S = Semi-Annually; A = Annually

**EXAMPLE** If all full-time employees are paid bi-weekly, please provide the one bi-weekly payroll that includes March 12, 2013.

**1. Full-time employees and gross payroll**

Full-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees			
		\$Bil.	Mil.	Thou.	Dol.
B	156			295	932

If some part-time employees are paid bi-weekly, some part-time employees are paid monthly, and some part-time employees are paid annually; please provide the data for the one bi-weekly payroll that includes March 12, 2013 for the employees paid bi-weekly, the monthly data for the month of March for the employees paid monthly, and the annual payroll data for the employees paid annually.

**2. Part-time employees, gross payroll, and hours**

Part-time Payroll Code	Number of Part-time Employees	Gross Payroll for Full-time Employees				Part-time Hours Paid
		\$Bil.	Mil.	Thou.	Dol.	
B	103			63	077	2252
M	41			55	590	1985
A	5			6	000	200



**PART 2 – EMPLOYEES, PAYROLL, AND PART-TIME HOURS – (Continued)**

**Include**

- Salaries, wages, fees, or commissions.
- Overtime, premium and night differential pay.
- Bonus and incentive payments that are paid at regular pay intervals.
- Amounts withheld for taxes, employee contributions to retirement systems, etc.
- An estimate of hours worked during the pay interval for part-time employees, not compensated on an hourly basis.
- Temporary or seasonal employees who are working the number of hours that represent full-time employment should be reported as full-time employees.
- Part-time, temporary, or seasonal employees working less than the regular, full-time workweek should be reported as part-time employees.
- Current employees in paid leave status whether paid from the general fund, special funds, or Federal grant funds.
- Officials paid on salary basis; by fees or commissions; on a per meeting basis; or a flat sum quarterly, semi-annually, or annually.

**Exclude**

- Lump sum payments and the value of living quarters and subsistence allowances furnished to employees.
- Employees on unpaid leave, unpaid officials, pensioners, and contractors and their 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.

**Payroll Interval Codes**

W = Weekly; B = Bi-Weekly; T = Twice a Month; M = Monthly; Q = Quarterly; S = Semi-Annually; A = Annually

**1. Full-time employees and gross payroll**

Full-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees			
		\$Bil.	Mil.	Thou.	Dol.
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**2. Part-time employees, gross payroll, and hours**

Part-time Payroll Code	Number of Part-time Employees	Gross Payroll for Part-time Employees				Part-time Hours Paid
		\$Bil.	Mil.	Thou.	Dol.	
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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**PART 3 – REMARKS**

- 5 Use this space to:**
- a) Explain any significant changes to employment or payroll occurring within the last year that would aid in understanding this report;
  - b) Describe any difficulties you encountered in completing this form;
  - c) List the groups of employees for which you were unable to supply information;
  - d) Provide contact information for other people who assisted you in completing this report;
  - e) Indicate if the majority of your full-time employees work more than 40 hours per week on average.

**PART 4 – CONTACT INFORMATION**

**6 Who should be contacted to answer questions about data reported on this form?**

Name of contact person - Please print

Title of contact person - Please print



Area code and phone number

Extension

Area code and fax number

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E-mail Address - Please print

Date form was completed  
(MM) (DD) (YYYY)

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**Thank you for completing this form.  
Retain a copy of the completed questionnaire for your records.**

**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 10 minutes to 1½ hours per response, with an average of 20 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](mailto:Paperwork@census.gov); use Paperwork Project 0607-0143 as the subject.



19033042



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

FORM  
**E-6** (05-22-2012) Draft 2

**2013 ANNUAL  
SURVEY OF PUBLIC EMPLOYMENT & PAYROLL  
March 2013 – School Systems**

OMB 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/cog2012/  
cog\_employment.html
- **Call**  
1-800-832-2839 weekdays,  
7am to 5pm ET
- **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 and secure. Respond to this survey via the Internet at the following web address using the supplied User ID and Password: [respond.census.gov/asp](http://respond.census.gov/asp)

**User ID:**

**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

ATTN:

Street 1

Street 2

City

State

Zip Code

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Please continue on the next page

**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.

**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**

**HOW TO REPORT DOLLAR FIGURES**

**CORRECT** marking example – Please print all information clearly in ordinary characters. (Use care to keep characters in their respective boxes.)

\$Bil.																			
		1	2	3	4	5	6	7	8	0									

**INCORRECT** marking example – Do not put slashes through "0" or "7".

\$Bil.																			

**3 For each applicable pay period that includes March 12, 2013, what were the TOTAL number of employees and TOTAL gross payroll amounts for both full-time and part-time employees? Please also report the number of part-time hours paid for each applicable pay period with part-time employees.**

**A. ELEMENTARY AND SECONDARY EDUCATION**

Report here all employees of your school system except those concerned solely with college and other postsecondary level education (about grade 12), who are to be reported in Section B.

**Payroll Interval Codes**

W = Weekly; B = Bi-Weekly; T = Twice a Month; M = Monthly; Q = Quarterly; S = Semi-Annually; A = Annually

**EXAMPLE** If all full-time employees are paid bi-weekly, please provide the one bi-weekly payroll that includes March 12, 2013.

**1. Full-time employees and gross payroll**

Full-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees			
		\$Bil.	Mil.	Thou.	Do.
B	156			295	932

If some part-time employees are paid bi-weekly, some part-time employees are paid monthly, and some part-time employees are paid annually; please provide the data for the one bi-weekly payroll that includes March 12, 2013 for the employees paid bi-weekly, the monthly data for the month of March for the employees paid monthly, and the annual payroll data for the employees paid annually.

**2. Part-time employees, gross payroll, and hours**

Part-time Payroll Code	Number of Part-time Employees	Gross Payroll for Full-time Employees				Part-time Hours Paid
		\$Bil.	Mil.	Thou.	Do.	
B	103			630	77	2252
M	41			55	590	1985
A	5			6	000	200



19063023

**PART 2 – EMPLOYEES, PAYROLL, AND PART-TIME HOURS**

**Include**

- Salaries, wages, fees, or commissions.
- Overtime, premium, and night differential pay.
- Bonus and incentive payments that are paid at regular pay intervals.
- Persons in paid leave status and persons paid from Federal grant funds.
- Amounts withheld for taxes, employee contributions to retirement systems, etc.
- An estimate of hours worked during the pay interval for part-time employees, not compensated on an hourly basis.
- Temporary or seasonal employees who are working the number of hours that represent full-time employment should be reported as full-time employees.
- Part-time, temporary, or seasonal employees working less than the regular, full-time workweek should be reported as part-time employees.
- Current employees in paid leave status whether paid from the general fund, special funds, or Federal grant funds.
- Substitute teachers and student employees.
- Board members or school trustees paid on a per meeting basis or a flat sum quarterly, semi-annually, or annually.
- If more than three payroll intervals need to be reported, please photocopy the necessary pages and return them with the form.

**Exclude**

- Lump sum payments and the value of living quarters and subsistence allowances furnished to employees.
- Employees on unpaid leave, unpaid officials, pensioners, and contractors and their employees.
- School board members or school trustees who serve without compensation.
- College and other postsecondary employees (*report them in Section B.*)

**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.

**Payroll Interval Codes**

W = Weekly; B = Bi-Weekly; T = Twice a Month; M = Monthly; Q = Quarterly; S = Semi-Annually; A = Annually

**1. Instructional personnel 012**

**Include**

- Teachers
- Teachers aides
- Substitute teachers
- Principals
- Supervisors of instruction
- Superintendents
- School librarians
- Guidance personnel
- Psychological personnel

**a. Full-time employees and gross payroll**

Full-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees			
		\$Bil.	Mil.	Thou.	Dol.
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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**b. Part-time employees, gross payroll, and hours**

Part-time Payroll Code	Number of Part-time Employees	Gross Payroll for Part-time Employees				Part-time Hours Paid
		\$Bil.	Mil.	Thou.	Dol.	
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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19063031



**PART 2 – EMPLOYEES, PAYROLL, AND PART-TIME HOURS – (Continued)**

**Payroll Interval Codes**

W = Weekly; B = Bi-Weekly; T = Twice a Month; M = Monthly; Q = Quarterly; S = Semi-Annually; A = Annually

**2. All other school system employees 112**

**Include**

- Administrative and clerical personnel
- Plant operations
- Maintenance and custodial personnel
- Cafeteria
- Bus transportations
- Health
- Recreation
- Student employees
- Other employees
- Support staff for school districts

**a. Full-time employees and gross payroll**

Full-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees			
		\$Bil.	Mil.	Thou.	Dol.
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**b. Part-time employees, gross payroll, and hours**

Part-time Payroll Code	Number of Part-time Employees	Gross Payroll for Part-time Employees				Part-time Hours Paid
		\$Bil.	Mil.	Thou.	Dol.	
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19063049

**PART 2 – EMPLOYEES, PAYROLL, AND PART-TIME HOURS – (Continued)**

**Payroll Interval Codes**

W = Weekly; B = Bi-Weekly; T = Twice a Month; M = Monthly; Q = Quarterly; S = Semi-Annually; A = Annually

**3. TOTAL – (Sum of items 1. through 2.)**

**a. Full-time employees and gross payroll**

Full-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees			
		\$Bil.	Mil.	Thou.	Dol.
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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**b. Part-time employees, gross payroll, and hours**

Part-time Payroll Code	Number of Part-time Employees	Gross Payroll for Part-time Employees				Part-time Hours Paid
		\$Bil.	Mil.	Thou.	Dol.	
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19063056

**PART 2 – EMPLOYEES, PAYROLL, AND PART-TIME HOURS – (Continued)**

**B. COLLEGE AND OTHER POSTSECONDARY EDUCATION**

Report here only those persons employed in college and other postsecondary activities (above grade 12).

**Payroll Interval Codes**

W = Weekly; B = Bi-Weekly; T = Twice a Month; M = Monthly; Q = Quarterly; S = Semi-Annually; A = Annually

**EXAMPLE**

If all full-time employees are paid bi-weekly, please provide the one bi-weekly payroll that includes March 12, 2013.

**1. Full-time employees and gross payroll**

Full-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees			
		\$Bil.	Mil.	Thou.	Dol.
B	156	2	95	932	

If some part-time employees are paid bi-weekly, some part-time employees are paid monthly, and some part-time employees are paid annually; please provide the data for the one bi-weekly payroll that includes March 12, 2013 for the employees paid bi-weekly, the monthly data for the month of March for the employees paid monthly, and the annual payroll data for the employees paid annually.

**2. Part-time employees, gross payroll, and hours**

Part-time Payroll Code	Number of Part-time Employees	Gross Payroll for Full-time Employees				Part-time Hours Paid
		\$Bil.	Mil.	Thou.	Dol.	
B	103	63	077		2252	
M	41	55	590		1985	
A	5	6	000		200	



**PART 2 – EMPLOYEES, PAYROLL, AND PART-TIME HOURS – (Continued)**

**Include**

- Salaries, wages, fees, or commissions.
- Overtime, premium, and night differential pay.
- Bonus and incentive payments that are paid at regular pay intervals.
- Persons in paid leave status and persons paid from Federal grant funds.
- Amounts withheld for taxes, employee contributions to retirement systems, etc.
- An estimate of hours worked during the pay interval for part-time employees, not compensated on an hourly basis.
- Temporary or seasonal employees who are working the number of hours that represent full-time employment should be reported as full-time employees.
- Part-time, temporary, or seasonal employees working less than the regular, full-time workweek should be reported as part-time employees.
- Current employees in paid leave status whether paid from the general fund, special funds, or Federal grant funds.
- Student employees.
- Board members or school trustees paid on a per meeting basis or a flat sum quarterly, semi-annually, or annually.
- If more than three payroll intervals need to be reported, please photocopy the necessary pages and return them with the form.

**Exclude**

- Lump sum payments and the value of living quarters and subsistence allowances furnished to employees.
- Employees on unpaid leave, unpaid officials, pensioners, and contractors and their employees.
- School board members or school trustees who serve without compensation.
- College and other postsecondary employees (*report them in Section B.*)

**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.

**Payroll Interval Codes**

W = Weekly; B = Bi-Weekly; T = Twice a Month; M = Monthly; Q = Quarterly; S = Semi-Annually; A = Annually

**1. Instructional staff 018**

**Include**

- Employees engaged in college or other post-secondary level teaching and related academic (departmental) research
- Employees engaged in continuing education and other non-degree programs that are operated by degree granting institutions
- Adjunct professors and graduate teaching/research assistants (*report as part-time*)

**a. Full-time employees and gross payroll**

Full-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees			
		\$Bil.	Mil.	Thou.	Dol.
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**b. Part-time employees, gross payroll, and hours**

Part-time Payroll Code	Number of Part-time Employees	Gross Payroll for Part-time Employees				Part-time Hours Paid
		\$Bil.	Mil.	Thou.	Dol.	
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19063072

**PART 2 – EMPLOYEES, PAYROLL, AND PART-TIME HOURS – (Continued)**

**Payroll Interval Codes**

W = Weekly; B = Bi-Weekly; T = Twice a Month; M = Monthly; Q = Quarterly; S = Semi-Annually; A = Annually

**2. All other 016**

**Include**

- All non-instructional employees of your college or other postsecondary level institution not reported above
- All paid student help
- Administrative, clerical, custodial, cafeteria, and health personnel
- Non-instructional employees engaged in organized research, law enforcement personnel
- All other employees of your institution

**a. Full-time employees and gross payroll**

Full-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees			
		\$Bil.	Mil.	Thou.	Dol.
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**b. Part-time employees, gross payroll, and hours**

Part-time Payroll Code	Number of Part-time Employees	Gross Payroll for Part-time Employees				Part-time Hours Paid
		\$Bil.	Mil.	Thou.	Dol.	
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19063080

**PART 2 – EMPLOYEES, PAYROLL, AND PART-TIME HOURS – (Continued)**

**Payroll Interval Codes**

W = Weekly; B = Bi-Weekly; T = Twice a Month; M = Monthly; Q = Quarterly; S = Semi-Annually; A = Annually

**3. TOTAL – (Sum of items 1. through 2.)**

**a. Full-time employees and gross payroll**

Full-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees			
		\$Bil.	Mil.	Thou.	Dol.
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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**b. Part-time employees, gross payroll, and hours**

Part-time Payroll Code	Number of Part-time Employees	Gross Payroll for Part-time Employees				Part-time Hours Paid
		\$Bil.	Mil.	Thou.	Dol.	
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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19063098

**PART 3 - REMARKS**

- 4 Use this space to:**
- a) Explain any significant changes to employment or payroll occurring within the last year that would aid in understanding this report;
  - b) Describe any difficulties you encountered in completing this form;
  - c) List the groups of employees for which you were unable to supply information;
  - d) Provide contact information for other people who assisted you in completing this report;
  - e) Indicate if the majority of your full-time employees work more than 40 hours per week on average.

**PART 4 - CONTACT INFORMATION**

**5 Who should be contacted to answer questions about data reported on this form?**

Name of contact person - Please print

Title of contact person - Please print



Area code and phone number

Extension

Area code and fax number

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E-mail Address - Please print

Date form was completed  
(MM) (DD) (YYYY)

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**Thank you for completing this form.  
Retain a copy of the completed questionnaire for your records.**

**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](mailto:Paperwork@census.gov); use Paperwork Project 0607-0143 as the subject.



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