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

FORM

Attachment 1

2015 ANNUAL SURVEY OF PUBLIC EMPLOYMENT & PAYROLL March 2015 - State Agencies

E-1 (04-13-201	OMB No. 0607-0452: Approval Expires 09/30/2015						
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 ewd.employment.survey@census.gov							
In correspondence pertaining to this report, please refer to the User ID below the address box.							
REPORT ONLINE: It's fast a to this survey via the Interne address using the supplied L respond.census.gov/aspep	t at the following Web						
GENERAL INSTRUCTIONS							
Please use a black or blue ballpoint pen. Do not use pencil or felt tip pen.							
1 Is the addressee title/de Mark "X" only one box.	epartment and mailing address the same as shown in the address label?						
Yes – Go to 2	□ No – Enter correct information below						
Addressee Title or Depart	ment						
ATTN:							
Street 1	T L						
Street 2							
City	State Zip Code						



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

If more than two payroll codes need to be reported, please fill out this survey online. To continue filling it out on paper, photocopy the pages where you need to record more than two payroll codes, use the copies to fill out the additional information, and return them with the form.

Include

Employees

- · Current employees in paid leave status whether paid from the general, special, or Federal grant funds
- All elected or appointed officials paid any amount of pay or stipend (even small amounts of \$25 per meeting or \$100 annually) or paid on salary basis; by fees or commissions; on a per meeting basis; or a flat sum quarterly, semi-annually, or annually
- Temporary or seasonal employees working the number of hours that represent full-time employment should be reported as full-time employees
- Temporary or seasonal employees working less than the regular, full-time workweek should be reported as part-time employees

Payroll

- Salaries, wages, fees or commissions, as well as overtime, premium, and night differential pay
- Bonuses and incentive payments that are paid at regular pay periods
- Amounts withheld for taxes, employee contributions to retirement systems, etc.

Hours

· An estimate of hours worked during the pay period for part-time employees, not compensation on an hourly basis

Exclude

Employees

· Employees on unpaid leave, unpaid officials, pensioners, and contractors and their employees

Payroll

• Lump sum payments and the value of living quarters and subsistence allowances furnished to employees

Do not report

- Cumulative salaries since the beginning of the calendar or fiscal year
- Payroll amounts from last fiscal year
- Employer costs of non-wage employee benefits such as workers' compensation, FICA, health insurance, etc.

Payroll Codes									
W	= Weekly;	B = Bi-Weekly;	T = Tv	vice a Month;	M = Mon	thly; $Q = Qua$	arterly; $S = S$	emi-Annually;	A = Annually
A.	A. Full-time employees and gross payroll								
	Full-time Payroll Code	Number of Full-time Employ	ees	Gross \$Bil.	Payroll fo Mil.	r Full-time Em Thou.	nployees Dol.		
B.	B. Part-time employees, gross payroll, and hours								
	Part-time Payroll Number of Gross Payroll for Part-time Employees								
	Code	Part-time Employ	ees	\$Bil.	Mil.	Thou.	Dol.	Part-time	Hours Paid



4 Use this space for any explanations that may be essential in understanding the reported data.

Include

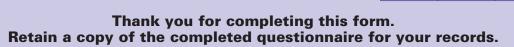
- Any significant changes to employment or payroll occurring within the last year
- Groups of employees for which you were unable to supply information
- A note if the majority of the full-time employees work more than 40 hours per week

RT 4 - CONTACT INFORMAT		

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

Date form was completed (MM) (YYYY) (DD) Email Address - Please print



NOTE: The U.S. Census Bureau receives its authorization to conduct this survey from Title 13, United States Code, Sections 161 and 182. This form has been approved by the Office of Management and Budget (OMB) and given the number 0607-0452. 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(b).

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 to: ECON Survey Comments 0607-0452, U.S. Census Bureau, 4600 Silver Hill Road, EMD-8K122, Washington, DC 20233. You may e-mail comments to ECON.Survey.Comments@census.gov; use ECON Survey Comments U.S. Census Bureau, 4600 0607-0452 as the subject.

