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

FORM
E-3 (04-13-2015)

2015 ANNUAL
SURVEY OF PUBLIC EMPLOYMENT & PAYROLL
March 2015 – Special Districts and Local Agencies

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 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:

GENERAL INSTRUCTIONS

Please use a black or blue ballpoint pen. Do not use pencil or felt tip pen.

1 **Is the addressee title/department and mailing address the same as shown in the address label?**
Mark "X" only one box.

☐ Yes – Go to **2**   ☐ No – Enter correct information below

Addressee Title or Department

ATTN:

Street 1

Street 2

City   State   Zip Code

19035013

Please continue on the next page

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**

PART 1 – FULL-TIME EMPLOYEES STANDARD WEEKLY HOURS

3 Approximately how many hours per week do the majority of the 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   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.	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, 2015, 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 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, 2015.

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.
B	1 5 6			2 9 5	9 3 2

If some part-time employees are paid bi-weekly and some part-time employees are paid monthly; please provide the data for the bi-weekly payroll that includes March 12, 2015 for the employees paid bi-weekly and the monthly data for the month of March for the employees paid monthly.

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.	
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

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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
- School system employees and payrolls

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 = Twice a Month;   M = Monthly;   Q = Quarterly;   S = Semi-Annually;   A = Annually

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.

B.   Part-time employees, gross payroll, and hours

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

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PART 3 – REMARKS

5 **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

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

Email 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.

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