

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

**E-6** (12-30-2015) Draft 3

Worksheet

# Attachment 1 **2016 ANNUAL SURVEY OF PUBLIC EMPLOYMENT & PAYROLL** March 2016 – School Systems

OMB No. 0607-0452: Approval Expires 11/30/2018

DUE DATE:	WORKSHEET							
	DO NOT use this worksheet to respond to the survey, it is intended to assist you with gathering and preparing your data prior to reporting online.	Keport						
RETURN TO:	URN TO: Return to <u>respond.census.gov/aspep</u> when you are ready to report online.							
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		TON						
• Email ewd.employment.survey@census.gov								
In correspondence pertaining to this report, please refer to the User ID below the address box.		Keturn						
<b>REPORT ONLINE:</b> It's fast at to this survey via the Internet address using the supplied U <b>respond.census.gov/aspep</b>	at the following Web User ID: ser ID and Password:	5						
	GENERAL INSTRUCTIONS	Keport						
<b>1</b> 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	nent	1						
ATTN:								
Street 1		NOT						
Street 2								
		Keturn						
City	State Zip Code							

Please continue on the next page

<ul> <li>Temporare employme</li> </ul>	aid to work the number of hours that represents regular, full-time employment or seasonal employees who are working the number of hours that represents ont	regular, full-time
Exclude • Employee	s on unpaid leave, unpaid officials, pensioners, and contractors and their emplo	oyees
Mark "X" only o		
A 🗌 40 hou	rs C 🗌 34 to 37.4 hours E 🗌 30 to 31.9 ho	urs
	39.9 hours D 32 to 33.9 hours F No Full-Time	Employees
PART 2 – EMPLOY	EES, PAYROLL, AND PART-TIME HOURS	
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**Report Online -**

Do Not Return

#### 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
- Substitute teachers and student employees
- Board members or school trustees paid on a per meeting basis or a flat sum quarterly, semiannually, 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 board members or school trustees who serve without compensation

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. ELEMENTARY AND SECONDARY EDUCATION

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

#### 1. Instructional personnel 012

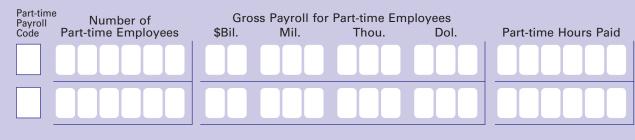
Include

- Teachers, teacher's aides, substitute teachers
- · Principals, supervisors of instruction, superintendents
- School librarians, guidance personnel, psychological personnel

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

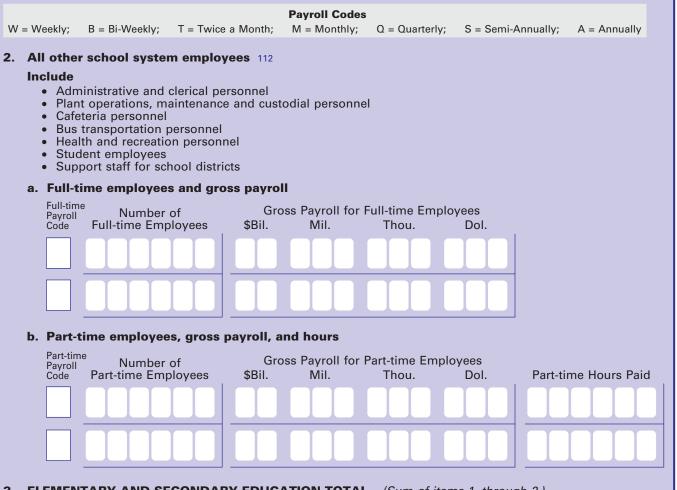
Full-time Payroll Number of Code Full-time Employees		Gros \$Bil.	s Payroll for Mil.	ployees Dol.	

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



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



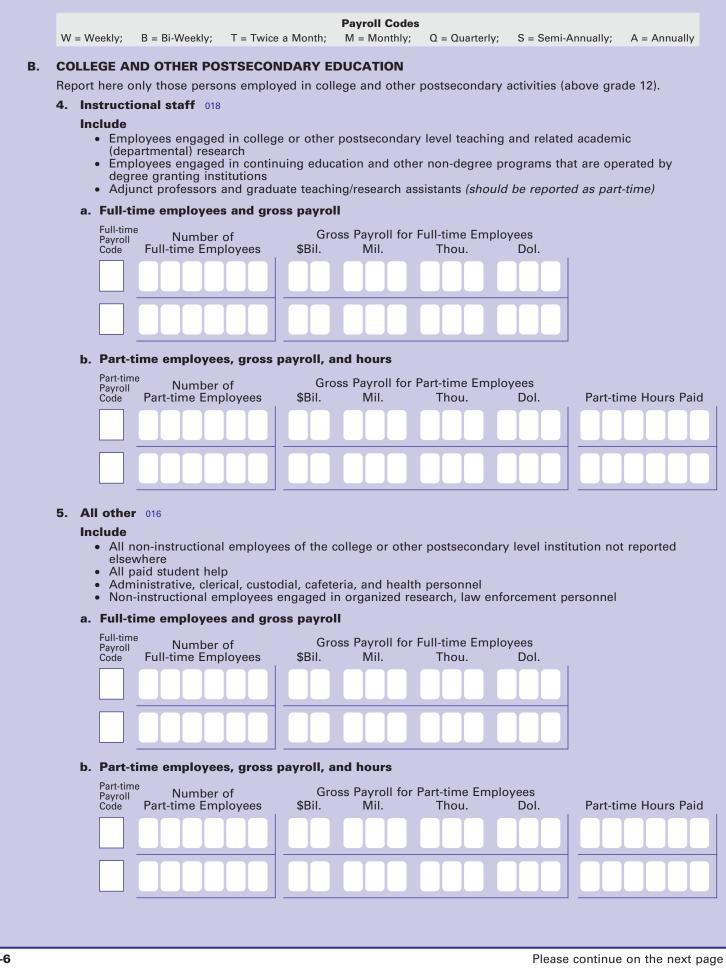
## 3. ELEMENTARY AND SECONDARY EDUCATION TOTAL – (Sum of items 1. through 2.)

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



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

Part-time Payroll Number of Code Part-time Employees	Gros \$Bil.	s Payroll fo Mil.	or Part-time Emp Thou.	oloyees Dol.	Part-time Hours Paid



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

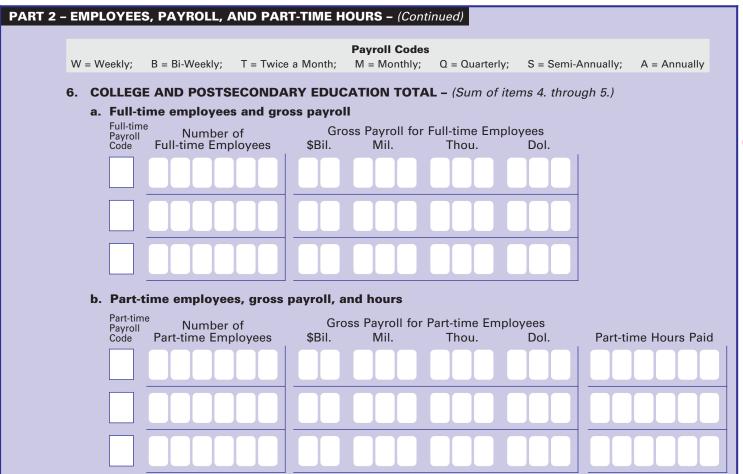
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**Not Return** 

Page 5

#### Page 6



**Report Online - Do Not Return** 

# PART 3 – REMARKS 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 PART 4 – CONTACT INFORMATION 5 Who should be contacted to answer questions about data reported on this worksheet? Name of contact person - Please print Title of contact person - Please print Area code and fax number Area code and phone number Extension Date form was completed (MM) (YYYY) (DD) Email Address - Please print 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, 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 estimate or any other aspect of this collection of information, including suggestions for reducing 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 0607-0452, as the subject.