

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

Worksheet

E-7 (12-30-2015) Draft 3

Attachment 1

2016 ANNUAL SURVEY OF PUBLIC EMPLOYMENT & PAYROLL March 2016 – Major Special Districts and Agencies

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

<u> </u>	, 2-aice
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.
RETURN TO:	Return to respond.census.gov/aspep 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	
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 ar to this survey via the Internet address using the supplied Us respond.census.gov/aspep	at the following Web User ID:
	GENERAL INSTRUCTIONS
ls the addressee title/de Mark "X" only one box.	partment and mailing address the same as shown in the address label?
Yes – Go to 2	No – Enter correct information below
Addressee Title or Departr	nent
ATTN:	
Street 1	
Street 2	
City	State Zip Code

2 Does this agency currently have paid employ	yees and/or paid officials? Mark "X" only one box.
Yes – go to 3	
□ No – go to 5	
PART 1 – FULL-TIME EMPLOYEES STANDARD WE	EEKLY HOURS
Approximately how many hours per week do	o the majority of the full-time employees work?
Include	the majority of the full time employees work.
 Persons paid to work the number of hours t 	
 I emporary or seasonal employees who are employment 	working the number of hours that represents regular, full-time
Exclude	
 Employees on unpaid leave, unpaid officials 	s, pensioners, and contractors and their employees
Mark "X" only one box.	
A	o 37.4 hours E 🔲 30 to 31.9 hours
B ☐ 37.5 to 39.9 hours ☐ 32 to	o 33.9 hours F 🔲 No Full-Time Employees
PART 2 – EMPLOYEES, PAYROLL, AND PART-TIM	AE HOURS
PART 2 - EIVIPLOTEES, PATROLL, AND PART-TIIV	IE HOURS
CORRECT marking example –	INCORRECT marking example -
Please print all information clearl characters. (Use care to keep cha	
REPORT respective boxes.)	Dol. \$Bil. Mil. Thou. Dol.
DOLLAR FIGURES	
1 2 3 4 5 6	7899
	March 12, 2016, what were the TOTAL number of s for both full-time and part-time employees? Please also
	or each applicable pay period with part-time employees.
W = Weekly; B = Bi-Weekly; T = Twice a Month;	Payroll Codes M = Monthly; Q = Quarterly; S = Semi-Annually; A = Annually
EXAMPLE If all full-time employees are paid bi-w	reekly, please provide the one bi-weekly payroll that includes March 12, 2016.
a. Full-time employees and gross payr	roll
Pull-uline Number of Payroll Number of Code Full-time Employees \$Bi	Gross Payroll for Full-time Employees il. Mil. Thou. Dol.
B 156	2 9 5 9 3 2
	bi-weekly and some part-time employees are paid monthly; please provide the data for irch 12, 2016 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 Number of Payroll Number of Code Part-time Employees \$Bi	Gross Payroll for Part-time Employees iil. Mil. Thou. Dol. Part-time Hours Paid
B 103	63077 2252
M 41	5 5 5 9 0 1 9 8 5

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. TRANSPORTATION

1. Streets and highways 044

Include

- Employees performing maintenance, repair, construction, and administration of streets, alleys, sidewalks, roads, highways, bridges, and terminal and dock facilities for public ferries
- Employees performing engineering activities
- Employees performing traffic signal maintenance

Exclude

- Street cleaning employees (should be reported in item 8.)
- Sewer employees (should be reported in item 9.)

a. Full-time employees and gross payroll

Full-time Payroll Number of Code Full-time Employees	Gros \$Bil.	ss Payroll fo Mil.	r Full-time Em Thou.	ployees Dol.

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

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



W	= Weekly;	B = Bi-Weekly;	T = Twice a	a Month;	Payroll Code M = Monthly;		ly; S = Semi-	-Annually; A = Annua
2.	Airports	001						
	Include							
	EmpAirp	loyees of public ort police and a	oly operated irport firefi	d airfields ighters	s and related f	facilities		
	a. Full-t	ime employees	s and gros	ss payrol	II			
	Full-tim Payroll	Number			ss Payroll for		· · · · .	
	Code	Full-time Emp	loyees	\$Bil.	Mil.	Thou.	Dol.	I
	b. Part-t	ime employee	s, gross p	ayroll, a	nd hours			
	Part-tim Payroll	Number			ss Payroll for			De tiller og f
	Code	Part-time Emp	loyees	\$Bil.	Mil.	Thou.	Dol.	Part-time Hours F
								00000
3.	Sea and	inland port fa	cilities 08	77				
3.	Include	inland port fa						
3.	Include • Emp	inland port fa	s, wharves,	harbors,	piers, and wa	rehouses		
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3.	• Emp • Emp • Exclude • Emp	loyees of docks	s, wharves, ng the wate ies for plea	harbors, er transpo asure boa	ortation indust	ry reported in it	tem 10.) Id be reported	I in item 1.)
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PART 2 -	- EMPLOYEE	S, PAYROLL, A	AND PART-T	IME HOL	JRS – (Conti	inued)			
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	4. Fire pro								
	Exclude • For	est fire protection	n emnlovees	(should	he renorted	in item 11)			
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		reported in item ghters 024	6.)						
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	• F	Persons engaged							
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		Paid volunteer fi		ould be r	eported as p	art-time em	ployees)		
	Exclu	i de Jnpaid voluntee	r firefiahtere						
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	Code	Full-time Emp	loyees	\$Bil.	Mil.	Thou.	Dol.		
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•	Employ	rees of institu	utions for t	the custod	y, treatmen	t or gener	al care	of the ment	tally insane or
•	emotion Materni	nally disturbe ity and childr	ed ren hospita	al employe	ees				
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W = We	eekly; B	= Bi-Weekly;	T = Twice	a Month;	Payroll Codes M = Monthly;		; S = Semi-	Annually; A = Anr
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		e employee	•	·	ported in item	12.)		
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lno a.	Elude Employ Employ Employ Full-time Payroll Code F Part-time Payroll	yees of parks yees of audit yees of marin e employee Number Full-time Emp	es, gross page of	useums, of and garders so payro Gr \$Bil.	convention centers III oss Payroll for Mil. and hours oss Payroll for	Full-time Emp Thou.	loyees Dol.	

	LUYEES, F	PAYROLL, A	AND PARI	-I IIVIE F	00k3 - (Cor	itinued)			
W = V	Veekly; B	= Bi-Weekly;	T = Twice a	a Month;	Payroll Code M = Monthly;		/; S = Semi-A	nnually;	A = Annual
11. N	atural res	ources 059							
	Flood coAgricult	y and forest fortion on troil, irrigation on the troil of troil of the troil of troil of tr	tion and dr ension serv	ainage e ices emp	mployees oloyees				
	Full-time Payroll	Number				r Full-time Emp			
	Code F	ull-time Emp	oloyees	\$Bil.	Mil.	Thou.	Dol.		
b	. Part-tim	e employee	s, gross p	ayroll, a	and hours				
	Part-time Payroll Code Pa	Number of art-time Emp		Gro \$Bil.	oss Payroll for Mil.	Part-time Emp Thou.	oloyees Dol.	Part-ti	me Hours P
	later supp	ly system rees performition systems	ing operation	on, main	tenance, and	construction o	f public water	supply (or
а		e employees	s and gros	s payro	11				
	Full-time			_	D II (.				
	Payroll Code F	Number ull-time Emp		\$Bil.	Mil.	Full-time Emp Thou.	•		
	Payroll Code F					•	•		
	Payroll Code F					•	•		
	Code F		bloyees	\$Bil.	Mil.	•	•		
	Code F	ull-time Emp	es, gross p	\$Bil.	Mil.	•	Dol.	Part-ti	me Hours P
	Code F	e employee Number	es, gross p	\$Bil.	Mil. and hours oss Payroll for	Thou.	Dol.	Part-ti	me Hours P
	Code F	e employee Number	es, gross p	\$Bil.	Mil. and hours oss Payroll for	Thou.	Dol.	Part-ti	me Hours P

= Weel	kly; B	= Bi-Weekly;	T = Twice		Payroll Codes M = Monthly;	Q = Quarterly	; S = Semi-	Annually; A = Anni
Flec	tric no	wer system	092					
Inclu	_	iroi oyotoiii	002					
•	Employ distribu	vees performi Ition systems	ing operati	ion, mainte	enance, and c	onstruction of	public electi	ric power supply o
a. F	ull-time	e employees	s and gro	ss payroll				
Pa	ıll-time ayroll _	Number			•	Full-time Emp		
Co	ode F	ull-time Emp	loyees	\$Bil.	Mil.	Thou.	Dol.	
	7 7							
L								
b. P	art-tim	e employee	es, gross i	payroll, ar	nd hours			
Pa	art-time ayroll	Number				Part-time Emp	oloyees	
	ode P	art-time Emp		\$Bil.	Mil.	Thou.	Dol.	Part-time Hours
_								
	= =							
Inclu	ıde	s supply sys		ion moints		onstruction of		
Inclu •	ide Employ distribu	vees performi ition systems	ing operati			onstruction of	public natur	ral gas supply or
Inclu • a. F	ide Employ distribu ull-time	vees performi	ing operati	ss payroll				ral gas supply or
a. F	ide Employ distribu ull-time	vees performi ition systems e employees Number (ing operations s and grown of	ss payroll Gros	s Payroll for	Full-time Emp	loyees	ral gas supply or
a. F	ide Employ distribu ull-time	vees performi ition systems e employees	ing operations s and grown of	ss payroll				ral gas supply or
a. F	ide Employ distribu ull-time	vees performi ition systems e employees Number (ing operations s and grown of	ss payroll Gros	s Payroll for	Full-time Emp	loyees	ral gas supply or
a. F	ide Employ distribu ull-time	vees performi ition systems e employees Number (ing operations s and grown of	ss payroll Gros	s Payroll for	Full-time Emp	loyees	ral gas supply or
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a. F	ende Employ distribu	vees performi ition systems e employees Number (ing operations s and ground of ployees	Gros \$Bil.	es Payroll for Mil.	Full-time Emp	loyees	ral gas supply or
a. F	ende Employ distribu ull-time ayroll ode F art-time ayroll	vees performing tion systems e employees Number of time Employees employees Number of time employees	ing operations and grown of oloyees	ss payroll Gros \$Bil. payroll, an	es Payroll for Mil. Ind hours Its Payroll for	Full-time Emp Thou.	loyees Dol.	
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a. F	ende Employ distribu ull-time ayroll ode F art-time ayroll	vees performing tion systems e employees Number of time Employees employees Number of time employees	ing operations and grown of oloyees	ss payroll Gros \$Bil. payroll, an	ss Payroll for Mil. dd hours ss Payroll for	Full-time Emp Thou.	loyees Dol.	Part-time Hours
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								Page 1
PART 2 – EMPLO	YEES, PAYRO	DLL, AND PAR	T-TIME HO	DURS – (Conti	nued)			
W = Wee	kly; B = Bi-We	ekly; T = Twice		Payroll Codes M = Monthly;	Q = Quarterly;	S = Semi-Annu	ually; A = Anno	ually
15. Trar	nsit system 09	14						
Incl	Employees pe	rforming operat ays, surface rails			nstruction of p	ublic mass trai	nsit systems,	
Excl •		transit systems m 5.)	exclusively	/ for handicapp	ped persons or	senior citizens	s (should be	
a. F	ull-time emp	oyees and gro	ss payroll					
P		mber of e Employees	Gros \$Bil.	ss Payroll for F Mil.	ull-time Emplo Thou.	yees Dol.		
b. F	Part-time emp	loyees, gross _l	payroll, aı	nd hours				
P		mber of e Employees	Gros \$Bil.	ss Payroll for P Mil.	art-time Emplo Thou.		art-time Hours	s Paid



PART 2 -	- EMPLOYEES	S, PAYROLL, A	ND PART-TIME	HOURS – (Cont	inued)		
	W = Weekly;	B = Bi-Weekly;	T = Twice a Month;	Payroll Codes M = Monthly;	Q = Quarterly;	S = Semi-A	nnually; A = Annually
F.	OTHER ACTI	VITIES					
	16. All other						
	Include						
	• Emp	loyees concerne	ng other activities d with elections a and enforcemen	nd voter registra	ation	Letc)	
	Moto	or pool, general	public building m patching employe	aintenance, park	king facilities, ar	nd engineeri	ng employees
	• Emp	loyees providing	g county supervising employed and county supervision and county supervision and country margency marge	on of public sch	ool districts	ii tiii eiit	
	Exclude	elaliu seculity a	nd emergency ma	igagement empi	Oyees		
		ool system empl	oyees and payroll	S			
	a. Full-ti	me employees	and gross payr	oll			
	Full-time			ross Payroll for	Full-time Emplo	ovees	
	Payroll Code	Full-time Emp		Mil.	Thou.	Dol.	
	h Part-t	ime emnlovee	s, gross payroll,	and hours			
	Part-time	е.			Dant tine a Frank		
	Payroll Code	Number of Part-time Emp		ross Payroll for Mil.	Thou.	Dol.	Part-time Hours Paid
	c. Please	e list the majo	r job functions i	eported above	in All other (16a. and 16	6b.)
	(1) Jo	b Function					
		Specify:					
	(a)	Full-time emp	loyees and gros	s payroll			
	Full-time Payroll Code	Number of Full-time Emp		ross Payroll for Mil.	Full-time Emplo Thou.	oyees Dol.	
	(b)	Part-time em	oloyees, gross p	ayroll, and hoເ	ırs		
	Part-time Payroll	e Number (of G	ross Payroll for	Part-time Emplo	oyees	
	Code	Part-time Emp	loyees \$Bil.	Mil.	Thou.	Dol.	Part-time Hours Paid



PART 2 -	EMPLOYEES	S, PAYROLL,	AND PART	TIME H	OURS – (Contii	nued)			
	W = Weekly;	B = Bi-Weekly;	T = Twice a	Month;	Payroll Codes M = Monthly;	Q = Quarterly;	S = Semi-A	nnually;	A = Annually
	(2) Jo	b Function Specify:							
	(a) Full-time employees and gross payroll								
	Full-time Payroll		_		ss Payroll for F	ull-time Emplo	yees		
	Code	Full-time Emp	oloyees	\$Bil.	Mil.	Thou.	Dol.		
	(b)	Part-time em	ployees, g	ross pay	roll, and hou	rs			
	Part-tim Payroll	Number			ss Payroll for P	· ·	*	D	
	Code	Part-time Em	ployees	\$Bil.	Mil.	Thou.	Dol.	Part-tin	ne Hours Paid
	(3) J o	b Function Specify:							
	(a)	Full-time em	ployees and	d gross	payroll				
	Full-time Payroll Code	Number Full-time Em		Gro \$Bil.	ss Payroll for F Mil.	ull-time Emplo Thou.	yees Dol.		
	(b)	Part-time em	ployees, g	ross pay	roll, and hou	rs			
	Part-tim Payroll Code	e Number Part-time Em		Gro \$Bil.	ss Payroll for P Mil.	art-time Emplo Thou.	yees Dol.	Part-tin	ne Hours Paid
	(4) Jo	b Function Specify:							
	(a)	Full-time em	ployees and	d gross	payroll				
	Full-time Payroll Code	Number Full-time Em		Gro \$Bil.	oss Payroll for F Mil.	ull-time Emplo Thou.	yees Dol.		
	Code		Dioyees	ФЫ 1.					
	(b) Part-time employees, gross payroll, and hours								
	Part-tim Payroll Code	e Number Part-time Em		Gro \$Bil.	ss Payroll for P Mil.	art-time Emplo Thou.	yees Dol.	Part-tin	ne Hours Paid
			_						

T 2 -	EMPLOYEE	S, PAYROLL,	AND PART	-TIME H	OURS – (Cor	ntinued)			
					Payroll Code	ie.			
	W = Weekly;	B = Bi-Weekly;	T = Twice a	a Month;	M = Monthly;		y; S = Semi-	Annually; A	A = Annually
	(5) J o	Specify:							
	(a)	Full-time em	oloyees an	d gross	payroll				
	Full-tim Payroll Code	e Number Full-time Em		Gro \$Bil.	oss Payroll for Mil.	Full-time Emp Thou.	ployees Dol.		
	(b)	Part-time em	ployees, g	ross pay	yroll, and ho	urs			
	Part-tim	e Number	of	Gro	ss Payroll for	Part-time Em	nlovees		
	Payroll Code	Part-time Em		\$Bil.	Mil.	Thou.	Dol.	Part-time	e Hours Paid
	(6) Ia	b Function							
	(0) 30	Specify:							
	(a)	Full-time em	oloyees an	d gross	payroll				
	Full-tim Payroll Code	e Number Full-time Em		Gro \$Bil.	oss Payroll for Mil.	Full-time Emp Thou.	ployees Dol.		
	(b)	Part-time em	ployees, g	ross pay	yroll, and ho	urs		1	
	Part-tim	le Ni me le e u	of	Gro	se Payroll for	Part-time Em	nlovees		
	Payroll Code	Number Part-time Em		\$Bil.	Mil.	Thou.	Dol.	Part-time	e Hours Paid



PART 2 -	ART 2 - EMPLOYEES, PAYROLL, AND PART-TIME HOURS - (Continued)									
	10/ 10/	Sale as	D. Di Me elelen	T T		Payroll Code		C. Carri		A
	W = We	екіу;	B = Bi-Weekly;	I = I Wice	a Month;	M = Monthly;	Q = Quarterly	; S = Semi-A	Annually;	A = Annually
	17. TOTAL – (Sum of items 1. through 16.)									
	a.	Full-ti	me employees	and gro	ss payroll					
		Full-time Payroll Code	Number of Full-time Emp		Gros \$Bil.	ss Payroll for Mil.	r Full-time Emp Thou.	loyees Dol.		
	b.	Part-t	ime employee	s, gross	payroll, ar	nd hours				
		Part-time	e Number	of	Gros	ss Payroll for	Part-time Emp	loyees		
		Payroll Code	Part-time Emp		\$Bil.	М́іІ.	Thou.	Dol.	Part-tir	ne Hours Paid



PART 3 - REMARKS

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

- · 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

P/	PART 4 – CONTACT INFORMATION						

6	Who should be contacted to answer	questions about data	reported on this	form?
	Name of contact person - Please print	Tit	le of contact nersor	. Plea

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.

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,

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 release note that this is a halloral form that applies to governments with whole differences in the size of their service areas, the amount of population served, and the extent and complex of their activities. Public reporting burden for this collection of information is estimated to vary from 15 minutes to 15 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.

