## Report Online - Do Not F

# Report Online - Do Not Retur

## Attachment 1



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

Worksheet

**E-2** (12-29-2015) Draft 3

## 2016 ANNUAL SURVEY OF PUBLIC EMPLOYMENT & PAYROLL March 2016 – State Institutions of Higher Education

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.
RETURN TO:	Return to <b>respond.census.gov/aspep</b> 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

Page 2															
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PART 2 -	- EMPLOYE	ES, PAYI	ROLL, AN	ID PART	-TIME	HOURS									
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		M		4 1			5	5 5	90		1	985	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
- 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

- 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.

 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

 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.

W	= Weekly;	B = Bi-Weekly;	T = Twice a Month;	Payroll Codes M = Monthly;	S = Semi-Annually;	A = Annually
A.	Instructi	onal staff 018				

### Include

Part time

- Employees engaged in college or other postsecondary 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 (should be reported as part-time)

1.	Full-time	employees	and	gross	payroll
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Payroll	Number of	Gros	ss Payroll for	r Full-time Em	ployees
Code	Full-time Employees	\$Bil.	Mil.	Thou.	Dol.

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

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Code	Part-time Employees	\$Bil.	Mil.	Thou.	Dol.	Part-time Hours Paid
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					Payroll Code	s			
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Page 6										
PART 2 -	- EMPL	OYEES	S, PAYROLL, A	AND PART	-TIME H	OURS – (Con	tinued)			
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RT 4 – 0	CONTACT IN	NFORMATIO	N				

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

Extension

Area code and fax number

(MM)

Date form was completed

(DD)

(YYYY)

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(h)

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 1 hour 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.

Area code and phone number

Email Address - Please print