

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

Worksheet

E-4 (12-29-2015) Draft 3

Attachment 1

2016 ANNUAL SURVEY OF PUBLIC EMPLOYMENT & PAYROLL March 2016 – Municipalities, Counties, Townships

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 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 and to this survey via the Internet address using the supplied Us respond.census.gov/aspep	at the following Web User ID:
	GENERAL INSTRUCTIONS
1 Is the addressee title/dep 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 Departm	nent
ATTN:	
Street 1	
Street 2	
City	State Zip Code
City	State Zip Code



Page 2																			
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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	1		
W = Weekly;	B = Bi-Weekly;	T = Twice a Month;	M = Monthly;	Q = Quarterly;	S = Semi-Annually;	A = Annually

A. CENTRAL GOVERNMENT ADMINISTRATION

1. Financial administration 023

Include

- Employees of treasurer's, auditor's or comptroller's office
- Tax assessment, tax billing and collection employees
- · Budgeting and purchasing employees
- Employees of central accounting offices
- Information technology employees
- Similar financial administration employees

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

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City, county, or township council, board of supervisors or commissioners	W = We	ekly;	B = Bi-Weekly;	T = Twice	a Month;	Payroll Cod M = Monthl		uarterly;	S = Semi	i-Annually;	A = An
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ART 2	- EMPLOYEE	ES, PAYROLL, /	AND PART-TIME	HOURS - (Cont	inued)			
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	W = Weekly;	B = Bi-Weekly;	T = Twice a Month	•	Q = Quarterly;	S = Semi-A	Annually;	A = Annually
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- EMPLOYE	ES. PAYROLL.	AND PART-TIME I	HOURS - (Cont	inued)			
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5. Police	protection						
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b. Othe	er police protec	tion employees	162				
Incl	ude			_			
•	Coroners and cri	tion employees not me lab employees					
	School crossing Police administra	guards (should be ative staff	reported as par	t-time employe	es)		
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	ospitai: iclude	5 030							
	• Emp	oloyees of facilit	ies providi	ing inpatie	ent medical ca	re and institut	ions primaril	y for care	and
	• Emp	tment of handic loyees of institu	utions for t	sons the custoc	y, treatment	or general care	of the ment	ally insar	ne or
		tionally disturbe ernity and child		al employ	ees				
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	• Emp	sing home and bloyees of hospi em 6.)	tals for cri	stitution e iminally in	mpioyees (<i>sn</i> sane operate	d by correction	ed in item 10 nal agency (si	hould be	reported
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ENVIF	RONME	ENT AND HOU	SING						
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13. S	olid wa	iste managem	ent 081	e collectio	n and dispos	al employees			
13. S	olid wa clude • Recy • Stree	este managemonder, cling, garbage, et cleaning emp	ent 081 and refus			al employees			
13. Se In	olid wa clude • Recy • Stree • Emp	rste managemoreling, garbage, et cleaning empoloyees perform	and refusion	ry landfill	operations	al employees			
13. Se In	olid wa clude • Recy • Stree • Emp Full-time	rcling, garbage, et cleaning emp loyees perform ime employees	and refusibloyees ing sanital	ry landfill ss payrol	operations I		olovees		
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Include • Employees providing maintenance and operation of sanitary and storm sewer systems • Sewerage disposal plant employees Exclude • Water supply employees (should be reported in item 18.) a. Full-time employees and gross payroll Full-time Payroll Code Full-time Employees SBil. Mil. Thou. Dol. b. Part-time employees, gross payroll, and hours Part-time Payroll Code Part-time Employees Part-time Employees SBil. Mil. Thou. Dol. Part-time Employees Part-time Employees SBil. Mil. Thou. Dol. Part-time Employees
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b. Part-time employees, gross payroll, and hours
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W = Weekly;	B = Bi-Weekly;	T = Twice a Month;	Payroll Codes M = Monthly;		S = Semi-Anr	nually; A = Annu
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Include	_	ty dovolopillone	000			
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Exclude	•					
	ployees perform reported in item	ing building inspe <i>23.)</i>	ction and enforc	ement of nousi	ng codes or s	tandards (<i>snoui</i>
a. Full-	time employee	s and gross payr	oll			
Full-tir Payrol	Number		ross Payroll for			
Code	Full-time Emp	oloyees \$Bil.	Mil.	Thou.	Dol.	
b. Part-	time employee	s, gross payroll,	and hours			
Part-tii Payrol		of G	ross Payroll for	Part-time Emplo	oyees	
Code	Part-time Emp		Mil.	Thou.	Dol.	Part-time Hours
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	resources 059					
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Include For Floo Agr	estry and forest od control, irriga riculture and exte	tion and drainage ension services em	employees ployees			
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PART 2	– EMPI	OYEES	S, PAYROLL, A	AND PAR	T-TIME HO	URS – (Con	tinued)			
						Payroll Code	s			
	W = W	eekly;	B = Bi-Weekly;	T = Twice	a Month;	M = Monthly;	Q = Quarterly;	S = Semi-	Annually;	A = Annually
F.	UTILIT									
		ater su clude	pply system	091						
		• Emp	loyees perform ibution systems		ion, mainte	nance, and o	construction of	public wate	r supply o	r
	a.		me employee:		ss payroll					
		Full-time Payroll	Number				Full-time Empl			
		Code	Full-time Emp	oloyees	\$Bil.	Mil.	Thou.	Dol.		
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	b.	Part-t	ime employee	s, gross _l	payroll, an	d hours				
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		_	oower system	092						
		clude • Emp	loyees perform	ing operat	ion, mainte	nance, and o	construction of	public electi	ric power	supply or
	a.		ibution systems me employees		ss navroll					
	u.	Full-time				s Pavroll for	Full-time Emp	lovees		
		Payroll Code	Full-time Emp	oloyees	\$Bil.	Mil.	Thou.	Dol.	I	
	b.	Part-t	ime employee	es, aross i	pavroll, an	d hours			•	
		Part-time Payroll			-		Part-time Emp	loyees		
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			Payroll Code	ntinued)			
W = Weekly;	B = Bi-Weekly;	T = Twice a Mor	Payroll Code nth; M = Monthly;		S = Semi-An	nually; A = Annual	
0. Natural	. Natural gas supply system 093						
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	oloyees performi ribution systems		naintenance, and	construction of p	public natural	gas supply or	
	ime employees	s and gross pa	yroll				
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Part-tim Payroll Code			Gross Payroll foil. Mil.	r Part-time Empl Thou.	oyees Dol.	Part-time Hours P	
21. Transit s	system 094						
	System out						
Include							
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Include • Emp	oloyees performi n as subways, su			construction of p	oublic mass ti	ransit systems,	
Include • Emp such Exclude • Emp	ployees performin as subways, su	urface rails, and it systems exclu					
Include • Emp such Exclude • Emp repo	ployees performing as subways, subloyees of transing orted in item 10.	urface rails, and it systems exclu .)	buses sively for handica				
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PART 2	– EMP	LOYEE	S, PAYROLL, A	AND PART-	TIME HO	OURS – (Con	tinued)				
						Payroll Code	s				
	W = V	Veekly;	B = Bi-Weekly;	T = Twice a	Month;	M = Monthly;	Q = Quarterly	; S = Semi-A	nnually;	A = Annually	
G.	OTHE	R ACTI	VITIES								
	22. Li	braries	052								
	In	clude • Emp	loyees of all pu	blic libraries	and tec	hnical suppo	rt of the gover	nment for priv	/ately-ow	ned libraries	
	E	clude • Emp	loyees of law li	braries <i>(sho</i>	uld be re	ported in ite	n 3.)				
	a.	Full-ti	me employee	s and gross	payroll	I					
		Full-time	e Number	of	Gro	ss Pavroll for	Full-time Emp	lovees			
		Payroll Code	Full-time Emp		\$Bil.	Mil.	Thou.	Dol.			
	b	Part-t	ime employee	s, gross pa	yroll, aı	nd hours					
		Part-tim	e Number	of	Gros	ss Pavroll for	Part-time Emp	lovees			
		Payroll Code	Part-time Emp		\$Bil.	Mil.	Thou.	Dol.	Part-tir	ne Hours Paid	



Weekly: B = Bi-Weekly: T = Twice a Month; M = Monthly: Q = Quarterly: S = Semi-Annually: A = ### 23. All other ### 23. All other ### 25. All other ### 25. Employees performing other activities not reported elsewhere ### 26. Employees concerned with elections and voter registration ### 27. Protective inspection and enforcement employees (building, electrical, etc.) ### 26. Motor pool, general public building maintenance, parking facilities, and engineering employee ### 26. Employees providing county supervision of public school districts ### 27. Homeland security and emergency management employees ### 27. Exclude ** School system employees and payrolls ### 3. Full-time employees and gross payroll ### 27. Full-time employees and gross payroll ### 27. Full-time Employees ### 28. SBil. Mil. Thou. Dol. ### 27. Dol. ### 2
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PART 2 -	- EMPLO	DYEES	, PAYROLL, AND P	ART-TIME H	OURS – (Cont	inued)			
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PART 3 - REMARKS

4 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

PART 4 - CONTACT INFORMATION

Who should be contacted to answer ques	•	
Name of contact person - Please print	litle of o	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 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 1½ hours 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 0607-0452 as the subject.

