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

E-2 (10-24-2018)

2019 ANNUAL SURVEY OF PUBLIC EMPLOYMENT & PAYROLL March 2019 – State Institutions of Higher Education

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

DUE DATE:

April 25, 2019

respond.census.gov/aspep

1-800-832-2839 weekdays,

Need help or have

8AM to 5PM ET

questions?

• Visit

• Call

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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 respond.census.gov/aspep when you are ready to report online.

Title 13, United States Code, Sections 161 and 182 authorizes the Census Bureau to conduct this collection and to request your voluntary assistance. These data are subject to provisions of Title 13, United States Code, Section 9(b) exempting data that are customarily provided in public records from rules of confidentiality.

This collection has been approved by the Office of Management and Budget (OMB). The eight-digit OMB approval number is 0607-0452 and appears at the upper right of this page. Without this approval we could not conduct this survey.

We estimate this survey will take between 10 minutes to 15 hours to complete, with an average of 50 minutes, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

0	Is the addressee title/department and n Mark "X" only one box.	nailiı	ng address the same as shown in the address label?
	Yes – Go to 2		No – Enter correct information below
	Addressee Title or Department		
	ATTN:		
	Street 1		
	Street 2		
	City		State Zip Code

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Do Not Return

Please continue on the next page

2 Does this agency currently have paid employees and/or paid officials? Mark "X" only one box.
 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 - EMPLOYEES AND PAYROLL
3 For each applicable pay period that includes March 12, 2019, what were the TOTAL number of employees and TOTAL gross payroll amounts for both full-time and 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, 2019. A. Full-time employees and gross payroll for the pay period that includes March 12, 2019
Full-time Payroll Number of Gross Payroll for Full-time Employees Code Full-time Employees \$Bil. Mil. Thou. Dol.
B 156 295 932
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, 2019 for the employees paid bi-weekly and the monthly data for the month of March for the employees paid monthly.
B. Part-time employees and gross payroll for the pay period that includes March 12, 2019
Payroll Number of STOS Payroll Defaulte Employees SBI. Mil. Thou. Dol.
B 103 63 077
M 41 55590

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PART 1 – EMPLOYEES AND PAYROLL – (Continued)

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.

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. Instructional staff 018

Include

- 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 for the pay period that includes March 12, 2019



2. Part-time employees and gross payroll for the pay period that includes March 12, 2019

Part-time Payroll Code	^e Number of Part-time Employees	Gro \$Bil.	ss Payroll fo Mil.	r Part-time Em Thou.	ployees Dol.

PART 1 – EMPLOYEES AND PAYROLL – (Continued) **Pavroll Codes** W = Weekly;T = Twice a Month; M = Monthly;B = Bi-Weekly;Q = Quarterly: S = Semi-Annually;A = Annually**B. Hospitals** 036 Include All non-instructional employees of hospitals operated by the institution and serving the general public Intern and resident physicians **Exclude** • Employees of the student health facilities not available to the general public (should be reported in item E.) 1. Full-time employees and gross payroll for the pay period that includes March 12, 2019 Full-time Gross Payroll for Full-time Employees Number of Payroll Code **Full-time Employees** \$Bil. Thou. Mil. Dol.



2. Part-time employees and gross payroll for the pay period that includes March 12, 2019

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

C. Outpatient clinics 032

Include

 All non-instructional employees of health clinics operated by the institution and serving the general public

Exclude

- Employees of any clinics operated as part of a regular, inpatient hospital (should be reported in item B.)
- Employees of the student health services not available to the general public (should be reported in item E.)

1. Full-time employees and gross payroll for the pay period that includes March 12, 2019



2. Part-time employees and gross payroll for the pay period that includes March 12, 2019

Part-tim Payroll Code	^e Number of Part-time Employees	Gro \$Bil.	ss Payroll fo Mil.	r Part-time Em Thou.	nployees Dol.

Report Online

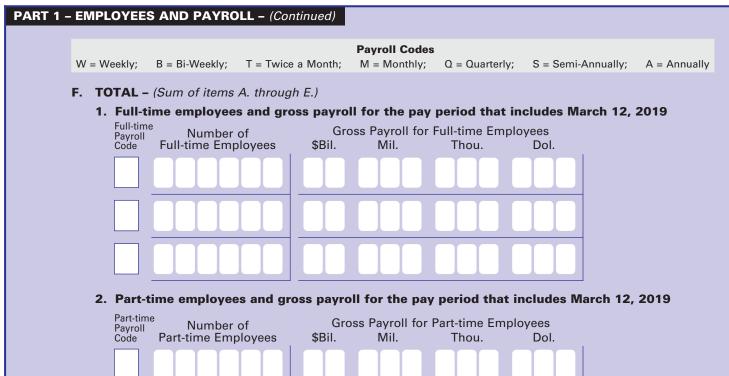
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PART 1 – EMPLOYEES AND PAYROLL – (Continued) **Pavroll Codes** M = Monthly;W = Weekly;B = Bi-Weekly;T = Twice a Month; Q = Quarterly;S = Semi-Annually;A = AnnuallyD. Agriculture experiment stations, farms, and agricultural extension services 059 Include All non-instructional employees of experiment stations, farms, and agricultural extension services operated by the institution 1. Full-time employees and gross payroll for the pay period that includes March 12, 2019 Full-time Gross Payroll for Full-time Employees Number of Payroll Code **Full-time Employees** \$Bil. Mil. Thou. Dol. 2. Part-time employees and gross payroll for the pay period that includes March 12, 2019 Part-time Gross Payroll for Part-time Employees Number of Payroll Part-time Employees \$Bil. Code Mil. Thou. Dol. E. All other 016 Include All non-instructional employees of the college or other postsecondary level institution not reported elsewhere All paid student help • Administrative, clerical, custodial, cafeteria, and health personnel Non-instructional employees engaged in organized research Law enforcement personnel 1. Full-time employees and gross payroll for the pay period that includes March 12, 2019 Full-time Gross Payroll for Full-time Employees Number of Payroll Code **Full-time Employees** \$Bil. Mil. Thou. Dol. 2. Part-time employees and gross payroll for the pay period that includes March 12, 2019 Part-time Gross Payroll for Part-time Employees Number of Payroll \$Bil. Mil. Part-time Employees Thou. Dol. Code

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PART 2 – 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 3 – 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 phone number Extension Area code and fax number Date worksheet was completed (MM) (DD) (YYYY) Email Address - Please print