

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

Worksheet

E-4 (10-24-2018)

2019 ANNUAL SURVEY OF PUBLIC EMPLOYMENT & PAYROLL March 2019 – Municipalities, Counties, Townships

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

DUE DATE:

April 25, 2019

Need help or have questions?

- Visit respond.census.gov/aspep
- **Call** 1-800-832-2839 weekdays, 8AM to 5PM ET

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 **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		e addressee title/department and i	maili	ng address the same as shown in the address label?
		Yes – Go to 2		No – Enter correct information below
	Addr	ressee Title or Department		
	АТТ	ΓN:		
	Stree	et 1		
	Stree	et 2		
	City			State Zip Code

2	Doe	es this agency currently have paid employees and/or paid officials? Mark "X" only one box.
		Yes – go to 3

PART 1 - EMPLOYEES AND PAYROLL

No – go to 5

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?



PART 1 - EMPLOYEES AND PAYROLL - (Continued)

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.

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. 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 for the pay period that includes March 12, 2019

Full-time Payroll Code	Number of Full-time Employees	Gro \$Bil.	ss Payroll fo Mil.	or Full-time Em Thou.	ployees Dol.
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b. Part-time employees and gross payroll for the pay period that includes March 12, 2019

Part-time Payroll Code	Number of Part-time Employees	Gros \$Bil.	ss Payroll for Mil.	Part-time Emp Thou.	oloyees Dol.

Page 4							
PART 1 -	EMPLOYEE	S AND PAYRO	LL – (Continued)			
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	3. Judicial	and legal 025					
	Include	_					
	offic	ce (e.g., bailiffs, p	process servers)		activities, includi	ng court activit	ies of sheriff's
	 Lega 	secuting attorney al department en bloyees of law lik	nployees and at		ing government-	wide legal serv	vices
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「1 – EI	MPLOYEES	S AND PAYRO	LL – (Conti	nued)				
W	= Weekly;	B = Bi-Weekly;	T = Twice a		Payroll Code M = Monthly;		S = Semi-Annually	; A = Annuall
8.		loyees of public			and related	facilities		
					for the pa	period that in	ıcludes March 12	, 2019
	Full-time Payroll Code		of		_	Full-time Emplo		
	b. Part-t	ime employee	s and gros	s payrol	l for the pa	y period that i	ncludes March 12	2, 2019
	Part-time Payroll Code	e Number Part-time Emp		Gros \$Bil.	ss Payroll for Mil.	Part-time Emplo	oyees Dol.	
€.	Include	loyees of docks	, wharves, lag the wate	r transpor	tation indus	try	. 15 \	
	• Emp	loyees of termin	nals and do	ck facilitie	es for public		r 13.) pe reported in item icludes March 12	
	Full-time Payroll Code	Number Full-time Emp		Gros \$Bil.	ss Payroll fo Mil.	Full-time Emplo	oyees Dol.	
	b. Part-t	ime employee	s and gros	s payrol	l for the pa	y period that i	ncludes March 12	2, 2019
	Part-time Payroll Code	e Number Part-time Emp		Gros \$Bil.	ss Payroll for Mil.	Part-time Emplo	oyees Dol.	

RT 1 -	- EMPLOY	EES A	ND PAYRO	DLL – (Con	ntinued)					
					Р	ayroll Codes				
	W = Week	ly; B	= Bi-Weekly;	T = Twice	a Month;	/I = Monthly;	Q = Quarterly;	S = Semi-Aı	nnually;	A = Annually
D.	SOCIAL	SERVIC	CES AND IN	ICOME M	IAINTENAN	CE				
	10. Publi		are 079							
	•	Employ	ees perform	ing mainte	enance of ho	mes and oth	er institutions	for the need	У	
	•	Employ	ees perform	ing admin	l social work istration of p	oublic assista	nce and vetera	n services		
	Exclu		citizen and h	andicap tr	ansportation	employees				
					e reported ii			alardaa Maa	b 40 4	2040
		III-TIM II-time					period that in full-time Emplo		cn 12, 2	2019
		yroll de F	Number ull-time Emp		\$Bil.	Mil.	Thou.	Dol.		
			1000							
	b. Pa	art-time	e employee	es and gro	oss pavroll	for the pay	period that in	ncludes Ma	rch 12.	2019
	Pa	rt-time	Number				Part-time Emplo		,	
	Co	yroll de Pa	art-time Emp		\$Bil.	Mil.	Thou.	Dol.		
		<u> </u>								
	11. Healt	t h 032								
	Inclu	de								
	•	Mental	health and c	utpatient	clinic emplor	dical services yees, visiting	s employees nurses, and a	nimal contro	l employ	vees .
	•	Employ	and drug al ees perform	ing food a	nd sanitary	nspections			1)	
	Exclu		ees pertorm	ing other	environment	ai neaith acti	ivities (e.g., pol	lution contro	01)	
						-	d in item 5b.)	-1 J B#	. 1. 40. 6	2040
		III-TIME II-time					period that in		cn 12, 2	2019
		yroll de F	Number ull-time Emp		\$Bil.	Mil.	Full-time Emplo Thou.	Dol.		
	h Pa	art-tim	e employee	e and are	nes navroll	for the nav	period that in	ncludes Ma	rch 12	2019
	Pa	rt-time	Number				Part-time Emplo		1011 12,	2010
	Pa Co	yroll de Pa	art-time Emp		\$Bil.	Mil.	Thou.	Dol.		

Page 10 PART 1 - EMPLOYEES AND PAYROLL - (Continued) **Payroll Codes** W = Weekly;T = Twice a Month; M = Monthly;B = Bi-Weekly;Q = Quarterly;S = Semi-Annually; A = Annually12. Hospitals 036 Include · Employees of facilities providing inpatient medical care and institutions primarily for care and treatment of handicapped persons • Employees of institutions for the custody, treatment or general care of the mentally insane or emotionally disturbed Maternity and children hospital employees **Exclude** • Nursing home and welfare institution employees (should be reported in item 10.) Employees of hospitals for criminally insane operated by correctional agency (should be reported in item 6.) a. 12, 2019

Full-tir	Full-time employees and gross payroll for the pay period that includes March												
Full-time Payroll Code	Number of Full-time Employees	Gros \$Bil.	ss Payroll fo Mil.	r Full-time Em _l Thou.	ployees Dol.	ı							
Part-time employees and gross payroll for the pay period that includes Marc													

Part-time Payroll Code	Num time		ees	\$Bil.	ss P	ayro Mil	or Pa	art-tir Tho	Emp	loy	ees Dol	

ENVIRONMENT AND HOUSING

13. Solid waste management 081

Include

b.

- · Recycling, garbage, and refuse collection and disposal employees
- Street cleaning employees
- Employees performing sanitary landfill operations

a. Full-1	ime emplovees and	gross payro	oll for the pay	period that	includes	March 12	. 2019
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Full-time Payroll Code	Number of Full-time Employees	Gro \$Bil.	ss Payroll for Mil.	r Full-time Em Thou.	ployees Dol.

b. Part-time employees a	d gross payroll for the	pay period that includes March 1	2, 2019
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Payroll Code	Number of Part-time Employees	Gros \$Bil.	ss Payroll fo Mil.	r Part-time En Thou.	nployees Dol.

12, 2019

- EMPLO	OYEES	AND PAYRO	LL – (Cont	inued)				
W = We	ekly;	B = Bi-Weekly;	T = Twice a		Payroll Codes M = Monthly;	Q = Quarterly;	S = Semi-Annual	ly; A = Annually
•	lude Empl				peration of sa	nitary and stor	m sewer system	s
	lude Wate	r supply emplo	yees (shou	ıld be repo	rted in item 1	8.)		
а.	Full-ti	me employee:	s and gros	s payroll	for the pay ր	period that in	cludes March 1	12, 2019
F	Full-time Payroll Code	Number Full-time Emp		Gross \$Bil.	Payroll for F Mil.	ull-time Emplo [,] Thou.	yees Dol.	
b.	Part-ti	ime employee	s and gro	ss payroll	for the pay	period that in	cludes March	12, 2019
F	Part-time Payroll Code	Number Part-time Emp		Gross \$Bil.	Payroll for P Mil.	art-time Emplo Thou.	yees Dol.	
Incl	lude Empl Empl Empl	d recreation oyees of parks oyees of audito oyees of marin me employees	, playgroun oriums, mu as, zoos, a	seums, cor nd gardens	nvention cente	ers, and recreat	ional centers	2, 2019
ı	Full-time Pavroll					ull-time Emplo		- ,
	Code	Full-time Emp	loyees			Thou.		
b.	Part-ti	ime employee	s and gro	ss payroll	for the pay	period that in	cludes March	12, 2019
F	Part-time Payroll Code	Number Part-time Emp		Gross \$Bil.	Payroll for P Mil.	art-time Emplo Thou.	yees Dol.	

EMPLO	OYEES	AND PAYRO	DLL – (Cor	ntinued)					
W = We	ekly;	B = Bi-Weekly;	T = Twice		Payroll Codes M = Monthly;	Q = Quarterly;	S = Semi-A	Annually;	A = Annuall
16. Hou	using	and communi	ty develo	pment 05	0				
		loyees performiother neighborh			ration, and su	ipport of housing	ng and rede	evelopme	nt projects
		loyees perform		ng inspectio	on and enforc	ement of housi	ng codes o	r standar	ds (should
a.	Full-ti	me employee:	s and gro	ss payroll	for the pay	period that in	cludes Ma	arch 12,	2019
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l									
		ime employee	es and gro					arch 12,	2019
1	Part-time Payroll Code	Number Part-time Emp		Gros \$Bil.	ss Payroll for I	Part-time Emplo Thou.	Dol.		
		esources 059							
•	Fores	stry and forest of control, irrigated	fire protection and c	tion emplo	yees inlovees				
•	Agric	culture and exte	ension ser	vices empl	oyees				
	Full-til Full-time	me employees	_			•		irch 12, 1	2019
	Payroll Code	Number Full-time Emp	of oloyees	\$Bil.	Mil.	Full-time Emplo Thou.	Dol.		
b.	Part-t	ime employee	es and gro	oss payrol	I for the pay	period that in	ncludes M	arch 12,	2019
1	Part-time Payroll	Number				Part-time Emplo			
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– EMPI	OYEES	S AND PAYRO	LL – (Con	tinued)					
W = W	/eekly;	B = Bi-Weekly;	T = Twice		Payroll Codes M = Monthly;	Q = Quarterly;	S = Semi-A	Annually;	A = Annually
UTILI	ΓIES								
18. W	ater su	pply system	091						
In	clude								
		loyees performine bution systems	ng operati	on, mainte	nance, and c	onstruction of	public water	supply o	r
a.	Full-ti	me employees	and gros	ss payroll	for the pay	period that i	ncludes Ma	rch 12, 2	2019
	Full-time Payroll	Number o				Full-time Empl	oyees		
	Code	Full-time Empl	loyees	\$Bil.	Mil.	Thou.	Dol.		
b.	Part-t	ime employees	s and gro	ss payroll	for the pay	period that i	ncludes Ma	arch 12,	2019
	Part-time Payroll	Number o				Part-time Emp			
	Code	Part-time Emp	loyees	\$Bil.	Mil.	Thou.	Dol.		
19. EI	ectric p	oower system	092						
In	clude • Empl	loyees performii	na onerati	on mainte	nance and c	onstruction of	nublic electr	ic nower	supply or
		bution systems	ng operati	on, manne	marico, ana o	onstruction of	public ciccti	ic power	зарріу от
a.	Full-ti	me employees	and gros	ss payroll	for the pay	period that i	ncludes Ma	rch 12, 2	2019
	Full-time Payroll	Number o				Full-time Empl	· ·		
	Code	Full-time Empl	loyees	\$Bil.	Mil.	Thou.	Dol.		
b.	Part-t	ime employees	s and gro	ss payroll	for the pay	period that i	includes Ma	arch 12,	2019
	Part-time Payroll	Number o				Part-time Emp			
	Code	Part-time Emp	loyees	\$Bil.	Mil.	Thou.	Dol.		

MPLOYE	S AND PAYRO	LL – (Conti	nued)					
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/ = Weekly;	B = Bi-Weekly;	T = Twice a	Month;	Payroll Codes M = Monthly;	Q = Quarterly;	S = Semi-A	Annually;	A =
Natural	gas supply sys	tem nos						
Include		000						
	ployees perform tribution systems		n, maint	enance, and co	nstruction of p	ublic natur	al gas sup	pply
a. Full-	time employees	s and gros	s payrol	for the pay	period that in	cludes Ma	rch 12, 2	2019
Full-tin Payrol	Number				ull-time Emplo			
Code	Full-time Emp	oloyees	\$Bil.	Mil.	Thou.	Dol.		
	-time employee	s and gros	s payro	I for the pay	period that ir	ncludes Ma	arch 12,	201
Part-tir Payrol	_I Number			•	art-time Emplo	·		
Code	Part-time Emp	oloyees	\$Bil.	Mil.	Thou.	Dol.		
Trancit	evetom 004							
Include • Em	system 094 ployees performing as subways, su				onstruction of p	public mass	transit sy	/sten
Include • Em suc	ployees perform h as subways, su	urface rails,	and buse	es				
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• Em suc Exclude • Em	ployees perform thas subways, su ployees of transi	urface rails, t systems e	and buse	es y for handicap	ped persons or	senior citiz	zens <i>(sho</i> u	uld b
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PART 1	- EMPI	OYEE	S AND PAYRO	LL – (Conti	inued)				
	W = W	/eekly;	B = Bi-Weekly;	T = Twice a	a Month;	Payroll Codes M = Monthly;		S = Semi-Annually;	A = Annually
G.	ОТНЕ	R ACTI	VITIES						
	22. Li	braries	052						
	In	clude • Emp	loyees of all pu	blic librarie	s and ted	chnical support	of the govern	ment for privately-c	owned libraries
	E	clude • Emp	loyees of law li	braries <i>(sho</i>	ould be re	eported in iten	n <i>3.)</i>		
	a.	Full-ti	me employees	s and gros	s payrol	I for the pay	period that in	ncludes March 12,	, 2019
		Full-time Payroll Code	Number Full-time Emp		Gro \$Bil.	oss Payroll for Mil.	Full-time Emplo	oyees Dol.	
	b.			s and gros	ss payro	ll for the pay	period that i	ncludes March 12	2, 2019
		Part-tim Payroll Code	Number Part-time Emp	· .	Gro \$Bil.	ss Payroll for Mil.	Part-time Empl Thou.	oyees Dol.	

		S AND PAYRO	133 (80/11)	inued)				
					Payroll Cod	es		
W = We	eekly;	B = Bi-Weekly;	T = Twice a	Month;	M = Monthly	Q = Quarterly;	S = Semi-Annually;	A = Annua
23. Al	l other	089						
	clude							
	 Emp 	loyees perform loyees concern	ing other ac ed with elec	ctivities n ctions an	ot reported of d voter regis	elsewhere cration		
•	 Prote 	ective inspection	n and enfor	cement e	employees (b	uilding, electrica	l, etc.) nd engineering em	nlovees
•	Emer	rgency (911) dis	spatching e	mployees	s not handled	I by the fire depa	artment and/or police	ce departme
	 Hom 	loyees providin leland security a	g county stand emerge	ency man	agement em	ployees		
Ex	clude							
	Scho	ool system emp	loyees and	payrolls				
a.			s and gros	s payrol	ll for the pa	y period that ir	ncludes March 12	, 2019
	Full-time Payroll	e Number Full-time Emp		Gro \$Bil.	oss Payroll fo Mil.	r Full-time Emplo Thou.	oyees Dol.	
	Code	run-time Emp	loyees	фы.	IVIII.	Tilou.	Doi.	
h	Part-t	ime emnloves	es and aro	ee navro	II for the na	y period that i	ncludes March 12	2 2019
ω.	Part-time	е			•	r Part-time Empl		., 2010
	Payroll Code	Number Part-time Emp		\$Bil.	Mil.	Thou.	Dol.	
			Ш,					
			,					
	ъ.	e list the maic	or job func	tions re	ported abov	e in All other (23a. and 23b.)	
c.	Please	,				_		
C.		b Function						
c.		-						
C.	(1) Jo	b Function Specify:	oloyees an	d gross	payroll for		that includes Ma	rch 12, 20°
C.	(1) Jo	b Function Specify: Full-time emp	of	Gro	oss Payroll fo	t he pay period r Full-time Emplo	oyees	rch 12, 20 [.]
c.	(1) Jo	b Function Specify: Full-time emp	of	_		the pay period		rch 12, 20 [.]
C.	(1) Jo	b Function Specify: Full-time emp	of	Gro	oss Payroll fo	t he pay period r Full-time Emplo	oyees	rch 12, 20 [,]
c.	(a) Full-time Payroll Code	b Function Specify: Full-time emp Number Full-time Emp	of bloyees	Gro \$Bil.	oss Payroll fo Mil.	t he pay period r Full-time Emple Thou.	Dol.	
C.	(1) Jo (a) Full-time Payroll Code (b)	b Function Specify: Full-time emp Number Full-time Emp	of bloyees	Gro \$Bil.	oss Payroll fo Mil.	the pay period r Full-time Emplo Thou. the pay period	Dol. that includes Ma	
C.	(1) Jo (a) Full-time Payroll Code (b) Part-time Payroll	b Function Specify: Full-time emp Number Full-time Emp Part-time em	of bloyees	Gro \$Bil. and gross	oss Payroll fo Mil. s payroll for	the pay period r Full-time Emplo Thou. the pay period r Part-time Empl	Dol. that includes Ma	
c.	(1) Jo (a) Full-time Payroll Code (b) Part-time	b Function Specify: Full-time emp Number Full-time Emp	of bloyees	Gro \$Bil.	oss Payroll fo Mil.	the pay period r Full-time Emplo Thou. the pay period	Dol. that includes Ma	

W = Weekly;	B = Bi-Weekly;	T = Twice a Month;	Payroll Codes M = Monthly;	Q = Quarterly;	S = Semi-Annually;	A = Anr
(2) Jo	ob Function Specify:					
(a)	· · · · -	ployees and gross	payroll for the	e pay period t	hat includes Marc	:h 12, 2
Full-tim Payroll			ross Payroll for F Mil.	Full-time Emplo Thou.	yees Dol.	
Code	run-ume Emp	ployees \$bii.	IVIII.	Tilou.		
(b Part-tin					that includes Mar	ch 12, 2
Payroll Code			oss Payroll for F Mil.	'art-time Emplo Thou.	pyees Dol.	
(3) Jo	Specify:					
(a)	Full-time em	ployees and gross	payroll for the	e pay period t	hat includes Marc	:h 12, 2
Full-tim Payroll	Number	~ -	ross Payroll for F			
Code	Full-time Emp	ployees \$Bil.	Mil.	Thou.	Dol.	
		ployees and gros	s payroll for th	ne pay period	that includes Mar	ch 12, 2
Part-tin Payroll Code			oss Payroll for P Mil.	art-time Emplo Thou.	yees Dol.	
(4) Jo	bb Function Specify:					
	Specify:	ployees and gross	s payroll for the	e pay period t	hat includes Marc	ch 12, 2
	Specify: Full-time emple Number	of Gr	ross Payroll for F	ull-time Emplo	hat includes Marc	:h 12, 2
(a) Full-tim	Specify: Full-time emple	of Gr				ch 12, 2
(a) Full-tim Payroll	Specify: Full-time emple Number	of Gr	ross Payroll for F	ull-time Emplo	yees	sh 12, 2
(a) Full-tim Payroll Code	Specify: Full-time emple Number Full-time Emple	of Gr ployees \$Bil.	ross Payroll for F Mil.	Full-time Emplo Thou.	yees	
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PART 1 -	- EMPLOYEES	S AND PAYRO	DLL – (Conti	inued)						
	W = Weekly;	B = Bi-Weekly;	T = Twice a		Payroll Code: M = Monthly;		S = Semi-Annuall	y; A = Annually		
	(5) J o	b Function Specify:								
	(a)	Full-time em	oloyees an	d gross p	ayroll for tl	ne pay period	that includes M	arch 12, 2019		
	Full-time Payroll Code	Number Full-time Emp		Gros \$Bil.	s Payroll for Mil.	Full-time Emplo	oyees Dol.			
	(b)	Part-time em	ployees ar	nd gross	payroll for t	he pay period	that includes N	larch 12, 2019		
	Part-time Payroll Code	Number Part-time Em		Gros \$Bil.	s Payroll for Mil.	Part-time Empl Thou.	oyees Dol.			
	(6) J o	b Function Specify:								
(a) Full-time employees and gross payroll for the pay period that includes March 12, 2019										
	Full-time Payroll Code	Number Full-time Emp		Gros \$Bil.	s Payroll for Mil.	Full-time Emplo	oyees Dol.			
	(b)	Part-time em	plovees ar	nd gross i	payroll for 1	he pay period	that includes N	larch 12, 2019		
	Part-time Payroll Code		of		-	Part-time Empl Thou.				

PART 1 - EMPLOYEES AND PAYROLL - (Continued) **Payroll Codes** T = Twice a Month; W = Weekly; B = Bi-Weekly;M = Monthly;Q = Quarterly;S = Semi-Annually; A = Annually24. TOTAL - (Sum of items 1. through 23.) a. Full-time employees and gross payroll for the pay period that includes March 12, 2019 Full-time Gross Payroll for Full-time Employees Payroll Code Number of \$Bil. Full-time Employees Mil. Thou. Dol. b. 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 Code Part-time Employees \$Bil. Mil. Thou. Dol.

Page	
PAR	RT 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
PAR	RT 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
	Email Address - Please print Date worksheet was completed (MM) (DD) (YYYY)
	Email Address - Please print (MM) (DD) (YYYY)