

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

Worksheet

E-6 (10-25-2018)

2019 ANNUAL SURVEY OF PUBLIC EMPLOYMENT & PAYROLL March 2019 – School Systems

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.

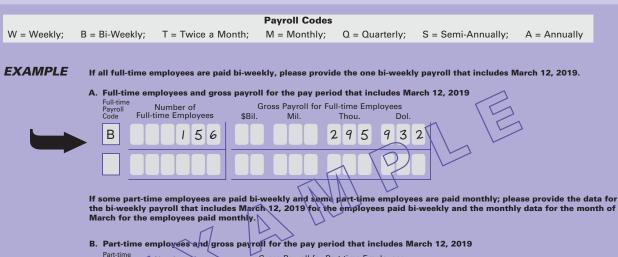
ls the addressee title/department and Mark "X" only one box.	maili	ng address the same as shown in the address label?
Yes – Go to 2		No – Enter correct information below
Addressee Title or Department		
ATTN:		
Street 1		
Street 2		
City		State Zip Code

2	Doe	this agency currently have paid employees and/or paid officials?	Mark "X" only one box.

Yes − go to 3No − go to 5

PART 1 - EMPLOYEES AND PAYROLL

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
- 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. ELEMENTARY AND SECONDARY EDUCATION

Report here all employees of the school system except those concerned solely with college and other postsecondary level education (above grade 12), who are to be reported in Section B.

1. Instructional personnel 012

Include

- Teachers, teacher's aides, substitute teachers
- Principals, supervisors of instruction, superintendents
- School librarians, guidance personnel, psychological personnel

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.	nployees Dol.

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.	r Part-time Emp Thou.	oloyees Dol.

						Payroll Codes			
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PART 1 -	- EMPLOYEES AND PAYROLL - (Continued)
	Payroll Codes W = Weekly; B = Bi-Weekly; T = Twice a Month; M = Monthly; Q = Quarterly; S = Semi-Annually; A = Annuall
В.	COLLEGE AND OTHER POSTSECONDARY EDUCATION
	Report here only those persons employed in college and other postsecondary activities (above grade 12).
	4. 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)
	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. Part-time employees and gross payroll for the pay period that includes March 12, 2019
	Part-time Payroll Number of Gross Payroll for Part-time Employees
	Code Part-time Employees \$Bil. Mil. Thou. Dol.
	5. 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
	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. Part-time employees and gross payroll for the pay period that includes March 12, 2019
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1 – EMPLOYEE	S AND PAYROLL - (Co	ntinued)				
W = Weekly;	B = Bi-Weekly; T = Twic	e a Month;	Payroll Code M = Monthly		y; S = Semi-Ar	nnually; A = Annually
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Jse this space for any explanations tha nclude	it may be essential in ui	nderstanding the reported data.
Any significant changes to employmerGroups of employees for which you w	nt or payroll occurring with ere unable to supply infor	hin the last year mation
A note if the majority of the full-time e	mployees work more than	n 40 hours per week
3 - CONTACT INFORMATION		
Who should be contacted to answer qu	estions about data repo	orted on this worksheet?
		orted on this worksheet?
Name of contact person - Please print		
Name of contact person - Please print	Title of o	contact person - Please print
Area code and phone number	Title of o	Area code and fax number Date worksheet was completed
Name of contact person - Please print Area code and phone number	Title of o	Area code and fax number
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