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

E-10 (10-29-2018)

Worksheet

# 2019 ANNUAL SURVEY OF PUBLIC EMPLOYMENT & PAYROLL March 2019 – College and Other Postsecondary Education

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

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.

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

**Report Online** -

**Do Not Return** 

Please continue on the next page

**Report Online** -

Not Return

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

# PART 1 – EMPLOYEES AND PAYROLL – (Continued)

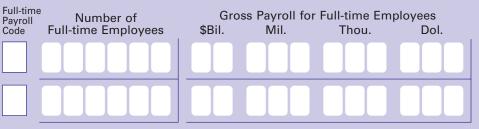
## Payroll Codes

 $W = Weekly; \quad B = Bi-Weekly; \quad T = Twice a Month; \quad M = Monthly; \quad Q = Quarterly; \quad S = Semi-Annually; \quad A = Annually; \quad A =$ 

B. All other 016

Include

- All non-instructional employees of the college or other postsecondary level institution
- 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



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. TOTAL – (Sum of items A. through B.)

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



**Report Online - Do Not Return** 

# PART 2 – REMARKS

<ul> <li>Groups of employees for which you we</li> <li>A note if the majority of the full-time e</li> <li>Data for any elementary and secondary</li> </ul>	mployees work more than	nation 40 hours per week
T 3 – CONTACT INFORMATION		
Who should be contacted to answer que	-	
Name of contact person - Please print	litle of co	ntact person - Please print
Area code and phone number	Extension	Area code and fax number
	Extension	Area code and fax number
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