

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

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.

1	Is the addressee title/department and <i>Mark</i> "X" only one box.	maili	ng address the same as show	vn 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	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

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?

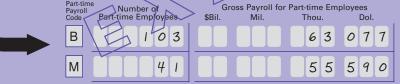


EXAMPLE If all full-time employees are paid bi-weekly, please provide the one bi-weekly payroll that includes March 12, 2019.



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



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)

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

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PART 1 – EN	IPLOYEES	AND PAYROLL - (Co	ntinued)					
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Include	inat may bo occorrian m	andorotanianing the reported data.
 Any significant changes to employm 	nent or payroll occurring v	within the last year
 Groups of employees for which you 	were unable to supply in	formation
A note if the majority of the full-time	e employees work more ti	han 40 hours per week
T 3 – CONTACT INFORMATION		
T 3 – CONTACT INFORMATION		
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