

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

Worksheet

E-5 (10-25-2018)

2019 ANNUAL SURVEY OF PUBLIC EMPLOYMENT & PAYROLL March 2019 – Municipalities and 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	Is the addressee title/department and <i>Mark "X" only one box.</i>	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 D	oes this agency	currently have paid	l employees and/or p	aid officials?	Mark "X" only one box.
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Yes – go to 3

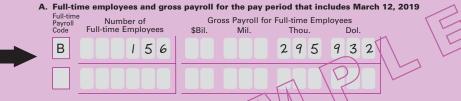
■ No – go to 5

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
- 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

Pavroll

 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	Nu Full-tim	ees	\$E	ss Payı Mi		Full-time Employee Thou. D			es Ool.	

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 Em Thou.	ployees Dol.
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2. (Central	admin	istratior	029					
- 1	nclude			1		1			
	• Em	ployees	of centr	al admini	strative off		ors or commission ncies, such as m	anager or mayor	
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ı	Exclude	•		·	,				
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ŀ	Part-tii Payrol	me II	Number	of	Gro	oss Payroll fo	r Part-time Emp	loyees	12, 2
ŀ	Part-tii Payrol	me II	Number	of	Gro	oss Payroll fo	r Part-time Emp	loyees	12, 2
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Part-time Payroll Code	Number of Part-time Employees	Gro \$Bil.	Gross Payroll for Part-time Em \$Bil. Mil. Thou.						

PART 1	- EMPLOYE	ES AND PAYRO	DLL – (Continu	ed)					
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В.	PUBLIC SA	FETY							
	4. Fire pro	tection							
	Exclude								
		rest fire protections		dical car	vices empl	was not nort	of fire done	ertmont /a	hauld ba
		ported in item 8.		dicai sei	vices empir	byees not part	or life depa	ii tiiileiit (Si	Toura be
	a. Firef	fighters 024							
	Inclu								
	•	Persons engaged Employees train	d in tire suppre ed in these act	ession an ivities bu	d preventio t performin	n a other duties	such as dis	natching.	emergency
		medical care, etc	Э.					patomig	omorgonoy
		Paid volunteer fi	refighters (sho	uld be re	eported as p	art-time empl	oyees)		
	Excl	ude Unpaid voluntee	r firefighters						
		Full-time emplo		ee navro	II for the i	nay period th	at include	s March '	12 2019
	Full-tir	ne -						ui oii	, 10
	Payrol Code		• .	Gross Bil.	Payroll for I Mil.	Full-time Empl Thou.	oyees Dol.		
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	Code	Part-time Emp	oloyees \$	Bil.	Mil.	Thou.	Dol.	1	
			Y Y H						
	b. Othe	er fire protection	n emplovees	124					
	Inclu								
	•	All fire protectio	n employees n	ot report	ed in item 4	la.			
		Fire administrati		nt: Emer	gency (911)	dispatching &	emergency	medical to	echnicians (EMTs)
		Full-time emplo	•		•				
	Full-tir	ne Namelan				· Full-time Empl			
	Payrol Code	Full-time Emp		Bil.	Mil.	Thou.	Dol.		
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		Part-time emplo	oyees and gro	ss payr	oll for the	pay period t	hat include	s March	12, 2019
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	lice pro clude	otection									
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	_	oloyees perforn	_		ieriff's and	consta	able's offic	es			
	Includ	-	er Or arres	51 002							
		olice employee	es only								
	• Ot	a e ther employee	s with pov	wer of ar	rest <i>(shoul</i>	d be re	ported in	item 3.)			
	(1) Fu	ıll-time emplo	yees and	l gross p	ayroll for	the p	ay period	l that in	cludes N	/larch ′	12, 2
	Full-time Payroll	Number			ross Payro	ll for F					
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	(2) Pa	rt-time empl	ovees an	d aross i	navroll fo	r the r	nav perio	d that i	ncludes l	March	12.
	Part-time	_			oss Payro	_					,
	Payroll Code	Part-time Em		\$Bil.	Mil.		Thou.		ol.		
		police protect	ction emp	oloyees	162						
	Includ • Al	le Il police protec	ction empl	oyees no	t reported	in item	ı 5a.				
	• Al • Co • So	le II police protectoroners and crechool crossing	ction empl ime lab er guards <i>(s</i>	oyees no nployees thould be	t reported			loyees)			
	• Al • Co • So • Po	le II police protectoroners and cr	ction empl ime lab er guards <i>(s</i> rative staff	oyees no mployees thould be	t reported	ıs part-	time emp				
	• Al • Co • So • Po • If	le II police protectoroners and crechool crossing olice administr	ction empl ime lab er guards (s rative staff e police de	oyees no mployees hould be epartmen	t reported reported a t: Emerger	ns part- ncy (91	time empl	ning	ncludes N	√larch ′	12, 2
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					ayroll Codes			
W =	= Weekly;	B = Bi-Weekly;	T = Twice a M	lonth; N	1 = Monthly;	Q = Quarterly;	S = Semi-Annually	/; A = Annu
C. TRA	ANSPORT	ATION						
6.	Streets a	nd highways	044					
	Include							
							stration of streets for public ferries	, alleys,
		loyees performi				dock facilities	ior public lerries	
		loyees performi	ng traffic sigr	nal maint	enance			
	• Stree	et cleaning emp	olovees (shoul	ld be rep	orted in item	10.)		
		er employees <i>(s</i>				·		
	a. Full-ti	me employees	s and gross	payroll f	or the pay	period that in	cludes March 12	2, 2019
	Full-time	Number (of	Gross	Payroll for F	ull-time Emplo	vees	
	Payroll Code	Full-time Emp		\$Bil.	м́іІ.	Thou.	Dol.	
			s and gross	payroll	for the pay	period that ir	ncludes March 1	2, 2019
	Part-time Payroll	Number			•	art-time Emplo	·	
	Code	Part-time Emp	loyees	\$Bil.	Mil.	Thou.	Dol.	
			<u> </u>					
D. SO	CIAL CED	VICES AND IN	ICORAE RAAII	NTEN A NI	CE.			
		elfare 079	ICOIVIE IVIAII	VI EIVAIV	CE			
7.	Include	citale 0/9						
		loyees performi	ing maintenar	nce of ho	mes and oth	er institutions 1	for the needy	
		ing home empl loyees performi				noo and votora	n convious	
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		or citizen and h						
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	SenioExcludeHospa. Full-ti	nital employees ime employees		•		period that in	cludes March 12	2, 2019
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	Senice Exclude Hosp A. Full-time Payroll Code D. Part-time Part-time	ime employees Number of Full-time Emp	of olloyees ses and gross of	payroll f Gross \$Bil.	or the pay payroll for F Mil.	rull-time Emplo Thou. period that in	yees Dol.	
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PART 1 - EMPLOYEES AND PAYROLL - (Continued)

B = Bi-Weekly;

W = Weekly;

8. Health 032 Include

9. Hospitals 036 Include

GIUUG	
 Public health services and emergency medical services employees Mental health and outpatient clinics employees, visiting nurses, and animal control employees Alcohol and drug abuse employees Employees performing food and sanitary inspections Employees performing other environmental health activities (e.g., pollution control) 	Report
clude	
 Coroners and crime lab employees (should be reported in item 5b.) 	
Full-time employees and gross payroll for the pay period that includes March 12, 2019	2
Full-time Payroll Number of Gross Payroll for Full-time Employees Code Full-time Employees \$Bil. Mil. Thou. Dol.	Online
	- Do
	Not
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.	Return
	3
ospitals 036	
 clude Employees of facilities providing inpatient medical care and institutions primarily for care and 	ᅵᅎ
treatment of handicapped persons	15
 Employees of institutions for the custody, treatment or general care of the mentally insane or emotionally disturbed Maternity and children hospital employees 	Report Online
clude	
Nursing home and welfare institution employees (should be reported in item 7.)	
Full-time employees and gross payroll for the pay period that includes March 12, 2019	
Full-time Number of Gross Payroll for Full-time Employees	

S = Semi-Annually;

A = Annually

Full-tir	ne employees and	gross payroll t	for the pa	ay period that	includes Ma
Full-time	Number of	Gross	Payroll fo	or Full-time Emp	oloyees
Payroll Code	Full-time Employees	\$Bil.	Mil.	Thou.	Dol.

Payroll Code	Number of Full-time Employees	\$Bil.	Thou. Dol			

h	Part-time em	nlovees and	dross na	vroll for the	nay period	that includes	March 12	2019
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Pavroll Codes

M = Monthly;

Q = Quarterly;

T = Twice a Month;

Part-time Payroll Code	Number of Part-time Employees					ı	Gross Payroll for Part-time En \$Bil. Mil. Thou.							mp	nployees Dol.			

PART 1 ·	- EMPLC	YEES	AND PAYRO	LL – (Con	tinued)					
	W = Wee	ekly;	B = Bi-Weekly;	T = Twice	a Month;	Payroll Cod M = Monthly		; S = Semi-Annı	ually;	A = Annuall
E.	ENVIRO	NMEN	NT AND HOUS	SING						
			te manageme							
	Incl • •	l ude Recyc Street Emplo	eling, garbage, t cleaning emp byees performi	and refuse loyees ng sanitar	y landfill	operations		includes March	n 12, 2(019
	F	- ull-time	Number			_	r Full-time Emp			
		Payroll Code	Full-time Emp		\$Bil.	Mil.	Thou.	Dol.		
	b. I	Part-ti	me employee	s and gro	ss payro	ll for the pa	ay period that	includes Marc	h 12, 2	019
	F	Part-time Payroll	Number		Gro \$Bil.	ss Payroll fo Mil.	r Part-time Emp Thou.	loyees Dol.		
		Code	Part-time Emp	loyees	фЫІ.	IVIII.	Tilou.			
	11. Sev	verage	9 080							
		lude					:			
			rage disposal _l			operation of	sanitary and st	orm sewer syste	ms	
		lude Water	r supply emplo	vees (sho	uld be ren	orted in iten	າ 13.)			
					•			includes March	12, 20	019
		Full-time Payroll	Number				r Full-time Emp	loyees		
	(Code	Full-time Emp	loyees	\$Bil.	Mil.	Thou.	Dol.		
	b. I	Part-ti	me employee	s and gro	ss payro	ll for the pa	ny period that	includes Marc	h 12, 2	019
	F F	Part-time Payroll Code		of			r Part-time Emp Thou.			

age 10								
PART 1 -	- EMPLOYEE	S AND PAYROLL -	· (Continued)					
	W = Weekly;	B = Bi-Weekly; T =	Twice a Month;	Payroll Code M = Monthly;		r; S = Semi-	Annually;	A = Annually
	12. Parks aı	nd recreation 061						
	Include							
	• Emp	oloyees of parks, play ployees of auditoriun ployees of marinas, z	ns, museums,	convention cer			ers	
	a. Full-t	ime employees and	d gross payro	II for the pay	period that	includes Ma	rch 12, 2	2019
	Full-tim Payroll Code			oss Payroll for Mil.	Full-time Emp Thou.	oloyees Dol.		
		time employees an	d gross payr	oll for the pa	y period that	includes M	arch 12,	2019
	Part-tin Payroll Code			oss Payroll for Mil.	Part-time Emp Thou.	oloyees Dol.		
F.	UTILITIES							
		upply system 091						
		oloyees performing or ribution systems	peration, mair	itenance, and o	construction of	f public wate	r supply o	r
		ime employees an	d gross payro	II for the pay	period that	includes Ma	arch 12, 2	2019
	Full-tim Payroll Code	Nimakarat		oss Payroll for Mil.				
	b. Part-	time employees an	d gross payr	oll for the pay	y period that	includes M	arch 12,	2019
	Part-tin Payroll Code			oss Payroll for Mil.	Part-time Emp Thou.	oloyees Dol.		

EMPLOYEE	S AND PAYRO	L L – (Continued)				
			Payroll	Codes			
W = Weekly;	B = Bi-Weekly;	T = Twice a Mon	•		arterly; S =	Semi-Annually;	A = Annually
4. Electric	power system	092					
Include							
	oloyees performi ribution systems	ng operation, m	aintenance,	and constructi	on of public	electric power	supply or
	ime employees	and gross pa	roll for the	pay period	that includ	es March 12,	2019
Full-tim		of	Gross Pavro	II for Full-time	Emplovees		
Payroll Code	Full-time Emp			Thou			
b. Part-	time employee:	s and gross pa	yroll for th	e pay period	that includ	des March 12,	2019
Part-tim Payroll	ne Number o	of	Gross Payro	II for Part-time	Employees	;	
Code	Part-time Emp			Thou			
THER ACT	IVITIES						
5. Libraries	052						
Include	oloyees of all put	die libraries and	tochnical su	innort of the c	overnment	for privately ov	wood
	aries	nic libraries and	tecinical sc	apport of the g	joverninent	ioi privatery-ov	VIIGU
Exclude							
	oloyees of law lik						
	ime employees	and gross pay	roll for the	pay period	that includ	es March 12,	2019
Full-tim Payroll	Number o Full-time Emp			II for Full-time Thou			
Code	Tull-tille Lilip	Oyees \$BI	i. IVIII.		. 50		
							2242
b. Part- Part-tim	time employee:		-				2019
Payroll Code	Number of Part-time Emp			II for Part-time Thou			
5545							

W = W	lookh u	B = Bi-Weekly;	T = Twice a	Month	Payroll Cod M = Monthly		r; S = Semi-A	nnually,	A = Anı
vv = vv	eekiy,	B = Bi-vveekiy,	I = I WICE a	WOITH,	IVI = IVIOTILITY	, $\alpha = \alpha$, 3 = 3eIIII-AI	illiually,	A = AIII
16. AI	ll other	089							
	clude	lavasa narfarm	ing other or	ativitiaa r	at rapartad	alaawhara			
	EmplProte		ed with elec n and enfor	ctions and cement e	d voter regis employees (k			na emnl	ovees
	EmerEmpl		spatching en g county su	mployees apervisio	s not handle n of public s	d by the fire dep chool districts			
	clude	ŕ	J	·	ŭ	. ,			
	• Scho	ol system emp	loyees and	payrolls					
a.	Full-ti	me employee:	s and gros	s payrol	I for the pa	y period that	includes Mar	ch 12,	2019
	Full-time Payroll Code	Number Full-time Emp		Gro \$Bil.	oss Payroll fo Mil.	or Full-time Emp Thou.	oloyees Dol.		
b.			s and gros	ss payro	ll for the p	ay period that	includes Ma	rch 12,	2019
	Part-time Payroll	Number				r Part-time Emp			
	Code	Part-time Emp	loyees	\$Bil.	Mil.	Thou.	Dol.		
	Please	list the majo	r job func	tions re	ported abo	ve in All other	(16a. and 16	6b.)	
C.	/43 1-1	b Function							
C.	(1) Joi								
C.	(1) Jol	Specify:							
c.		Specify:	loyees and	d gross	payroll for	the pay period	l that include	es Marc	h 12, 2
C.	(a)	Specify:	_			the pay period		es Marc	h 12, 2
C.	(a)	Specify: Full-time emp	of			the pay period or Full-time Emp Thou.		es Marc	h 12, 2
C.	(a) Full-time Payroll	Specify: _ Full-time emp	of	Gro	ss Payroll fo	or Full-time Emp	oloyees	es Marc	h 12, 2
C.	(a) Full-time Payroll	Specify: _ Full-time emp	of	Gro	ss Payroll fo	or Full-time Emp	oloyees	es Marc	h 12, 2
c.	(a) Full-time Payroll Code (b)	Specify: Full-time emp Number Full-time Emp	of bloyees	Gro \$Bil.	oss Payroll fo Mil.	or Full-time Emp	Dol.		
c.	(a) Full-time Payroll Code (b) Part-time Payroll	Specify: Full-time emp Number Full-time Emp Part-time em	of bloyees ployees ar	Gro \$Bil. and gross	oss Payroll for Mil. payroll for payroll	the pay perior Part-time Emp	Dol. Dol. d that included bloyees		
c.	(a) Full-time Payroll Code (b) Part-time	Specify: Full-time emp Number Full-time Emp	of bloyees ployees ar	Gro \$Bil.	oss Payroll for Mil.	Thou.	Dol. Dol. d that include		

W = Weekly;	B = Bi-Weekly;	T = Twice a Mon	Payroll Cod th; M = Monthly		S = Semi-Annually;	A = A
(2) Jo	ob Function					
	Specify:					
Full-tim	ne N			the pay period or Full-time Emplo	that includes Ma	rch 12,
Payroll Code	Number Full-time Emp			Thou.	Dol.	
(b) Part-time em	plovees and gr	oss pavroll foi	the pay period	that includes Ma	arch 12
Part-tin Payroll	^{ne} Number	of	Gross Payroll fo	or Part-time Empl		
Code	Part-time Em	ployees \$Bi	I. Mil.	Thou.	Dol.	
(2) 1	ob Function					
(3) 30	Specify:					
(a) Full-time em	ployees and gro	ss payroll for	the pay period	that includes Ma	rch 12,
Full-tim Payroll Code			•	or Full-time Emplo Thou.	oyees Dol.	
Code	Tun-time Lin	Dioyees #Bi				
		ployees and gr	oss payroll for	the pay period	that includes Ma	arch 12
Part-tin Payroll Code	Number Part-time Em			or Part-time Empl Thou.	oyees Dol.	
(4) Jo	ob Function Specify:					
la	_	nlovoos and are	oss payroll for	the new period	that includes Ma	wah 12
Full-tim	ne Namelana			or Full-time Emplo		1011 12,
Payroll Code	Full-time Em		•	Thou.	Dol.	
/la) Part-time em	ployees and gr	oss payroll for	the pay period	that includes Ma	arch 12
(D)	ne			or Part-time Empl		
Part-tin Payroll	Number				D.I	
Part-tin	Part-time Em		I. Mil.	Thou.	Dol.	

age 14										
PART 1 -	- EMPLOYEES	S AND PAYRO	DLL – (Con	tinued)						
					Payroll Code	es				
	W = Weekly;	B = Bi-Weekly;	T = Twice	a Month;	M = Monthly		S = Semi-Ar	nnually;	A = Annually	
	(5) .lo	b Function								1
	(0, 00	Specify:								
	(a)	Full-time em	ployees ar	nd gross	payroll for t	the pay period	that include	s Marci	h 12, 2019	
	Full-time Payroll	e Number	of	Gro	ss Payroll fo	r Full-time Emp	loyees			
	Code	Full-time Em		\$Bil.	Mil.	Thou.	Dol.			
			nployees a	nd gross	payroll for	the pay perior	d that includ	es Marc	ch 12, 2019	
	Part-tim Payroll Code	Part-time Em		Gro \$Bil.	ss Payroll fo Mil.	r Part-time Emp Thou.	loyees Dol.			
			pioyees	φ						
	46)									
	(6) Jo	b Function Specify:								
	(0)	Eull time om	nlovoce or	ad aross	navrall for t	the pay period	that include	o Maral	h 12 2010	ľ
	Full-time	-	-		-			3 IVIAICI	11 12, 2019	
	Payroll Code	Number Full-time Em		\$Bil.	Mil.	r Full-time Emp Thou.	Dol.			
	(b)	Part-time em	nployees a	nd gross	payroll for	the pay period	d that includ	es Marc	h 12, 2019	
	Part-tim Payroll	Number				r Part-time Emp	•			
	Code	Part-time Em	ployees	\$Bil.	Mil.	Thou.	Dol.			

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 = Annually17. TOTAL - (Sum of items 1. through 16.) 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.

-9	
PA	RT 2 - REMARKS
4	 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
L	
PA	RT 3 - CONTACT INFORMATION
9	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
	The of semilar person Trease print
	Area code and phone number Extension Area code and fax number
	Date worksheet was completed
	Email Address - Please print (MM) (DD) (YYYY)