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

Worksheet
E-2 (06-28-2018)

2019 ANNUAL
SURVEY OF PUBLIC EMPLOYMENT & PAYROLL
March 2019 – State Institutions of Higher Education

OMB No. 0607-0585: Approval Expires 12/31/2020

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.

1 **Is the addressee title/department and mailing address the same as shown in the address label?**
Mark "X" only one box.

☐ Yes – Go to **2**   ☐ No – Enter correct information below

Addressee Title or Department

ATTN:

Street 1

Street 2

City   State   Zip Code

PART 1 – FULL-TIME EMPLOYEES STANDARD WEEKLY HOURS

2 **Approximately how many hours per week do the majority of the full-time employees work?**

Include
- Persons paid to work the number of hours that represents regular, full-time employment
- Temporary or seasonal employees who are working the number of hours that represents regular, full-time employment

Exclude
- Employees on unpaid leave, unpaid officials, pensioners, and contractors and their employees

Mark "X" only one box.

A ☐ 40 hours   C ☐ 34 to 37.4 hours   E ☐ 30 to 31.9 hours

B ☐ 37.5 to 39.9 hours   D ☐ 32 to 33.9 hours   F ☐ No Full-Time Employees

PART 2 – EMPLOYEES, PAYROLL, AND PART-TIME HOURS

3 **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? Please also report the number of part-time hours paid for each applicable pay period with part-time employees.**

Payroll Codes

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

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

A. Full-time employees and gross payroll for the pay period that inlcudes March 12, 2019

Full-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees
		$Bil. Mil. Thou. Dol.
B	1 5 6	2 9 5 9 3 2

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, gross payroll, and hours for the pay period that includes March 12, 2019

Part-time Payroll Code	Number of Part-time Employees	Gross Payroll for Part-time Employees	Part-time Hours Paid
		$Bil. Mil. Thou. Dol.	
B	1 0 3	6 3 0 7 7	2 2 5
M	4 1	5 5 5 9 0	1 9 8 5

PART 2 – EMPLOYEES, PAYROLL, AND PART-TIME HOURS – *(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.

Hours
- An estimate of hours worked during the pay period for part-time employees, not compensation on an hourly basis

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

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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

Full-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees $Bil. Mil. Thou. Dol.

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

Part-time Payroll Code	Number of Part-time Employees	Gross Payroll for Part-time Employees $Bil. Mil. Thou. Dol.	Part-time Hours Paid

PART 2 – EMPLOYEES, PAYROLL, AND PART-TIME HOURS – *(Continued)*

Payroll Codes
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B.   Hospitals   036

Include
- All non-instructional employees of hospitals operated by the institution and serving the general public
- Intern and resident physicians

Exclude
- Employees of the student health facilities not available to the general public *(should be reported in item E.)*

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

Full-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees			
		$Bil.	Mil.	Thou.	Dol.

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

Part-time Payroll Code	Number of Part-time Employees	Gross Payroll for Part-time Employees				Part-time Hours Paid
		$Bil.	Mil.	Thou.	Dol.	

C.   Outpatient clinics   032

Include
- All non-instructional employees of health clinics operated by the institution and serving the general public

Exclude
- Employees of any clinics operated as part of a regular, inpatient hospital *(should be reported in item B.)*
- Employees of the student health services not available to the general public *(should be reported in item E.)*

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

Full-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees			
		$Bil.	Mil.	Thou.	Dol.

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

Part-time Payroll Code	Number of Part-time Employees	Gross Payroll for Part-time Employees				Part-time Hours Paid
		$Bil.	Mil.	Thou.	Dol.	

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PART 2 – EMPLOYEES, PAYROLL, AND PART-TIME HOURS – *(Continued)*

Payroll Codes

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D. Agriculture experiment stations, farms, and agricultural extension services 059

Include
- All non-instructional employees of experiment stations, farms, and agricultural extension services operated by the institution

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

Full-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees
		$Bil. Mil. Thou. Dol.

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

Part-time Payroll Code	Number of Part-time Employees	Gross Payroll for Part-time Employees	Part-time Hours Paid
		$Bil. Mil. Thou. Dol.	

E. 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

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

Full-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees
		$Bil. Mil. Thou. Dol.

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

Part-time Payroll Code	Number of Part-time Employees	Gross Payroll for Part-time Employees	Part-time Hours Paid
		$Bil. Mil. Thou. Dol.	

Report Online - Do Not Return

Report Online - Do Not Return

PART 2 – EMPLOYEES, PAYROLL, AND PART-TIME HOURS – *(Continued)*

Payroll Codes

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F. TOTAL – *(Sum of items A. through E.)*

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

Full-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees			
		$Bil.	Mil.	Thou.	Dol.

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

Part-time Payroll Code	Number of Part-time Employees	Gross Payroll for Part-time Employees				Part-time Hours Paid
		$Bil.	Mil.	Thou.	Dol.	

PART 3 – 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

PART 4 – 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)

Report Online - Do Not Return

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