

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

Worksheet

E-4 (06-28-2018)

2019 ANNUAL SURVEY OF PUBLIC EMPLOYMENT & PAYROLL March 2019 – Municipalities, Counties, Townships

OMB No. 0607-0585: Approval Expires 12/31/2021

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.

State Zin Code	
	State Zip Code

PART 1 – FU	JLL-TIME EMPLO	YEES STANDAR	D WEEKLY HOURS		
Include • Per • Ter	rsons paid to work mporary or season	the number of ho	ek do the majority of urs that represents reg are working the numl	gular, full-time	
Exclude		leave, unpaid offi	cials, pensioners, and	contractors a	nd their employees
Mark "X	" only one box.				
Α 🗌	40 hours	c 🗌	34 to 37.4 hours	E 🗌	30 to 31.9 hours
В	37.5 to 39.9 hours	D 🗌	32 to 33.9 hours	F 🗌	No Full-Time Employees
		•	ia ioi caon appiicas	ie pay perio	d with part-time employees
		·	• •	ie pay perio	a with part-time employees
	/ = Weekly; B = Bi-We	·	Payroll Codes		= Semi-Annually; A = Annually
w	/ = Weekly; B = Bi-We XAMPLE If all ful	eekly; T = Twice a M	Payroll Codes onth; M = Monthly; Q d bi-weekly, please provide the	= Quarterly; S	= Semi-Annually; A = Annually ayroll that includes March 12, 2019.
w	/ = Weekly; B = Bi-We XAMPLE If all ful	eekly; T = Twice a M	Payroll Codes onth; M = Monthly; Q	= Quarterly; S ne one bi-weekly p nat includes March ne Employees	= Semi-Annually; A = Annually ayroll that includes March 12, 2019.
w	/ = Weekly; B = Bi-We XAMPLE If all ful a. Full-toult-in- Full-toult-in- Payrol	eekly; T = Twice a M I-time employees are pai time employees and ground I Number of	Payroll Codes onth; M = Monthly; Q d bi-weekly, please provide the sepayroll for the pay period the Gross Payroll for Full-time	= Quarterly; S e one bi-weekly p nat includes March ne Employees nu. Dol.	= Semi-Annually; A = Annually ayroll that includes March 12, 2019.
w	/ = Weekly; B = Bi-We XAMPLE If all full- Full-til Payrol Code	eekly; T = Twice a M I-time employees are pai time employees and gross Number of Full-time Employees	Payroll Codes onth; M = Monthly; Q d bi-weekly, please provide the payroll for the pay period the Gross Payroll for Full-tim \$Bil. Mil. The	= Quarterly; S e one bi-weekly p nat includes March ne Employees nu. Dol.	= Semi-Annually; A = Annually ayroll that includes March 12, 2019.
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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
- 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.

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 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

Part-time

- 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

Number of

Similar financial administration employees

a. Full-time employees and gross payroll for the pay period that includes March 12	i. F	Full-time em	ployees and	gross	payroll f	or the pa	v period	that includes	March	12,	20
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Payroll	Number of	Gros	ss Payroll for	r Full-time Emp	oloyees
Code	Full-time Employees	\$Bil.	Mil.	Thou.	Dol.

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

Pavroll	Mullipel Ol	0.00			p.0,000	
Payroll Code	Part-time Employees	\$Bil.	Mil.	Thou.	Dol.	Part-time Hours Paid

Gross Payroll for Part-time Employees

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2.			dministration 029					
		clude • Cit∨. (county, or township cou	ıncil. board (of superviso	ors or commiss	sioners	
		 Emple 	oyees of central adminis	strative offic				mayor
		Clerk,Centr	, recorder, and zoning e al personnel and emplo	riiployees yees of cent	ral planning	g agencies		
		clude	oyees performing financ	sial activition	e (chould be	reported in its	am 1)	
			oyees performing illiand					3.)
	a.	Full-tir	me employees and gro	oss payroll	for the pa	y period that	includes M	arch 12, 2019
		Full-time Payroll	Number of	Gros	s Payroll fo	r Full-time Em _l	oloyees	
		Code	Full-time Employees	\$Bil.	Mil.	Thou.	Dol.	1
	b.	Part-ti	me employees, gross	payroll, an	d hours fo	r the pay per	iod that inc	ludes March 12, 2
		Part-time	Number of	Gros	s Pavroll fo	r Part-time Em	plovees	
		Payroll Code	Part-time Employees	\$Bil.	Mil.	Thou.	Dol.	Part-time Hours
	1	مادة ما	and legal 025					
2	Ju	uiciai a	iliu legai 020					
3.		clude						
3.	Inc		oyees performing all co		t related ac	tivities, includi	ng court acti	vities of sheriff's
3.	Ine	EmployersofficeProse	(e.g., bailiffs, process secuting attorney's and p	<i>ervers)</i> ublic defend	er's offices	employees		
3.	Inc	EmployerOfficeProseLegal	e (e.g., bailiffs, process secuting attorney's and per department employees	<i>ervers)</i> ublic defend	er's offices	employees		
3.	Inc	EmployerOfficeProseLegal	(e.g., bailiffs, process secuting attorney's and p	<i>ervers)</i> ublic defend	er's offices	employees		
3.	Inc	 Employer Prose Legal Employer clude Employer 	e (e.g., bailiffs, process secuting attorney's and prodepartment employees oyees of law libraries	ervers) ublic defend and attorne	er's offices ys providin es <i>(should b</i>	employees g government- pe reported in i	wide legal s	
3.	Ex	 Emplooffice Prose Legal Emplo clude Emplo Privat 	e (e.g., bailiffs, process secuting attorney's and prodepartment employees oyees of law libraries oyees performing probate attorneys on retainer	ervers) ublic defend and attorne ation activitie and court ap	er's offices ys providin es <i>(should E</i> ppointed att	employees g government- ne reported in it torneys	wide legal s	ervices
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ART 2	– EN	/IPLOY	EES, P	AYROLI	L, AND PAR	RT-TIME H	OURS - (Co	ntinued)		
	W	= Weekly	/; B=	= Bi-Weekl	y; T = Twice	e a Month;	Payroll Cod M = Monthly		y; S = Sem	i-Annually; A = Annually
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	4.	Fire p	rotect	ion						
		Exclu								
		• F	orest Rescue		nd emergend			ed in item 17.) ployees not pa	rt of fire dep	partment (should be
		a. Fir	efight	ers 024						
			lude							
		•	Emp med	loyees tra ical care,	etc.	e activities	but perform			ispatching, emergency
		Exc	clude							
		•	Unpa	aid volun	teer firefight	ers				
		(1)	Full-t	ime em _l	ployees and	l gross pa	yroll for th	e pay period 1	that include	es March 12, 2019
		Full- Payı Cod	time oll e Fu	Numb ull-time E	er of mployees	Gro \$Bil.	ss Payroll fo Mil.	or Full-time Em Thou.	ployees Dol.	
		(2)	Part-	time em	ployees, gr	oss payro	II, and hou	rs for the pay	period that	_ t includes March 12, 2
			-time	Numb				or Part-time Em Thou.		Part-time Hours Paid
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		c. Ful	l-time	employ	ees and gro	oss payrol	l for the pa	y period that	includes M	larch 12, 2019
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F.,	• Emp	ployees perform					3		
EX	clude • She	riff's correction	employee	s (should b	e reported ii	n item 6.)			
a.		ns with powe	r of arrest	062					
	Includ	ie olice employee:	s only						
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	(2) Pa	art-time emplo	yees, gro	ss payroll	, and hours	for the pay	period that	includes l	March 1
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			tion omni	oyees 162					
b.	Other	police protec	tion emp						
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b.	• A	le II police protect oroners and cri	tion emplo me lab em	ployees					
b.	• A • C • S	le II police protect oroners and cri chool crossing olice administra	tion emplo me lab em guards <i>(sh</i> ative staff	ployees ould be rep	oorted as pa	t-time employ			
	• A • C • S • P • If	le II police protect oroners and cri chool crossing olice administra handled by the	tion emplo me lab em guards (sh ative staff e police de	ployees ould be rep partment: E	ported as pai mergency (9	rt-time employ	ng	arch 12 20	n10
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W						Payroll Cod			
	= We	ekly;	B = Bi-Weekly;	I = Iwice	e a Month;	M = Monthly	y; Q = Quarterl	y; S = Sem	i-Annually; A = Annually
6.			ons 005						
		ude Empl	oyees of jails,	reformato	ries deten	tion homes			
	•	Empl	oyees perform	ning proba	tion and pa	arole activiti	es for both adu		
		Empl lude	oyees of hosp	itals for th	ie criminall	y insane op	erated by corre	ctional agen	cy
			up employees	s (should b	e reported	in item 5.)			
	a.	-ull-tii	me employee	es and gro	oss payrol	I for the pa	y period that	includes N	larch 12, 2019
		ull-time Payroll	Number	of	Gro	ss Payroll fo	or Full-time Em	ployees	
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	h I	Dart_ti	me employe	oe aroee	navroll a	nd houre fo	or the new ner	ind that in	─ cludes March 12, 201
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	AIVO	0	411011						
7.			nd highways	044					
7.	Stro	ets a	nd highways		onanaa ra	aair aanatru	ection and adm	siniatration a	f streets, allows
7.	Stro Incl	eets ande ude Emplosidew	nd highways oyees perform valks, roads, h	ning maint iighways, l	oridges, an	d terminal a	iction, and adm		of streets, alleys, ferries
7.	Stro	eets ande ude Empl sidew Empl	nd highways oyees perform valks, roads, h oyees perform	ning maint iighways, l ning engin	oridges, an eering acti	d terminal a vities			
7.	Stro	eets ande ude Empl sidew Empl	nd highways oyees perform valks, roads, h	ning maint iighways, l ning engin	oridges, an eering acti	d terminal a vities			
7.	Stro Incl	eets and ude Emplosidew Emplosemple Emplosemple Stree	oyees perform valks, roads, h oyees perform oyees perform t cleaning em	ning maint ighways, l ning engin ning traffic ployees <i>(s</i>	oridges, an eering active signal ma	d terminal a vities intenance eported in it	nd dock faciliti		
7.	Stro Incl	eets and ude Emplosidew Emplosidew Emplosidew Emplosidew Emplosidew Emplosidew Stree	oyees perform valks, roads, h oyees perform oyees perform t cleaning em er employees (ning maint ighways, k ning engin ning traffic ployees (s (should be	oridges, an eering active signal ma hould be re reported i	d terminal a vities intenance eported in it n item 14.)	nd dock facilition	es for public	ferries
7.	Stroit Incl	eets and ude Emplosidew Emplosidew Emplosidew Emplosidew Emplosidew Stree Sewe	oyees perform valks, roads, h oyees perform oyees perform t cleaning em er employees	ning maint ighways, k ning engin ning traffic ployees (s (should be	oridges, an eering active signal mathould be reported in the cost payrol	d terminal a vities intenance eported in it n item 14.) I for the pa	em 13.) y period that	es for public	
7.	Stroincl • • • • • • • • • • • • • • • • • • •	eets and ude Emplosidew Emplosemplos	oyees perform valks, roads, h oyees perform oyees perform t cleaning em er employees (me employees	ning maint ighways, I hing engin hing traffic ployees (s (should be es and grown)	oridges, an eering active signal mathematic hould be reported in the pass payrol Ground Ground Street and Ground Street	d terminal a vities intenance eported in it n item 14.) I for the pa ss Payroll fo	em 13.) y period that or Full-time Em	es for public includes M ployees	ferries
7.	Stroincl • • • • • • • • • • • • • • • • • • •	eets and ude Emplosidew Emplosemplos	oyees perform valks, roads, h oyees perform oyees perform it cleaning em er employees (ning maint ighways, I hing engin hing traffic ployees (s (should be es and grown)	oridges, an eering active signal mathould be reported in the cost payrol	d terminal a vities intenance eported in it n item 14.) I for the pa	em 13.) y period that	es for public	ferries
7.	Stroincl • • • • • • • • • • • • • • • • • • •	eets and ude Emplosidew Emplosemplos	oyees perform valks, roads, h oyees perform oyees perform t cleaning em er employees (me employees	ning maint ighways, I hing engin hing traffic ployees (s (should be es and grown)	oridges, an eering active signal mathematic hould be reported in the pass payrol Ground Ground Street and Ground Street	d terminal a vities intenance eported in it n item 14.) I for the pa ss Payroll fo	em 13.) y period that or Full-time Em	es for public includes M ployees	ferries
7.	Stroincl • • • • • • • • • • • • • • • • • • •	eets and ude Emplosidew Emplosemplos	oyees perform valks, roads, h oyees perform oyees perform t cleaning em er employees (me employees	ning maint ighways, I hing engin hing traffic ployees (s (should be es and grown)	oridges, an eering active signal mathematic hould be reported in the pass payrol Ground Ground Street and Ground Street	d terminal a vities intenance eported in it n item 14.) I for the pa ss Payroll fo	em 13.) y period that or Full-time Em	es for public includes M ployees	ferries
7.	Stroincl • • • • • • • • • • • • • • • • • • •	eets and ude Emplosidew Emplosemplos	oyees perform valks, roads, h oyees perform oyees perform t cleaning em er employees (me employees	ning maint ighways, I hing engin hing traffic ployees (s (should be es and grown)	oridges, an eering active signal mathematic hould be reported in the pass payrol Ground Ground Street and Ground Street	d terminal a vities intenance eported in it n item 14.) I for the pa ss Payroll fo	em 13.) y period that or Full-time Em	es for public includes M ployees	ferries
7.	Stroincl • • • • • • • • • • • • • • • • • • •	eets and ude Emplosidew Emplosemplos	oyees perform valks, roads, h oyees perform oyees perform t cleaning em er employees (me employees	ning maint ighways, I hing engin hing traffic ployees (s (should be es and grown)	oridges, an eering active signal mathematic hould be reported in the pass payrol Ground Ground Street and Ground Street	d terminal a vities intenance eported in it n item 14.) I for the pa ss Payroll fo	em 13.) y period that or Full-time Em	es for public includes M ployees	ferries
7.	Strollnel	eets and ude Emplosidew Emplosidew Emplosidew Stree Sewer Full-time and include Sewer Emploside	oyees perform valks, roads, h oyees perform oyees perform at cleaning emer employees (me employees) Number Full-time Em	ning maint ighways, k ning engin ning traffic ployees (s (should be es and gro of ployees	oridges, an eering actives signal mathould be re- reported in Group Spanning Grou	d terminal a vities intenance eported in it n item 14.) I for the pa ess Payroll fo Mil.	em 13.) The period that by Full-time Em Thou.	includes M ployees Dol.	ferries
7.	Stroincl	eets and ude Emplored Employer	oyees perform valks, roads, h oyees perform oyees perform t cleaning emer employees Mumber Full-time Em	ning maint ighways, k ning engin ning traffic ployees (s (should be es and gro of ployees ployees	pridges, an eering active signal mathematical mathematica	d terminal a vities intenance eported in it n item 14.) I for the pa ess Payroll fo Mil.	em 13.) The period that by Full-time Em Thou.	includes M ployees Dol.	ferries
7.	Strollnel	eets and ude Emplosidew Emplosidew Emplosidew Stree Sewer Eull-time Part-time	oyees perform valks, roads, h oyees perform oyees perform at cleaning emer employees (me employees) Number Full-time Em	ning maint ighways, I ning engin ning traffic ployees (s (should be es and gro of ployees es, gross	pridges, an eering active signal mathematical mathematica	d terminal a vities intenance eported in it n item 14.) I for the pa ess Payroll fo Mil.	em 13.) Ty period that or Full-time Em Thou.	includes M ployees Dol.	larch 12, 2019
7.	Strollnel	eets and ude Emplosidew Emplosidew Emplosidew Emplosidew Stree Sewer Eull-time Payroll Code	oyees perform valks, roads, h oyees perform oyees perform it cleaning emer employees Mumber Full-time Em	ning maint ighways, I ning engin ning traffic ployees (s (should be es and gro of ployees es, gross	pridges, an eering active signal mathematical mathematica	d terminal a vities intenance eported in it n item 14.) I for the pa ess Payroll fo Mil. nd hours fo ss Payroll fo	em 13.) Ty period that or Full-time Em Thou. The pay per or the pay per or Part-time Em	includes M ployees Dol.	ferries
7.	Strollnel	eets and ude Emplosidew Emplosidew Emplosidew Emplosidew Stree Sewer Eull-time Payroll Code	oyees perform valks, roads, h oyees perform oyees perform it cleaning emer employees Mumber Full-time Em	ning maint ighways, I ning engin ning traffic ployees (s (should be es and gro of ployees es, gross	pridges, an eering active signal mathematical mathematica	d terminal a vities intenance eported in it n item 14.) I for the pa ess Payroll fo Mil. nd hours fo ss Payroll fo	em 13.) Ty period that or Full-time Em Thou. The pay per or the pay per or Part-time Em	includes M ployees Dol.	larch 12, 2019

	= W	eekly;	B = Bi-Weekly;	T = Twice		ayroll Codes M = Monthly;	Q = Quarterly	/; S = Semi	i-Annually; A = Annu
8.	Inc	rports lude Emp	001 loyees of public ort police and a	cly operate	d airfields a	nd related f	acilities		
			me employees	s and gros	s payroll f		-		arch 12, 2019
		Payroll Code	´ Number Full-time Emp		Gross \$Bil.	Mil.	Full-time Emp Thou.	Dol.	
	b.	Part-t	ime employee	es, gross p	ayroll, and	l hours for	the pay peri	od that inc	□ cludes March 12, 2
		Part-time Payroll Code	Number Part-time Emp		Gross \$Bil.	Payroll for Mil.	Part-time Emp Thou.	oloyees Dol.	Part-time Hours
9.	Se	a and	inland port fa	cilities 08	7				
J.	Inc	lude	loyees of docks			ers, and wa	rehouses		
	Ex	Emp clude Emp	loyees regulating to the loyees of facilit	ng the wate	er transport	ation indust			
		Lilib			ack facilities	for public:	reported in ite	em 15.)	d in itom 7)
	a.	Full-ti	•		ock facilities	for public	ferries (should	be reported	d in item 7.) arch 12, 2019
	a.	Full-time Payroll Code	me employee:	s and gros	ock facilities ss payroll f	for public	ferries (should	l be reported includes M	
	a.	Full-time Payroll	me employees Number	s and gros	ock facilities ss payroll f Gross	for public for the pay Payroll for	ferries (should period that Full-time Emp	<i>l be reported</i> includes M ployees	
		Full-time Payroll Code	me employees Number Full-time Emp	s and gros	ock facilities s payroll f Gross \$Bil.	s for public for the pay s Payroll for Mil.	period that Full-time Emp Thou.	d be reported includes M bloyees Dol.	
		Full-time Payroll Code	me employees Number Full-time Emp	s and gros of oloyees es, gross p	ock facilities s payroll 1 Gross \$Bil.	s for public for the pay Payroll for Mil.	period that Full-time Emp Thou.	includes Models of the properties of that includes includes of the properties of the	arch 12, 2019
		Full-time Payroll Code Part-t Part-time Payroll	me employees Number Full-time Emp	s and gros of oloyees es, gross p	ss payroll f Gross \$Bil.	s for public for the pay Payroll for Mil.	period that Full-time Emp Thou. the pay period Part-time Emp	includes Modeling to the properties of that incodes on the properties of the propert	arch 12, 2019
		Full-time Payroll Code Part-t Part-time Payroll	me employees Number Full-time Emp	s and gros of oloyees es, gross p	ss payroll f Gross \$Bil.	s for public for the pay Payroll for Mil.	period that Full-time Emp Thou. the pay period Part-time Emp	includes Modeling to the properties of that incodes on the properties of the propert	arch 12, 2019

	– ЕМР	LOYEE	S, PAYROLL, A	AND PART	-TIME HO	URS – (<i>Cont</i>	inued)		
						Payroll Codes			
	W = V	Veekly;	B = Bi-Weekly;	T = Twice		M = Monthly;	Q = Quarterly;	S = Semi-	-Annually; A = Annu
D.	SOCI	AL SER	VICES AND IN	NCOME MA	AINTENAN	ICE			
	10. P	ublic w	velfare 079						
		clude							
	E	NursEmp	ployees perform sing home empl ployees perform for citizen and h	loyees and ing admini	social worl stration of	cers public assista	ance and veter		•
		Hosp	pital employees	s (should be	e reported i	n item 12.)			
	a.		ime employee	s and gros	ss payroll	for the pay	period that is	ncludes Ma	arch 12, 2019
		Full-tim Payroll Code	^e Number Full-time Emp		Gross \$Bil.	Payroll for Mil.	Full-time Empl Thou.	oyees Dol.	
									_
	b			es, gross p	ayroll, and	d hours for	the pay perio	od that inc	ludes March 12, 2
		Part-tim Payroll Code	^{le} Number Part-time Emp		Gross \$Bil.	Payroll for Mil.	Part-time Emp Thou.	loyees Dol.	Part-time Hours
	11. H	ealth 0	32						
	In	MenAlcoEmp	lic health servic tal health and c hol and drug al lloyees perform	outpatient o buse emplo iing food ar	clinic emplo oyees nd sanitary	yees, visiting inspections	g nurses, and a		
	F	• Emp kclude	oloyees perform	ing other e	nvironmen	tal health act	tivities (e.g., po	ollution con	trol)
	L .		oners and crime	lab emplo	yees (shou	ld be reporte	ed in item 5b.)		
	a.	Full-ti	ime employee	s and gros	ss payroll	for the pay	period that in	ncludes Ma	arch 12, 2019
		Full-tim Payroll Code	e Number Full-time Emp		Gros: \$Bil.	s Payroll for Mil.	Full-time Empl Thou.	loyees Dol.	
	b	Part-1	time employee	s, gross p	payroll, an	d hours for	the pay perio	od that inc	ludes March 12, 2
	b		time employee	of	-		the pay perio Part-time Emp Thou.		ludes March 12, 2 Part-time Hours
	b	Part-tim	time employee	of	Gross	Payroll for	Part-time Emp	loyees	

				В	ayroll Codes			
W =	Weekly;	B = Bi-Weekly;	T = Twice a		I = Monthly;	Q = Quarterly;	S = Semi-	-Annually; A = Annu
12.	Hospital	S 036						
	trea • Emp emo • Mat • Nurs • Emp		apped person tions for the ed en hospital	ons e custody, employees itution emp	treatment o	r general care	of the ment	tally insane or
		em 6.) ime employees	and gros	s navroll f	or the nav	period that in	ncludes Ma	arch 12, 2019
	Full-tim Payroll Code		of			Full-time Emplo Thou.		-
	b. Part-tim Payroll Code		of	_		the pay perio Part-time Empl Thou.		ludes March 12, 2 Part-time Hours
FNI\	/IRONME	ENT AND HOUS	SING					
		iste manageme						
	• Recy • Stre • Emp	ycling, garbage, et cleaning emp oloyees performi	and refuse loyees ng sanitary	landfill op	erations			
	Full-tim Payroll Code		of			Full-time Emploration Thou.		arch 12, 2019
	b. Part-	time employee	s, gross pa	ayroll, and	hours for	the pay perio	d that inc	ludes March 12, 2

	ewerag	e 080 loyees providing erage disposal pl	maintenance	and operat	ion of san	itary and sto	rm sewer s	ystems
E	kclude					. 1		
a.		er supply employ me employees		-			ncludes Ma	arch 12. 2019
	Full-time Payroll Code		f	Gross Pay		ll-time Emplo Thou.		
b.	Part-time Payroll Code		· ·	Gross Pay	roll for Pa	ne pay perio ert-time Empl Thou.		ludes March 12, 2 Part-time Hours
In	• Empl • Empl • Empl • Empl	d recreation of loyees of parks, ployees of auditor loyees of marina me employees	olaygrounds, s iums, museun s, zoos, and g	ns, convent ardens	tion cente	rs, and recrea	ational cent	
	Full-time Payroll Code	Mumber of Full-time Emplo	f pyees \$B			Ill-time Emple Thou.		
b	Part-t	ime employees	, gross payro	II, and ho	urs for th	ne pay perio	d that inc	」 Iudes March 12, 2
	Part-time Payroll Code	Number of Part-time Emplo			roll for Pa il.	rt-time Empl	oyees Dol.	Part-time Hours

W = V	Veekly;	B = Bi-Weekly;	T = Twice		Payroll Code: M = Monthly;	S Q = Quarterly	r; S = Semi	i-Annually;	A = Annı
16. H	ousing	and communi	ty develo	pment 050)				
lr	rclude • Emp	loyees perform	ing constr	uction, ope	ration, and s	upport of hous	sing and red	developme	nt project
F	and xclude	other neighborl	nood servi	ces					
_	• Emp	loyees perform	ing buildir	ng inspectio	n and enfor	cement of hou	sing codes	or standar	ds <i>(should</i>
а		ime employee	•	ss payroll	for the pay	period that	includes M	larch 12, 2	2019
	Full-time Payroll	Number			•	Full-time Emp	•		
	Code	Full-time Emp	oloyees	\$Bil.	Mil.	Thou.	Dol.		
b	. Part-t	ime employee	s, gross	payroll, an	d hours for	the pay peri	od that inc	ludes Ma	rch 12, 2
	Part-tim Payroll	Number			s Payroll for Mil.	Part-time Emp	oloyees Dol.	Port ti	me Hours
	Code	Part-time Emp	loyees	\$Bil.	IVIII.	inou.	DOI.	Part-tii	me nours
		resources 059							
Ir	oclude • Fore	stry and forest	fire protec	tion emplo	yees				
		d control, irriga culture and exte							
а		ime employees	s and gro	ss payroll	for the pay	period that i	includes M	arch 12, 2	2019
	Full-time Payroll Code	e Number Full-time Emp	of	Gros \$Bil.	s Payroll for Mil.	Full-time Emp	oloyees Dol.		
	Code	i uli-tillie Lilip	loyees	ψЫП.	IVIII.	mou.	Doi.		
b		time employee	es, gross	payroll, an	d hours for	the pay peri	od that inc	cludes Ma	rch 12, 2
	Part-tim Payroll Code	e Number Part-time Emp		Gros \$Bil.	s Payroll for Mil.	Part-time Emp Thou.	oloyees Dol.	Part-tii	me Hours
		r dir timo zmp		Ψ5		mour	50		nio riodro

	IES					
Wa	iter sup	oply system 091				
	lude					
•		oyees performing operation systems	tion, maintenance	e, and construc	tion of public wa	ter supply or
a.		ne employees and gro	ss payroll for t	he pay period	that includes I	Warch 12, 2019
	Full-time Payroll Code			roll for Full-tim	e Employees	
b.	Part-time			-		cludes March 12, 2019
	Payroll Code	Number of Part-time Employees	Gross Payı \$Bil. Mi	roll for Part-tim il. Tho		Part-time Hours Paid
	_					
Ele	etric p	ower system 092				
_	_	Over system 092				
	lude	-	tion, maintenance	e. and construc	tion of public ele	ectric power supply or
	lude Empl	oyees performing operation systems	tion, maintenance	e, and construc	tion of public ele	ectric power supply or
	lude Emplo distril	oyees performing opera			-	
	lude Emplo distril	oyees performing operation systems ne employees and gro	ss payroll for tl	he pay period	that includes I	
	Elude Emplodistril Full-tir Full-time Payroll	oyees performing operation systems me employees and gro Number of	ess payroll for the Gross Pay	he pay period	that includes I	
	Elude Emplodistril Full-tir Full-time Payroll	oyees performing operation systems me employees and gro Number of	ess payroll for the Gross Pay	he pay period	that includes I	
	Elude Emplodistril Full-tir Full-time Payroll	oyees performing operation systems me employees and gro Number of	ess payroll for the Gross Pay	he pay period	that includes I	
a.	Full-time Payroll Code	oyees performing operation systems me employees and gro Number of Full-time Employees	Gross Pay Gross Pay \$Bil. Mi	h e pay period roll for Full-tim il. Tho	that includes Notes that i	
a.	Full-time Payroll Code Part-time Payroll	nyees performing operation systems me employees and gro Number of Full-time Employees me employees, gross Number of	Gross Payroll for the Gross Pay \$Bil. Mi	he pay period roll for Full-tim il. Tho	that includes in the Employees u. Dol. y period that in the Employees	March 12, 2019
a.	Full-time Payroll Code Part-ti Part-time	oyees performing operation of the control of the co	Gross Payroll for the Gross Pay \$Bil. Mi	he pay period roll for Full-tim il. Tho	that includes in the Employees u. Dol. y period that in the Employees	March 12, 2019
a.	Full-time Payroll Code Part-time Payroll	nyees performing operation systems me employees and gro Number of Full-time Employees me employees, gross Number of	Gross Payroll for the Gross Pay \$Bil. Mi	he pay period roll for Full-tim il. Tho	that includes in the Employees u. Dol. y period that in the Employees	March 12, 2019
a.	Full-time Payroll Code Part-time Payroll	nyees performing operation systems me employees and gro Number of Full-time Employees me employees, gross Number of	Gross Payroll for the Gross Pay \$Bil. Mi	he pay period roll for Full-tim il. Tho	that includes in the Employees u. Dol. y period that in the Employees	March 12, 2019
a.	Full-time Payroll Code Part-time Payroll	nyees performing operation systems me employees and gro Number of Full-time Employees me employees, gross Number of	Gross Payroll for the Gross Pay \$Bil. Mi	he pay period roll for Full-tim il. Tho	that includes in the Employees u. Dol. y period that in the Employees	March 12, 2019

W = V	Veekly;	B = Bi-Weekly;	T = Twice a		Payroll Codes M = Monthly;	Q = Quarterly;	S = Semi-	-Annually; A	A = Annually
20. N	atural g	jas supply sys	tem 093						
In	clude								
		loyees perform bution systems		on, mainte	nance, and c	onstruction of p	oublic natui	ral gas supp	ly or
a.		me employee	s and gros			_		arch 12, 20	19
	Full-time Payroll Code	Number Full-time Emp		Gros \$Bil.	s Payroll for I	Full-time Emplo Thou.	Dol.	-	
b.	Part-time Payroll Code	ime employee ^e Number Part-time Emp	of			the pay perio Part-time Empl Thou.			h 12, 201 9 Hours Pai
In	rclude • Empl	ystem 094 loyees perform as subways, si				onstruction of p	public mass	s transit syst	ems,
	• Emp	loyees of transi rted in item 10.		xclusively	for handicap	ped persons o	r senior citi	izens <i>(should</i>	d be
	.000							orob 12 20	19
a.	•	me employee	s and gros	s payroll	for the pay	period that in	ncludes Ma	arcii 12, 20	
a.	•		of			period that in Full-time Emplo Thou.		 -	
	Full-time Payroll Code Part-t Part-time	Number Full-time Emp	of bloyees	Gros \$Bil.	s Payroll for Mil.	Full-time Emple Thou.	oyees Dol.		
	Full-time Payroll Code Part-t	Number Full-time Emp	of bloyees es, gross pa	Gros \$Bil.	s Payroll for Mil.	Full-time Emplo Thou.	oyees Dol.	ludes Marc	

Г2-	EMPLOYEE	S, PAYROLL, A	AND PART-TIME H	IOURS – (Cont	inued)		
		D D: W 11		Payroll Codes			
	W = Weekly;	B = Bi-Weekly;	T = Twice a Month;	M = Monthly;	Q = Quarterly;	S = Semi-Annually;	A = Annually
	OTHER ACT	_					
1	22. Librarie	S 052					
	Include • Em	ployees of all pu	ıblic libraries and te	chnical suppor	t of the governi	ment for privately-c	wned libraries
	Exclude						
			ibraries <i>(should be l</i>	-			
			s and gross payro	II for the pay	period that in	cludes March 12,	2019
	Full-tin Payroll			oss Payroll for Mil.	Full-time Emplo	oyees Dol.	
	Code	run-ume Emp	лоуееѕ фыі.	IVIII.	illou.	Doi.	
	b. Part-	time employee	es, gross payroll, a	and hours for	the pay period	that includes Ma	rch 12, 2019
	Part-tir Payroll		of Gr	oss Payroll for	Part-time Empl	ovees	
	Code	Part-time Em		м́іІ.	Thou.	•	time Hours Paid

W = V	/eekly;	B = Bi-Weekly;	T = Twice a	Month;	M = Monthly		arterly;	S = Sem	i-Annually;	A = Annual
23. A	ll other	089								
In	clude									
		loyees perform loyees concern								
	 Prote 	ective inspection or pool, general	n and enfor	cement e	mployees (l	ouilding, el			oring ompl	01/000
	Emer	rgency (911) dis	patching e	mployees	not handle	d by the fir	e depar	tment an	id/or police	departmei
	EmplHom	loyees providin eland security a	g county su and emerge	ipervision incy mana	ı of public s agement en	chool distr Iplovees	icts			
E	clude	,	· ·	,	Ü	. ,				
	• Scho	ol system emp	loyees and	payrolls						
a.	Full-ti	me employee:	s and gros	s payroll	for the pa	y period t	that inc	ludes M	larch 12, 2	2019
	Full-time Payroll	Number			ss Payroll fo			-		
	Code	Full-time Emp	loyees	\$Bil.	Mil.	Thou		Dol.	ı	
b	Part-t	ime employee	s, gross p	ayroll, aı	nd hours fo	or the pay	period	that in	cludes Ma	rch 12, 20
	Part-time Payroll	Number	of	Gros	ss Payroll fo	r Part-time	e Emplo	yees		
	Code	Part-time Emp	oloyees	\$Bil.	Mil.	Thou		Dol.	Part-tir	me Hours F
C.	Please	e list the majo	r job func	tions rep	orted abo	ve in All o	ther (2	3a. and	23b.)	
	(1) Jo	b Function								
		Specify:								
	(a)	Full-time emp	loyees an	d gross p	ayroll for	the pay p	eriod tl	hat inclu	ıdes Marc	h 12, 201
	Full-time Payroll	Number			ss Payroll fo			-		
	Code	Full-time Emp	loyees	\$Bil.	Mil.	Thou		Dol.	I	
	(b)	Part-time emp	oloyees, gr	oss payr	oll, and ho	urs for the	e pay pe	eriod tha	at includes	March 12
	Part-time Payroll	Number			ss Payroll fo			•		
	Code	Part-time Emp	oloyees	\$Bil.	Mil.	Thou		Dol.	Part-tir	me Hours F

	Specify:					
	Full-time employees a	nd gross p	ayroll for tl	ne pay period	l that inclu	des March 12, 201
	Number of Full-time Employees	Gros \$Bil.	s Payroll for Mil.	Full-time Emp Thou.	oloyees Dol.	
(b)	Part-time employees, g	ross payro	ll, and hour	s for the pay	period tha	┘ t includes March 12
Payroll	Number of Part-time Employees	Gros \$Bil.	s Payroll for Mil.	Part-time Emp Thou.	oloyees Dol.	Part-time Hours I
(3) Jol	b Function Specify:					-
			_			des March 12, 201
Payroll	Number of Full-time Employees	Gros \$Bil.	s Payroll for Mil.	Full-time Emp Thou.	oloyees Dol.	
(b)	Part-time employees, g	ross payro	II, and hour	s for the pay	period tha	」 t includes March 12
Part-time Payroll						Part-time Hours
(4) Jol	b Function Specify:					
		nd gross p	ayroll for tl	ne pay period	l that inclu	des March 12, 201
Payroll	Number of Full-time Employees	Gros \$Bil.	s Payroll for Mil.	Full-time Emp Thou.	oloyees Dol.	
(b)	 Part-time employees, g	ross payro	II, and hour	s for the pay	period tha	_ t includes March 12
Payroll	Number of Part-time Employees	Gros \$Bil.	s Payroll for Mil.	Part-time Emp Thou.	oloyees Dol.	Part-time Hours I
	Part-time Payroll Code (3) Jol (a) Full-time Payroll Code (b) Part-time Payroll Code (4) Jol (a) Full-time Payroll Code (b) Full-time Payroll Code (b) Full-time Payroll Code	(b) Part-time employees, g Part-time Payroll Code Part-time Employees (3) Job Function Specify: (a) Full-time employees at Full-time Payroll Code Full-time Employees (b) Part-time employees, g Part-time Payroll Code Part-time Employees (4) Job Function Specify: (a) Full-time employees at Full-time Payroll Code Part-time Employees (b) Part-time employees at Full-time Payroll Code Full-time Employees (b) Part-time employees at Full-time Payroll Number of Full-time Employees (b) Part-time employees, g Part-time Payroll Number of Full-time Employees, g Part-time Payroll Number of Payroll Number	(b) Part-time employees, gross payro Part-time Payroll Code Part-time Employees \$Bil. (3) Job Function Specify: (a) Full-time employees and gross payroll Code Full-time Employees \$Bil. (b) Part-time employees, gross payroll Part-time Employees \$Bil. (b) Part-time employees, gross payroll Part-time Employees \$Bil. (4) Job Function Specify: (a) Full-time employees and gross payroll Part-time Employees \$Bil. (b) Part-time employees and gross payroll Payroll Code Full-time Employees \$Bil. (b) Part-time employees and gross payroll Payroll Number of Specify: (b) Part-time employees, gross payroll Payroll Number of Gross \$Bil.	(b) Part-time employees, gross payroll, and hour Part-time Payroll (a) Job Function Specify: (a) Full-time employees and gross payroll for the payroll Full-time Employees (b) Part-time employees and gross payroll for the payroll Full-time Employees (b) Part-time employees, gross payroll, and hour Part-time Payroll Full-time Employees (c) Full-time employees and gross payroll, and hour part-time Payroll Full-time Employees (d) Job Function Specify: (a) Full-time employees and gross payroll for the payroll Full-time Employees (d) Full-time employees and gross payroll for the payroll Full-time Employees (d) Full-time employees and gross payroll for the payroll Full-time Employees (d) Part-time employees, gross payroll, and hour part-time Payroll Full-time Employees, gross payroll, and hour Part-time Employees, gross payroll, and hour Part-time Payroll Full-time Employees, gross payroll, and hour Part-time Payroll Full-time Employees, gross payroll, and hour Part-time Employees, gross payroll, and hour Part-time Employees, gross payroll, and hour Part-time Employees Gross Payroll for Gross Payrol	(b) Part-time employees gross payroll, and hours for the pay Part-time Payroll Code Part-time Employees and gross payroll for Part-time Employees Specify: (a) Full-time employees and gross payroll for the pay period Full-time Employees Specify: (b) Part-time employees and gross payroll for Full-time Employees Specify: (b) Part-time employees, gross payroll, and hours for the pay Part-time Payroll Code Part-time Employees Specify: (a) Full-time employees and gross Payroll for Part-time Employees Specify: (a) Full-time Employees Specify: (b) Part-time employees and gross payroll for the pay period Specify: (a) Full-time employees Specify: (b) Part-time employees Specify: (c) Full-time Employees Specify: (b) Part-time employees Specify: (c) Full-time Employees Specify: (d) Full-time Employees Specify: (e) Full-time Employees Specify: (f) Full-time Employees Specify: (f) Full-time Employees Specify: (f) Full-time Employees Specify: (f) Full-time Employees Specify:	(b) Part-time employees gross payroll, and hours for the pay period that Part-time Payroll Part-time Employees SBil. Mil. Thou. Dol. (3) Job Function Specify: (a) Full-time employees and gross payroll for the pay period that inclused Full-time Employees SBil. Mil. Thou. Dol. (b) Part-time employees and gross payroll for the pay period that inclused Full-time Employees SBil. Mil. Thou. Dol. (b) Part-time employees, gross payroll, and hours for the pay period that payroll for part-time Employees SBil. Mil. Thou. Dol. (c) Job Function Gross Payroll for Part-time Employees SBil. Mil. Thou. Dol. (d) Job Function Specify: (a) Full-time employees and gross payroll for the pay period that inclused Full-time Employees SBil. Mil. Thou. Dol. (b) Part-time employees and gross payroll for Full-time Employees SBil. Mil. Thou. Dol. (b) Part-time employees, gross payroll, and hours for the pay period that Payroll Mil. Thou. Dol.

W = Weekly;	B = Bi-Weekly;	T = Twice		Payroll Code M = Monthly;		S – Sami	i-Annually; A = Annually
vv = vveekiy,	b = bi-vveekiy,	I = IWice	a ivionin,	ivi = ivioritiiiy,	Q = Quarterry	y, 3 = 3eiiii	i-Aillidally, A = Aillidally
(5) Jo	Specify:						
(a	Full-time emp	oloyees ar	nd gross p	ayroll for t	he pay perio	d that inclu	ides March 12, 2019
Full-tim Payroll Code	Number Full-time Emp		Gros \$Bil.	s Payroll for Mil.	Full-time Emp Thou.	oloyees Dol.	1
(b) Part-tin	ne -					-	t includes March 12,
Payroll Code	Number Part-time Emp		Gros \$Bil.	s Payroll for Mil.	Part-time Em Thou.	Dol.	Part-time Hours Pa
(6) Jo	bb Function Specify:						
(a	Full-time emp	oloyees ar	nd gross p	ayroll for t	he pay period	d that inclu	ides March 12, 2019
Full-tim Payroll Code			Gros \$Bil.	s Payroll for Mil.	Full-time Em _l Thou.	oloyees Dol.	
	-	oloyees, g	ross payro	ll, and hou	rs for the pay	period tha	t includes March 12,
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W =	Weekly;	B = Bi-Weekly; T = Twic	e a Month;	Payroll Cod M = Monthly		r; S = Semi	-Annually; A = Annually
		(Sum of items 1. throug ime employees and gr		ll for the na	v period that	includes M	arch 12, 2019
·	Full-time Payroll			-	r Full-time Emp		a. o 12, 2010
	Code	Full-time Employees	\$Bil.	Mil.	Thou.	Dol.	
1	b. Part-t	time employees, gross	payroll, a	nd hours fo	r the pay peri	od that inc	Lludes March 12, 2019
	Part-tim Payroll	e Number of	Gro	ss Payroll fo	r Part-time Em	oloyees	
	Code	Part-time Employees	\$Bil.	Mil.	Thou.	Dol.	Part-time Hours Paid

	s that may be essential i	n understanding the reported data.	
ncludeAny significant changes to emplo	yment or navroll occurring	within the last year	
 Groups of employees for which y 	ou were unable to supply in	nformation	
A note if the majority of the full-ti	ime employees work more	than 40 hours per week	
4 - CONTACT INFORMATION			
		an and an discount of 2	
Alles should be somested to success		eported on this worksheet?	
Who should be contacted to answe			
Who should be contacted to answer		of contact person - Please print	
Name of contact person - Please print	Title	of contact person - Please print	
Name of contact person - Please print	Title	of contact person - Please print	
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