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

Worksheet

E-2 (06-28-2018)

2020 ANNUAL SURVEY OF PUBLIC EMPLOYMENT & PAYROLL March 2020 – State Institutions of Higher Education

OMB No. 0607-0585: Approval Expires 07/31/2023

DUE DATE:

April 28, 2020

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.

| Yes – Go to 2 | □ No – Enter correct information below | |
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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
- 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

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. 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

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

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| | W = Weekly; B = Bi-Weekly; T = Twice a Month; M = Monthly; Q = Quarterly; S = Semi-Annually; A = Annually 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 Number of Gross Payroll for Full-time Employees SBil. Mil. Thou. Dol. 2. Part-time employees, gross payroll, and hours for the pay period that includes March 12, 2019 Part-time Payroll Number of Gross Payroll for Part-time Employees Gross Payroll for Part-time Employees | | | | | | | | Payroll Code | S | | | |
|---|---|-----|------|---------|---------|------------------|---------------|--------------|---------------|---------------|--------------|------------|--------------|
| 1. Full-time employees and gross payroll for the pay period that includes March 12, 2019 Full-time Payroll Number of Gross Payroll for Full-time Employees \$Bil. Mil. Thou. Dol. Dol. 2. Part-time employees, gross payroll, and hours for the pay period that includes March 12, 2019 Part-time Payroll Number of Gross Payroll for Part-time Employees | 1. Full-time employees and gross payroll for the pay period that includes March 12, 2019 Full-time Payroll Number of Gross Payroll for Full-time Employees Sali. Mil. Thou. Dol. Part-time employees, gross payroll, and hours for the pay period that includes March 12, 2019 Part-time Payroll Number of Gross Payroll for Part-time Employees | W : | = We | eekly; | B = Bi- | Weekly; | T = Twi | ce a Month; | | | ; S = Semi | -Annually; | A = Annually |
| Full-time Payroll Number of 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 Number of Gross Payroll for Part-time Employees | Full-time Payroll Number of Gross Payroll for Full-time Employees \$Bil. Mil. Thou. Dol. Part-time employees, gross payroll, and hours for the pay period that includes March 12, 2019 Part-time Payroll Payroll Number of Gross Payroll for Part-time Employees | F. | то | TAL - | · (Sum | of items | A. throu | gh E.) | | | | | |
| Payroll Number of Gloss Payroll for Pull-time Employees \$Bil. Mil. Thou. Dol. Payroll | Payroll Number of Gloss Payroll for Pull-time Employees \$Bil. Mil. Thou. Dol. Payroll | | | | 0 | | | | | | | rch 12, 20 | 19 |
| Part-time Payroll Number of Gross Payroll for Part-time Employees | Part-time Payroll Number of Gross Payroll for Part-time Employees | | | Pavroll | | Number ime Em | of ployees | | | | | | |
| Part-time Payroll Number of Gross Payroll for Part-time Employees | Part-time Payroll Number of Gross Payroll for Part-time Employees | | | | | | | | | | | | |
| Part-time Payroll Number of Gross Payroll for Part-time Employees | Part-time Payroll Number of Gross Payroll for Part-time Employees | | | | | | | | | | | | |
| Part-time Number of Gross Payroll for Part-time Employees | Part-time Number of Gross Payroll for Part-time Employees | | | | | | | | | | | | |
| Part-time Payroll Number of Gross Payroll for Part-time Employees | Part-time Payroll Number of Gross Payroll for Part-time Employees | | | | | | | | | | | | |
| Part-time Payroll Number of Gross Payroll for Part-time Employees | Part-time Payroll Number of Gross Payroll for Part-time Employees | | | | | | | | | | | | |
| Payroll Number of Gross Payroll for Part-time Employees | Payroll Number of Gross Payroll for Part-time Employees | | 2. | Part- | time eı | nploye | es, gros | s payroll, a | and hours for | the pay perio | d that inclu | udes Marc | ch 12, 2019 |
| Code Part-time Employees \$BII. MIII. I nou. Doi. Part-time Hours Pa | Code Part-time Employees \$Bil. Mill. Inou. Doi. Part-time Hours Part-time Hour | | | Payroll | | Number | of | | | | | Danie 4 | |
| | | | | Code | Part-t | ime Em | pioyees | \$BII. | IVIII. | inou. | DOI. | Part-til | me Hours Pa |
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| A note if the majority of the full-ti | yment or payroll occurring ou were unable to supply in me employees work more | nformation | |
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| 4 - CONTACT INFORMATION | | | |
| | er questions about data r | eported on this worksheet? | |
| Nho should be contacted to answe | | of contact person - Please print | |
| Who should be contacted to answe Name of contact person - Please print | | | |
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| | Extension | Area code and fax number | |
| Name of contact person - Please print | | Area code and fax number | |
| Name of contact person - Please print | | | |
| Name of contact person - Please print Area code and phone number | | Area code and fax number Date worksheet was comple (MM) (DD) (YYY) | |
| Name of contact person - Please print | | Date worksheet was comple | |
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