

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

Worksheet

**E-5** (06-28-2018)

# 2020 ANNUAL SURVEY OF PUBLIC EMPLOYMENT & PAYROLL March 2020 – Municipalities and Townships

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
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.

Α	40 hours	

34 to 37.4 hours

30 to 31.9 hours

37.5 to 39.9 hours

32 to 33.9 hours

No Full-Time Employees

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



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.

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



Gross Payroll for Full-time Employees Number of Full-time Employees Payroll Code \$Bil. Mil. Thou. В (3) 1 5 6 2 9 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 \$Bil.	Payroll for Pa	art-time Thou			es Dol.		Part-time H	our	s Pa	id
В	1 0 3			6	3	0	7	7	2	2	5	
М	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
- 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

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

Э.	Part-time employees,	gross payroll,	and hours f	or the pay period	l that includes	March 1	2, 2	019
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Payroll	Number of	Gros				
Payroll Code	Part-time Employees	\$Bil.	Mil.	Thou.	Dol.	Part-time Hours Paid

vv = v	Veekly;	B = Bi-Weekly; T	= Twice a Mont	Payroll C h; M = Mont		terly; S = Se	emi-Annually; A = Ann
2. C	entral a	administration 0	29				
Ir	• Emp	county, or townsl loyees of central a c, recorder, and zo	dministrative	offices and a			or mayor
E	xclude • Emp	ral personnel and	financial activ	vities (should	be reported ir		
a	-	loyees performing ime employees a	•	•		•	
	Full-time Payroll Code			Gross Payroll	for Full-time E Thou.		
b	. Part-t	ime employees,	gross payrol	l, and hours	for the pay p	eriod that in	cludes March 12, 20
	Part-tim Payroll Code	e Number of Part-time Emplo			for Part-time Thou.	Employees Dol.	Part-time Hour
3. J	udicial	and legal 025					
	nclude	_	all court and	court related	activities incl	uding court a	ctivities of sheriff's
	• Emp offic • Pros • Lega	loyees performing e (e.g., bailiffs, pro ecuting attorney's Il department emp	<i>cess servers)</i> and public de loyees and att	fender's offic	es employees		ctivities of sheriff's
lr	• Emp offic • Pros • Lega • Emp xclude	loyees performing e (e.g., bailiffs, pro ecuting attorney's Il department emp loyees of law libra	ocess servers) and public de loyees and att	fender's offic corneys provid	es employees ding governme		
lr E	• Emp offic • Pros • Lega • Emp <b>xclude</b> • Priva	loyees performing e (e.g., bailiffs, pro ecuting attorney's Il department emp	ocess servers) and public de loyees and att ries tainer and cou	fender's offic corneys providurt	es employees ding governme attorneys	ent-wide lega	I services
Ir E	• Emp offic • Pros • Lega • Emp <b>xclude</b> • Priva	loyees performing e (e.g., bailiffs, proecuting attorney's all department employees of law librate attorneys on retime employees a	ncess servers) and public de loyees and attairies tainer and cound nd gross pay	fender's offic corneys provious art appointed croll for the p	es employees ding governme attorneys	ent-wide lega at includes N	I services
Ir E	• Emp offic • Pros • Lega • Emp <b>xclude</b> • Priva • Full-time Payroll	loyees performing e (e.g., bailiffs, pro ecuting attorney's all department employees of law librate attorneys on retime employees a	ncess servers) and public de loyees and attairies tainer and cound nd gross pay	fender's offic corneys provious art appointed croll for the p	es employees ding governme attorneys ay period that for Full-time I	ent-wide lega at includes N Employees	I services
Ir E	• Emp offic • Pros • Lega • Emp • Priva • Priva • Full-time Payroll Code	loyees performing e (e.g., bailiffs, pro ecuting attorney's all department employees of law librate attorneys on retime employees at a Number of Full-time Employees	and public de loyees and atturies tainer and cound gross pay	fender's offictorneys provident appointed roll for the process of	es employees ding governme attorneys eay period that for Full-time I Thou.	ent-wide lega at includes N Employees Dol.	I services
Ir E	• Emp offic • Pros • Lega • Emp • Priva • Priva • Full-time Payroll Code	loyees performing e (e.g., bailiffs, pro ecuting attorney's al department employees of law librate attorneys on retime employees at a Number of Full-time Employees,	process servers) and public de loyees and att iries tainer and cou nd gross pay rees \$Bil gross payrol	fender's office torneys provide the profession of the profession o	es employees ding governme attorneys eay period that for Full-time I Thou.	ent-wide legant includes N Employees Dol.	I services

2 –	ЕМР	LOYEE	S, PAYROLL, <i>F</i>	AND PART	T-TIME HO	URS – (Con	tinued)			
	W = V	Veekly;	B = Bi-Weekly;	T = Twice		Payroll Codes M = Monthly;	α = Quarterl	y; S = Semi	-Annually;	A = Annual
3. F	PUBL	IC SAF	ETY							
4	4. Fi	re prot	ection							
	E	<ul><li>Res</li></ul>	est fire protection cue squad and corted in item 8.,	emergency		ervices empl	oyees not pa	rt of fire dep	artment <i>(s</i> .	hould be
	a.	Firefi	ghters 024							
		• E	de Persons engaged Imployees traine nedical care, etc Paid volunteer fi	ed in these	activities b	ut performir	ng other dutie		spatching,	emergency
		Exclu								
			Inpaid voluntee	•						
			ull-time emplo	yees and	gross payr	oll for the p	oay period th	at includes	March 12	, 2019
		Full-tim Payroll Code	<sup>e</sup> Number Full-time Emp		Gross \$Bil.	Payroll for Mil.	Full-time Emp Thou.	oloyees Dol.		
		Part-tim Payroll Code	a <b>rt-time emplo</b> le Number Part-time Emp	of			Part-time Em <sub>l</sub> Thou.			me Hours P
		Include A F F If Full-tim	All fire protection ire administration of handled by the ime employees	n employed ve staff e fire depar s and gros	es not report etment: Eme	rgency (911) or the pay	dispatching	ncludes Ma		
		Payroll Code	Full-time Emp		\$Bil.	Mil.	Thou.	Dol.		
		(2) Pa	art-time emplo	yees, gro	ss payroll,	and hours	for the pay p	period that i	includes N	/larch 12, 2
		Part-tim Payroll Code	<sup>le</sup> Number Part-time Emp		Gross \$Bil.	Payroll for Mil.	Part-time Em Thou.	ployees Dol.	Part-tii	me Hours P

W = \	Weekly; B = Bi-Weekly; T = Tw	Payroll Codes ice a Month; M = Monthly; Q = Quarterly;	S = Semi-Annually; A = Annu
		orcement and lock-up employees ivities of sheriff's and constable's offices	
а	. Persons with power of arr		
	<ul> <li>Include</li> <li>Police employees only</li> <li>Exclude</li> <li>Other employees with p</li> </ul>	ower of arrest (should be reported in item 3	: <i>)</i>
		nd gross payroll for the pay period that in	
	Full-time Payroll Number of Code Full-time Employees	Gross Payroll for Full-time Employers \$Bil. Mil. Thou.	pes Dol.
	(2) Part-time employees,	gross payroll, and hours for the pay perio	od that includes March 12,
	Part-time Payroll Number of Code Part-time Employees	Gross Payroll for Part-time Employe \$Bil. Mil. Thou.	pees Dol. Part-time Hours
b	<ul><li>Coroners and crime lab</li><li>School crossing guards</li><li>Police administrative sta</li></ul>	ployees not reported in item 5a. employees (should be reported as part-time employees, iff	
		department: Emergency (911) dispatching	J
C	Full-time employees and g  Full-time Payroll Number of Code Full-time Employees	Gross Payroll for the pay period that include Gross Payroll for Full-time Employers \$Bil. Mil. Thou.	
	Part-time employees, of Part-time Payroll Number of Code Part-time Employees	gross payroll, and hours for the pay period Gross Payroll for Part-time Employers \$Bil. Mil. Thou.	

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PART 2	- EMPLOYEES, PAYROLL, AND	PART-TIME HOURS -	(Continued)		
	W = Weekly; $B = Bi-Weekly;$ $T =$	Payroll ( Twice a Month; M = Mon		S = Semi-Annually;	A = Annually
C.	TRANSPORTATION				
	6. Streets and highways 044				
	Include				
	<ul> <li>Employees performing n sidewalks, roads, highwa</li> <li>Employees performing e</li> <li>Employees performing to</li> </ul>	ys, bridges, and terminangineering activities	I and dock facilities		alleys,
	Street cleaning employer     Sower employees (chart)				
	Sewer employees (should be should be shou	·		landa a Manah 42, 6	2040
	a. Full-time employees and				2019
	Full-time Number of Code Full-time Employed		l for Full-time Emplo Thou.	oyees Dol.	
	b. Part-time employees, gi	oss payroll, and hours	for the pay period	l that includes Ma	rch 12, 2019
	Part-time		I for Part-time Emplo		•
	Payroll Number of Code Part-time Employe	-	Thou.		time Hours Paid
	. ,				
D.	SOCIAL SERVICES AND INCOM	IE MAINTENANCE			
	7. Public welfare 079				
	Include				
	<ul> <li>Employees performing n</li> <li>Nursing home employee</li> <li>Employees performing a</li> <li>Senior citizen and handion</li> </ul>	s and social workers dministration of public a	ssistance and vetera		
	Exclude	uld be reported in items	n 1		
	Hospital employees (sho	•		lander Monch 40 C	2040
	a. Full-time employees and Full-time				2019
	Payroll Number of Code Full-time Employed	-	l for Full-time Emplo Thou.	oyees Dol.	
	b. Part-time employees, gr	oss payroll, and hours	for the pay period	that includes Ma	rch 12, 2019
	Part-time Payroll Number of Code Part-time Employe		l for Part-time Emplo Thou.		time Hours Paid

age 8											
PART 2	– EN	1PL	OYEE	S, PAYROL	L, AND PAR	T-TIME H	OURS – (Con	tinued)			
							Payroll Code	2			
	W	= We	eekly;	B = Bi-Week	y; T = Twice	a Month;	M = Monthly;	Q = Quarterly;	S = Semi-	Annually;	A = Annually
	8.	He	alth 0	32							
	-		lude								
		•	<ul><li>Men</li><li>Alco</li></ul>	tal health ar hol and drug	id outpatient g abuse emp	clinics em loyees	nedical service ployees, visiti	es employees ng nurses, and	animal con	trol emplo	yees
		•	Emp	loyees perfo	rming other	environme	ntal health ac	tivities (e.g., po	ollution cont	rol)	
			<b>clude</b> Cord	oners and cr	me lab empl	oyees (sho	ould be reporte	ed in item 5b.)			
		a.	Full-ti	ime employ	ees and gro	ss payrol	I for the pay	period that in	cludes Mar	ch 12, 20	19
			Full-time Payroll Code	e Numl Full-time E	per of imployees	Gro \$Bil.	ess Payroll for Mil.	Full-time Empl Thou.	loyees Dol.	ı	
		b.		_	yees, gross	payroll, a	nd hours for	the pay perio	d that inclu	des Marc	h 12, 2019
			Part-tim Payroll Code	Part-time I	per of Employees	Gro \$Bil.	ss Payroll for Mil.	Part-time Empl Thou.	loyees Dol.	Part-tir	ne Hours Paid
	9.		spital	<b>S</b> 036							
		•	treat Emp emo	tment of har lloyees of institionally dist	dicapped per stitutions for	rsons the custod	y, treatment o	re and institution	•		
			clude				/ . / . / .		-1 '- 't 7 l	1	
				•				ould be reporte period that inc			19
		a.	Full-time Payroll Code		per of			Full-time Empl Thou.			13
		b.		_	yees, gross	payroll, a	nd hours for	the pay period	d that inclu	des Marc	h 12, 2019
			Part-tim Payroll Code	Part-time I	per of Employees	Gro \$Bil.	ss Payroll for Mil.	Part-time Empl Thou.	loyees Dol.	Part-tir	ne Hours Paid

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E.			NT AND HOU						
		olid wa clude	ste managem	<b>ent</b> 081					
	•••	<ul> <li>Recy</li> </ul>	cling, garbage,	and refuse	e collectio	n and dispos	al employees		
			et cleaning emp loyees perform		y landfill	operations			
	a.	Full-ti	me employee:	s and gro	ss payrol	l for the pay	period that i	ncludes Ma	rch 12, 2019
		Full-time Payroll Code	<sup>e</sup> Number Full-time Emp		Gro \$Bil.	ess Payroll fo Mil.	Full-time Em Thou.	ployees Dol.	
	b.	Part-t	ime employee	es, gross į	payroll, a	nd hours fo	the pay perio	od that incl	_ udes March 12, 2019
		Part-tim Payroll	Number				Part-time Em		Dowt times House Doid
		Code	Part-time Emp	loyees	\$Bil.	Mil.	i nou.	Dol.	Part-time Hours Paid
		ewerag clude • Emp							
		26	loyees providin	g mainten	ance and	operation of	sanitary and s	torm sewer	systems
	E	• Sew	loyees providin erage disposal <sub> </sub>	plant empl	ance and loyees	operation of	sanitary and s	torm sewer	systems
	Ex	• Sew	loyees providin erage disposal <sub> </sub> er supply emplo	plant empl	oyees		•	torm sewer	systems
		<ul><li>Sew</li><li>clude</li><li>Wate</li><li>Full-ti</li></ul>	erage disposal per er supply emplo ime employee	plant empl	loyees uld be rep	oorted in item	13.)		
		<ul><li>Sew</li><li>clude</li><li>Wate</li></ul>	erage disposal per er supply emplo ime employee	plant employees (shows and grown of	oyees uld be rep ss payrol	oorted in item	13.)	ncludes Ma	
		<ul> <li>Sewer</li> <li>Clude</li> <li>Wate</li> <li>Full-time</li> <li>Payroll</li> </ul>	erage disposal per supply emplo i <b>me employee</b> :  Number	plant employees (shows and grown of	oyees uld be rep ss payrol Gro	oorted in item I for the pay ss Payroll for	13.)  period that in  Full-time Emp	<b>ncludes Ma</b> oloyees	
	a.	Sewicelude     Wate     Wate     Full-time     Payroll     Code	erage disposal per supply emplo i <b>me employee</b> :  Burner  Number  Full-time Emp	plant employees (shows and grown of bloyees	oyees  uld be rep  ss payrol  Gro  \$Bil.	oorted in item I for the pay ass Payroll for Mil.	13.) period that in Full-time Emp Thou.	<b>ncludes Ma</b> ployees Dol.	
	a.	Sewicelude     Wate     Wate     Full-time     Payroll     Code  Part-t  Part-time	erage disposal per supply emploime employees  Number Full-time Emp	oyees (shows and grown of coloyees)	ss payrol Gro \$Bil.	oorted in item I for the pay ss Payroll for Mil.	13.) period that in Full-time Emp Thou.	ncludes Ma ployees Dol.	rch 12, 2019
	a.	Sewicelude     Wate     Wate     Full-time     Payroll     Code  Part-t	erage disposal per supply emplo ime employees Number Full-time Emp	plant employees (shows and grown of poloyees)  es, gross prof	ss payrol Gro \$Bil.	oorted in item I for the pay ss Payroll for Mil.	period that in Full-time Emp Thou.	ncludes Ma ployees Dol.	rch 12, 2019 udes March 12, 2019
	a.	Sewicelude     Wate     Wate     Full-time     Payroll     Code  Part-t  Part-time Payroll	erage disposal per supply emplorime employees  Number Full-time Emp	plant employees (shows and grown of poloyees)  es, gross prof	ss payrol Gro \$Bil.	orted in item I for the pay ss Payroll for Mil.  nd hours for	period that in Full-time Emp Thou.	ncludes Ma ployees Dol.	rch 12, 2019 udes March 12, 2019
	a.	Sewicelude     Wate     Wate     Full-time     Payroll     Code  Part-t  Part-time Payroll	erage disposal per supply emplorime employees  Number Full-time Emp	plant employees (shows and grown of poloyees)  es, gross prof	ss payrol Gro \$Bil.	orted in item I for the pay ss Payroll for Mil.  nd hours for	period that in Full-time Emp Thou.	ncludes Ma ployees Dol.	rch 12, 2019

W	= W	eekly;	B = Bi-Weekly;	T = Twice	a Month;	Payroll Codes M = Monthly;	Q = Quarterly;	S = Semi	-Annually;	A = Annually
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		clude								
		<ul> <li>Empl</li> <li>Empl</li> </ul>	loyees of parks loyees of audite	, playgrou oriums, mi	nds, swimi useums, co	ming pools, and notice of the contract of the	nd golf course: ters, and recre	s ational cen	ters	
		• Emp	loyees of marir	nas, zoos, a	ınd garder	ıs				
	a.		me employee	s and gro	ss payroll	for the pay p	period that inc	cludes Mai	rch 12, 20	19
		Full-time Payroll Code	Number Full-time Emp		Gro \$Bil.	ss Payroll for Mil.	Full-time Empl Thou.	oyees Dol.	ı	
	b.		ime employee	es, gross <sub>l</sub>	_				udes Marc	h 12, 2019
		Part-time Payroll Code	Number Part-time Emp		Gros \$Bil.	ss Payroll for Mil.	Part-time Empl Thou.	loyees Dol.	Part-tir	ne Hours Pai
			,							
UT										
		IES								
	. Wa	ater su	pply system	091						
	. Wa	ater su clude • Empl	loyees perform	ing operat	ion, mainte	enance, and c	onstruction of	public wate	er supply o	r
	. Wa	ater su clude • Empl distri		ing operat s						
	. Wa	clude Emploistri Full-time	loyees perform bution systems me employee	ing operat s s and gro	<b>ss payrol</b> l Gros	for the pay pass says for the pay page 1	<b>period that in</b> Full-time Empl	cludes Ma		
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# Page 12 PART 2 - EMPLOYEES, PAYROLL, AND PART-TIME HOURS - (Continued) **Pavroll Codes** B = Bi-Weekly; T = Twice a Month; M = Monthly; Q = Quarterly; S = Semi-Annually;W = Weekly;A = Annually16. All other 089 Include • Employees performing other activities not reported elsewhere Employees concerned with elections and voter registration Protective inspection and enforcement employees (building, electrical, etc.) Motor pool, general public building maintenance, parking facilities, and engineering employees Emergency (911) dispatching employees not handled by the fire department and/or police department Employees providing county supervision of public school districts Homeland security and emergency management employees **Exclude** · School system employees and payrolls a. Full-time employees and gross payroll for the pay period that includes March 12, 2019 Full-time Gross Payroll for Full-time Employees Number of Payroll \$Bil. Full-time Employees Mil. Thou. Dol. Code b. Part-time employees, gross payroll, and hours for the pay period that includes March 12, 2019 Gross Payroll for Part-time Employees Number of Payroll Part-time Employees Mil. Thou. Part-time Hours Paid \$Bil Dol Code c. Please list the major job functions reported above in All other (16a. and 16b.) (1) Job Function Specify: (a) Full-time employees and gross payroll for the pay period that includes March 12, 2019 Full-time Gross Payroll for Full-time Employees Number of Pavroll 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 Part-time Gross Payroll for Part-time Employees Number of Payroll Part-time Employees \$Bil. Mil Thou. Part-time Hours Paid Dol.

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			Payroll Cod	es		
W = Weekly;	B = Bi-Weekly; T =	Twice a Month;	M = Monthly	Q = Quarterly	/; S = Semi	i-Annually; $A = Annually$
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	(Sum of items	_		Payroll Cod M = Monthly		; S = Semi-	-Annually;	A = Annuall
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	u were unable to supply in the employees work more	within the last year nformation than 40 hours per week
- CONTACT INFORMATION		
should be contacted to answer	questions about data r	reported on this worksheet?
e of contact person - Please print		of contact person - Please print
code and phone number	Extension	Area code and fax number
code and phone number	Extension	Area code and fax number
code and phone number	Extension	Date worksheet was completed
code and phone number	Extension	
	Extension	Date worksheet was completed