



A Message from the Acting Director, U.S. Census Bureau:

We request your participation with the **2021 Annual Survey of Public Employment & Payroll**. This survey is the only source of comprehensive information on the employment and payroll for state and local governments in the United States. The information collected serves as an integral part of the foundation for developing national economic and public policy by measuring public activity.

Please complete the survey for the pay periods that include March 12, 2021 by uploading and submitting a data file, using the information below.

Authentication Code:

Due Date:

1. **Register OR sign in** at <https://portal.census.gov>
2. **Add** your authentication code.
3. **Report** by clicking on "REPORT NOW." You can return to your account over multiple sessions to complete the survey.

Information about the authority, confidentiality, and burden of this data collection can be found on the back of this letter.

For assistance with completing this survey, please sign into your Census Bureau account or call our customer help line at 1-800-642-4901, Monday through Friday, 8:00 a.m. to 5:00 p.m. Eastern time.

Thank you in advance for your time and participation, and for helping the U.S. Census Bureau measure America's people and economy.

Sincerely,

A handwritten signature in black ink, appearing to read "R. Jarmin".

Ron S. Jarmin
Acting Director

OMB Number

This collection has been approved by the Office of Management and Budget (OMB). The eight-digit OMB approval number is 0607-0585 and appears in the top right corner of each reporting screen. Without this approval, we could not conduct this survey.

Authority and Confidentiality

Title 13, United States Code, Sections 161 and 182, authorizes the U.S. Census Bureau to conduct this collection and request your voluntary assistance. These data are subject to provisions of Title 13, United States Code, Section 9(b), which exempts data that are customarily provided in public records from rules of confidentiality.

Burden Estimate Statement

We estimate the Annual Survey of Public Employment & Payroll will take an average of 10 minutes to 15 hours to complete. Factors such as government size, complexity and activity will affect your actual time to complete the survey. This estimate includes the time to review instructions, search existing data sources, gather and maintain the data needed, and complete and review the survey.



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Complete each survey for the employees engaged in the activities described under “My Surveys” for the pay periods that include March 12, 2021, using the information below.

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Due Date:

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2. **Add** your authentication code.
3. **Report** by clicking on “REPORT NOW.” You can return to your account over multiple sessions to complete these surveys.

Information about the authority, confidentiality, and burden of this data collection can be found on the back of this letter.

For assistance with completing these surveys, please sign into your Census Bureau account or call our customer help line at 1-800-832-2839, Monday through Friday, 8:00 a.m. to 5:00 p.m. Eastern time.

Thank you in advance for your time and participation, and for helping the U.S. Census Bureau measure America’s people and economy.

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Burden Estimate Statement

We estimate the Annual Survey of Public Employment & Payroll will take an average of 10 to 90 minutes to complete. Factors such as government size, complexity and activity will affect your actual time to complete the survey. This estimate includes the time to review instructions, search existing data sources, gather and maintain the data needed, and complete and review the survey.

ASPEP-E15-L1R
(12-30-2020)



UNITED STATES DEPARTMENT OF COMMERCE
U.S. Census Bureau

Washington, DC 20233-0001

The Office of
Management and Budget
(OMB) approval number
for the Annual Survey of
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DUE DATE REMINDER

Recently, the U.S. Census Bureau mailed a letter asking you to complete the **2021 Annual Survey of Public Employment & Payroll**. If you have submitted your survey in the past few weeks, **thank you**. If you have not yet reported, please do so before the due date noted below.

Complete each survey for the employees engaged in the activities described under “My Surveys” for the pay periods that include March 12, 2021, using the information below.

Authentication Code:

Due Date:

1. **Register OR sign in** at <https://portal.census.gov>
2. **Add** your authentication code OR **locate** this report under “My Surveys.”
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Thank you advance for your time and participation, and for helping the U.S. Census Bureau measure America’s people and economy.

Sincerely,

Kimberly P. Moore
Chief, Economy-Wide Statistics Division
U.S. Census Bureau

**U.S. DEPARTMENT OF COMMERCE
U.S. Census Bureau**

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Jeffersonville IN 47132-0001

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ASPEP-E15-L1R (12-2020)

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PAST DUE NOTICE

Our records indicate that we have not received your **2021 Annual Survey of Public Employment & Payroll**.

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Thank you in advance for your time and participation, and for helping the U.S. Census Bureau measure America's people and economy.

Sincerely,

A handwritten signature in black ink that reads "Kimberly P. Moore".

Kimberly P. Moore
Chief, Economy-Wide Statistics Division
U.S. Census Bureau

Attention!

Please be sure to include all paid elected or appointed officials on this online survey.

- If you have a mayor, clerk, treasurer, trustee, or board member that is paid a small amount annually or on a per-meeting basis, report them on this online survey.
- These elected or appointed employees should be reported in Section A. CENTRAL GOVERNMENT ADMINISTRATION in either 1. Financial administration or 2. Central administration.

Employees and Payroll Page 1 of 2

A. Central Government Administration

3. For each applicable pay period that includes March 12, 2021, what were the TOTAL number of employees and TOTAL gross payroll amounts for both full-time and part-time employees?

[Show Instructions](#)

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

1. Financial administration

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

If you need assistance with your response, please contact us by phone at 1-800-832-2839 Monday through Friday, 8 a.m. and 5 p.m. Eastern time.

Thank you for participation in the 2021 Annual Survey of Public Employment & Payroll. The Census Bureau appreciates your help.

ASPEP-L1
(02-03-2021)



UNITED STATES DEPARTMENT OF COMMERCE
U.S. Census Bureau

Office of the Director
Washington, DC 20233-0001

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Sincerely,

A handwritten signature in black ink, appearing to read "RJ", with a long, sweeping flourish extending to the right.

Ron S. Jarmin
Acting Director

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ASPEP-L1R
(03-09-2021)



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