# 2014 State and Local Government Employment & Payroll Technical Documentation

## Individual Unit Data File (Public Use Format)

This is an ASCII fixed length text file containing a standard 94-character Public Use format layout. It contains the amount for each Survey of Public Employment & Payroll item code within each government unit for all respondents in the sample. All payroll and part-time hours in the data file are 31-day monthly equivalent values for the month of March. The first 14 characters comprise the U.S. Census Bureau identification number.

This large file can be useful for programming and database applications. When inflated, this file will be 6.85 megabytes.

For 2014, the file name is:

*14empst.dat*

Below is a detailed record layout for the file.

| Characteristic | Value |
|---|---|
| File Type | ASCII |
| Rec Length | 94 characters |
| Record Type | Fixed Length, No Delimiter |

| Description | Length | Position |
|---|---|---|
| State code (states & DC in alpha) | 2 | 1-2 |
| Type of summary total code<br>0 = State<br>1 = County<br>2 = Municipal<br>3 = Township<br>4 = Special district<br>5 = School District | 1 | 3-3 |
| County code | 3 | 4-6 |
| Unit Identification Number | 3 | 7-9 |
| Supplement Code | 3 | 10-12 |
| Sub Code | 2 | 13-14 |
| Data Function (Item) Code | 3 | 18-20 |
| Full-Time Employees | 10 | 21-30 |
| Full-Time Employees Data Flag | 1 | 32-32 |
| Full-Time Payroll | 12 | 33-44 |
| Full-Time Payroll Data Flag | 1 | 46-46 |
| Part-Time Employees | 10 | 47-56 |
| Part-Time Employees Data Flag | 1 | 58-58 |
| Part-Time Payroll | 12 | 59-70 |
| Part-Time Payroll Data Flag | 1 | 72-72 |
| Part-Time Hours | 10 | 73-82 |
| Part-Time Hours Data Flag | 1 | 84-84 |
| Full-Time Equivalent Employees | 10 | 85-94 |

## Individual Unit ID File (Public Use Format)

This is an ASCII fixed length text file containing a standard 206-character Public Use format layout. It contains the amount for each Survey of Public Employment & Payroll item code within each government unit for all respondents in the sample. All payroll and part-time hours in the data file are 31-day monthly equivalent values for the month of March. The first 14 characters comprise the U.S. Census Bureau identification number.

When inflated, this file will be 2.08 megabytes.

For 2014, the file name is:

14empid.dat

Below is a detailed record layout for the file.

| Description | Length | Position |
|---|---|---|
| State code (states & DC in alpha) | 2 | 1-2 |
| Type of summary total code<br>0 = state<br>1 = county<br>2 = municipal<br>3 = township<br>4 = special district<br>5 = school district | 1 | 3-3 |
| County code | 3 | 4-6 |
| Unit Identification Number | 3 | 7-9 |
| Supplement Code | 3 | 10-12 |
| Sub Code | 2 | 13-14 |
| Name of Government/ Political Description | 64 | 15-78 |
| Census Region Code | 1 | 79-79 |
| County Name | 30 | 80-109 |
| FIPS State (N/A for 2002) | 2 | 110-111 |
| FIPS County (N/A for 2002) | 3 | 112-114 |
| Population/Enrollment/Function Code | 9 | 126-134 |
| Year of Population/Enrollment | 2 | 135-136 |
| School Level Code<br>01 = elementary only<br>02 = secondary only<br>03 = elementary and secondary<br>04 = higher education only<br>05 = special independent vocational or special education<br>06 = non-operating<br>07 = Education Service Agency (ESA) | 2 | 137-138 |
| Probability of Selection | 6 | 146-151 |
| Weekly Hour Code<br>1 = 39 or more<br>2 = 37.5 – 38.9 | 1 | 189-189 |

| | | |
|---|---|---|
| 3 = 34 – 37.4<br>4 = 32 – 33.9<br>5 = 30 – 31.9 | | |
| Full-Time Pay Code<br>1 = monthly<br>2 = twice a month<br>3 = each 2 weeks<br>4 = weekly | 1 | 190-190 |
| Part-time Pay Code<br>1 = monthly<br>2 = twice a month<br>3 = each 2 weeks<br>4 = weekly | 1 | 191-191 |
| Number of months Teachers Paid | 2 | 192-193 |
| Number of months School Admin Paid | 2 | 194-195 |
| Number of months School Other Paid | 2 | 196-197 |
| Year of Data (except dependent school data)<br>99 = response for 1999<br>II = data imputed<br>NN = no information for this unit | 2 | 198-199 |
| Year of Dependent School Data | 2 | 200-201 |
| Survey Form Type | 2 | 205-206 |

## Individual Unit Files (Excel Worksheet Format)

Excel worksheets are available in a more user-friendly format than the fixed length text files. These worksheets are a combination of the data and ID files referenced above. Worksheets contain the individual unit data and name of the government. Worksheets are ordered by 1) state government, 2) county, 3) municipality, 4) township, 5) special district, then 6) independent school districts. Local government types are sorted alphabetically by the county name

For 2014, the file names are:

- 14ind_al_ms.xls – Individual unit file for Alabama through Mississippi
- 14ind_mo_wy.xls – Individual unit file for Missouri through Wyoming

## Code Definitions

### State Abbreviations (used in first two digits of ID)

| State Name | Abbreviation | State Code |
|---|---|---|
| United States | US | 00 |
| Alabama | AL | 01 |
| Alaska | AK | 02 |
| Arizona | AZ | 03 |
| Arkansas | AR | 04 |
| California | CA | 05 |
| Colorado | CO | 06 |
| Connecticut | CT | 07 |
| Delaware | DE | 08 |
| District of Columbia | DC | 09 |
| Florida | FL | 10 |
| Georgia | GA | 11 |
| Hawaii | HI | 12 |
| Idaho | ID | 13 |
| Illinois | IL | 14 |
| Indiana | IN | 15 |
| Iowa | IA | 16 |
| Kansas | KS | 17 |
| Kentucky | KY | 18 |
| Louisiana | LA | 19 |
| Maine | ME | 20 |
| Maryland | MD | 21 |
| Massachusetts | MA | 22 |
| Michigan | MI | 23 |
| Minnesota | MN | 24 |
| Mississippi | MS | 25 |
| Missouri | MO | 26 |
| Montana | MT | 27 |
| Nebraska | NE | 28 |
| Nevada | NV | 29 |
| New Hampshire | NH | 30 |
| New Jersey | NJ | 31 |
| New Mexico | NM | 32 |
| New York | NY | 33 |
| North Carolina | NC | 34 |

| | | |
|---|---|---|
| North Dakota | ND | 35 |
| Ohio | OH | 36 |
| Oklahoma | OK | 37 |
| Oregon | OR | 38 |
| Pennsylvania | PA | 39 |
| Rhode Island | RI | 40 |
| South Carolina | SC | 41 |
| South Dakota | SD | 42 |
| Tennessee | TN | 43 |
| Texas | TX | 44 |
| Utah | UT | 45 |
| Vermont | VT | 46 |
| Virginia | VA | 47 |
| Washington | WA | 48 |
| West Virginia | WV | 49 |
| Wisconsin | WI | 50 |
| Wyoming | WY | 51 |

| **Individual Unit - Type-of-** | **Government Codes (used in 3rd digit of ID)** |
|---|---|
| **Type-Codes** | **Description** |
| 0 | State |
| 1 | County |
| 2 | City |
| 3 | Township |
| 4 | Special District |
| 5 | Independent School District or Educational Service Agency |

**Item Codes**

Descriptions, definitions, and additional information for item codes can be found in Chapters 11 and 12 of the 2006 Government Finance and Employment Classification Manual.

| School Level Code | |
|---|---|
| **Code** | **Description** |
| 01 | Elementary Only |
| 02 | Secondary Only |
| 03 | Elementary and Secondary |
| 04 | Post-Secondary |
| 05 | Special or Vocational Education |
| 06 | Non-Operating |
| 07 | Educational Service Agency (ESA) |

## Data Flags

| **Reported Data** | |
|---|---|
| C | Without contacting the respondent, the analyst corrects data provided in an inappropriate item code or individual unit, corrects data so detail adds to total, corrects other reported minor reporting errors that prevents the use of the original data provided by the respondent. |
| K | Analyst corrects improperly keyed data and replaces with the reported values from the questionnaire. |
| R | 1) Data item is reported directly by the respondent.<br>2) Respondent does not complete the survey form, but provided additional information which is compiled and used to complete the form, i.e., annual report, Website, etc. |
| T | Respondent reports totals and these data are prorated based on the prior year distribution. |
| U | Analyst obtains correct data from the respondent via telephone, e-mail, or fax. |
| V | Analyst verified the data with the respondent via telephone, e-mail, or fax. |
| Z | Data are the summation of multiple individual state agencies (i.e., state level data) or the summation of multiple data function codes (i.e., total data function code of "000"). |
| **Imputed Data** | |
| A | Missing or inappropriate data fixed by computer calculations are based on prior year factors or prior year state averages. |
| B | Analyst obtains information from a report or other administrative source without prior respondent contact and there exists documentation verifying that these data sources are comparable to reported data. |
| D | Analyst obtains information from a Website without prior respondent contact and there exists documentation verifying that these data sources are comparable to reported data. |
| G | The prior year data were adjusted by a growth rate that was determined by the growth of responding units that were similar to the nonrespondent in size, geography and type of government. |

| | |
|---|---|
| J | The unit contained partially reported data sufficient to determine unit totals at the total employee/total pay level. Data were imputed using pro-rated values based on prior year or cell median ratios. Flag J differs from Flag T in that Flag T implies that the unit total for that variable was reported, e.g., if full-time pay is reported, then full-time pay for each item code of that unit will receive a flag of T. While Flag J implies that the unit total for that variable was not reported, e.g., if total employees are reported, but neither full-time nor part-time employees are reported, then full-time employees will be pro--rated and full-time employees for each item code of that unit will receive a flag of J. |
| P | Data were from a donor that was randomly selected from units similar to the nonrespondent. A per capita adjustment based on population enrollment was made. |
| Q | A growth rate was applied to the prior year that carried a flag of P. |
| S | This flag is used for imputed values of part-time hours. Part-time hours are imputed as the value of the item code's part-time employees multiplied by the unit's average part-time hours per employee for the given item code in the prior year. If the given item code in the prior year is not available, then the median average part-time hours per employee for the given item code is used instead. The median is calculated for the current year data in the unit's imputation cell. |
| X | The analyst creates a value missing entry, an erroneous reported entry, or an imputed value without contacting the respondent. |

## Sources and Contacts

An important information source for detailed definitions, classification issues, etc. is the Government  Finance and Employment Classification Manual

For information about the tables, data files, or the public employment & payroll program, users can contact the Census Bureau:

EWD.Employment.Survey@census.gov

The telephone number is (800) 642-4901. The address is:

Employment Statistics Branch
Economy-Wide Statistics Division
U.S. Census Bureau
Washington, DC 20233-6800