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 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 8.87 megabytes.

For 2014, the file name is:

14empst.txt

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 0 = State 1 = County 2 = Municipal 3 = Township 4 = Special district 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 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.txt

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 0 = state 1 = county 2 = municipal 3 = township 4 = special district 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	2	110-111
FIPS County	3	112-114
Population/Enrollment/Function Code	9	126-134
Year of Population/Enrollment	2	135-136
School Level Code 01 = elementary only 02 = secondary only 03 = elementary and secondary 04 = higher education only 05 = special independent vocational or special education 06 = non-operating 07 = Education Service Agency (ESA)	2	137-138
Probability of Selection	6	146-151
Weekly Hour Code 1 = 39 or more 2 = 37.5 – 38.9	1	189-189

3 = 34 – 37.4 4 = 32 – 33.9 5 = 30 – 31.9		
Full-Time Pay Code 1 = monthly 2 = twice a month 3 = each 2 weeks 4 = weekly	1	190-190
Part-time Pay Code 1 = monthly 2 = twice a month 3 = each 2 weeks 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) 99 = response for 1999 II = data imputed 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. 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
International Trade Management Division
U.S. Census Bureau
Washington, DC 20233-6800