

RETURN TO

Bureau of the Census
1201 East 10th Street
Jeffersonville, IN 47132-0001

FORM E-2
(2-21-97)

U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS

**1997 CENSUS OF GOVERNMENTS
SURVEY OF GOVERNMENT EMPLOYMENT
MARCH 1997 - STATE INSTITUTIONS OF HIGHER EDUCATION**

In correspondence pertaining to this report, please refer to the Census File Number above your address

(Please correct any error in name, address, and ZIP Code)

Data supplied by	Name			Title			
	Mailing address - Number and street or post office box				City	State	ZIP Code
	Telephone			FAX		E-MAIL	
	Area code	Number	Extension	Area code	Number		

FROM THE DIRECTOR
BUREAU OF THE CENSUS

As part of the 1997 Census of Governments, we are requesting your help with the Survey of Government Employment. Through this voluntary survey, authorized by Title 13, United States Code, Section 161, we collect state and local government employment and payroll data.

If you are familiar with previous employment surveys, **please note that the pay period reference date is now March 12.** In previous surveys, we collected data for the pay period including October 12. This change will provide public employment statistics that are more compatible with statistics for the private sector, most of which use the March 12 reference period.

Results of this survey provide the only source of nationwide comprehensive information on this subject. The U.S. Congress, Federal agencies, state and local governments, educational research organizations, and the general public use these results. Some of the major uses include:

1. Development of a component of the Gross Domestic Product.
2. Development of the related national income accounts.
3. Development of personal income figures for states and county areas.
4. Allocation of Federal grant funds to state and substate governments.
5. Wage and salary negotiations by state and local government.

Please help us by completing this form with the information from your payroll records and returning the addressed copy in the enclosed envelope, within three weeks, if possible. **We request that you retain a copy of your reply for your records.** Prompt and accurate completion of this form will save further effort and correspondence.

If you have any questions, please call the Bureau of the Census' Governments Division on 1-800-642-4901. Thank you for your cooperation. The Bureau of the Census appreciates your help.

Sincerely,

Martha Farnsworth Riche

Enclosures

DEFINITIONS AND INSTRUCTIONS

EMPLOYEES — Persons paid for personal services performed in the indicated pay period, including any persons in a paid leave status. Exclude any employees on unpaid leave, contractors, and their employees.

Full-Time Employees — Persons employed during this pay period to work the number of hours that represents regular full-time employment. **Include** temporary or seasonal employees who are working the number of hours that represents full-time employment.

Part-Time Employees — Persons employed on a part-time basis during the designated pay period. **Include** all student employees and any daily or hourly employees usually engaged for less than the regular full-time workweek. **Exclude** here, and report as full-time, any temporary or seasonal employees working on a full-time basis during this pay period.

PAYROLL (GROSS BEFORE DEDUCTIONS) — Salaries, wages, fees, or commissions earned by employees during (or applicable to) the pay period(s) which includes March 12, 1997. **Include** overtime, premium, and night differential pay. **Include** bonuses and incentive payments that are paid at regular pay intervals. **Include** amounts withheld for taxes, employee contributions to retirement systems, etc. **Exclude** lump sum payments and the value of living quarters and subsistence allowances furnished to employees. If some employees are on a different pay interval from the majority, please report their payroll and any part-time hours separately as indicated in the **Special Instructions for Part III** on page 3.

PART-TIME HOURS PAID — Total hours actually paid during pay interval for all persons working less than the number of hours that represents full-time employment. **Include an estimate** of hours worked during pay period for part-time employees not compensated on an hourly basis.

IF EXACT FIGURES ARE NOT AVAILABLE, ENTER ESTIMATES AND MARK WITH AN ASTERISK

Part I PAY INTERVAL

How frequently are employees of this agency paid for their services?

1. Full-time employees (all or most)
Mark (X) ONE box only

- A Monthly
- B Twice a month
- C Each 2 weeks
- D Weekly
- E Other — *Specify*

2. Part-time employees (all or most)
Mark (X) ONE box only

- A Monthly
- B Twice a month
- C Each 2 weeks
- D Weekly
- E Other — *Specify*

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3. Please specify the number of months per year over which the annual salaries of the majority of the following classes of full-time employees are disbursed.

- Instructional personnel
- Administrative/clerical employees
- All other salaried employees

Months per year

Part II STANDARD WEEKLY HOURS

Indicate the average or standard number of weekly hours of work for the MAJORITY of your institution's full-time employees. If full-time instructional employees do not have standard hours of work, consider only noninstructional employees for this question.

Mark (X) ONE box only

- A 40 hours
- B 37.5 hours
- C 35 hours
- D Other — *Specify hours per week*

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Part III EMPLOYEES, PAYROLL, AND PART-TIME HOURS

Report data for the ONE PAY PERIOD marked in part I which includes March 12, 1997. Do not report fiscal year payrolls.

Activity A person working in more than one of the following categories should be reported only once — in the area of primary responsibility	Full-time employees		Part-time employees (including student employees)		
	Number of employees (a)	Payroll amount for pay period marked in part I (Omit cents) (b)	Number of employees (c)	Payroll amount for pay period marked in part I (Omit cents) (d)	Total paid part-time hours for amount reported in column (d) Estimate if unknown (Omit fractions) (e)
TOTAL — Sum of items 1 through 7					
1. Instructional staff — Employees engaged in teaching and related academic research, including continuing education and other non-degree programs. Report adjunct professors and graduate teaching/research assistants as part-time.	018				

2. Hospitals — All noninstructional employees of hospitals operated by your institution and serving the general public. <i>Include intern and resident physicians. Report student health facilities not available to the general public at item 7 below.</i>	040				
3. Outpatients clinics — All noninstructional employees of health clinics operated by your institution and serving the general public. <i>Include intern and resident physicians. Include any clinics operated as part of a regular, inpatient hospital at item 2 above. Report student health services not available to the general public at item 7 below.</i>	032				
4. Agricultural experiment stations and farms — All employees of agricultural experiment stations and farms not reported at Instructional Staff, item 1 above.	059				
5. Agricultural extension services — County agricultural and home demonstration agents and all other employees of agricultural extension services not reported at Instructional Staff, item 1 above.	159				
6. Auxiliary enterprises — Cafeteria, dining hall and residence hall workers, and employees of your institution engaged in other auxiliary activities, such as college bookstores and student unions.	016				
7. All other — All employees of your institution, including any paid student help, not reported above — i.e., administrative, clerical, and custodial workers, noninstructional employees engaged in organized research, law enforcement personnel, etc.	116				

Additional remarks — *Please indicate below any groups of your employees for which you could not supply information or any difficulties you encountered in completing the form.*

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SPECIAL INSTRUCTIONS FOR PART III

Report separately in part III all employees, payrolls, and part-time hours that are on a pay interval different from the one reported in Part I, PAY INTERVAL.

Enter code A, B, C, D, or E next to payroll and part-time hours amounts to indicate applicable pay interval. For example:

Part I PAY INTERVAL

How frequently are employees of this agency paid for their services?

1. Full-time employees (all or most)
Mark (X) ONE box only

A Monthly
 B Twice a month
 C Each 2 weeks

D Weekly
 E Other — Specify _____

2. Part-time employees (all or most)
Mark (X) ONE box only

A Monthly
 B Twice a month
 C Each 2 weeks

D Weekly
 E Other — Specify _____

Part III EMPLOYEES, PAYROLL, AND PART-TIME HOURS

Full-time employees		Part-time employees (including student employees)		
Number	Payroll amount for pay period marked in part I (Omit cents)	Number	Payroll amount for pay period marked in part I (Omit cents)	Total paid part-time hours for amount reported in column (d) Estimate if unknown (Omit fractions)
(a)	(b)	(c)	(d)	(e)
018 2 1	2100 200 (D)	1 2	250 200 (D)	44 30 (D)

Employees and payroll amounts reported for pay intervals marked (X) in part I above.

Payroll and hours amounts for an interval different from the one reported in part I. Enter A, B, C, D, or E to indicate the pay interval.

BEFORE RETURNING THE QUESTIONNAIRE, PLEASE CHECK THAT YOU:

- Indicate in part I the length or frequency of your pay period.
- Indicate in part II the standard weekly hours of work for **most** full-time employees.
- Report in part III gross payroll amounts for just the **one** pay period (monthly, weekly, etc.) which included March 12, 1997.
- Include all current employees whether paid from the "general fund" or special funds.
- Include all gross salaries and wages, regardless of the source of funds or how earned.
- Include total paid hours of work for part-time employees in part III, column (e).
If actual hours are unknown, please enter an estimate.

SPECIAL CAUTIONS:

- Do not report cumulative salaries since the beginning of the calendar or fiscal year.
- Do not report payroll amounts from last fiscal year.
- Do not report in part III the **employer** costs of non-wage employee benefits such as workers' compensation, FICA, health insurance, etc.
- If you have multiple payrolls of different frequencies, please use the reporting format shown in **SPECIAL INSTRUCTIONS FOR PART III** above.
- If you are unable to supply any of the information requested in part III, please list in "Remarks" the source(s) of the missing information (including address and telephone number).
- Complete the "Data supplied by" box on the front of the form and return the completed questionnaire in the envelope provided. Please retain a copy of the form for your records.

NOTE

Please note that this is a national form that applies to governments with wide differences in the size of their service areas, the amount of the population served, and the extent and complexity of their activities. Public reporting burden for this collection of information is estimated to vary from 10 minutes to 1 1/2 hours per response, with an average of 45 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Associate Director for Administration, Paperwork Reduction Project 0607-0837, Room 3104, FB 3, Bureau of the Census, Washington, DC 20233.