



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

Worksheet
E-5 (12-14-16)

**2017 CENSUS OF GOVERNMENTS
SURVEY OF PUBLIC EMPLOYMENT & PAYROLL
March 2017 – Municipalities and Townships**

OMB No. 0607-0452: Approval Expires 11/30/2018

DUE DATE:

April 27, 2017

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 an average of 10 minutes to 15 hours to complete, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

1 Is the addressee title/department and mailing address the same as shown in the address label?

Mark "X" only one box.

☐ Yes – Go to **2**

☐ No – Enter correct information below

Addressee Title or Department

ATTN:

Street 1

Street 2

City

State

Zip Code

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Please continue on the next page

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.

A ☐ 40 hours

C ☐ 34 to 37.4 hours

E ☐ 30 to 31.9 hours

B ☐ 37.5 to 39.9 hours

D ☐ 32 to 33.9 hours

F ☐ No Full-Time Employees

PART 2 – EMPLOYEES, PAYROLL, AND PART-TIME HOURS**3 For each applicable pay period that includes March 12, 2017, 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, 2017.

a. Full-time employees and gross payroll for the pay period that includes March 12, 2017

Full-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees			
		\$Bil.	Mil.	Thou.	Dol.
B	1 5 6			2 9 5	9 3 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, 2017 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, 2017

Part-time Payroll Code	Number of Part-time Employees	Gross Payroll for Part-time Employees				Part-time Hours Paid
		\$Bil.	Mil.	Thou.	Dol.	
B	1 0 3			6 3 0	7 7	2 2 5
M	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

Payroll

- 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, 2017

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

b. Part-time employees, gross payroll, and hours for the pay period that includes March 12, 2017

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

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PART 2 – EMPLOYEES, PAYROLL, AND PART-TIME HOURS – (Continued)**Payroll Codes**

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

2. Central administration 029**Include**

- City, county, or township council, board of supervisors or commissioners
- Employees of central administrative offices and agencies, such as manager or mayor
- Clerk, recorder, and zoning employees
- Central personnel and employees of central planning agencies

Exclude

- Employees performing financial activities (*should be reported in item 1.*)
- Employees performing judicial and legal activities (*should be reported in item 3.*)

a. Full-time employees and gross payroll for the pay period that includes March 12, 2017

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

b. Part-time employees, gross payroll, and hours for the pay period that includes March 12, 2017

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

3. Judicial and legal 025**Include**

- Employees performing all court and court related activities, including court activities of sheriff's office (*e.g., bailiffs, process servers*)
- Prosecuting attorney's and public defender's offices employees
- Legal department employees and attorneys providing government-wide legal services
- Employees of law libraries

Exclude

- Private attorneys on retainer and court appointed attorneys

a. Full-time employees and gross payroll for the pay period that includes March 12, 2017

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

b. Part-time employees, gross payroll, and hours for the pay period that includes March 12, 2017

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

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PART 2 – EMPLOYEES, PAYROLL, AND PART-TIME HOURS – (Continued)**Payroll Codes**

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

B. PUBLIC SAFETY**4. Fire protection****Exclude**

- Forest fire protection employees
- Rescue squad and emergency medical services employees not part of fire department (*should be reported in item 8.*)

a. Firefighters 024**Include**

- Persons engaged in fire suppression and prevention
- Employees trained in these activities but performing other duties such as dispatching, emergency medical care, etc.
- Paid volunteer firefighters (*should be reported as part-time employees*)

Exclude

- Unpaid volunteer firefighters

(1) Full-time employees and gross payroll for the pay period that includes March 12, 2017

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

(2) Part-time employees, gross payroll, and hours for the pay period that includes March 12, 2017

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

b. Other fire protection employees 124**Include**

- All fire protection employees not reported in item 4a.
- Fire administrative staff
- If handled by the fire department: Emergency (911) dispatching & emergency medical technicians (EMTs)

(1) Full-time employees and gross payroll for the pay period that includes March 12, 2017

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

(2) Part-time employees, gross payroll, and hours for the pay period that includes March 12, 2017

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

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PART 2 – EMPLOYEES, PAYROLL, AND PART-TIME HOURS – (Continued)**Payroll Codes**

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

5. Police protection**Include**

- Police department, law enforcement and lock-up employees
- Employees performing activities of sheriff's and constable's offices

a. Persons with power of arrest 062**Include**

- Police employees only

Exclude

- Other employees with power of arrest (*should be reported in item 3.*)

(1) Full-time employees and gross payroll for the pay period that includes March 12, 2017

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

(2) Part-time employees, gross payroll, and hours for the pay period that includes March 12, 2017

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

b. Other police protection employees 162**Include**

- All police protection employees not reported in item 5a.
- Coroners and crime lab employees
- School crossing guards (*should be reported as part-time employees*)
- Police administrative staff
- If handled by the police department: Emergency (911) dispatching

(1) Full-time employees and gross payroll for the pay period that includes March 12, 2017

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

(2) Part-time employees, gross payroll, and hours for the pay period that includes March 12, 2017

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

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PART 2 – EMPLOYEES, PAYROLL, AND PART-TIME HOURS – (Continued)**Payroll Codes**

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

C. TRANSPORTATION**6. Streets and highways 044****Include**

- Employees performing maintenance, repair, construction, and administration of streets, alleys, sidewalks, roads, highways, bridges, and terminal and dock facilities for public ferries
- Employees performing engineering activities
- Employees performing traffic signal maintenance

Exclude

- Street cleaning employees (*should be reported in item 10.*)
- Sewer employees (*should be reported in item 11.*)

a. Full-time employees and gross payroll for the pay period that includes March 12, 2017

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

b. Part-time employees, gross payroll, and hours for the pay period that includes March 12, 2017

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

D. SOCIAL SERVICES AND INCOME MAINTENANCE**7. Public welfare 079****Include**

- Employees performing maintenance of homes and other institutions for the needy
- Nursing home employees and social workers
- Employees performing administration of public assistance and veteran services
- Senior citizen and handicap transportation employees

Exclude

- Hospital employees (*should be reported in item 9.*)

a. Full-time employees and gross payroll for the pay period that includes March 12, 2017

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

b. Part-time employees, gross payroll, and hours for the pay period that includes March 12, 2017

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

PART 2 – EMPLOYEES, PAYROLL, AND PART-TIME HOURS – (Continued)**Payroll Codes**

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8. Health 032**Include**

- Public health services and emergency medical services employees
- Mental health and outpatient clinics employees, visiting nurses, and animal control employees
- Alcohol and drug abuse employees
- Employees performing food and sanitary inspections
- Employees performing other environmental health activities (e.g., pollution control)

Exclude

- Coroners and crime lab employees (*should be reported in item 5b.*)

a. Full-time employees and gross payroll for the pay period that includes March 12, 2017

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

b. Part-time employees, gross payroll, and hours for the pay period that includes March 12, 2017

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

9. Hospitals 036**Include**

- Employees of facilities providing inpatient medical care and institutions primarily for care and treatment of handicapped persons
- Employees of institutions for the custody, treatment or general care of the mentally insane or emotionally disturbed
- Maternity and children hospital employees

Exclude

- Nursing home and welfare institution employees (*should be reported in item 7.*)

a. Full-time employees and gross payroll for the pay period that includes March 12, 2017

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

b. Part-time employees, gross payroll, and hours for the pay period that includes March 12, 2017

Part-time Payroll Code	Number of Part-time Employees	Gross Payroll for Part-time Employees				Part-time Hours Paid
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PART 2 – EMPLOYEES, PAYROLL, AND PART-TIME HOURS – (Continued)**Payroll Codes**

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

E. ENVIRONMENT AND HOUSING**10. Solid waste management 081****Include**

- Recycling, garbage, and refuse collection and disposal employees
- Street cleaning employees
- Employees performing sanitary landfill operations

a. Full-time employees and gross payroll for the pay period that includes March 12, 2017

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

b. Part-time employees, gross payroll, and hours for the pay period that includes March 12, 2017

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

11. Sewerage 080**Include**

- Employees providing maintenance and operation of sanitary and storm sewer systems
- Sewerage disposal plant employees

Exclude

- Water supply employees *(should be reported in item 13.)*

a. Full-time employees and gross payroll for the pay period that includes March 12, 2017

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

b. Part-time employees, gross payroll, and hours for the pay period that includes March 12, 2017

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

Report Online - Do Not Return

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PART 2 – EMPLOYEES, PAYROLL, AND PART-TIME HOURS – (Continued)**Payroll Codes**

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

12. Parks and recreation 061**Include**

- Employees of parks, playgrounds, swimming pools, and golf courses
- Employees of auditoriums, museums, convention centers, and recreational centers
- Employees of marinas, zoos, and gardens

a. Full-time employees and gross payroll for the pay period that includes March 12, 2017

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

b. Part-time employees, gross payroll, and hours for the pay period that includes March 12, 2017

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

F. UTILITIES**13. Water supply system 091****Include**

- Employees performing operation, maintenance, and construction of public water supply or distribution systems

a. Full-time employees and gross payroll for the pay period that includes March 12, 2017

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

b. Part-time employees, gross payroll, and hours for the pay period that includes March 12, 2017

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

Report Online - Do Not Return

Report Online - Do Not Return

PART 2 – EMPLOYEES, PAYROLL, AND PART-TIME HOURS – (Continued)**Payroll Codes**

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

14. Electric power system 092**Include**

- Employees performing operation, maintenance, and construction of public electric power supply or distribution systems

a. Full-time employees and gross payroll for the pay period that includes March 12, 2017

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

b. Part-time employees, gross payroll, and hours for the pay period that includes March 12, 2017

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

G. OTHER ACTIVITIES**15. Libraries 052****Include**

- Employees of all public libraries and technical support of the government for privately-owned libraries

Exclude

- Employees of law libraries (*should be reported in item 3.*)

a. Full-time employees and gross payroll for the pay period that includes March 12, 2017

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

b. Part-time employees, gross payroll, and hours for the pay period that includes March 12, 2017

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

Report Online - Do Not Return

Report Online - Do Not Return

PART 2 – EMPLOYEES, PAYROLL, AND PART-TIME HOURS – (Continued)**Payroll Codes**

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

16. 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, 2017

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

b. Part-time employees, gross payroll, and hours for the pay period that includes March 12, 2017

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

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, 2017

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

(b) Part-time employees, gross payroll, and hours for the pay period that includes March 12, 2017

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

Report Online - Do Not Return

Report Online - Do Not Return

PART 2 – EMPLOYEES, PAYROLL, AND PART-TIME HOURS – (Continued)**Payroll Codes**

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

(2) Job Function

Specify: _____

(a) Full-time employees and gross payroll for the pay period that includes March 12, 2017

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

(b) Part-time employees, gross payroll, and hours for the pay period that includes March 12, 2017

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

(3) Job Function

Specify: _____

(a) Full-time employees and gross payroll for the pay period that includes March 12, 2017

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

(b) Part-time employees, gross payroll, and hours for the pay period that includes March 12, 2017

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

(4) Job Function

Specify: _____

(a) Full-time employees and gross payroll for the pay period that includes March 12, 2017

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

(b) Part-time employees, gross payroll, and hours for the pay period that includes March 12, 2017

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

Report Online - Do Not Return

Report Online - Do Not Return

PART 2 – EMPLOYEES, PAYROLL, AND PART-TIME HOURS – (Continued)**Payroll Codes**

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

(5) Job Function

Specify: _____

(a) Full-time employees and gross payroll for the pay period that includes March 12, 2017

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

(b) Part-time employees, gross payroll, and hours for the pay period that includes March 12, 2017

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

(6) Job Function

Specify: _____

(a) Full-time employees and gross payroll for the pay period that includes March 12, 2017

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

(b) Part-time employees, gross payroll, and hours for the pay period that includes March 12, 2017

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

Report Online - Do Not Return

Report Online - Do Not Return

PART 2 – EMPLOYEES, PAYROLL, AND PART-TIME HOURS – (Continued)**Payroll Codes**

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

17. TOTAL – (Sum of items 1. through 16.)**a. Full-time employees and gross payroll for the pay period that includes March 12, 2017**

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

b. Part-time employees, gross payroll, and hours for the pay period that includes March 12, 2017

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

Report Online - Do Not Return**Report Online - Do Not Return**

PART 3 – REMARKS

4 Use this space for any explanations that may be essential in understanding the reported data.
Include

- Any significant changes to employment or payroll occurring within the last year
- Groups of employees for which you were unable to supply information
- A note if the majority of the full-time employees work more than 40 hours per week

PART 4 – CONTACT INFORMATION

5 Who should be contacted to answer questions about data reported on this worksheet?

Name of contact person - Please print

Title of contact person - Please print

Area code and phone number

Extension

Area code and fax number

Email Address - Please print

Date worksheet was completed
(MM) (DD) (YYYY)