U.S. DEPARTMENT OF COMMERCE
U.S. CENSUS BUREAU

Worksheet
E-6 (10-09-2019)

2020 ANNUAL SURVEY OF PUBLIC EMPLOYMENT & PAYROLL
March 2020 – School Systems

OMB No. 0607-0452: Approval Expires 12/31/2021

DUE DATE:

April 28, 2020

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.

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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 between 10 minutes to 15 hours to complete, with an average of 50 minutes, 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

2 **Does this agency currently have paid employees and/or paid officials?** *Mark "X" only one box.*

☐ Yes – go to **3**

☐ No – go to **5**

PART 1 – EMPLOYEES AND PAYROLL

3 **For each applicable pay period that includes March 12, 2020, what were the TOTAL number of employees and TOTAL gross payroll amounts for both full-time and 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, 2020.**

A. Full-time employees and gross payroll for the pay period that includes March 12, 2020

Full-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees $Bil. Mil. Thou. Dol.
B	156	295 932

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, 2020 for the employees paid bi-weekly and the monthly data for the month of March for the employees paid monthly.

B. Part-time employees and gross payroll for the pay period that includes March 12, 2020

Part-time Payroll Code	Number of Part-time Employees	Gross Payroll for Part-time Employees $Bil. Mil. Thou. Dol.
B	103	63 077
M	41	55 590

EXAMPLE

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PART 1 – EMPLOYEES AND PAYROLL – *(Continued)*

Include

Employees

- Current employees in paid leave status whether paid from the general, special, or Federal grant funds
- Substitute teachers and student employees
- Board members or school trustees paid on a per meeting basis or a flat sum quarterly, semiannually, 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.

Exclude

Employees

- Employees on unpaid leave, unpaid officials, pensioners, and contractors and their employees
- School board members or school trustees who serve without compensation

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. ELEMENTARY AND SECONDARY EDUCATION

Report here all employees of the school system except those concerned solely with college and other postsecondary level education (above grade 12), who are to be reported in Section B.

1. Instructional personnel 012

Include

- Teachers, teacher's aides, substitute teachers
- Principals, supervisors of instruction, superintendents
- School librarians, guidance personnel, psychological personnel

a. Full-time employees and gross payroll for the pay period that includes March 12, 2020

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

b. Part-time employees and gross payroll for the pay period that includes March 12, 2020

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

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PART 1 – EMPLOYEES AND PAYROLL – *(Continued)*

Payroll Codes

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2. All other school system employees 112

Include

- Administrative and clerical personnel
- Plant operations, maintenance and custodial personnel
- Cafeteria personnel
- Bus transportation personnel
- Health and recreation personnel
- Student employees
- Support staff for school districts

a. Full-time employees and gross payroll for the pay period that includes March 12, 2020

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

b. Part-time employees and gross payroll for the pay period that includes March 12, 2020

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

3. ELEMENTARY AND SECONDARY EDUCATION TOTAL – *(Sum of items 1. through 2.)*

a. Full-time employees and gross payroll for the pay period that includes March 12, 2020

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

b. Part-time employees and gross payroll for the pay period that includes March 12, 2020

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

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PART 1 – EMPLOYEES AND PAYROLL – *(Continued)*

Payroll Codes

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B. COLLEGE AND OTHER POSTSECONDARY EDUCATION

Report here only those persons employed in college and other postsecondary activities (above grade 12).

4. Instructional staff 018

Include

- Employees engaged in college or other postsecondary level teaching and related academic (departmental) research
- Employees engaged in continuing education and other non-degree programs that are operated by degree granting institutions
- Adjunct professors and graduate teaching/research assistants *(should be reported as part-time)*

a. Full-time employees and gross payroll for the pay period that includes March 12, 2020

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

b. Part-time employees and gross payroll for the pay period that includes March 12, 2020

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

5. All other 016

Include

- All non-instructional employees of the college or other postsecondary level institution not reported elsewhere
- All paid student help
- Administrative, clerical, custodial, cafeteria, and health personnel
- Non-instructional employees engaged in organized research, law enforcement personnel

a. Full-time employees and gross payroll for the pay period that includes March 12, 2020

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

b. Part-time employees and gross payroll for the pay period that includes March 12, 2020

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

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PART 1 – EMPLOYEES AND PAYROLL – *(Continued)*

Payroll Codes

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6. COLLEGE AND POSTSECONDARY EDUCATION TOTAL – *(Sum of items 4. through 5.)*

a. Full-time employees and gross payroll for the pay period that includes March 12, 2020

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

b. Part-time employees and gross payroll for the pay period that includes March 12, 2020

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

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PART 2 – 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 3 – 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)

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