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

Worksheet
**E-8** (10-09-2019)

# 2020 ANNUAL SURVEY OF PUBLIC EMPLOYMENT & PAYROLL
## March 2020 – Elementary and Secondary Education

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. Instructional personnel 012

**Include**

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

**1. 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. |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |

**2. 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**

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

**B. 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

**1. 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. |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |

**2. 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. |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |

**C. TOTAL –** *(Sum of items A. through B.)*

**1. 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. |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |

**2. 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
- Data for any college and other postsecondary education employees working for this school

## 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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