

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

FORM

2013 ANNUAL SURVEY OF PUBLIC EMPLOYMENT & PAYROLL March 2013 - Municipalities, Counties, Townships

E-4 (11-27-201	2) OMB No. 0607-0452: Approval Expires 03/31/2015
DUE DATE:	
RETURN TO:	
U.S. Census Bureau 1201 East 10th Street Jeffersonville, IN 47132-0001	
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REPORT ONLINE: It's fast a to this survey via the Interne address using the supplied U respond.census.gov/asper	t at the following Web User ID: Jser ID and Password:
	GENERAL INSTRUCTIONS
Please use a black or blue	ballpoint pen. Do not use pencil or felt tip pen.
ls the addressee title/d Mark "X" only one box.	epartment and mailing address the same as shown in the address label?
Yes – Go to 2	☐ No – Enter correct information below
Addressee Title or Depart	ment
ATTN:	
Street 1	
Street 2	
City	State Zip Code



If more than two payroll codes need to be reported, please fill out this survey online. To continue filling it out on paper, photocopy the pages where you need to record more than two payroll codes, use the copies to fill out the additional information, and return them with the form.

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

- Treasurer's, auditor's or comptroller's office
- Tax assessment, tax billing and collection
- Budgeting
- Purchasing
- Central accounting offices
- Information technology
- · Similar financial administration

a. Full-time employees and gross payroll

Payroll Code	Number of Full-time Employees	Gros \$Bil.	ss Payroll for Mil.	Full-time Em _l Thou.	ployees Dol.

b. Part-time employees, gross payroll, and hours

Part-time Payroll Number of Code Part-time Employees	Gros \$Bil.	s Payroll fo Mil.	r Part-time Emp Thou.	oloyees Dol.	Part-time Hours Paid
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						ntinued)		
W = W	/eekly;	B = Bi-Weekly;	T = Twice a M		Payroll Code M = Monthly;		rly; S = Semi	-Annually; A = Annu
lne	clude City, Centr	county, or towns ral administrative recorder, and z ral personnel and	ship council, e offices and zoning	l agencie	es, such as	ors or commis manager or r	ssioners nayor	
		ncial activities <i>(sl</i> cial and legal act				em 3.)		
		me employees		·		,		
	Full-time Payroll Code	Number o Full-time Emplo		Gross \$Bil.	s Payroll for Mil.	r Full-time En Thou.	nployees Dol.	
								_
b.	Part-ti	ime employees	s, gross pay	roll, an	d hours			
	Part-time Payroll Code	Number of Part-time Emplo		Gross \$Bil.	s Payroll for Mil.	r Part-time Er Thou.	nployees Dol.	Part-time Hours
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3. J u	ıdicial a	and legal 025						
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	• Law I	libraries						
	ProbaPriva	ation activities <i>(s</i> te attorneys on i	retainer and	court ap		orneys		
	Full-tir	me employees	and gross					
a.	Full time							
a.	Full-time Payroll Code	Number of Full-time Emplo		Gros Bil.	s Payroll fo Mil.	r Full-time En Thou.	nployees Dol.	I.
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a.	Payroll	Number o					· · · · · · · · · · · · · · · · · · ·	
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	Payroll Code Part-ti Part-time Payroll	Number of Full-time Employees Number of Numbe	oyees S	roll, an	Mil. d hours s Payroll for	Thou.	Dol.	Part-time Hours

A = Annually

Pavroll Codes

Rescue squad and emergency medical services not part of fire department (should be reported in

Mil.

Employees trained in these activities but performing other duties such as dispatching, emergency

Gross Payroll for Full-time Employees

Thou.

Dol.

Q = Quarterly;

S = Semi-Annually;

M = Monthly;

PART 2 - EMPLOYEES, PAYROLL, AND PART-TIME HOURS - (Continued)

B = Bi-Weekly;

medical care, etc.

• Unpaid volunteer firefighters

Number of

Full-time Employees

(1) Full-time employees and gross payroll

W = Weekly;

PUBLIC SAFETY

4. Fire protection

Exclude

a. Firefighters 024 Include

Exclude

Full-time

Payroll Code

T = Twice a Month;

Forest fire protection employees (should be reported in item 17.)

• Paid volunteer firefighters (should be reported as part-time employees)

\$Bil.

· Persons engaged in fire suppression and prevention



	= Weekly;	B = Bi-Weekly;	T = Twice	a Month;	Payroll Code M = Monthly;		; S = Semi-	Annually;	A = Anr
6.	Correction	ons 005							
	Include								
		, reformatories, ation and parol			adults and iu	veniles			
	• Hosp	oitals for the cri							
	Lock-	-up employees	(should be	e reporte	d in item 5.)				
	a. Full-ti	ime employee	s and gro	ss payro	oll				
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	Code	Full-time Emp	oloyees	\$Bil.	Mil.	Thou.	Dol.	I	
	h D: 1 11				and by			J	
	Part-time	ime employee	es, gross p	_					
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W = Weekly;	B = Bi-Weekly;	T = Twice	a Month;	Payroll Codes M = Monthly;	Q = Quarterly;	S = Semi-	Annually;	A = Anni
4. Sewera	ge 080							
Include • Pro	vision, maintena	ince, and c	peration	of sanitary and	storm sewer s	systems		
• Sev Exclude	verage disposal	plants						
	ter supply emplo	•			18.)			
Full-tin				oss Payroll for I	Full-time Emplo	ovees		
Payroll Code	Full-time Emp		\$Bil.	Mil.	Thou.	Dol.	I	
b. Part-	time employee	s, gross p	payroll, a	and hours				
Part-tir Payroll Code			Gr \$Bil.	oss Payroll for I	Part-time Empl	oyees Dol.	Part-tii	me Hours
Code		loyees	ΨΒΠ.					
5. Parks a	nd recreation	061						
Include • Parl • Aud	ks, playgrounds, ditoriums, museu	. swimming ums, conve	g pools, a	and golf course	s ational centers			
Include Parl Auc Mai	ks, playgrounds, ditoriums, museu rinas, zoos, and	. swimming ums, conve gardens	ention ce	nters, and recre	s ational centers			
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					Payroll Cod			
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	Include • Ope	ration, maintena	ance, and o	constructio	n of public	water supply o	r distribution	systems
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(2) Job Function Specify: (a) Full-time employees a Full-time Payroll Code Full-time Employees		i-Annually; A = Annuall
(2) Job Function Specify: (a) Full-time employees a Full-time Payroll Number of	and gross payroll Gross Payroll for Full-time Employees	,
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Part-time	gross payroll, and hours	
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Code Full-time Employees	\$Bil. Mil. Thou. Dol.	
(b) Part-time employees,	gross payroll, and hours	
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(4) Job Function		
Specify:		
(a) Full-time employees a	Gross Payroll for Full-time Employees	
Code Full-time Employees	\$Bil. Mil. Thou. Dol.	l l
(b) Part-time employees	gross payroll, and hours	
Part-time Payroll Number of	Gross Payroll for Part-time Employees	
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W = Weekly;	B = Bi-Weekly;	T = Twice	a Month;	Payroll Codes M = Monthly;	Q = Quarterly;	S = Semi-A	nnually; A = Annu
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Payroll Codes V = Weekly; B = Bi-Weekly; T = Twice a Month; M = Monthly; Q = Quarterly; S = Semi-Annually; A = Annually 4. TOTAL – (Sum of items 1. through 23.) a. Full-time employees and gross payroll Full-time Payroll Code Full-time Employees \$Bil. Mil. Thou. Dol. b. Part-time employees, gross payroll, and hours Part-time Payroll Code Part-time Employees \$Bil. Mil. Thou. Dol. Part-time Hours Pai	– EMPLOYE	ES, PAYROLL,	AND PART	-TIME HC	OURS – (Cont	inued)		_
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Full-time Payroll Code Full-time Employees \$Bil. Mil. Thou. Dol. Dol.								
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4 Use this space for any explanations that may be essential in understanding the reported data.

- 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 form?

Name of contact person - Please print	Title of co	ontact person - Please print
Area code and phone number	Extension	Area code and fax number
E-mail Address - Please print	Date form was completed (MM) (DD) (YYYY)	

Thank you for completing this form. Retain a copy of the completed questionnaire for your records.

NOTE: The U.S. Census Bureau receives its authorization to conduct this survey from Title 13, United States Code, Section 182. This form has been approved by the Office of Management and Budget (OMB) and given the number 0607-0452. Please note the number displayed in the upper right-hand corner of this form. Display of this number confirms that we have approval from OMB to conduct this survey. If this number was not displayed, under the Paperwork Reduction Act, we could not request your participation in this voluntary survey. Information provided on this questionnaire compiled from or customarily provided in public records are exempt from confidential treatment as cited in Title 13, United States Code, Section 9.

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 population served, and the extent and complexity of their activities. Public reporting burden for this collection of information is estimated to vary from 15 minutes to 15 hours per response, with an average of 1½ hours 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 this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Paperwork Project 0607-0452, U.S. Census Bureau, 4600 Silver Hill Road, AMSD-3K138, Washington, DC 20233. You may e-mail comments to Paperwork@census.gov; use Paperwork Project 0607-0452 as the subject.

