



2002 ECONOMIC CENSUS EMPLOYMENT SERVICES

FORM
AS-56101

OMB No. 0607-0887: Approval Expires 09/30/2004

DUE DATE
FEBRUARY 12, 2003

Mail your completed form to:
U.S. CENSUS BUREAU
1201 East 10th Street
Jeffersonville, IN 47134-0001

AS-56101

Please read the accompanying information sheet(s) before answering the questions.

Need help or have questions about filling out this form?

Visit our Web site at www.census.gov/econhelp

Call 1-800-233-6136, between 8:00 a.m. and 8:00 p.m., Eastern time, Monday through Friday.

- OR -

Write to the address above. Include your 11-digit Census File Number (CFN) printed in the mailing address.

**INFORMATION COPY
DO NOT USE TO REPORT**

(Please correct any errors in this mailing address.)

YOUR RESPONSE IS REQUIRED BY LAW. Title 13, United States Code, requires businesses and other organizations that receive this questionnaire to answer the questions and return the report to the U.S. Census Bureau. By the same law, **YOUR CENSUS REPORT IS CONFIDENTIAL.** It may be seen only by persons sworn to uphold the confidentiality of Census Bureau information and may be used only for statistical purposes. Further, copies retained in respondents' files are immune from legal process.

- Use blue or black ink.
- Do not use pencil.
- Place an "X" inside the box.
- Please center numbers in their respective boxes. Examples:
- Do not put slashes through 0 or 7.

<input checked="" type="checkbox"/>	0	1	2	3	4	5	6	7	8	9
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The reporting unit for this form is an establishment. An **establishment** is generally a single physical location where business is conducted or where services or industrial operations are performed. For further clarification, see information sheet(s).

1 MONTHS IN OPERATION

Number of months in operation during 2002 (If none, mark "X" and go to 29.) 0002

2002	
Number of months	

Mark "X" if None

2 EMPLOYER IDENTIFICATION NUMBER

Is the Employer Identification Number (EIN) shown in the mailing address the same as the one used for this establishment on its latest 2002 Internal Revenue Service Form 941, Employer's Quarterly Federal Tax Return?

0021 Yes 0022 No - Enter current EIN (9 digits) → 0025

3 PHYSICAL LOCATION

A. Is this establishment's physical location the same as shown in the mailing address? (P.O. box and rural route addresses are not physical locations.)

0031 Yes

0032 No - Enter physical location →

0035 Number and street		
0036 City, town, village, etc.	0037 State	0038 ZIP Code

B. Is this establishment physically located inside the legal boundaries of the city, town, village, etc.?

0041 Yes 0042 No 0043 No legal boundaries 0044 Do not know

C. Type of municipality where this establishment is physically located

0046 City, village, or borough 0047 Town or township 0048 Other or do not know



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HOW TO REPORT DOLLAR FIGURES

Dollar figures should be **rounded to thousands** of dollars.

If a figure is **\$1,025,628.79**:

If a value is "0" (or less than \$500.00):

Report →

Report →

Mark "X" if None

2002			
\$ Bil.	Mil.	Thou.	Dol.
	1	0 2 6	

4 SALES, SHIPMENTS, RECEIPTS, OR REVENUE

Mark "X" if None

Operating receipts 0100

2002			
\$ Bil.	Mil.	Thou.	Dol.

5 E-COMMERCE SALES, SHIPMENTS, RECEIPTS, OR REVENUE

A. Did this establishment have any e-commerce sales, receipts, and/or revenue in 2002? (*E-commerce includes sales, receipts, and/or revenue from any transaction completed over an Internet, Extranet, Electronic Data Interchange (EDI) network, electronic mail, or other online system. Transactions are agreements between buyers and sellers to transfer ownership of, or rights to use, goods or services. Payment for these goods or services may or may not be made online. Please see the information sheet(s) for further clarification.*)

0181 Yes - Go to line B

0182 No - Go to **6**

B. E-commerce sales, receipts, and/or revenue of this establishment (*Include e-commerce sales, receipts, and/or revenue in 4. Exclude sales taxes.*) 0185

2002			
Estimates are acceptable			
\$ Bil.	Mil.	Thou.	Dol.

6 EMPLOYMENT AND PAYROLL

Include:

- Full- and part-time employees working at this establishment whose payroll was reported on Internal Revenue Service Form 941, Employer's Quarterly Federal Tax Return, and filed under the Employer Identification Number (EIN) shown in the mailing address or corrected in **2**.

Exclude:

- Full- or part-time leased employees whose payroll was filed under an employee leasing company's EIN.
- Temporary staffing obtained from a staffing service.

For further clarification, see information sheet(s).

Mark "X" if None

A. Number of employees for pay period including March 12 0320

2002			
Number			

B. Payroll before deductions (*Exclude employer's cost for fringe benefits.*)

Mark "X" if None

1. Annual payroll 0300

2. First quarter payroll (*January-March, 2002*) 0310

2002			
\$ Bil.	Mil.	Thou.	Dol.



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If not shown, please enter your 11-digit Census File Number (CFN) from the mailing address.

7 LEASED EMPLOYMENT AND PAYROLL

A. Did this establishment have any full- or part-time leased employees whose payroll was filed under an employee leasing company's EIN?

Exclude:

- Temporary staffing obtained from a staffing service.
- Contractors, subcontractors, or independent contractors.
- Purchased or managed services, such as janitorial, guard, or landscape services.
- Professional or technical services purchased from another firm, such as software consulting, computer programming, engineering, or accounting services.
- Employees already reported in **6**.

For further clarification, see information sheet(s).

0241 Yes - Go to line B

0242 No - Go to **13**

Mark "X" if None

2002		
Number		

B. Number of leased employees for pay period including March 12. 0370

C. Payroll for leased employees before deductions (Exclude employer's cost for fringe benefits.)

1. Annual payroll for leased employees 0350

2002		
\$ Mil.	Thou.	Dol.

2. First quarter payroll for leased employees (January-March, 2002) 0360

Mark "X" if None

2002		
\$ Mil.	Thou.	Dol.

8-17 Not Applicable.

18 KIND OF BUSINESS OR ACTIVITY

Principal kind of business or activity in 2002
(Mark "X" only ONE box.)

Employment placement agencies

- 0700 561 310 00 14 Employment agencies
- 541 612 20 17 Executive placement or search consulting services
- 561 310 00 22 Employment registries
- 561 310 00 30 Casting bureaus and agencies

Temporary help services

- 561 320 00 12 Nursing agency primarily providing nurses and other employees on a temporary basis to hospitals, doctors' offices, and other health care providers
- 621 610 00 13 Home health care provider, including visiting nurse associations
- 561 320 00 20 Temporary help supply services
- 561 320 00 38 Temporary-to-permanent services

CONTINUE WITH **13** ON PAGE 4

56101033

18 KIND OF BUSINESS OR ACTIVITY - Continued

Temporary help services - Continued

- 0700 561 320 00 46 Technical services, supplying temporary technical employees such as engineers to supplement clients' own staff
- 561 320 00 53 Labor/manpower pool or contractor, excluding farm labor
- 115 115 00 16 Farm labor contractors

Employee leasing services

- 561 330 00 10 Employee leasing services
- 561 330 00 28 Professional employer organization (PEO)

Other employment services

- 541 214 20 27 Payroll services
- 777 561 01 11 Other type of help supply service or labor contractor - *Specify service and type of employees* ↴

0701

Other kind of business or activity

- 777 560 00 13 Supply of management and nonmanagement personnel to provide specific services to a client's organization, including engineering service, security service, and hotel operation - *Specify* ↴

0701

- 773 000 00 28 Other kind of business or activity - *Specify* ↴

0701

19-21 Not Applicable.

HOW TO REPORT PERCENTS	2002				
	Estimates are acceptable. Report dollars OR percents.				
	\$ Bil.	Mil.	Thou.	Dol.	Percent
If figure is 38.76% of total sales:	Report whole percents				3 9

22 DETAIL OF SALES, SHIPMENTS, RECEIPTS, OR REVENUE

(Report receipts by source either as a dollar figure or as a whole percent of total receipts (reported in 4). See HOW TO REPORT DOLLAR FIGURES on page 2 and HOW TO REPORT PERCENTS above. Do not combine data for two or more receipts lines.)

- Line 1** - Report gross billings from providing employee or staff leasing services. Include amounts billed to cover payroll and benefits paid to leased employees as well as administration and service fees.
- Line 2** - For lines 2a and 2b, report commissions or fees from recruiting, selecting and referring candidates to the client to fill positions. For lines 2c, 2d, and 2e, report gross billings from supplying personnel for work assignments.
- Line 3** - Report receipts from on-line activities related to employment services.
- Line 4g** - Report gross billings from investigation of the personal, academic, financial, and work history of candidates to be considered for hiring, promotion and/or advancements or those already employed by the client.
- Line 4h** - Report gross billings from evaluation of the health of the candidate, including medical history, laboratory tests, and physical examinations.

CONTINUE WITH **22** ON PAGE 5



56101041

If not shown, please enter your 11-digit Census File Number (CFN) from the mailing address.

22 DETAIL OF SALES, SHIPMENTS, RECEIPTS, OR REVENUE - Continued

Description of sales, shipments, receipts, or revenue	Census use	2002				
		Estimates are acceptable. Report dollars OR percents.				
		\$ Bil.	Mil.	Thou.	Dol.	Percent
0723	0720	0721				0722
1. Co-employment staffing services						
a. Co-employment staffing with payroll services only	37511					
b. Co-employment staffing with both payroll and benefit services . . .	37512					
c. Co-employment staffing with both payroll and human resource services	37513					
d. Co-employment staffing with payroll, benefit, and human resource services	37514					
e. Sum lines 1a through 1d	37510					
2. Other staffing or placement services						
a. Permanent placement services	37520					
b. Contract staffing services	37530					
c. Temporary staffing services	37540					
d. Long-term staffing services	37550					
e. Temporary-to-permanent staffing placement services	37560					
f. Onsite management services of temporary help	37570					
3. On-line employment services						
a. On-line job listing services	37581					
b. On-line resume listing services	37582					
c. On-line job site membership fees	37583					
d. On-line employment database search services	37584					
e. Sale of advertising space for on-line job sites	37590					
4. Other employment services						
a. Human resources consulting services	36032					
b. Employee evaluations services	37600					
c. Outplacement/career counseling services	37610					
d. Payroll services	34073					
e. Executive search services, including retained search	37620					
f. Training services	37630					

CONTINUE WITH 22 ON PAGE 6

CONTINUE ON PAGE 6

56101058

22 DETAIL OF SALES, SHIPMENTS, RECEIPTS, OR REVENUE - Continued

Description of sales, shipments, receipts, or revenue	Cen- sus use	2002				
		Estimates are acceptable. Report dollars OR percents.				
		\$ Bil.	Mil.	Thou.	Dol.	Percent
0723	0720	0721				0722
4. Other employment services - Continued						
g. Personal background checks	38141					
h. Medical examinations for employment	37640					
i. Sales of employment-related computer software	37650					
5. Sales of merchandise, excluding computer software - Specify ↴						
	39055					
6. All other operating receipts - Specify if more than 10 percent of total receipts ↴						
	39551					
7. TOTAL OPERATING RECEIPTS - Sum of lines should equal 4 if reporting in dollars	39690					1 0 0

23-24 Not Applicable.

25 EXPORTED SERVICES

NOTE - An exported service is a service performed for a customer or client (individual, government, business establishment, etc.) located **outside** the United States (i.e., outside the 50 States, District of Columbia, U.S. Commonwealth Territories, or U.S. possessions). Services performed for unaffiliated and affiliated foreign firms (i.e., foreign parent firms, subsidiaries, branches, etc.) are included. Services provided to domestic subsidiaries of foreign firms are excluded.

A. Did the receipts or revenue (reported in 4) include any amounts for exported services?

0911 Yes - Go to line B

0912 No

2002			
\$ Bil.	Mil.	Thou.	Dol.

B. Amount of receipts or revenue for exported services 0914

26 SPECIAL INQUIRIES

A. SUPPORT SERVICES

Was this establishment primarily engaged in providing management, administrative, or support services to other establishments of the same company (rather than for the general public or other business firms) in 2002?

0998 Yes

0999 No

CONTINUE WITH 26 ON PAGE 7

If not shown, please enter your 11-digit Census File Number (CFN) from the mailing address.

26 SPECIAL INQUIRIES - Continued

B. LEASED EMPLOYEES

(To be completed by employee leasing establishments only).

On line 1, report the number of employees (and associated annual payroll) included on the payroll of this establishment which were leased to client organizations. Estimates are acceptable. On line 2, report this establishment's own management and administrative personnel and annual payroll.

	Cen- sus use	Number of employees for pay period including March 12, 2002	Annual payroll				
			Cen- sus use	\$ Bil.	Mil.	Thou.	DoI.
1. Employees leased by this establishment	3561		3566				
2. Management and administrative employees of this establishment	3562		3567				
3. TOTAL (Sum of lines 1 and 2 should equal 6 , line A for column 1 and 6 , line B1 for column 2)	3200		3300				

27-28 Not Applicable.

29 OPERATIONAL STATUS

Activity that best describes this establishment's status at the end of 2002

(Mark "X" only ONE box.)

0011 <input type="checkbox"/> In operation	0014 <input type="checkbox"/> Ceased operation - Give date at right	→	0018	Month	Day	Year
0013 <input type="checkbox"/> Temporarily or seasonally inactive	0015 <input type="checkbox"/> Sold or leased to another operator - Give date at right AND enter new name and mailing address below ↴	→				

0060 Name of new owner or operator	0061 Employer Identification Number
	Enter EIN of new owner (9 digits) →
0062 Mailing address (number and street, P.O. Box, etc.)	
0063 City, town, village, etc.	0064 State 0065 ZIP Code



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Remarks (Please use this space for any explanations that may be essential in understanding your reported data.)

30 CERTIFICATION - This report is substantially accurate and was prepared in accordance with the instructions.

Is the time period covered by this report a calendar year?

0078 Yes 0079 No - Enter time period covered →

FROM

0070

Month

Year

TO

0071

Month

Year

0072 Name of person to contact regarding this report

0073 Title

Telephone 0074	Area code	Number		Extension	Fax 0075	Area code	Number	
		-					-	

0076 Internet e-mail address

Date completed
0069

Month

Day

Year

Thank you for completing your 2002 Economic Census form.

PLEASE PHOTOCOPY THIS FORM FOR YOUR RECORDS AND RETURN THE ORIGINAL.

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