

PART III - EMPLOYEES, PAYROLL, AND PART-TIME HOURS

Report data for the ONE PAY PERIOD, which includes March 12, 2008 and corresponds to the pay interval marked in Part II. **If some employees are on a different pay interval from the majority, please report these employees, their payroll, and any part-time hours separately as indicated in the special instructions.**

Section A - ELEMENTARY AND SECONDARY EDUCATION

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

Type of Employee A person working in more than one of the following categories should be reported only once -- in the area of primary responsibility.	Full-time Employees		Part-time Employees (including student employees)		
	Number of Employees (a)	Gross payroll for employees in column (a) (omit cents) (b)	Number of Employees (c)	Gross payroll for employees in column (c) (omit cents) (d)	Total paid part-time hours for amounts reported in column (d) (Estimate if unknown) (e)
Total - Sum of items 1 and 2					
1. Instructional Personnel - Teachers, teacher aides, substitute teachers, principals, supervisors of instruction, superintendent, school librarians, guidance and psychological personnel. 012					
2. All other school system employees - Include administrative and clerical personnel; plant operation, maintenance and custodial personnel; cafeteria, bus transportation, health, recreation, student, and all other employees. 112					

Section B - COLLEGE AND OTHER POSTSECONDARY EDUCATION

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

Type of Employee A person working in more than one of the following categories should be reported only once -- in the area of primary responsibility.	Full-time Employees		Part-time Employees (including student employees)		
	Number of Employees (a)	Gross payroll for employees in column (a) (omit cents) (b)	Number of Employees (c)	Gross payroll for employees in column (c) (omit cents) (d)	Total paid part-time hours for amounts reported in column (d) (Estimate if unknown) (e)
Total - Sum of items 1 and 2					
1. Instructional staff - Employees engaged in college or other postsecondary level teaching and related academic (departmental) research, including continuing education and other non-degree programs. Report adjunct professors and graduate teaching/research assistants as part-time. 018					
2. All other - All non-instructional employees of your college or other postsecondary level institution not reported above (including all paid student help) i.e., administrative, clerical, custodial, cafeteria, and health personnel; non-instructional employees engaged in organized research, law enforcement personnel; and all other employees of your institution. 016					

Additional remarks - Please indicate below any groups of your employees for which you could not supply information or any difficulties you encountered in completing the form.



DEFINITIONS

EMPLOYEES – Persons paid for personal services performed in the indicated pay period, including persons in a paid leave status, but excluding employees on unpaid leave. **Include** as part-time school board members or school trustees paid on a per meeting basis or a flat sum quarterly, semiannually, or annually. **Exclude** school board members or school trustees who serve without compensation and any persons providing services on a contract basis rather than as employees of the school system.

FULL-TIME EMPLOYEES – Persons employed during the pay period to work the number of hours per week that represents regular full-time employment. **Include** substitute teachers who worked full-time during the pay period. **Exclude** here, and report as part-time, any employees working part-time basis (e.g. bus drivers) even if their employment is regular rather than intermittent or temporary.

PART-TIME EMPLOYEES – Persons employed on a part-time basis during the designated pay period. **Include** all student employees and those daily or hourly employees usually engaged for less than the regular full-time workweek, as well as part-time intermittent employees. **Exclude** here, and report as full-time, any temporary or seasonal employees working on a full-time basis during this pay period.

EMPLOYEES IN FEDERALLY FUNDED PROGRAMS - Persons paid from Federal grant funds should be reported as employees of this government. Report these employees and their pay in the appropriate functional classification.

PAYROLL (GROSS BEFORE DEDUCTIONS) – Salaries, wages, fees, or commissions earned by employees during (or applicable to) the pay period(s) which includes **March 12, 2008**. **Include** overtime, premium, night differential pay, bonuses, and incentive payments that are paid at regular pay intervals. **Include** amounts withheld for taxes, employee contributions to retirement systems, etc. **Exclude** lump sum payments and the value of living quarters and subsistence allowances furnished to employees. If some employees are on a different pay interval from the majority, please report these employees, their payroll, and part-time hours separately as indicated in the **Special Instructions for Part III**.

PART-TIME HOURS PAID – Total hours actually paid during the pay interval for all persons working less than the number of hours that represents full-time employment. **Include** an estimate of hours worked during the pay interval for part-time employees not compensated on an hourly basis.

GENERAL INSTRUCTIONS

1. Indicate in **Part I** the standard weekly hours of work for most full-time employees.
2. Indicate in **Part II** the length or frequency of your pay interval.
3. Include all current employees whether paid from the general fund or special funds.
4. Report in **Part III** gross payroll amounts for just the one pay period which includes March 12, 2008.
 - a. **Do not** report cumulative salaries since the beginning of the calendar or fiscal year.
 - b. **Do not** report payroll amounts from last fiscal year.
 - c. **Do not** report the employer costs of non-wage employee benefits such as workers' compensation, FICA, health insurance, etc.
5. Include total paid hours of work for part-time employees in **Part III**, column (e). If actual hours are not known, please enter an estimate.

6. Use the reporting format shown in **SPECIAL INSTRUCTIONS FOR PART III** if you have multiple pay intervals.
7. If you are unable to supply any of the information requested in **Part III**, please list in “Additional remarks” the source(s) of the missing information (including address and telephone number).
8. If exact figures are not available, enter estimates and mark with an asterisk.
9. Complete the “Data supplied by” box on the front of the form and return the completed questionnaire in the envelope provided.
10. Retain a copy of the completed questionnaire for your records.

SPECIAL INSTRUCTIONS FOR PART III

Report separately in Part III all employees, payrolls, and part-time hours that are on a pay interval different from the one reported in Part II, PAY INTERVAL. Write a pay interval code M, T, B, W, Q, S, or A next to payroll amounts and part-time hours to indicate applicable pay interval.

For example, if your government has three (3) full-time employees and three (3) part-time employees and each is paid at different pay intervals, report data separately as shown in the following example:

Part III EMPLOYEES, PAYROLL, AND PART-TIME HOURS				
Full-time employees		Part-time employees		
Number	Payroll	Number	Payroll	Hours
1	\$3,500 (M)	1	\$600 (B)	60 (B)
1	\$550 (W)	2	\$10,500 (Q)	300 (Q)
1	\$20,000 (A)			

In this example, \$3,500 represents the monthly (code M) amount for 1 full-time employee; \$550 represents the weekly (code W) amount for 1 full-time employee; and \$20,000 represents the annual (code A) amount for 1 full-time employee; and \$600 represents the biweekly (code B) amount for 1 part-time employee. \$10,500 represents the quarterly (code Q) amount for 2 part-time employees.

NOTE: 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 the population served, and the extent and complexity of their activities. Public reporting burden for this collection of information is estimated to vary from 10 minutes to 1 ½ hours per response, with an average of 45 minutes 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. Under the Paperwork Reduction Act, we cannot ask you to respond to a collection of information unless it displays a currently valid OMB control number. 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.