



This report is authorized by law 29 U.S.C. 2. Your cooperation is needed to make the results of this survey comprehensive, accurate, and timely. The Bureau of Labor Statistics and the State Agency collecting this information will use the information you provide for statistical purposes only and will hold the information in confidence to the full extent permitted by law.

Form Approved
O.M.B. No. 1220-0011

Report Number	Industry	We estimate that it will take an average of 7 minutes to complete this form each month including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing this information. If you have any comments regarding these estimates or any other aspect of this survey, send them to the Bureau of Labor Statistics, Division of Monthly Industry Employment Statistics (1220-0011), 2 Massachusetts Avenue, NE, Washington, DC 20212. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number.
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For Location:

Please retain for your records

: 1-

A. Contact person, in case of questions: Your Name	Title	Phone Number	FAX Number
		E-mail Address	

B. Please check all that apply: Employees are paid:

each week
 every 2 weeks
 twice a month
 once a month
 other, specify: _____

C. Please complete columns 1-6 for the pay period(s) which include the 12th of the month. Detailed directions are on the back.

Reference Period	(1) All employees: Report the number of paid employees who worked during or received pay for any part of the pay period that includes the 12th of the month	(2) Women Employees: Report the number of employees from column 1 who are women	(3) Faculty Members: Report the number of regular members of the faculty included in column 1	Report the Total Payroll(s) for All Employees in Column 1. Complete One Column for each Pay Period Length			BLS Use Only PR	(7) C o m m o d e n t	BLS Use Only LP
				(4) Monthly Payroll OMIT CENTS	(5) Semi-Monthly Payroll OMIT CENTS	(6) Other Pay Period Lengths, Specify OMIT CENTS			
12=DEC				\$	\$	\$			
01=JAN				\$	\$	\$			
02=FEB				\$	\$	\$			
03=MAR				\$	\$	\$			
04=APR				\$	\$	\$			
05=MAY				\$	\$	\$			
06=JUN				\$	\$	\$			
07=JUL				\$	\$	\$			
08=AUG				\$	\$	\$			
09=SEP				\$	\$	\$			
10=OCT				\$	\$	\$			
11=NOV				\$	\$	\$			
12=DEC				\$	\$	\$			

D. Please report comments on significant changes in your employment or payroll on the back. Also list the corresponding comment code in column 7.

Detailed Directions for Entering Data

For what time period should I complete this form?

Complete this form for the pay period that includes the 12th day of the month. Payroll (Part C, columns 4-6) should be reported separately for each pay period length.

If (one of) your pay period(s) is Monday through Friday, and the 12th falls on a Saturday, please report for the week of the 6th through the 12th. For a Monday-Friday payroll, when the 12th falls on a Sunday, report for the week of the 12th through the 18th.

Column 1 All Employees:

Enter the total number of persons who worked full- or part-time or received pay for any part of the pay period including the 12th of the month.

Include in "All Employees":

- teachers
- administrators
- custodial and cafeteria workers
- counselors, librarians, coaches
- other non-teaching personnel
- students employed on your payroll
- paid members of religious orders
- persons on paid vacation
- persons on paid sick leave
- persons on other paid leave
- part-time employees
- trainees

Exclude from "All Employees":

- pensioners
- volunteers
- unpaid family workers
- members of unincorporated firms
- contractors and their employees
- persons on strike the entire pay period
- persons on leave without pay the entire pay period
- armed forces personnel on active duty the entire pay period
- school trustees and school board members serving without pay

Notes to Universities and Colleges:

Exclude from this report employees of hospitals serving the public, agricultural extension service units, and agricultural experiment stations or farms.

Column 2 Women Employees

Enter the number of employees from column 1 who are women.

Column 3 Faculty Members

Enter the number of employees from column 1 who are regular members of the faculty of this institution or school system. Regular members of the faculty are considered to be professional or "certified" employees who have a contractual arrangement (written or otherwise) for one or more years.

Include principals, teachers, school superintendents, administrators, librarians, student counselors, and other professional personnel.

Exclude custodial personnel, cafeteria workers, secretaries and clerical workers, groundskeepers, maintenance workers, and other non-faculty personnel.

Columns 4-6 Total Payroll for All Employees in Column 1:

For each pay period enter the total amount of salaries, wages, and fees earned by employees of this institution or school system.

Always report for the pay period which includes the 12th of the month. Complete a separate column for each pay period length.

Report pay **before** employee deductions for:

- | | |
|--|------------------|
| FICA (Social Security) | bonds |
| unemployment insurance | union dues |
| pay deferral plans (401K plans) | health insurance |
| Federal, State, and local income taxes | pensions |

Include pay for:

- | | |
|---------------------------|------------|
| * lump sum payments | overtime |
| * balance-of-contract pay | holidays |
| * vacation months pay | vacations |
| * retroactive pay | sick leave |
| other paid leave | |

*** NOTE:**

If any of these types of payments are included in the total payroll figures reported in columns 4-6, indicate in "comments":

1. The amount of such payments;
2. The periods covered by the payments;
3. The number of employees affected.

Exclude:

- bonuses, unless paid regularly
- pay for operators of privately owned school buses
- pay for contractors and their employees
- payments-in-kind (meals, etc.)
- pay advances, such as vacation pay advances.

<p>E. Your Comments. Enter below the main factors responsible for significant month-to-month changes. Examples are: Increase in school activities, overtime, vacation, summer school. If any general salary or wage rate changes (not individual changes for length of services, merit, or promotion) have occurred since last month's report, note the amount of increase or decrease (as +2%, -5%), the effective date of change, and the approximate number of employees affected. Also indicate any lump-sum payments and the amounts as per the note above.</p>	Seasonal Increase = 01	Seasonal Decrease = 02	More business (expansion) = 03	Less business (contraction) = 04	Strike, lockout, or other labor dispute = 08	Employment returns to normal = 19	Adverse weather conditions = 50	Return to normal following adverse weather conditions = 55	Please write any other comments here. Your comments are important and are used to understand the economic meaning of the data.
JAN									
FEB									
MAR									
APR									
MAY									
JUN									
JUL									
AUG									
SEP									
OCT									
NOV									
DEC									