

## 2013 State and Local Government Employment & Payroll Technical Documentation

### Individual Unit Data File (Public Use Format)

This is an ASCII fixed length text file containing a standard 94-character Public Use format layout. It contains the amount for each Survey of Public Employment & Payroll item code within each government unit. All payroll and part-time hours in the data file are 31-day monthly equivalent values for the month of March. The first 14 characters comprise the U.S. Census Bureau identification number.

This large file can be useful for programming and database applications. When inflated, this file will be 9.70 megabytes.

For 2013, the file name is:

*13empst.dat*

Below is a detailed record layout for the file.

Characteristic	Value
File Type	ASCII
Rec Length	94 characters
Record Type	Fixed Length, No Delimiter

Description	Length	Position
State code (states & DC in alpha)	2	1-2
Type of summary total code 0 = State 1 = County 2 = Municipal 3 = Township 4 = Special district 5 = School District	1	3-3
County code	3	4-6
Unit Identification Number	3	7-9
Supplement Code	3	10-12
Sub Code	2	13-14
Data Function (Item) Code	3	18-20
Full-Time Employees	10	21-30
Full-Time Employees Data Flag	1	32-32
Full-Time Payroll	12	33-44
Full-Time Payroll Data Flag	1	46-46
Part-Time Employees	10	47-56
Part-Time Employees Data Flag	1	58-58
Part-Time Payroll	12	59-70
Part-Time Payroll Data Flag	1	72-72
Part-Time Hours	10	73-82
Part-Time Hours Data Flag	1	84-84
Full-Time Equivalent Employees	10	85-94

## Individual Unit ID File (Public Use Format)

This is an ASCII fixed length text file containing a standard 206-character Public Use format layout. It contains the amount for each Survey of Public Employment & Payroll item code within each government unit. All payroll and part-time hours in the data file are 31-day monthly equivalent values for the month of March. The first 14 characters comprise the U.S. Census Bureau identification number.

When inflated, this file will be 2.20 megabytes.

For 2013, the file name is:

13empid.dat

Below is a detailed record layout for the file.

Description	Length	Position
State code (states & DC in alpha)	2	1-2
Type of summary total code 0 = state 1 = county 2 = municipal 3 = township 4 = special district 5 = school district	1	3-3
County code	3	4-6
Unit Identification Number	3	7-9
Supplement Code	3	10-12
Sub Code	2	13-14
Name of Government/ Political Description	64	15-78
Census Region Code	1	79-79
County Name	30	80-109
FIPS State (N/A for 2002)	2	110-111
FIPS County (N/A for 2002)	3	112-114
Population/Enrollment/Function Code	9	126-134
Year of Population/Enrollment	2	135-136
School Level Code 01 = elementary only 02 = secondary only 03 = elementary and secondary 04 = higher education only 05 = special independent vocational or special education 06 = non-operating 07 = Education Service Agency (ESA)	2	137-138
Probability of Selection	6	146-151
Weekly Hour Code 1 = 39 or more 2 = 37.5 – 38.9	1	189-189

3 = 34 – 37.4 4 = 32 – 33.9 5 = 30 – 31.9		
Full-Time Pay Code 1 = monthly 2 = twice a month 3 = each 2 weeks 4 = weekly	1	190-190
Part-time Pay Code 1 = monthly 2 = twice a month 3 = each 2 weeks 4 = weekly	1	191-191
Number of months Teachers Paid	2	192-193
Number of months School Admin Paid	2	194-195
Number of months School Other Paid	2	196-197
Year of Data (except dependent school data) 99 = response for 1999 II = data imputed NN = no information for this unit	2	198-199
Year of Dependent School Data	2	200-201
Survey Form Type	2	205-206

## Data Flags

Reported Data	
C	Without contacting the respondent, the analyst corrects data provided in an inappropriate item code or individual unit, corrects data so detail adds to total, corrects other reported minor reporting errors that prevents the use of the original data provided by the respondent.
K	Analyst corrects improperly keyed data and replaces with the reported values from the questionnaire.
R	1) Data item is reported directly by the respondent. 2) Respondent does not complete the survey form, but provided additional information which is compiled and used to complete the form, i.e., annual report, Website, etc.
T	Respondent reports totals and these data are prorated based on the prior year distribution.
U	Analyst obtains correct data from the respondent via telephone, e-mail, or fax.
V	Analyst verified the data with the respondent via telephone, e-mail, or fax.
Z	Data are the summation of multiple individual state agencies (i.e., state level data) or the summation of multiple data function codes (i.e., total data function code of "000").
Imputed Data	
A	Missing or inappropriate data fixed by computer calculations are based on prior year factors or prior year state averages.
B	Analyst obtains information from a report or other administrative source without prior respondent contact and there exists documentation verifying that these data sources are comparable to reported data.
D	Analyst obtains information from a Website without prior respondent contact and there exists documentation verifying that these data sources are comparable to reported data.
G	The prior year data were adjusted by a growth rate that was determined by the growth of responding units that were similar to the nonrespondent in size, geography and type of government.
J	The unit contained partially reported data sufficient to determine unit totals at the total employee/total pay level. Data were imputed using pro-rated values based on prior year or cell median ratios. Flag J differs from Flag T in that Flag T implies that the unit total for that variable was reported, e.g., if full-time pay is reported, then full-time pay for each item code of that unit will receive a flag of T. While Flag J implies that the unit total for that variable was not reported, e.g., if total employees are reported, but neither full-time nor part-time employees are reported, then full-time employees will be pro-rated and full-time employees for each item code of that unit will receive a flag of J.
P	Data were from a donor that was randomly selected from units similar to the nonrespondent. A per capita adjustment based on population enrollment was made.
Q	A growth rate was applied to the prior year that carried a flag of P.
S	This flag is used for imputed values of part-time hours. Part-time hours are imputed as the value of the item code's part-time employees multiplied by the unit's average part-time hours per employee for the given item code in the prior year. If the given item code in the prior year is not available, then the median average part-time hours per employee for the given item code is used instead. The median is calculated for the current year data in the unit's imputation cell.
X	The analyst creates a value missing entry, an erroneous reported entry, or an imputed value without contacting the respondent.

## Sources and Contacts

An important information source for detailed definitions, classification issues, etc. is the [Government Finance and Employment Classification Manual](#)

For information about the tables, data files, or the public employment & payroll program, users can contact the Census Bureau:

[EWD.Employment.Survey@census.gov](mailto:EWD.Employment.Survey@census.gov)

The telephone number is (800) 642-4901. The address is:

Employment Statistics Branch  
Economy-Wide Statistics Division  
U.S. Census Bureau  
Washington, DC 20233-6800

