



# Personnel: Inquiry



# Table of Contents

<b>Personnel: Inquiry</b> .....	i
<b>Inquiry</b> .....	1
<b>Employment Statistics Survey - HRS5410</b> .....	2



# Inquiry

Use the Table of Contents to access a page.

# Employment Statistics Survey - HRS5410

## Personnel > Inquiry > Employment Statistics Survey

This page is used to retrieve employee data to assist LEAs in completing the Current Employment Statistics Survey form for the State of Texas.

For additional information about completing the Current Employment Statistics Survey form for the State of Texas, visit the U.S. Bureau of Labor Statistics website at <https://www.bls.gov/respondents/ces/>.

### Perform a survey inquiry:

Under **Frequency**, select one of the following payroll frequencies:

- **4 - Biweekly**
- **5 - Semimonthly**
- **6 - Monthly**

Field	Description
Pay Date	Click  to select a pay date. At least one pay date for the available pay frequencies must be selected.

Under **Pay Types**, select the applicable pay types. At least one pay type must be selected to calculate the Faculty count.

- **All Pay Types**
- **1 - Contracted employee**
- **2 - Non-contracted emp**
- **3 - Hourly employee**
- **4 - Substitute**

Click **Retrieve**. The **Employment Statistics Survey** section is displayed with the **Employee Count, Women Employee Count, Faculty Member Count**, and the **Pay Type(s)** based on the selected parameters.

Click **Print** to print the Employment Statistics Survey report. [Review the report.](#)