

MANUAL ENTRY TEMPLATE REFERENCE ONLY

| EMPLOYEE STATUS 2020 | EMPLOYEE TYPE | FIRST NAME | LAST NAME | POSITION/ JOB TITLE | DEPARTMENT/ JOB FUNCTION | DATE OF HIRE | TERM DATE | PAY CYCLE | HOURS PER PAY CYCLE | HOURLY RATE | CONTRACT AMOUNT | GROSS PAY PRIOR YEAR | HOURS PRIOR YR (2019 or 2018-19) | |
|----------------------|---------------|------------|-----------|---------------------|--------------------------|--------------|-----------|-----------|---------------------|-------------|-----------------|----------------------|----------------------------------|------|
| Active | Stipend | Alice | Doe | Trustee | Board of Trustees | 22-Dec-15 | - - | | 1 | 0 | 0 | 0 | 1260 | |
| Term | PT | Jane | Doe | Utility Worker | Utility | 17-Jun-19 | 15-Aug-20 | | 52 | 40 | 18.4 | 0 | 2281.6 | |
| Active | Seasonal PT | Joe | Doe | Lineman | Utility | 15-Jun-17 | - - | | 26 | 16 | 44.09 | 0 | 9378.01 | |
| Active | Seasonal FT | John | Doe | Caretaker | DPW | 05-Jun-19 | - - | | 52 | 40 | 0 | 0 | 2800 | |
| Active | FT | Micheal | Doe | Wastewater N | Wastewater | 21-May-19 | - - | | 52 | 5 | 40 | 50,000 | 0 | 1800 |
| Active | FT | Besty | Doe | Village Treasur | Finance | 01-Dec-15 | - - | | 52 | 40 | 0 | 0 | 2186.74 | |

This is a partial view of what your data should look like when saved. Please make sure to share your data in Excel or CSV format via the online survey - please do not upload as a pdf.