

**Act 370 - Monthly Employment Reporting Form  
State Agencies**

All data shall be as of the last day of the month and reported by the 20th day of the following month.

**Count**

Total number of appropriated full-time positions, including any growth pool, miscellaneous federal grant, or transitional pool positions approved during the interim.

The number of full-time employees, including part time employees in a full time position.  
Note: If job sharing, only count 1 employee per position.

Total number of vacant full-time positions that are **budgeted**.

Total number of vacant full-time positions that are **not budgeted**.

Total number of appropriated extra help positions, including any approved during the interim.

Total number of extra help employees.

Total number of vacant extra help positions.

**Note:** Overtime and straight time figures should be based on the 2 (or possibly 3) pay dates during the month being reported.

Total amount of overtime paid out during the month.

Total amount of straight time paid out during the month.

Total amount of compensatory time taken during the the month.