

Example 5.5c**QUARTERLY REPORT OF EMPLOYEES SERVED**

Employer: _____

Address: _____

For Quarter Ending (Circle one): **3/31** **6/30** **9/30** **12/31**

<u>Employment Category</u>	<u>* Total Number of Employees</u>	<u>* Number Non-State Funded</u>
1. Civil Service Status	_____	_____
2. Civil Service Temporary	_____	_____
3. Civil Service Extra Help	_____	_____
4. Civil Service Provisional	_____	_____
5. Civil Service Learners	_____	_____
6. Civil Service Trainees	_____	_____
7. Civil Service Apprentices	_____	_____
8. Student Employees	_____	_____

* Head Count

CERTIFICATION

This is to certify that the information above has been tabulated and submitted in accordance to the standards and requirements established in the State Universities Civil Service System Procedures Manual.

Submitted by: _____
 (Designated Employer Representative) Date