**EMPLOYMENT REPORTING FORM**  
As required by Arkansas Code 19-4-609

This report should include Regular Employees only. Do not count employees paid from "Extra Help" in this report. Figures should be for the last pay period of the last full month before the current month. (Example: If the current month were January, the figures would be as of the last pay period of December.) The completed form is due in this office no later than the 10th of the month.

<table>
<thead>
<tr>
<th>Total Employees Reported</th>
<th>For the Month Covered by This Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Previous Month</td>
<td>New Hires*</td>
</tr>
<tr>
<td>1551</td>
<td>19</td>
</tr>
</tbody>
</table>

Explain below or on a separate sheet any difference between "Total Employees Reported Previous Month" and "Total Employees" that is not accounted for under "New Hires" and "Separations."

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**INFORMATION CONCERNING SEPARATIONS**

<table>
<thead>
<tr>
<th>Employees Transferred To Other State Agencies</th>
<th>Employees Who Retired</th>
<th>All Other Separations</th>
<th>Total Separations******</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>00</td>
<td>17</td>
<td>18</td>
</tr>
</tbody>
</table>

For the Month of: March 2012

Agency/Institution: UALR

Telephone Number: (501) 569-3180

Annette Tangye, Director/Agency Contact: Michele Curd, Personnel Manager

Date Mailed: April 10, 2012

E-Mail Address: axtangye@ualr.edu/rmcurd@ualr.edu

Please send completed form to: Monthly Employment Report, Bureau of Legislative Research, 315 State Capitol Building, Little Rock, Arkansas 72201. FAX: (501) 682-1968. If you have questions regarding any part of this report, call Steve Collins at (501) 682-1937.

*New hires include any person added to the full-time payroll for any reason whatsoever.

**A Separation occurs when an employee is removed from payroll for any reason whatsoever.

***The total number of employees for the month covered by this report should equal the previous month's total plus new hires minus separations.

****Record the total dollar figure paid to employees who worked overtime during the month.

*****Record the total number of hours used as compensatory time during the month.

******Total separations is the sum of Employees Transferred to Other State Agencies, Employees who Retired, and All Other Separations. It must be the same number listed under "Separations".