

Example 5.5b

**INSTRUCTIONS FOR THE
COMPLETION OF EXAMPLE 5.5c FORM**

Quarterly Report of Employees Served Chart

- 1) Complete the university/agency name and address.
- 2) Indicate the applicable quarter by circling one of the four choices.
- 3) In the first column labeled ‘Total Number of Employees’, indicate the number of employees assigned to each of the employment categories.

In the second column labeled ‘Number Non-State Funded’, report the number of employees in that specific employment category who are primarily supported by funds other than general revenue. (Note: Please report those employee who have at least 50% of their salary supported through funds other than general revenue. For the purpose of this report, funds other than general revenue shall include federal grants, state grants, local government grants, private corporation or foundation grants, or any other ‘soft’ money funds.)

- 4) The DER should then sign and date the form and submit to the System Office. The DER or their designee may electronically submit this report via email to kenp@sucss.state.il.us.