
Division of Energy, Housing and Community Resources (DEHCR)

Bureau of Community Development (BCD)

Chapter 7: Labor Standards

Payroll Monitoring



OUR STAFF

Bureau of Community Development:

- Dave Pawlisch, Bureau Director
- Mark Staff, Section Chief
- Angela Davis, Grants Specialist – Advanced (*Presenter*)
- Ben Lehner, Grants Specialist – Advanced (*Presenter*)
- Amanda Knack, Grants Specialist – Advanced (*Presenter*)
- Juli Speck, Grants Specialist – Advanced
- Joanna Storm, Grants Specialist – Advanced
- Tamra Fabian, Grants Specialist – Advanced

PURPOSE OF TRAINING

- Provide guidance on Community Development Block Grant Labor Standards monitoring, including:
 - Labor Standards Monitoring Requirements
 - Weekly Certified Payroll Records reviews
 - Hourly Wage + Fringe Benefits rate compliance verification
 - Fringe benefits eligibility verification; rate reconciliation and compliance verification
 - “Other” Deductions authorization verification; reconciliation and compliance verification
 - Work Site Monitoring – Employee Interviews; Signage

LABOR STANDARDS OFFICER ROLE

- **Wage Decision(s)** – Obtain for bid packet; and bid opening (or contract award date if >90 days after bid opening)
- **Pre-Construction Meeting** – Optional/Recommended (*see page 13 and Attachment 7-I, 7-J and 7-K in Chapter 7 of CDBG Implementation Handbook*)
- **Debarment check records** on all prime contractors and subcontractors (see pages 10-11 of Chapter 7 of the Handbook and <https://sam.gov/content/exclusions> website (recent updates to website are *not* reflected in Handbook; use “Help” feature on SAM.gov for guidance)
- **Weekly Payroll Records – Compliance Monitoring & Enforcement**
 - Obtain and check ALL prime contractors’ and subcontractors’ weekly payroll submissions;
 - Follow up to address and resolve non-compliance issues
- **Work Site Monitoring**
 - **Employee Interviews** – *Record of Employee Interview* (HUD-11 Form – *Attachment 7-N*)
 - **Signage** – CDBG Project Sign; Wage Determinations; Labor Poster
- **Maintain records** in CDBG project file

WAGE DECISIONS

1. **Highway (WI10)** – Roads/streets and highways, also *may* include sidewalks and parking areas
2. **Heavy (WI8)** – Sewer & Water Lines and Tunnel
3. **Heavy (WI15)** – Excluding Tunnel, Sewer & Water Lines [*“Catch-All”*]
4. **Building (WI11)** – Sheltered enclosures for housing people, machinery, equipment or supplies
5. **Residential (WI20)** – Single family homes, apartment buildings \leq 4 stories

Different Wage Decision numbers may appear in the search results for certain types of work⁵ in certain locations (particularly urban areas).

WAGE DECISIONS

- Obtain wage decision(s) for the bid packet (when advertising for bids).
 - Submit Record of Wage Decision Selection Form (*Attachment 7-D*) to DEHCR.
- Check for updates the Friday prior to bid opening (after 10am) – inform potential bidders of any changes.
- Check for updates again at time of contract award, if the contract award is > 90 days after bid opening.
- The wage decision(s) in effect at the time of bid opening, *or* at the time of the contract award *if* award is >90 days after the bid opening, will be the applicable wage decision(s) to use *throughout* the construction period.

WAGE DECISIONS

- Use one wage decision for entire project (for the main focus/type of construction) *unless*:
 - another type of construction equates to 20% or more of total contract/project cost; and/or
 - another type of construction will be at least \$1 million of the contract/project cost; and/or
 - the wage decision for another type of construction that is being performed is needed to cover one or more job classifications (for that work) that do not already appear in the wage decision for the main focus/type of construction.

New SAM.gov
Home Page:
[https://sam.gov/
content/home](https://sam.gov/content/home)

for checking
Wage Determinations
and
Debarment Records

Follow guidance on
sam.gov website.

(Instructions in Chapter 7 of CDBG
Implementation Handbook not yet
updated)

The screenshot shows the SAM.gov homepage with several key elements highlighted by red boxes and a red arrow:

- Wage Determinations** (was wdo.gov) and **Exclusions** are highlighted in the "The Official U.S. Government System for:" section.
- The **Register Your Entity** section includes buttons for "Get Started", "Renew Entity", and "Check Registration Status".
- The **Announcements** section contains several updates, including "The integration is complete, the wait is over" and "Changes for Users of Data Services and System Accounts".
- The **Have Questions about SAM.gov?** section features a video titled "How to Search" and a "Frequently Asked Questions" list.

A red arrow points from the yellow box containing the text "Follow guidance on sam.gov website." to the "Check Registration Status" button in the "Register Your Entity" section.

New SAM.gov USDOL Wage Determination Webpage:
<https://samgov/content/wage-determinations>

The screenshot shows the SAM.gov beta website. At the top left is the SAM.gov logo. In the center, the WDOL logo is displayed above the text: "WDOL.gov has moved to beta.SAM.gov and is now known as Wage Determinations". To the right is the SAM.gov beta logo with the text "Go to beta.SAM.gov". Below this, a message states: "We've provided direct links to some useful areas on beta.SAM.gov to help with your search for Wage Determinations:". At the bottom, there are three buttons: "Search Wage Determinations" (with a magnifying glass icon), "e98 (request official SCA WD from DOL)" (with a document icon), and "Learning Center & Quick Start guides" (with a question mark icon).

Select
"Search Wage
Determinations"



To access search page:

- Enter Wage Decision # if known (e.g., WI20210008) in search box and click search icon; or
- Type in “wi” in search box and click search icon; or
- Click the to “Wage rates for laborers and mechanics” link

An official website of the United States government [Here's how you know](#)

SAM.GOV

Home Search Data Bank Data Services Help

Wage Determinations

A wage determination (WD) is a listing of wage rates and fringe benefit rates for each labor category of workers which the U.S. department of labor has determined to be prevailing in a given area.

Search wage determination

I know the WD number
Search by WD Number

I do not know the number
Start your search by selecting a category

Public Building or Works ✓

Wage rates for laborers and mechanics ✓
Davis-Bacon Act (DBA)

Service Contracts ✓

Wage rates for service employees
Service Contract Act (SCA)

Get started searching wage determinations +

Learn about the Davis-Bacon Act +

Learn about the Service Contract Act +

DBA Resources

- DBA Conformances
- DBAs to be Revised
- DBA Rollover Crosswalk

SCA Resources

- SCA Conformances

Other Resources

- Labor Advisors
- All Agency Memorandums
- Cross Index for Contract Labor Standards

Select
"Construction
(DBA)" to view
Active wage
decisions for
Wisconsin (WI)
construction
projects.

The screenshot shows the SAM.GOV search interface. At the top, there is a navigation bar with 'Home', 'Search', 'Data Bank', 'Data Services', and 'Help'. Below this is a search bar. The main content area is divided into two columns. The left column is titled 'Select Domain Wage Determinations' and has a '+' icon. Underneath, there are three options: 'Construction (DBA)', 'Service Contracts (SCA)', and 'Collective Bargaining Agreement (CBA)'. The 'Construction (DBA)' option is highlighted with a red box. Below this is a 'Filter By' section with a '-' icon. It contains three filters: 'Wage Determination Number' with a text input field containing 'wi', 'Keywords' with a text input field, and 'Status' with two radio buttons: 'Active' (checked) and 'Inactive'. Below the status filter is a 'Published Date' dropdown menu set to 'Anytime'. A 'Reset' button is at the bottom right of the filter section. The right column contains a message: 'No matches found' with an information icon. Below the message is a question: 'Would you like to include inactive records in your search results?' with 'Yes' and 'Go back' buttons.

*These are the default
settings. Check the
"Inactive" box or enter
a Published Date to
locate a previously
issued wage decision.*

Search e.g. 1606N020Q02, aspha

Select Domain
Wage Determinations

By Wage Determination ID

Construction (DBA)

Service Contracts (SCA)

Collective Bargaining Agreement (CBA)

Filter By

Location

State

Wisconsin

County/ Independent City

Select...

DBA Construction Type

Heavy

Keywords

Status

Active

Showing 1 - 2 of 2 results

Davis-Bacon Act WD #: **WI20210015**

State
Wisconsin

Counties

Adams, Ashland, Barron, Bayfield, Brown, Buffalo, Burnett, Calumet, Chippewa, Clark, Columbia, Crawford, Dane, Dodge, Door, Douglas, Dunn, Eau Claire, Florence, Fond Du Lac, Forest, Grant, Green, Green Lake, Iowa, Iron, Jackson, Jefferson, Juneau, Kenosha, Kewaunee, La Crosse, Lafayette, Langlade, Lincoln, Manitowoc, Marathon, Marinette, Marquette, Menominee, Milwaukee, Monroe, Oconto, Oneida, Outagamie, Ozaukee, Pepin, Pierce, Polk, Portage, Price, Racine, Richland, Rock, Rusk, Sauk, Sawyer, Shawano, Sheboygan, St Croix, Taylor, Trempealeau, Vernon, Vilas, Walworth, Washburn, Washington, Waukesha, Waupaca, Waushara, Winnebago, Wood

Sort by

Published Date

DBA Wage Determination

Modification Number
3

Construction Types
Heavy

Published Date
May 13, 2021

Davis-Bacon Act WD #: **WI20210008**

State
Wisconsin

Counties

Adams, Ashland, Barron, Bayfield, Brown, Buffalo, Burnett, Calumet, Chippewa, Clark, Columbia, Crawford, Dane, Dodge, Door, Douglas, Dunn, Eau Claire, Florence, Fond Du Lac, Forest, Grant, Green, Green Lake, Iowa, Iron, Jackson, Jefferson, Juneau, Kenosha, Kewaunee, La Crosse, Lafayette, Langlade, Lincoln, Manitowoc, Marathon, Marinette, Marquette, Menominee, Milwaukee, Monroe, Oconto, Oneida, Outagamie, Ozaukee, Pepin, Pierce, Polk, Portage, Price, Racine, Richland, Rock, Rusk, Sauk, Sawyer, Shawano, Sheboygan, St Croix, Taylor, Trempealeau, Vernon, Vilas, Walworth, Washburn, Washington, Waukesha, Waupaca, Waushara, Winnebago, Wood

DBA Wage Determination

Modification Number
3

Construction Types
Heavy

Published Date
May 13, 2021

1 of 1 Results per page 25

Use 'drop-down' menus to select State and DBA Construction Type

View details of wage decision(s) that appear by clicking decision #.

Verify Wage Decision # and date in effect at time of bid opening (or on date the construction contract was awarded, if more than 90 days after bid opening date) on page 1 of wage decision.

"General Decision Number: WI20210015 05/14/2021"

Superseded General Decision Number: WI20200015

State: Wisconsin

Construction Type: Heavy

Counties: Wisconsin Statewide.

HEAVY CONSTRUCTION PROJECTS (Excluding Tunnel, Sewer, and Water Lines).

Note: Under Executive Order (EO) 13658, an hourly minimum wage of \$10.95 for calendar year 2021 applies to all contracts subject to the Davis-Bacon Act for which the contract is awarded (and any solicitation was issued) on or after January 1, 2015. If this contract is covered by the EO, the contractor must pay all workers in any classification listed on this wage determination at least \$10.95 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract in calendar year 2021. If this contract is covered by the EO and a classification considered necessary for performance of work on the contract does not appear on this wage determination, the contractor must pay workers in that classification at least the wage rate determined through the conformance process set forth in 29 CFR 5.5(a)(1)(ii) (or the EO minimum wage rate, if it is higher than the conformed wage rate). The EO minimum wage rate will be adjusted annually. Please note that this EO applies to the above-mentioned types of contracts entered into by the federal government that are subject to the Davis-Bacon Act itself, but it does not apply to contracts subject only to the Davis-Bacon Related Acts, including those set forth at 29 CFR 5.1(a)(2)-(60). Additional information on contractor requirements and worker protections under the EO is available at www.dol.gov/whd/govcontracts.

Modification Number	Publication Date
0	01/01/2021
1	03/12/2021
2	03/19/2021
3	05/14/2021

BOIL0107-001 01/01/2017

	Rates	Fringes
BOILERMAKER		
Boilermaker.....	\$ 35.65	29.89
Small Boiler Repair (under 25,000 lbs/hr).....	\$ 26.91	16.00

Verify construction type (on page 1) for work being performed.

Note Modification # and Date.

Links to previous wage decision modifications within the calendar year are listed under "History" at the end of the wage decision.

Wage and Hour Administrator
U.S. Department of Labor
200 Constitution Avenue, N.W.
Washington, DC 20210

The request should be accompanied by a full statement of the interested party's position and by any information (wage payment data, project description, area practice material, etc.) that the requestor considers relevant to the issue.

3.) If the decision of the Administrator is not favorable, an interested party may appeal directly to the Administrative Review Board (formerly the Wage Appeals Board). Write to:

Administrative Review Board
U.S. Department of Labor
200 Constitution Avenue, N.W.
Washington, DC 20210

4.) All decisions by the Administrative Review Board are final.

END OF GENERAL DECISION"

History

- May 14, 2021
WI20210015 - Modification 3
- May 14, 2021
WI20210015 - Modification 2
- Mar 19, 2021
WI20210015 - Modification 1
- Mar 12, 2021
WI20210015 - Modification 0

WAGE DECISION & PAYROLL MONITORING

Locate Job Classification and County in which construction is occurring within wage decision pages to determine required federal wage rate (base wage + fringe hourly rate) when conducting payroll monitoring.

LAB00140-002 06/01/2020

ADAMS, ASHLAND, BARRON, BAYFIELD, BROWN, BUFFALO, BURNETT, CALUMET, CHIPPEWA, CLARK, COLUMBIA, CRAWFORD, DODGE, DOOR, DOUGLAS, DUNN, EAU CLAIRE, FLORENCE, FOND DU LAC, FOREST, GRANT, GREEN, GREEN LAKE, IRON, JACKSON, JUNEAU, IOWA, JEFFERSON, KEHAUNEE, LA CROSSE, LAFAYETTE, LANGLADE, LINCOLN, MANITOWOC, MARATHON, MARINETTE, MARQUETTE, MEMMINEE, MONROE, OCONTO, ONEIDA, OUTAGAMIE, PEPIN, PIERCE, POLK, PORTAGE, PRICE, RICHLAND, ROCK, RUSK, SAUK, SANBYER, SHAWANO, SHEBOYGAN, ST. CROIX, TAYLOR, TREMPLEAU, VERNON, VILLAS, WALNORTH, WASHBURN, WAUPACA, WAUSHARA, WINNEBAGO, AND WOOD COUNTIES

	Rates	Fringes
LABORER		
Group 1.....	\$ 33.72	17.95
Group 2.....	\$ 33.82	17.95
Group 3.....	\$ 33.87	17.95
Group 4.....	\$ 34.07	17.95
Group 5.....	\$ 33.92	17.95
Group 6.....	\$ 30.35	17.95

LABORER CLASSIFICATIONS

GROUP 1: General Laborer; Tree Trimmer; Conduit Layer; Demolition and Wrecking Laborer; Guard Rail, Fence, and Bridge Builder; Landscaper; Multiplate Culvert Assembler; Stone Handler; Bituminous Worker (Shoveler, Loader, and Utility Man); Batch Truck Dumper or Cement Handler; Bituminous Worker (Dumper, Ironer, Smoother and Tamper); Concrete Handler

GROUP 2: Air Tool Operator; Joint Sawyer and Filler (Pavement); Vibrator or Tamper Operator (Mechanical Hand Operated); Chain Saw Operator, Demolition Burning Torch Laborer

GROUP 3: Bituminous Worker (Raker and Luteman); Formsetter (Curb, Sidewalk and Pavement); Strike Off Man

GROUP 4: Line and Grade Specialist

GROUP 5: Blaster; powderman

GROUP 6: Flagperson; Traffic Control

COMPLIANCE MONITORING

Certified Payroll Record Templates:

- Federal U.S. Department of Labor

https://www.hud.gov/program_offices/davis_bacon_and_labor_standards/olrform

- Wisconsin Department of Transportation (WisDOT):

<https://wisconsindot.gov/Pages/doing-bus/civil-rights/labornwage/payroll-submission-compliance.aspx>

- Private company payroll software


SAMPLE USDOL CERTIFIED PAYROLL RECORD FORM (WAGE ENTRY SECTION)

https://www.hud.gov/program_offices/davis_bacon_and_labor_standards/olrform

U.S. Department of Labor
Wage and Hour Division

PAYROLL
(For Contractor's Optional Use; See Instructions at www.dol.gov/whd/forms/wh347instr.htm)

Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number.



U.S. Wage and Hour Division
Rev. Dec. 2008
OMB No.: 1235-0008
Expires: 05/31/2021

NAME OF CONTRACTOR OR SUBCONTRACTOR ADDRESS _____ OMB No.: 1235-0008 Expires: 05/31/2021

PAYROLL NO. _____ FOR WEEK ENDING _____ PROJECT AND LOCATION _____ PROJECT OR CONTRACT NO. _____

(1) NAME AND INDIVIDUAL IDENTIFYING NUMBER (e.g., LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER) OF WORKER	(2) NO. OF WORKING EXEMPTIONS	(3) WORK CLASSIFICATION	(4) DAY AND DATE	(5) TOTAL HOURS	(6) RATE OF PAY	(7) GROSS AMOUNT EARNED	(8) DEDUCTIONS				(9) NET WAGES PAID FOR WEEK	
							HOURS WORKED EACH DAY	FICA	WITH- HOLDING TAX	OTHER		TOTAL DEDUCTIONS
			D									
			S									
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While completion of Form WH-347 is optional, it is mandatory for covered contractors and subcontractors performing work on Federally financed or assisted construction contracts to respond to the information collection contained in 29 C.F.R. §§ 3.3, 5.5(a). The Copeland Act (40 U.S.C. § 3145) contractors and subcontractors performing work on Federally financed or assisted construction contracts to "turnish weekly a statement with respect to the wages paid each employee during the preceding week." U.S. Department of Labor (DOL) regulations at 29 C.F.R. § 5.5(a)(3)(i) require contractors to submit weekly a copy of all payrolls to the Federal agency contracting for or financing the construction project, accompanied by a signed "Statement of Compliance" indicating that the payrolls are correct and complete and that each laborer or mechanic has been paid not less than the proper Davis-Bacon prevailing wage rate for the work performed. DOL and federal contracting agencies receiving this information review the information to determine that employees have received legally required wages and fringe benefits.

Public Burden Statement

We estimate that it will take an average of 55 minutes to complete this collection, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding these estimates or any other aspect of this collection, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S3562, 200 Constitution Avenue, N.W., Washington, D.C. 20210

(over)

SAMPLE USDOL STATEMENT OF COMPLIANCE (PAYROLL SIGNED CERTIFICATION PAGE)

https://www.hud.gov/program_offices/davis_bacon_and_labor_standards/olrform

Date _____
 I, _____ (Name of Signatory Party) _____ (Title)

do hereby state:

(1) That I pay or supervise the payment of the persons employed by _____ (Contractor or Subcontractor) on the _____ (Building or Work); that during the payroll period commencing on the _____ day of _____, _____, and ending the _____ day of _____, _____, all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said _____ (Contractor or Subcontractor) from the full

weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 C.F.R. Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 967, 76 Stat. 357, 40 U.S.C. § 3145), and described below:

(2) That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract; that the classifications set forth therein for each laborer or mechanic conform with the work he performed.

(3) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

(4) That: (a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS

— in addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in section 4(c) below.

(b) WHERE FRINGE BENEFITS ARE PAID IN CASH

— Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in section 4(c) below.

(c) EXCEPTIONS

EXCEPTION (CRAFT)	EXPLANATION

REMARKS:

NAME AND TITLE _____ SIGNATURE _____

THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. SEE SECTION 1501 OF TITLE 18 AND SECTION 231 OF TITLE 31 OF THE UNITED STATES CODE.

SAMPLE WisDOT CERTIFIED PAYROLL RECORD (WAGE ENTRY SECTION)

<https://wisconsin.gov/Pages/doing-bus/civil-rights/labornwage/payroll-submission-compliance.aspx>

WEEKLY PAYROLL REPORT														The weekly submittal of this form is required by 29 CFR Part 3. * Full name, address, and social security number must appear on the first payroll report.															
WISCONSIN DEPARTMENT OF TRANSPORTATION DT 1929 9/2006 (Replaces EC 674)														** Fringe benefit details MUST be reported on a supplementary page. *** Include private work. **** If Operating Engineer or Laborer, include equipment or skill level of employee.															
Payroll #	Contractor Name													State Project ID			Federal Project ID			County		Payroll Period Week Ending		Sheet #					
	Prime Contractor													Subcontractor Hired By:															
Enter information below on every individual that you employed on this project during the payroll report period*														TOTAL WEEKLY		(A) BASIC HOURLY	(B) BENEFITS HOURLY RATE		(A) + (B) TOTAL	PROJECT WAGES		FICA	FED WH	ST WH	OTHER (SPECIFY)	NET PAID	CHECK #		
S= Straight Time O=Overtime														HRS WORKED	RATE	PAYMENT	CASH PAYMENT	HOURLY RATE	GROSS WAGES										
Name														REFERENCED PROJECT															
														S															
														O															
S.S. #														OTHER PROJECTS ***															
Trade/Craft																													
Apprentice														Yes No TrnsGrad															
Name														REFERENCED PROJECT															
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S.S. #														OTHER PROJECTS ***															
Trade/Craft																													
Apprentice														Yes No TrnsGrad															
Name														REFERENCED PROJECT															
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Apprentice														Yes No TrnsGrad															
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S.S. #														OTHER PROJECTS ***															
Trade/Craft																													
Apprentice														Yes No TrnsGrad															

Double-Check Formulas in this WisDOT Form – Adjustments Required.

SAMPLE WisDOT STATEMENT OF COMPLIANCE (PAYROLL SIGNED CERTIFICATION PAGE)

<https://wisconsin.gov/Pages/doing-bus/civil-rights/labornwage/payroll-submission-compliance.aspx>



COMPLIANCE STATEMENT TO ACCOMPANY CONTRACTOR'S WEEKLY PAYROLL Wisconsin Department of Transportation
 DT1816 9/2008 (Replaces EC673) The willful falsification of any of the statements on this form may subject the contractor or subcontractor to civil or criminal prosecution. See Section 1001 of Title 18 and Section 231 of Title 31 of the United States Code.

Submit one copy to Regional Office Adapted from U.S. Department of Labor Form WH-348(1)(68).

No.	State Project ID	Federal Project ID	County	Payroll Period

Contractor or Subcontractor

Authorized Agent Name	Authorized Agent Title	Authorized Agent Phone Number

I, the undersigned, do state that:

- I pay, or supervise the payment of the persons employed by the above contractor or subcontractor on the above project. During the payroll period designated above all persons employed on said project have been paid the full weekly wages earned, except as noted in Section 1(a) below. No rebates have been or will be made either directly or indirectly on behalf of said contractor or subcontractor from the full weekly wages earned by any person. No deductions have been made directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 CFR Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948; 63 Stat. 108; 72 Stat. 967; 76 Stat. 357; 40 U.S.C. 276c), and described below in Section 1(b).
 - Exceptions**

Name	Craft	Explanation	When will this person be paid?
 - Description of Deductions**
- Any payrolls otherwise under this contract required to be submitted for the above period are correct and complete. The wage rates for laborers or mechanics contained are not less than the applicable wage rates contained in any wage determination incorporated into the contract. The classifications set forth for each laborer or mechanic conform with the work performed.
- Any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.
 - Where fringe benefits are paid to approved plans, fund, or programs.**
 - In addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above-referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in Section 4(c) below.
 - Where fringe benefits are paid in cash.**
 - Each laborer or mechanic listed in the above-referenced payroll has been paid as indicated on the payroll an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in Section 4(c) below.
 - Exceptions**

Craft	Explanation

Remarks

X

(Authorized Agent Signature)

CERTIFIED PAYROLL RECORD – EXAMPLE #1 (WAGE ENTRY PAGE)

Certified Payroll Register											Page: 1			
Job Village of [Redacted] Sub to [Redacted]		Contractor [Redacted], Inc.				Customer [Redacted]					Job Number: [Redacted] Week Ending: 8/ [Redacted] Payroll # 2			
Name / Address	Soc Sec No.	Hours Worked This Job								Pay Rate	Gross Pay This Job All Jobs	Deductions --		Check #
	Class Mar Exemp.	07/29 Mon	07/30 Tue	07/31 Wed	08/01 Thu	08/02 Fri	08/03 Sat	07/28 Sun	Tot			Fed. Fica Med State	Local Other Total	
Greg [Redacted] [Redacted] Road	***-**-**** R: 7.250	0.000	0.000	0.000	0.000	0.000	0.000	0.000	7.250	39.720	346.49	307.52	0.00	331.63
	Grp 3 Backhoe/Excavator									+22.100FR		121.46	337.79	
	Married 1 O: 0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	59.580	1958.99	28.41		1050.64
										+22.100FR	54hrs	113.17	908.35	
	Fringe Rate	HEALTH 10.419	HOL 0.690	PWCASH 8.072	SIMPLE 1.190	VAC 1.730	Total 22.101							
	Amount	75.54	5.00	58.52	8.63	12.54	160.23							
	Deduction Amount	CS 277.78	CS-EMP 3.00	SIMPLE 57.01	Total 337.79									
Jason [Redacted] [Redacted] Street	***-**-**** R: 7.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	7.000	39.720	384.08	361.08	0.00	331.70
	Grp 4 Dozer/Roller/Grader									+22.100FR		132.88	188.82	
	Single 0 O: 0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	59.580	2233.18	31.08		1396.80
										+22.100FR	54hrs	122.52	836.38	
	Fringe Rate	HEALTH 3.920	HOL 0.690	PWCASH 15.149	SIMPLE 1.191	VAC 1.150	Total 22.100							
	Amount	27.44	4.83	106.04	8.34	8.05	154.70							
	Deduction Amount	HSA 90.00	SIMPLE 98.82	Total 188.82										

Itemized Fringe and Other Deductions on Payroll

CERTIFIED PAYROLL RECORD – EXAMPLE #1 (STATEMENT OF COMPLIANCE)

Certified Payroll Register Page: 3

Job: [REDACTED] Contractor: [REDACTED], Inc. Customer: [REDACTED]
Village of [REDACTED] Sub to [REDACTED] Job Number: [REDACTED]
Week Ending: [REDACTED] Payroll # [REDACTED]

I, [REDACTED], Secretary do hereby state:

1] That I pay or supervise the payment of the persons employed by [REDACTED], Inc. on the Village of [REDACTED] that during the payroll period commencing on 9, [REDACTED] and ending 10, [REDACTED] all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said [REDACTED], Inc. (Subcontractor) from the full weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 CFR Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 967; 76 Stat. 357; 40 U.S.C. 276c), and described below:

FICA
Federal & State Taxes
Applicable Health Insurance, Retirement, Holiday, Vacation and Child Support

2] That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract; that the classifications set forth therein for each laborer or mechanic conform with the work he performed.

3] That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in [REDACTED] State, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

4] That:

(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS
---In addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in Section 4(c) below.

X (B) WHERE FRINGE BENEFITS ARE PAID IN CASH
---Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in Section 4(c) below.

(c) EXCEPTION (CRAFT) EXPLANATION
Fringe Benefits - Holiday/Vacation, Group Health & Retirement paid into plans

REMARKS

Name and title [REDACTED], Secretary [REDACTED]

The Willful Falsification Of Any Of The Above Statements May Subject The Contractor Or SubContractor To Civil Or Criminal Prosecution. See Section 1001 Of Title 18 And Section 231 Of Title 31 Of The United States.

CERTIFIED PAYROLL RECORD – EXAMPLE #2 (WAGE ENTRY PAGE)

[REDACTED] Inc.		Certified Payroll Report										07-29-[REDACTED]		Page 1				
For the Period Ending: 07-27-[REDACTED]		#1																
Job: 19-[REDACTED]		Week Ending [REDACTED]																
[REDACTED] Drive Green Bay, WI 54302		07-21	07-22	07-23	07-24	07-25	07-26	07-27	Total	Gross	Total	FWH	FICA	SWH	Other	Net	Check	
XXX-XX-[REDACTED]		Sun	Mon	Tue	Wed	Thu	Fri	Sat	Hours	Rate	This Job	Gross			Deducts		Number	
M - 3Frm Op Gr 2 <130 OT									7.50	83.02	622.65	3,243.78	451.11	248.14	196.45	100.00	2,248.08	
										622.65				OTHER DEDUCTS:				
														HEALTH				
														AFLAC				
														CHILD SUPPORT				
														DISABILITY INS.				
														GARNISHMENT				
														IRA		100.00		
														MISC.				
														SAVINGS				
										OTHER PROJECTS:REGULAR								
										OVERTIME								
										40.00								
										8.00								
[REDACTED] Maribel, WI 54227		07-21	07-22	07-23	07-24	07-25	07-26	07-27	Total	Gross	Total	FWH	FICA	SWH	Other	Net	Check	
XXX-XX-[REDACTED]		Sun	Mon	Tue	Wed	Thu	Fri	Sat	Hours	Rate	This Job	Gross			Deducts		Number	
M - 0Opr Grp 2- <130K OT									8.50	80.77	686.55	3,550.51	573.60	271.62	216.11	125.00	2,364.18	
										686.55				OTHER DEDUCTS:				
														HEALTH				
														AFLAC				
														CHILD SUPPORT				
														DISABILITY INS.				
														GARNISHMENT				
														IRA		125.00		
														MISC.				
														SAVINGS				
										OTHER PROJECTS:REGULAR								
										OVERTIME								
										40.00								
										6.00								

Work on other projects;
and no designation of
fringe benefits (requires
follow-up)

Itemized
Deductions

CERTIFIED PAYROLL RECORD – EXAMPLE #2 (STATEMENT OF COMPLIANCE)

Contractor may use their own Certified Payroll Record form for wage entry section; and then use their own Statement of Compliance (signed payroll certification) or may use USDOL or WisDOT Statement of Compliance form with it. (This is the USDOL form.)

Date 08/05/20

I, [REDACTED] CONTROLLER
(Name of Signatory Party) (Title)

do hereby state:

(1) That I pay or supervise the payment of the persons employed by [REDACTED] on the [REDACTED] (Contractor or Subcontractor) N. MAIN ST. [REDACTED] IMPROVEMENTS; that during the payroll period commencing on the 21st day of JULY, [REDACTED] and ending the 27th day of JULY, [REDACTED] all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said [REDACTED], INC (Contractor or Subcontractor) from the full weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 C.F.R. Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 967, 76 Stat. 357; 40 U.S.C. § 3145), and described below:

(2) That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract; that the classifications set forth therein for each laborer or mechanic conform with the work he performed.

(3) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

(4) That:

(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS

- in addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in section 4(c) below.

(b) WHERE FRINGE BENEFITS ARE PAID IN CASH

- Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in section 4(c) below.

(c) EXCEPTIONS

EXCEPTION (CRAFT)	EXPLANATION

REMARKS:

NAME AND TITLE: [REDACTED], CPA SIGNATURE: [REDACTED]

THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. SEE SECTION 1001 OF TITLE 18 AND SECTION 231 OF TITLE 31 OF THE UNITED STATES CODE.

COMPLIANCE MONITORING

- Weekly Payroll Records – check ALL prime contractors’ and subcontractors’ weekly payroll submissions
 - Payrolls – Signed and numbered sequentially (and/or dated sequentially)
 - “No Work Week” Records – For weeks in which no work occurred after start on project
 - Job classification(s) and specific details:
 - Job Classification, & Group # when multiple “Group” #s are listed for the job classification
 - Verify type of work performed or type of equipment operated when there is more than one “Group” # for the job classification;
 - If a worker has more than one job classification, list each job classification separately (if not listed separately, highest wage rate of all classifications must be paid)
 - Additional Classification Request documentation (*Attachment 7-E* in Handbook), if applicable (to be requested when job is *not* among job classifications on wage decision; requires DEHCR and HUD *pre-approval*)

COMPLIANCE MONITORING

- Weekly Payroll Records (continued)
 - **Base Wage Hourly Rate & Overtime (OT) Wage Hourly Rate** – Check rate compliance, Hours & Total Wages for CDBG project work
 - **Fringe Benefits** – Confirm eligible (from bona fide plan); list of benefits with hourly rate value for each benefit for each employee
 - **Deductions** – Confirm authorized (per [29 CFR 3.5](#)); list of value for each deduction for each employee
 - **Apprentices and Trainees** – Obtain indenture papers; confirm “registered” program; confirm wage rate compliance

(See Chapter 7 of Handbook, pp. 13-15)

TIP: Refer to Attachment 7-A, 7-B, and 7-G in Handbook for more DBRA and Federal Labor Standards regulation specifications.

CERTIFIED PAYROLL RECORD – EXAMPLE #3 (WAGE ENTRY PAGE)

U.S. Department of Labor
Wage and Hour Division

PAYROLL

(For Contractor's Optional Use; See Instructions at www.dol.gov/whd/forms/wh347instr.htm)



NAME OF CONTRACTOR OR SUBCONTRACTOR ABC Construction, Inc. ADDRESS 1231st Street
Yourville, WI 12345

PAYROLL NO. 2 FOR WEEK ENDING 12/21/2019 PROJECT AND LOCATION Village of Yourville- WWTF PROJECT OR CONTRACT NO. Contract A

GMB No.: 1235-0008 Expires: 04/30/2021

(1) NAME AND INDIVIDUAL IDENTIFYING NUMBER (i.e., LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER OF WORKER)	(2) NO. OF WEEKS ON JOB	(3) WORK CLASSIFICATION	(4) DAY AND DATE							TOTAL HOURS	RATE OF PAY	GROSS AMOUNT EARNED	(5) DEDUCTIONS					NET WAGES PAID FOR WEEK	
			S	M	T	W	Th	F	Sa				FICA	WITH-HOLDING TAX	rate of WI WTI	401K	OTHER		TOTAL DEDUCTIONS
Joshua		General Labor								9.50	29.26	11.84	\$390.45	\$105.64	\$268.09	\$140.92	\$69.05	\$583.70	\$797.28
Joshua		General Labor								4.00	28.27	15.70	\$175.88						\$175.88
Joshua		General Labor											\$84.00						\$84.00
Jeffrey		Truck Driver Quad Axle			1.00					2.00	30.21	11.79	\$394.20	\$109.15	\$205.51	\$80.22	\$57.07	\$452.07	\$974.78
Jeffrey		General Labor Group #2			4.00	1.00				9.00	28.27	13.31	\$1,426.83						\$1,426.83
Jeffrey		Power Equipment Group #5			1.00	2.00				4.50	28.26	11.66	\$206.36						\$206.36
Larry		Truck Driver Quad Axle			4.00					4.00	36.01	15.88	\$229.85	\$76.04	\$84.60	\$54.48		\$215.12	\$778.98
Steve		Truck Drive Quad Axle			2.00	1.00				5.00	28.27	17.76	\$994.10	\$129.10	\$167.83	\$100.15	\$67.51	\$589.59	\$1,098.06
					2.00					2.00	28.27	18.83	\$94.20						\$94.20
													\$1,587.55						\$1,587.55

Numbered (and/or dated) sequentially from when contractor started construction on project.

While completion of Form WH-347 is optional, it is mandatory for covered contractors and subcontractors performing work on Federally financed or assisted construction contracts to respond to the information collection contained in 29 C.F.R. §§ 3.3, 5.2(a), the Copeland Act (40 U.S.C. § 3145) contractors and subcontractors performing work on Federally financed or assisted construction contracts to furnish weekly a statement with respect to the wages paid each employee during the preceding week. U.S. Department of Labor (DOL) regulations at 29 C.F.R. § 5.5(a)(3)(ii) require contractors to submit weekly a copy of all payrolls to the Federal agency contracting for or financing the construction project, accompanied by a signed "Statement of Compliance" indicating that the payrolls are correct and complete and that each laborer or mechanic has been paid not less than the proper Davis-Bacon prevailing wage rate for the work performed. DOL and Federal contracting agencies receiving this information review the information to determine that employees have received legally required wages and fringe benefits.

Public Burden Statement
We estimate that it will take an average of 58 minutes to complete this collection, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding these estimates or any other aspect of this collection, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room 5302, 300 Constitution Avenue, NW, Washington, D.C. 20210

CERTIFIED PAYROLL RECORD – EXAMPLE #3 (WAGE ENTRY PAGE)

U.S. Department of Labor
Wage and Hour Division

PAYROLL
(For Contractor's Optional Use; See Instructions at www.dol.gov/whd/forms/wh347instr.htm)

WHD
U.S. Wage and Hour Division
Rev. Dec. 2008
OMB No.: 1235-0008
Expires: 04/30/2021

NAME OF CONTRACTOR OR SUBCONTRACTOR ABC Construction, Inc. ADDRESS 123 1st Street
Yourville, WI 12345

PAYROLL NO. 2 FOR WEEK ENDING 12/21/2019 PROJECT AND LOCATION Village of Yourville- WWTF PROJECT OR CONTRACT NO. Contract A

(1) NAME AND INDIVIDUAL IDENTIFYING NUMBER (i.e., LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER) OF WORKER	(2) NO. OF RETROACTIVE CORRECTIONS	(3) WORK CLASSIFICATION	(4) DAY AND DATE							TOTAL HOURS	RATE OF PAY	GROSS AMOUNT EARNED	(5) DEDUCTIONS					NET WAGES PAID FOR WEEK					
			S	M	T	W	Th	F	Sa				FICA	WITH- HOLDING TAX	State of WI WE	401K	OTHER		TOTAL DEDUCTIONS				
			15	16	17	18	19	20	21				HOURS WORKED EACH DAY										
Joshua [REDACTED]		General Labor Group 2			4.00	3.00						9.50	29.26	11.84	\$390.45	\$105.64	\$268.09	\$140.92	\$69.05	\$0.00	\$583.70	\$797.28	
Joshua [REDACTED]		Truck Driver Quad Axle			3.00	1.00									\$175.88							\$175.88	
Joshua [REDACTED]		Pipelayer Group 4					2.00															\$84.00	
Jeffrey [REDACTED]		Truck Driver Quad Axle					4.00	1.00														\$452.07	\$974.78
Jeffrey [REDACTED]		General Labor Group #2					3.00	2.00				4.50	29.26	11.66	\$184.14							\$184.14	
Jeffrey [REDACTED]		Power Equipment Group #5						4.00				4.00	36.01	15.68	\$206.36							\$206.36	
Larry [REDACTED]		Truck Driver Quad Axle					2.00	1.00				5.00	28.27	12.76	\$229.85	\$76.04	\$84.60	\$54.48				\$215.12	\$778.98
Steve [REDACTED]		Truck Drive Quad Axle						2.00				2.00	28.27	18.83	\$94.20	\$129.10	\$167.83	\$100.15	\$67.51	\$125.00	\$589.59	\$1,098.06	
														\$1,687.65									

- Job classifications;
- type of equipment;
- Classification Group #;

While completion of Form WH-347 is optional, it is mandatory for covered contractors and subcontractors performing work on Federally financed or assisted construction contracts to respond to the information collection contained in 29 C.F.R. §§ 5.5, 5.11(a), The Copeland Act, (40 U.S.C. § 3145) contractors and subcontractors performing work on Federally financed or assisted construction contracts to "submit weekly a statement with respect to the wages paid each employee during the preceding week." U.S. Department of Labor (DOL) regulations at 29 C.F.R. § 5.5(a)(3)(ii) require contractors to submit weekly a copy of all payrolls to the Federal agency contracting for or financing the construction project, accompanied by a signed "Statement of Compliance" indicating that the payrolls are correct and complete and that each laborer or mechanic has been paid not less than the proper Davis-Bacon prevailing wage rate for the work performed. DOL and Federal contracting agencies receiving this information review the information to determine that employees have received legally required wages and fringe benefits.

Public Burden Statement
We estimate that it will take an average of 55 minutes to complete this collection, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding these estimates or any other aspect of this collection, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room 52502, 300 Constitution Avenue, N.W., Washington, D.C. 20210


(over)

CERTIFIED PAYROLL RECORD – EXAMPLE #3 (WAGE ENTRY PAGES)

U.S. Department of Labor
Wage and Hour Division

PAYROLL
(For Contractor's Optional Use; See instructions at www.dol.gov/whd/forms/wh347instr.htm)

Persons are not required to respond to the collection of information



U.S. Wage and Hour Division
Rev. Dec. 2009
OMB No.: 1235-0008
Expires: 04/30/2021

NAME OF CONTRACTOR OR SUBCONTRACTOR **ABC Construction, Inc.** ADDRESS **123 1st Street
Yourville, WI 12345**

PAYROLL NO. **2** FOR WEEK ENDING **12/21/2019** PROJECT AND LOCATION **Village of Yourville- WWTF** PROJECT OR CONTRACT NO. **Contract A**

(1) NAME AND INDIVIDUAL IDENTIFYING NUMBER (i.e., LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER OF WORKER)	(2) NO. OF REGULATORY EXEMPTIONS	(3) WORK CLASSIFICATION	(4) DAY AND DATE							TOTAL HOURS	RATE OF PAY	GROSS AMOUNT EARNED	(5) DEDUCTIONS					NET WAGES PAID FOR WEEK					
			S	M	T	W	Th	F	Sa				FICA	WITH- HOLDING TAX	state of WI WTE	401K	OTHER		TOTAL DEDUCTIONS				
			15	16	17	18	19	20	21														
Joshua [redacted]		General Labor Group 2			1.00	2.00						9.50	29.26	11.84	\$390.45	\$105.64	\$268.09	\$140.92	\$69.05		\$583.70	\$797.28	
Joshua [redacted]		Truck Driver Quad Axle													\$175.88								
Joshua [redacted]		Pipelayer Group 4																				\$84.00	
Jeffrey [redacted]		Truck Driver Quad Axle				2.00						2.00	30.21	11.79	\$394.20								
Jeffrey [redacted]		Truck Driver Quad Axle										9.00	28.27	13.33	\$1,426.85	\$109.15	\$205.63	\$80.22	\$57.07		\$452.07	\$974.78	
Jeffrey [redacted]		General Labor Group #2										4.50	29.26	11.66	\$184.14								\$184.14
Jeffrey [redacted]		Power Equipment Group #5										4.00	36.01	15.68	\$206.36								\$206.36
Larry [redacted]		Truck Driver Quad Axle										5.00	28.27	13.76	\$229.85	\$76.04	\$84.60	\$54.48			\$215.12	\$778.98	
Steve [redacted]		Truck Drive Quad Axle										2.00	28.27	18.83	\$94.20	\$129.10	\$167.83	\$100.15	\$67.51	\$125.00	\$589.59	\$1,098.06	
															\$1,687.65								

Multiple job classifications for one worker are listed separately

While completion of Form WH-347 is optional, it is mandatory for covered contractors and subcontractors performing work on Federally financed or assisted construction contracts to respond to the information collection contained in 29 C.F.R. §§ 3.3, 5.5(a). The Covered Act (40 U.S.C. § 3145) contractors and subcontractors performing work on Federally financed or assisted construction contracts to "furnish weekly a statement with respect to the wages paid each employee during the preceding week." U.S. Department of Labor (DOL) regulations at 29 C.F.R. § 5.5(a)(3)(B) require contractors to submit weekly a copy of all payrolls to the Federal agency contracting for or financing the construction project, accompanied by a signed "Statement of Compliance" indicating that the payrolls are correct and complete and that each laborer or mechanic has been paid not less than the proper Davis-Bacon prevailing wage rate for the work performed. DOL and Federal contracting agencies receiving this information review the information to determine that employees have received legally required wages and fringe benefits.

Public Burden Statement
 We estimate that it will take an average of 58 minutes to complete this collection, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding these estimates or any other aspect of this collection, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room 5302, 300 Constitution Avenue, N.W., Washington, D.C. 20210

(over)

CERTIFIED PAYROLL RECORD – EXAMPLE #3: LOCATING WAGE RATE ON WAGE DECISION

- Verify the geographic location of construction site.
- Verify classification of worker.
- Verify type of work being performed or type(s) of equipment being operated by worker when there are multiple “Group” #s for a specific job classification.

PAYROLL NO.		FOR WEEK ENDING	
2			
(1)	(2)	(3)	
NAME AND INDIVIDUAL IDENTIFYING NUMBER (e.g., LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER) OF WORKER	NO. OF WITHHOLDING EXEMPTIONS	WORK CLASSIFICATION	
Joshua [REDACTED]		General Labor Group 2	
Joshua [REDACTED]		Truck Driver Quad Axle	
Joshua [REDACTED]		Pipelayer Group 4	



GROUP 7: Blaster

NOTE: Hazardous & Toxic Waste Removal: add \$0.15 per hour.

LAB00140-005 06/04/2018

ADAMS, ASHLAND, BARRON, BROWN, BUFFALO, CALUMET, CHIPPEWA, CLARK, COLUMBIA, CRAWFORD, DODGE, DOOR, DUNN, EAU CLAIRE, FLORENCE, FOND DU LAC, FOREST, GRANT, GREEN, GREEN LAKE, IOWA, JACKSON, JEFFERSON, JUNEAU, LACROSSE, LAFAYETTE, LANGLADE, LINCOLN, MANITOWOC, MARATHON, MARINETTE, MARQUETTE, MENOMINEE, MONROE, OCONTO, ONEIDA, OUTAGAMIE, PEPIN, PIERCE, POLK, PORTAGE, PRICE, RICHLAND, ROCK, RUSK, ST CROIX, SAUK, SAWYER, SHAWANO, SHEBOYGAN, TAYLOR, TREMPPEALEAU, VERNON, VILAS, WALWORTH, WASHBURN, WAUPACA, WAUSHARA, WINNEBAGO, AND WOOD COUNTIES

Rates Fringes

LABORER (SEWER & WATER)

Group 1.....	\$ 27.41	17.20
Group 2.....	\$ 29.26	17.20
Group 3.....	\$ 29.46	17.20
Group 4.....	\$ 30.21	17.20

FOR ALL TUNNEL WORK UNDER COMPRESSED AIR: 0-15 lbs add \$1.00, 15-30 lbs add \$2.00, over 30 lbs add \$3.00

LABORER CLASSIFICATIONS:

GROUP 1: Flagperson

GROUP 2: General Laborer, Wellpoint Installation; Form Stripper; Strike Off worker

GROUP 3: Sheeting Formsetting; Patch Finisher; Bottom Man; Joint Sawyer; Gunnite Man; Manhole Builder; Welder; Torchman; Blaster; Caulker Bracer; Bull Float; Mucker and Car Pusher; Raker and Luteman; Hydraulic jacking of shields, Shield Drivers; Mining Machine; Lock Tenders; Mucking Machine Operators; Motor Men and Gauge Tenders; Power Tool Operators

GROUP 4: Pipelayer, Miner, and Laser Operator

WAGE RATE COMPLIANCE

- Straight-Time Wage Rate:
 - Wage + Fringe Rate *Total* must be equal to or greater than Wage + Fringe Rate *Total* listed on wage decision
- Overtime (OT) Wage Rate:
 - Pay 1.5 x Davis-Bacon Cash Wage Rate [*or* regular base cash wage rate, whichever is *higher*], for hours over 40 *if* worker exceeds 40 hours on CDBG & other federally funded projects subject to Davis-Bacon during work week, plus 1 x regular straight time fringe rate, (*or* Davis-Bacon fringe rate, if higher and only minimum cash OT rate is being paid).
 - Fringe may be paid in cash and/or through a bona fide fringe benefits plan.
 - Pay 1.5 x regular base cash wage rate (does not have to be Davis-Bacon rate) plus 1 x regular straight-time fringe rate, for hours exceeding 40 hours but that are *not* on CDBG & other federally funded projects subject to Davis-Bacon.

CERTIFIED PAYROLL RECORD - EXAMPLE #3: WAGE RATE COMPLIANCE

- Verify base wage + fringe rate paid is equal to or greater than rate on wage decision (with wage rate *separated from* fringe rate on payroll record)
- Verify Gross wages for the project equal the wage rate shown on payroll record

(3) WORK CLASSIFICATION	OT. OR ST.	(4) DAY AND DATE							(5) TOTAL HOURS	(6) RATE OF PAY		(7) GROSS AMOUNT EARNED
		S	M	T	W	Th	F	Sa				
		15	16	17	18	19	20	21				
General Labor Group 2	o											\$390.45
	s		4.00	5.50					9.50	29.26	11.84	\$1,380.98

GROUP 7: Blaster

NOTE: Hazardous & Toxic Waste Removal: add \$0.15 per hour.

LABORER (SEWER & WATER)

	Rates	Fringes
Group 1	\$ 27.41	17.20
Group 2	\$ 29.26	17.20
Group 3	\$ 29.46	17.20
Group 4	\$ 30.21	17.20

- Gross Wages: $(\$29.26 \text{ cash wage} + \$11.84 \text{ cash fringe}^*) \times 9.5 = \390.45
 - *Contractor provided separate sheet showing \$11.84 cash fringe + \$5.36 plan fringe
 - Davis-Bacon Rate in Wage Decision: $\$29.26 \text{ cash wage} + \$17.20 \text{ fringe} = \$46.46$
 - Rate Paid: $\$29.26 \text{ cash wage} + \$11.84 \text{ cash fringe} + \$5.36 \text{ plan fringe} = \46.46
- Wage Rate is in Compliance.*

CERTIFIED PAYROLL RECORD – EXAMPLE #3: SUPPLEMENTAL DOCUMENT SHOWING FRINGE BENEFITS HOURLY RATE VALUE

Week 1 (week ending 12/ [REDACTED])					[REDACTED] Fringe Benefits							
Last Name	First Name	Classification	Hourly Wage	Fringe Benefit	Total Wage	Health	Dental	401K	Vacation	Paid Holiday	Total Fringe	Cash Fringe
						per hour	per hour	per hour	per hour	per hour	per hour	per hour
[REDACTED]	Josh	Laborer Group 2	\$29.26	\$17.20	\$46.46	\$3.13	\$0.00	\$1.85	\$0.19	\$0.19	\$5.36	\$11.84
[REDACTED]	Larry	Truck Driver 3+	\$28.27	\$21.20	\$49.47	\$3.13	\$0.17	\$0.00	\$0.00	\$0.20	\$3.50	\$17.70
		Laborer Group 2	\$29.26	\$17.20	\$46.46	\$3.13	\$0.17	\$0.00	\$0.00	\$0.19	\$3.49	\$13.71
[REDACTED]	Steve	Laborer Group 2	\$29.26	\$17.20	\$46.46	\$0.00	\$0.00	\$1.86	\$0.19	\$0.19	\$2.24	\$14.96
		Truck Driver 3+	\$28.27	\$21.20	\$49.47	\$0.00	\$0.00	\$1.97	\$0.20	\$0.20	\$2.37	\$18.83
[REDACTED]	Timothy	Truck Driver 3+	\$28.27	\$21.20	\$49.47	\$7.50	\$0.42	\$1.98	\$0.20	\$0.20	\$10.30	\$10.90
		Laborer Group 2	\$29.26	\$17.20	\$46.46	\$7.50	\$0.42	\$1.66	\$0.19	\$0.19	\$9.96	\$7.24
		Operator Group 2	\$39.41	\$21.65	\$61.06	\$7.50	\$0.42	\$2.46	\$0.24	\$0.24	\$10.86	\$10.79
[REDACTED]	Casey	Operator Group 2	\$39.41	\$21.65	\$61.06	\$3.13	\$0.17	\$2.44	\$0.24	\$0.24	\$6.22	\$15.43
		Laborer Group 2	\$29.26	\$17.20	\$46.46	\$3.13	\$0.17	\$1.28	\$0.19	\$0.19	\$4.96	\$12.24
[REDACTED]	Jodie	Laborer Group 4	\$30.21	\$17.20	\$47.41	\$3.13	\$0.17	\$1.89	\$0.19	\$0.19	\$5.57	\$11.63
[REDACTED]	Andrew	Laborer Group 2	\$29.26	\$17.20	\$46.46	\$7.50	\$0.42	\$1.86	\$0.19	\$0.19	\$10.16	\$7.04
[REDACTED]	William	Operator Group 2	\$39.41	\$21.65	\$61.06	\$0.00	\$0.42	\$2.45	\$0.24	\$0.24	\$3.35	\$18.30
		Laborer Group 2	\$29.26	\$17.20	\$46.46	\$0.00	\$0.42	\$1.16	\$0.19	\$0.19	\$1.96	\$15.24

CERTIFIED PAYROLL RECORD – EXAMPLE #3: “OTHER” DEDUCTIONS COMPLIANCE

- Check for undefined “other” deductions
- *Note: Total Deductions and Net Wages Paid for Week may include both CDBG and non-CDBG wages.*

(8) DEDUCTIONS					(9)	
FICA	WITH- HOLDING TAX	state of WI WI	401K	OTHER	TOTAL DEDUCTIONS	NET WAGES PAID FOR WEEK
\$105.64	\$268.09	\$140.92	\$69.05		\$583.70	\$797.28
						\$175.88
						\$84.00
\$109.15	\$205.63	\$80.22	\$57.07		\$452.07	\$974.78
						\$184.14
						\$206.36
\$76.04	\$84.60	\$51.48			\$215.12	\$778.98
\$129.10	\$167.83	\$100.15	\$67.51	\$125.00	\$589.59	\$1,098.06



CERTIFIED PAYROLL RECORD – EXAMPLE #3 (STATEMENT OF COMPLIANCE)

Date 1 [REDACTED]

I, [REDACTED] President
 (Name of Signatory Party) (Title)

do hereby state:

(1) That I pay or supervise the payment of the persons employed by [REDACTED] on the [REDACTED] Village [REDACTED] Water System Improvements; that during the payroll period commencing on the [REDACTED] day of [REDACTED] and ending the [REDACTED] day of December [REDACTED], all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said [REDACTED] from the full weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 C.F.R. Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 106, 72 Stat. 867, 78 Stat. 367, 40 U.S.C. § 3145) and described below:

Steve [REDACTED]	\$125 wage garnishment
William [REDACTED]	\$117 child support

(2) That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract; that the classifications set forth therein for each laborer or mechanic conform with the work he performed.

(3) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

(4) That:

(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS

- In addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in section 4(c) below.

(b) WHERE FRINGE BENEFITS ARE PAID IN CASH

- Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in section 4(c) below.

(c) EXCEPTIONS

EXCEPTION (CRAFT)	EXPLANATION

NAME AND TITLE: [REDACTED] President

SIGNATURE: [REDACTED]

THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. SEE SECTION 1001 OF TITLE 18 AND SECTION 231 OF TITLE 31 OF THE UNITED STATES CODE.

- Explanation of "Other" Deductions may be on Certification page or in separate documentation.
- Fringe paid into Plan and/or Fringe paid in Cash are to be noted on Payroll Certification – Details may be provided in supplemental documentation.

Must be signed by authorized representative.

CERTIFIED PAYROLL RECORD – EXAMPLE #4 (WAGE ENTRY PAGE)

Certified Payroll Transcript											State Project Number:		Contract/Order #:						
Period: [REDACTED]																			
Job: [REDACTED]																			
Contract: [REDACTED]																			
Employee	Hours							Total	Rate	Project Amounts	***** Liabilities *****		***** Weekly Totals ***** (Week Ending 11/7/20)						
	Sun	Mon	Tue	Wed	Thu	Fri	Sat				Description	Rate	Amounts	Gross	Deductions	Net Pa			
[REDACTED]																			
	xxx-xx-xx M/EX: S/D Race/Sex W/M Laborer - Common/General EEO Class: Journeyman Check # 1113201953																		
LAB00140-002 Group 1 - Laborer	Regular Hourly	0.00	0.00	0.00	0.00	0.00	2.00	0.00	2.00	31.120	62.24	Pension	8.90000	17.00	Federal Withholding	333.64			
								Other Taxable	19.26	0.00		Welfare	9.81000	19.62	FICA - SS Deduction	123.13			
								Other Non Taxable	00.38	0.00		Skill Fund	0.65000	1.30	FICA - Medicare Ded	28.10			
								Project Total		62.24		Work Preservation	0.25000	0.50	FICA - Adfl Medicare				
												LUCE National Tra	0.05000	0.10	Wisconsin Tax With	115.83			
													19.26		Admin-Gross	29.00			
															Admin-Benefit	95.10			
															Local 139 - PAC Ded	2.79			
																645.65	1,292.0		
																1,937.65			
																Hours (Reg/DI): 48.00 / 65.75			
[REDACTED]																			
	xxx-xx-xx M/EX: S/D Race/Sex W/M Oper Eng Apprentice 2nd Year EEO Class: Apprentice Check # 1113201953																		
ENG0139-005 - IN APPROVED APPRENTICE PROGRAM - GROUP 4	Regular Hourly	0.00	0.00	0.00	4.25	0.00	0.00	0.00	4.25	35.650	151.51	Pension	6.07000	25.80	Federal Withholding	777.50			
								Other Taxable	16.83	0.00		Welfare	9.81000	41.82	FICA - SS Deduction	225.90			
								Other Non Taxable	5.24	0.00		Skill Fund	0.65000	2.75	FICA - Medicare Ded	52.83			
								Project Total		151.51		Work Preservation	0.25000	1.06	FICA - Adfl Medicare				
												LUCE National Tra	0.05000	0.21	Wisconsin Tax With	222.79			
													16.83		Admin-Gross	54.66			
															Admin-Benefit	21.26			
															Other	30.02			
																3,643.67	1,324.94	2,318.7	
																Hours (Reg/DI): 48.00 / 43.75			

Fringe Benefits and "Other" Deductions itemized on Certified Payroll Record (no additional documentation required).

CERTIFIED PAYROLL RECORD – EXAMPLE #4 (STATEMENT OF COMPLIANCE)

Contractor used own Certified Payroll Record form for wage entry section; and used WisDOT Statement of Compliance form with it.

Wisconsin Department of Transportation

COMPLIANCE STATEMENT TO ACCOMPANY CONTRACTOR'S WEEKLY PAYROLL
 DT1816 9/2008 (Replaces EC073)

The willful violation of any of the statements on this form may subject the contractor or subcontractor to civil or criminal prosecution, Section 1001 of Title 18 and Section 231 of Title 31 of the United States Code.

Submit one copy to Regional Office. Adapted from U.S. Department of Labor Form WH-348(1)(68).

No. 5 Final payroll	State Project ID	Federal Project Determination	County	Payroll Period
Contractor or Subcontractor				
Authorized Agent Title Payroll Clerk			Authorized Agent Phone Number	

I, the undersigned, do state that:

- I pay, or supervise the payment of the persons employed by the above contractor or subcontractor on the above project. During the payroll period designated above all persons employed on said project have been paid the full weekly wages earned, except as noted in Section 1(a) below. No rebates have been or will be made either directly to or indirectly on behalf of said contractor or subcontractor from the full weekly wages earned by any person. No deductions have been made directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 CFR Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948; 63 Stat. 168; 72 Stat. 997; 76 Stat. 357; 40 U.S.C. 276c), and described below in Section 1(b).

(a) Exceptions	Name	Craft	Explanation	When will this person be paid?
- Any payrolls otherwise under this contract required to be submitted for the above period are correct and complete. The wage rates for laborers or mechanics contained are not less than the applicable wage rates contained in any wage determination incorporated into the contract. The classifications set forth for each laborer or mechanic conform with the work performed.
- Any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.
- Where fringe benefits are paid to approved plans, fund, or programs.
 In addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above-referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in Section 4(c) below.
 - Where fringe benefits are paid in cash.
 Each laborer or mechanic listed in the above-referenced payroll has been paid as indicated on the payroll an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in Section 4(c) below.

(c) Exceptions	Craft	Explanation

Remarks

X _____
(Authorized Agent Signature)



CERTIFIED PAYROLL RECORD – EXAMPLE #5

What information is missing? (This was submitted with no Statement of Compliance page)

Certified Payroll Report																								
Contractor XYZ CONSTRUCTION COMPANY 123 WISCONSIN RD. YOURVILLE WI 53703 Tax ID 39-0000111										Project Youville Storm Sewer					Project/Contract # Payroll Number 1 For Week Ending 5/31/2021									
Employee Name	ID	Work Classification	Pay Type	Hours Worked by Day							Timesheet Hours	Paid Hours	Pay Rate	Job Gross Pay	Fringe Rate	Check Number	Total Gross Pay	Social Security	Medi-care	Federal Tax	State Tax	Other	Total Deduct	Net Pay
				Sun	Mon	Tue	Wed	Thu	Fri	Sat														
Adams, John		Engi 0139-007 Group 5					7.75	7.75		52	15.5	37.46	580.63		EFT	1473.13	87.34	20.43	103.00	62.98	64.31	338.03	1135.10	
Brown, John		Labo 0113-005 Group 3					7.75	7.75		52	15.5	32.34	501.27		EFT	1266.27	78.51	18.36	172.00	70.92	37.99	377.78	888.49	
Doe, John		Labo 0113-005 Group 3					7.75	7.75		52	15.5	32.34	501.27		EFT	1308.77	81.14	18.98	153.00	75.97	0.00	329.09	979.68	
Millet, John		Engi 0139-007 Group 5					7.75	7.75		52.5	15.5	37.46	580.63		EFT	1575.38	95.19	22.26	229.00	87.64	87.26	521.35	1054.03	
Smith, John		Labo 0113-005 Group3					7.75	7.75		52.5	15.5	32.34	501.27		EFT	1236.52	72.68	17.00	123.00	67.54	64.31	344.53	891.99	
Wilson, John		Engi 0139-007 Group 5					7.75	7.75		50.25	15.5	37.46	580.63		EFT	1537.63	95.33	22.29	211.00	87.43	46.13	462.18	1075.45	

- Obtain employee addresses and IDs *[UPDATE since webinar: Employee Addresses may be provided in a separate document - do not need to be listed on the payroll record.]*
- Clarify Power Equipment being operated for Engineer/Operator job classifications.
- Clarify nature of work being performed for Laborer job classification.
- Clarify where additional hours were worked (was it another federally funded project subject to Davis-Bacon?).
- Obtain list of Fringe Benefits with hourly rate values or clarify if Cash Fringe was paid for each employee.
- Obtain list of “Other” Deductions and value of each for each employee.
- Obtain signed Statement of Compliance page.

WAGE RATE COMPLIANCE – STRAIGHT-TIME CALCULATION

Example:

Enter information below on every individual that you employed on this project during the payroll report period*	DAILY HOURS WORKED							TOTAL	(A) BASIC	(B) BENEFITS HOURLY RATE		(A) + (B)	PROJECT WAGES	
	S= Straight Time O=Overtime							WEEKLY	HOURLY	FUND	CASH	TOTAL	GROSS WAGES	
	SU	M	TU	W	TH	F	SA	HRS WORKED	RATE	PAYMENT	PAYMENT	HOURLY RATE		
Name: John Smith	REFERENCED PROJECT													
123 Wisconsin Avenue	S		8	8	8	8	8	40	36.12	28.8		64.92	1444.8	
Ripon, WI 54971	O							0	0			0	0	
S.S. # ***-**-1234	OTHER PROJECTS ***													
Trade/Craft: Crane Op. (<100 tons) - Grp. 2	S													
Apprentice <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No TrnsGrad <input type="checkbox"/>	O													

Davis-Bacon Rate on Wage Decision:

$$\$41.12 \text{ cash wage} + \$23.80 \text{ fringe} = \$64.92/\text{hour}$$

$$\$64.92 \times 40 \text{ hours} = \$2,596.80$$

Worker Paid:

$$\$36.12 \text{ cash wage} + \$28.80 \text{ fringe} = \$64.92/\text{hour}$$

$$\$64.92 \times 40 \text{ hours} = \$2,596.80$$

Wage Rate is in Compliance.

Note: "Gross Wages" on Payroll Record are to include amount paid in cash.

ENGI0139-005 06/01/2020

	Rates	Fringes
Power Equipment Operator		
Group 1.....	\$ 41.62	23.80
Group 2.....	\$ 41.12	23.80
Group 3.....	\$ 40.62	23.80
Group 4.....	\$ 40.36	23.80
Group 5.....	\$ 40.07	23.80
Group 6.....	\$ 34.17	23.80

HAZARDOUS WASTE PREMIUMS:
 EPA Level "A" protection - \$3.00 per hour
 EPA Level "B" protection - \$2.00 per hour
 EPA Level "C" protection - \$1.00 per hour

POWER EQUIPMENT OPERATORS CLASSIFICATIONS

GROUP 1: Cranes, tower cranes, and derricks with or without attachments with a lifting capacity of over 100 tons; or cranes, tower cranes, and derricks with boom, leads and/or jib lengths measuring 176 feet or longer.

GROUP 2: Cranes, tower cranes and derricks with or without attachments with a lifting capacity of 100 tons or less; or cranes, tower cranes, and derricks with boom, leads, and/or jibs lengths measuring 175 feet or under and Backhoes (excavators) weighing 130,000 lbs and over; caisson rigs; pile driver; dredge operator; dredge engineer; Boat Pilot.

WAGE RATE COMPLIANCE – STRAIGHT-TIME CALCULATION (UNDERPAYMENT DUE)

Example:

Enter information below on every individual that you employed on this project during the payroll report period*	DAILY HOURS WORKED							TOTAL WEEKLY	(A) BASIC HOURLY RATE	(B) BENEFITS HOURLY RATE		(A) + (B) TOTAL HOURLY RATE	PROJECT WAGES GROSS WAGES	
	S= Straight Time O=Overtime									HRS WORKED	FUND PAYMENT			CASH PAYMENT
	SU	M	TU	W	TH	F	SA							
Name: John Smith	REFERENCED PROJECT													
123 Wisconsin Avenue	S		8	8	8	8	8	40	41.12	21.8		62.92	1644.8	
Ripon, WI 54971	O							0	0			0	0	
S.S. # ***-**-1234	OTHER PROJECTS ***													
Trade/Craft: Crane Op. (<100 tons) - Grp. 2	S													
Apprentice <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No TrnsGrad	O													

Davis-Bacon Rate on Wage Decision:

\$41.12 cash wage + \$23.80 fringe = \$64.92/hour

\$64.92 x 40 hours = \$2,596.80

Worker Paid:

\$41.12 cash wage + \$21.80 fringe = \$62.92/hour

\$62.92 x 40 hours = \$2,516.80

Underpayment Due: \$2,596.80 - \$2,516.80 = \$80.00.

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	Rates	Fringes
Power Equipment Operator		
Group 1.....	\$ 41.62	23.80
Group 2.....	\$ 41.12	23.80
Group 3.....	\$ 40.62	23.80
Group 4.....	\$ 40.36	23.80
Group 5.....	\$ 40.07	23.80
Group 6.....	\$ 34.17	23.80

HAZARDOUS WASTE PREMIUMS:
 EPA Level "A" protection - \$3.00 per hour
 EPA Level "B" protection - \$2.00 per hour
 EPA Level "C" protection - \$1.00 per hour

POWER EQUIPMENT OPERATORS CLASSIFICATIONS

GROUP 1: Cranes, tower cranes, and derricks with or without attachments with a lifting capacity of over 100 tons; or cranes, tower cranes, and derricks with boom, leads and/or jib lengths measuring 176 feet or longer.

GROUP 2: Cranes, tower cranes and derricks with or without attachments with a lifting capacity of 100 tons or less; or cranes, tower cranes, and derricks with boom, leads, and/or jibs lengths measuring 175 feet or under and Backhoes (excavators) weighing 130,000 lbs and over; caisson rigs; pile driver; dredge operator; dredge engineer; Boat Pilot.

WAGE RATE COMPLIANCE – OVERTIME CALCULATION

Overtime when not all hours worked in work week are on CDBG Project:

The weekly submittal of this form is required by 29 CFR Part 3.
 * Full name, address, and ssn must appear on the first payroll on which the employee's name appears.
 ** Fringe benefits may be reported on a supplementary page. Then the total hourly column is not applicable.
 *** Include private work. **** If Operating Engineer or Laborer, include equipment or skill level of employee.

WEEKLY PAYROLL REPORT
 WISCONSIN DEPARTMENT OF TRANSPORTATION

Payroll # 1	Employer Name [REDACTED]	Job [REDACTED]	State Project ID	Federal Project ID	County	Payroll Period Week Ending 05/ [REDACTED]	Sheet # 1												
<input checked="" type="checkbox"/> Prime Contractor		Subcontractor Hired By:																	
Enter information below on every individual that you employed on this project during the report period		DAILY HOURS WORKED							Week Total	(A) Base Rate	(B) Benefit Hrfy Rate Payments Fund Cash	(A)+(B) Total Rate	Wages: Project Gross	Fica	Fed With	State With	Other (Specify)	Net Paid	Check
Name	REFERENCED PROJECT																		
Address	REG					4.00		4.00	32.86	17.63	0.00	50.49	131.44	10.06	13.10	7.83	4.72	95.73	2045
City, Zip	OTHER PROJECT												2,059.04	OTHER DETAIL:					
S.S.#																			
Trd/Craft TOPMAN	OT							16.50											
Apprentice Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	REG							36.00											
	REFERENCED PROJECT																		

- Pay 1.5 x Davis-Bacon Wage Rate [or regular base rate, whichever is *higher*], for hours over 40 if worker exceeds 40 hours on CDBG & other federally funded projects (subject to Davis-Bacon) during work week] plus 1 x straight time fringe rate.
- Pay 1.5 x regular base rate (does not have to be Davis-Bacon rate) plus 1 x straight-time fringe rate, if worker does not exceed 40 hours on CDBG & other federally funded projects (subject to Davis-Bacon)

NOTE: The Labor Standards Officer only reviews payroll records for the CDBG project - not any non-CDBG projects.

WAGE RATE COMPLIANCE – OVERTIME CALCULATION

Calculating Overtime Rate when not all hours are worked *on CDBG Project*:

Example #1:

Earn Code	SU	M	TU	W	TH	F	SA	Total	Base Rate	Rate Payme	Fund	Ca
REFERENCED PROJECT												
REG					4.00			4.00	32.86	17.63		
OTHER PROJECT												
OT								16.50				
REG								36.00				

- Davis-Bacon Wage Rate on Wage Decision: \$33.00 cash wage rate + \$17.49 fringe rate = \$50.49 Total.
- Regular base rate for CDBG project: \$32.86/hour cash wage + \$17.63 fringe = \$50.49 Total.
- Regular base rate on other projects: \$32.00/hour cash wage + \$13.00 fringe = \$45.00 Total.
 - If the 4 hours on CDBG project *do not* include any hours worked over 40 in the work week, then no Overtime Rate is required on CDBG project. (Note: The contractor is to pay [(\$32.00 regular cash wage x 1.5) + \$13.00 fringe = \$61.00] as the Overtime hourly rate for work over 40 hours in the work week on the other projects, per FLSA. This is FYI Only - **The Labor Standards Officer does not need to check non-CDBG project payroll records.*)
 - If the 4 hours on CDBG project *are not* hours worked over 40 in the work week on *federally funded project(s) subject to Davis-Bacon, but are* hours worked over 40 in the work week, then Overtime hourly rate calculation is:
 - (\$32.86 regular cash wage x 1.5) = \$49.29 wage in cash + \$17.63 regular fringe on CDBG project = \$66.92 x 4 hours
 - If the 4 hours on the CDBG/federally funded project(s) *are* hours worked over 40 in the work week on *the CDBG/federally funded project(s) subject to Davis-Bacon*, then Overtime hourly rate calculation is:
 - (\$33.00 Davis-Bacon cash wage x 1.5) = \$49.50 wage in cash + \$17.63 regular fringe on CDBG project = \$67.13 x 4 hours

WAGE RATE COMPLIANCE – OVERTIME CALCULATION

Overtime Calculation when hours *are* over 40 hours on CDBG project:

Example #2:

DAILY HOURS WORKED								TOTAL	(A) BASIC	(B) BENEFITS HOURLY RATE		(A) + (B)	PROJECT WAGES
S= Straight Time O=Overtime								WEEKLY	HOURLY	FUND	CASH	TOTAL	
SU	M	TU	W	TH	F	SA	HRS WORKED	RATE	PAYMENT	PAYMENT	HOURLY RATE	GROSS WAGES	
REFERENCED PROJECT													
S	10	10	10	10			40	30	14		44	1200	
O					10		10	48	14		62	480	

- Davis-Bacon Wage Rate on wage decision = (\$32.00 wage + \$12.00 fringe) = \$44.00/hour straight-time
- Worker is paid (\$30.00 wage + \$14.00 fringe) = \$44.00/hour straight-time (*in compliance*)
- 10 hours worked over 40 in work week on CDBG project requires Davis-Bacon wage rate or regular cash wage, whichever is *higher*, to be used to calculate Overtime rate:

[(**\$32.00 Davis-Bacon cash wage x 1.5**) = **\$48.00/hour in cash wage + \$14/hour in regular fringe**]
x 10 hours = \$480 in cash wages + \$140 in fringe for OT hours.

Overtime wage rate must be paid in cash.

Fringe rate may be paid into Plan or paid in cash.

WAGE RATE COMPLIANCE – OVERTIME CALCULATION

Overtime Calculation when hours are *not* over 40 hours on CDBG project:

Example #3:

DAILY HOURS WORKED								TOTAL	(A) BASIC	(B) BENEFITS HOURLY RATE		(A) + (B)	PROJECT WAGES
S= Straight Time O=Overtime								WEEKLY	HOURLY	FUND	CASH	TOTAL	
SU	M	TU	W	TH	F	SA	HRS WORKED	RATE	PAYMENT	PAYMENT	HOURLY RATE	GROSS WAGES	
REFERENCED PROJECT													
S				8	2		10	30	14		44	300	
O					6		6	45	14		59	270	
OTHER PROJECTS ***													
S								30					
O													

- Davis-Bacon Wage Rate on wage decision = (\$32.00 wage + \$12.00 fringe) = \$44.00/hour straight-time
- Worker is paid (\$30.00 wage + \$14.00 fringe) = \$44.00/hour straight-time (so in compliance)
- If the 6 of the worker’s hours over 40 hours in the work week were not over 40 hours on the CDBG project or any other federally funded projects subject to Davis-Bacon rates), then
Overtime Rate allowed may be: [(\$30.00 regular cash wage x 1.5) + \$14 fringe] x 6 hours
- If the 6 of the worker’s hours over 40 hours in the work week were not over 40 hours on the CDBG project but were over 40 hours in total on federally funded projects subject to Davis-Bacon rates, then
Overtime Rate required would be: [(\$32.00 Davis-Bacon cash wage x 1.5) + \$14 fringe] x 6 hours

WAGE RATE COMPLIANCE – OVERTIME CALCULATION

When Overtime Rate is paid for hours that are *not required* to be paid as Overtime on CDBG Project, the extra amount paid (as Overtime) may be applied to what would otherwise be “underpayment” for the Davis-Bacon wage rate.

Example #4:

DAILY HOURS WORKED							TOTAL	(A) BASIC	(B) BENEFITS HOURLY RATE		(A) + (B)	PROJECT WAGES
S= Straight Time O=Overtime							WEEKLY	HOURLY	FUND	CASH	TOTAL	
SU	M	TU	W	TH	F	SA	HRS WORKED	RATE	PAYMENT	PAYMENT	HOURLY RATE	GROSS WAGES
REFERENCED PROJECT												
S		8	8	8	8		32	30	10		40	960
O		2	2	2	2		8	45	10		55	360

- Davis-Bacon Wage Rate = (\$32.00 wage + \$12.00 fringe) = \$44.00/hour straight-time
- Worker is paid (\$30.00 wage + \$10.00 fringe) = \$40.00/hour straight-time (*short \$4/hour*)
- *However*, worker is paid Overtime for any hours over 8 hours in a day (*not required for CDBG*).
- Total Wages required for CDBG = \$44.00 x 40 hours = \$1,360
- Worker is paid [(\$40.00 x 32 hours) = \$1,280] + [(\$45.00 x 8 hours) = \$360] = \$1,640
No underpayment is due – Worker paid more than minimum required for 40 hours.

CERTIFIED PAYROLL RECORD – APPRENTICES

WEEKLY PAYROLL REPORT WISCONSIN DEPARTMENT OF TRANSPORTATION

The weekly submittal of this form is required by 29 CFR, Part 3.

* Full name, address, and ssn must appear on the first payroll on which the employee's name appears.

** Fringe benefits may be reported on a supplementary page. Then the total hourly column is not applicable.

*** Include private work. **** If Operating Engineer or Laborer, include equipment or skill level of employee.

Payroll # 1	Employer Name [REDACTED]	Job: [REDACTED]	State Project ID	Federal Project ID	County	Payroll Period Week Ending 05/ [REDACTED]	Sheet # 1													
<input checked="" type="checkbox"/> Prime Contractor <input type="checkbox"/> Subcontractor Hired By:																				
Enter information below on every individual that you employed on this project during the report period		DAILY HOURS WORKED							Week Total	(A) Base Rate	(B) Benefit Hrly Rate Payments		(A)+(B) Total Rate	Wages: Project Gross	Fica	Fed With	State With	Other (Specify)	Net Paid	Check
Name	REFERENCED PROJECT																			
Address	REG					4.00		4.00	32.86	17.63	0.00	50.49	131.44	10.06	13.10	7.83	4.72	95.73	2045	
City, Zip	OTHER PROJECT												2,059.04	OTHER DETAIL:	Ded.	Amt.				
S.S.#																	4.72			
Trd/Craft TOPMAN	OT							16.50												
Apprentice <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No	REG							36.00												
Name	REFERENCED PROJECT																			
Address	REG					5.00		5.00	26.29		0.00	26.29					0.00	103.12	2047	
City, Zip	OTHER PROJECT																			
S.S.#																				
Trd/Craft LABORER APPRENTICE 1 -	OT							4.50												
Apprentice <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	REG							24.00												

Marked "Yes" for Apprentice (noted as year 1) – in Laborer - Group 2 Classification. Additional documentation required if wage rate is below full journeyman's wage rate (on wage decision).



APPRENTICESHIP DOCUMENTATION

Example: *If no documentation is on file or it is not a registered program, then worker must be paid full journeyman's wage rate (rate on wage decision).*

Department of Workforce Development
Division of Employment and Training
Bureau of Apprenticeship Standards
GEF1
Madison Administrative Office
201 E Washington Ave Room E100
P.O. Box 7972
Madison WI 53707
(608) 266-3332

STATE OF WISCONSIN
DWD
Department of Workforce Development
Scott Walker, Governor
Raymond Allen, Secretary

July 31 [REDACTED]

HR DIRECTOR
[REDACTED] INC [REDACTED]
[REDACTED] WI [REDACTED]

SUBJECT: ACAP Initial Notice in regard to the following [REDACTED] Operating Engineers

As the apprentice, sponsor or employer of the contract (ide reimbursement for the costs associated with related instruction Wisconsin's Apprenticeship Completion Award Program (ACAP) to 25% of the tuition, books, materials and other course fees completed Wisconsin apprentice contract.

There are two timeframes during an apprenticeship when Bureau of Apprenticeship Standards will notify the apprentice:

YEAR ONE: If the above apprentice is active at the ACAP Reimbursement Request form. The form must remain in good standing in the apprentice for up to \$250 in qualifying expenses that have been **COMPLETION:** When the apprenticeship is completed related instruction costs, to a maximum of \$1,000.

A request for reimbursement may be made by an apprentice. ACAP reimbursement will not be paid for any expenses as apprentice is delinquent on Child Support payments, unless

I urge you to keep receipts and documentation relating to instruction portion of this apprenticeship for submission at information on ACAP, please see the ACAP page of our website.

Sincerely,

Karen P Morgan

Apprentice Contract

This contract was prepared by [REDACTED] on the date of July 31 [REDACTED] between the Wisconsin Department of Workforce Development (the Department) and:

Apprentice
[REDACTED] Drive
[REDACTED] WI
SSN: 32 [REDACTED]
DOB: August [REDACTED]

Sponsor
Wisconsin Operating Engineers JAC
W11584 State Rd 21
Coloma WI 54930-9718

The Apprenticeship term begins on July [REDACTED] and terminates upon the successful completion of the apprentice program provisions of the Operating Engineer trade, which are incorporated as part of this contract as Exhibit A, Provisions. The provisions included in this contract are binding on the parties.

The Department will issue a **CERTIFICATE OF APPRENTICESHIP** to the apprentice upon satisfactory completion of the provisions of this Apprentice Contract.

This contract may be terminated or cancelled by the apprentice, or may be suspended or cancelled by the sponsor, good cause, with due notice to the apprentice and a reasonable opportunity for corrective action, and with written notice to the apprentice and to the Department.

The apprentice's signature authorizes the assigned provider(s) of paid and unpaid related instruction to release grades, and attendance reports to the Department, sponsor, and employer while this contract is in effect.

The program sponsor and apprentice agree to the terms of the Apprenticeship Standards incorporated as part of this document and identified as Exhibit A. The sponsor will not discriminate in the selection and training of the apprentice will accord the apprentice equal opportunity in all phases of apprenticeship employment and training, without discrimination because of race, color, religion, national origin, sex, age, creed, handicap, marital status, ancestry, sexual orientation, arrest record, conviction record, or membership in the military forces of the United States or this state.

The apprentice, sponsor, and employer agree to fulfill all the obligations of this Apprentice Contract. The parties signed this contract, as required by Chapter 106.01 of the laws of Wisconsin. Personal information provided here is not to be used for secondary purposes (Privacy Law, s. 15.04(1)(m) Wisconsin Statutes).

The Registration Agency is the authority to receive and resolve controversies or differences arising out of this contract when they cannot be resolved locally in accordance with established procedures or collective bargaining provisions.

Registration Agency:
Department of Workforce Development
Division of Employment and Training
Bureau of Apprenticeship Standards
PO Box 7972, Madison, WI 53707
Phone: 608-266-3332

[REDACTED] Signature July [REDACTED] Date

[REDACTED] Signature July [REDACTED] Date

Karen P Morgan Signature July [REDACTED] Date

Department Approval July [REDACTED] Date

Wisconsin Operating Engineers JAC • Coloma WI
Operating Engineer • 1-859683010-01-T
Exhibit A - Program Provisions

Approved: [REDACTED]

TERM OF APPRENTICESHIP: The term of apprenticeship shall be Time-based, be 4 years of not less than 6000 hours. Hours of labor shall be the same as established for the trade.

PROBATIONARY PERIOD: The probationary period shall be the first 1500 hours of instruction shall it exceed twelve calendar months. During the probationary period, this contract apprentice or the sponsor upon written notice to the Department, without adverse impact on the trade.

SCHOOL ATTENDANCE: The apprentice shall attend Fox Valley Technical College related instruction four hours per week or the equivalent and satisfactorily complete the minimum of 400 hours, unless otherwise approved by the Department. The employer must attend related instruction hours at the same rate per hour as for services performed.

WORK PROCESS SCHEDULE: In order to obtain well-rounded training and the in the trade, the apprentice shall have experience and training in the following areas. This shall include the following operations but not necessarily in the sequence given. Time spent not be continuous.

Work Process Description

Machines - Training may include up to minimum of the stated hours on the following machines:

CLASS 1 - Machines
Friction Crane, Hydraulic Crane, Tower Crane, Tracked Excavator, Rubber Tired Excavator, Caisson Rig, Pile Driver, Dredge Operator/Engineer, Dragline, Directional Boring Machine, Tunnel Boring Machine, Blaster, Concrete/Grout Pump.

CLASS 2 - Machines
Concrete Laser Screed, Concrete Slipform Paver, Concrete Batch Plant, Concrete Spreader & Distributor, Automatic Subgrader (Concrete), Concrete Grinder & Planing Machine, Concrete Slipform Curb & Gutter Machine, Bridge Paver, Concrete Conveyor System, Asphalt Plant Engineer, Bituminous Paver/Screed, Milling Machine, Grader or Motor Patrol, Tractor (Scraper, Dozer, Pusher, Loader), Scraper - Rubber Tired (Single or Twin Engine), End Loader, Tractor Loader Backhoe, Trenching Machine, Tractor (Side Boom - Heavy), Drilling & Boring Machine (Mechanical Heavy), Grade Checker, Asphalt Roller.

CLASS 3 - Machines
Greaser, Shouldering Machine, Self-Propelled Chip Spreader, Concrete finishing/Curing/Texturing Machine, Joint Sewer (Multiple Blade), Forklift, Environmental Burner, Back filler, Hydro-Blaster, Percussion or Rotary Drilling Machine, Rail Leveling Machine, Tie Placer, extractor or tamper, Stone Leveler, Cable Plow (Track or Rubber Tired), Auger Boring Machine, Micro-tunneling Machine, Lowboy, Boats (Safety, Tug, Launch & Work Barges), Deckhand, Off Road Material Hauler.

CLASS 4 - Machines
Stump Chipper, Rock Breaker, Crusher/

DETA-10408-E (R. 12/2010)

Exhibit A - Page 1 of 4

Wisconsin Operating Engineers JAC • Coloma WI
Operating Engineer • 1-859683010-01-T
Exhibit A - Program Provisions

Screening Plant, Concrete Breaker (Manual or Remote), Vibratory/Sonic Breaker, Farm or Industrial Tractor & Mounted Equipment, Skid Steer Loader, Broom/	
Sweeper, Vibratory Hammer/Extractor, Compactor, Concrete Conveyor System, Oiler, Drilling Machine Helper, Tugger, Winches and A-Frames, Material/Man Hoists.	
CLASS 5 - Machines Pump (Over 3"), Generators, Air Compressor, Automatic Belt Conveyor & Surge Bin, De-Watering, Mulcher, Fireman, Post Hole or Post Driver.	500
Paid Related Instruction	400
TOTAL	6000

The above schedule is to include all operations and such other work as is customary in the trade.

MINIMUM COMPENSATION TO BE PAID: (Per collective bargaining agreement)

First period of 1,500 hours and 160 hours related instruction at 60% of the Base Skilled Wage Rate plus 10% Related Instruction Pay. The Related Instruction consists of:
Basic Equipment (80 hours)
Hazmat (40 hours)
Construction Regulations to include OSHA, MSHA, and First Aid/CPR (40 hours)

Second pay period of 1,500 hours and 160 hours related instruction at 65% of the Base Skilled Wage Rate plus 10% Related Instruction Pay. The Related Instruction consists of:
Basic Excavating or Basic Earthmoving or Basic Crane (80 hours)
Basic Grade Checking (40 hours)
Maintenance or Welding (40 hours)
Must update MSHA and Hazmat certifications

Third pay period of 1,500 hours and 80 hours related instruction at 70% of the Base Skilled Wage Rate plus 10% Related Instruction Pay. The Related Instruction consists of:
Any specialty class (80 hours)
Must update MSHA, Hazmat, and First Aid/CPR certifications

Fourth period of 1,500 hours at 80% of the Base Skilled Wage Rate plus 10% Related Instruction Pay.

The skilled wage rate for an apprentice shall be based on the hourly rate established for classification 3 of the current agreement, plus fringes, as appropriate, EXCEPT THAT under NO circumstances shall an apprentice wage rate exceed that of a journeyworker performing the same work.

DETA-10408-E (R. 12/2010)

Exhibit A - Page 2 of 4

FRINGE BENEFITS DOCUMENTATION – EXAMPLE #1

WISCONSIN LABORERS FRINGE BENEFIT FUNDS 2019-2020

LABORERS		LABORERS APPRENTICE
WELFARE	\$8.30	\$8.30
PENSION	\$8.60	\$.25
APPR-TRAINING (SKILL)	\$.31	\$7.60
DUES	\$1.18	\$1.18
LECET	\$.07	\$.07
I A P	\$.10	\$.10
WEL-HRA	\$.25	\$.25

OPERATORS FUNDS 2019-2020		OPERATORS
PENSION	\$11.70	\$5.85
HEALTH	\$9.65	\$9.65
SKILL	\$1.05	\$1.05
JLMW	\$.32	\$.32
NTF	\$.05	\$.05
AGC	\$.10	.10
DUES	3%	3%

FRINGE BENEFITS DOCUMENTATION – EXAMPLE #2

Laborer / Raker: (Contract #53-139P0L)
 Central Pension \$ 8.50
 Health & Welfare \$ 9.81
 Skill Improvement \$.65
 National Training Fund \$.05
 Labor Management \$.25
TOTAL \$19.26

Full Operator: (Contract #53-139P0)
 Central Pension \$12.14
 Health & Welfare \$ 9.81
 Skill Improvement \$.65
 National Training Fund \$.05
 Labor Management \$.25
TOTAL \$22.90

Apprentice 1st year: (Contract #53-139P1)
 Central Pension \$ 6.07
 Health & Welfare \$ 9.81
 Skill Improvement \$.65
 National Training Fund \$.05
 Labor Management \$.25
TOTAL \$16.83

Apprentice 2nd year: (Contract #53-139P2)
 Central Pension: \$ 6.07
 Health & Welfare \$ 9.81
 Skill Improvement \$.65
 National Training Fund \$.05
 Labor Management \$.25
TOTAL \$16.83

Apprentice 3rd year: (Contract #53-139P3)
 Central Pension \$ 6.07
 Health & Welfare \$ 9.81
 Skill Improvement \$.66
 National Training Fund \$.05
 Labor Management \$.25
TOTAL \$16.83

Apprentice 4th year: (Contract #53-139P4)
 Central Pension: \$ 6.07
 Health & Welfare \$ 9.81
 Skill Improvement \$.65
 National Training Fund \$.05
 Labor Management \$.25
TOTAL \$16.83

PAYROLL MONITORING TRACKING

Sample Spreadsheet for Payroll Monitoring Tracking

(Optional but recommended – Create a spreadsheet for tracking to improve efficiency in future weekly payroll reviews)

	A	B	C	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	
1	Contractor	XYZ Construction																			
2	Address																				
3	City			Show Details																	
4	State							894													
5	Zip			Hide Details				0													
6	FEIN #							0													
7	Payroll Contact			Sort Employee				0													
8	Phone							0													
9	Fax																				
10	Email			New Employee																	
11	Union																	No Work	No Work	No Work	
12																					
13	Last Name	First Name	Occurrence	Classification	StOt	Wage	Fringe	Total Pay	DB Total	Underpay	Hours	Restitu	Rest. f	CWHS	Interv	5/31/20	6/7/20	6/14/2021	6/21/2021	6/28/2021	
14	Adams	John	1	WI8_Operator 3	ST	\$ 39.72	\$ 22.10	\$ 61.82	\$ 60.11	\$ -	62.75	\$ -					1	2	3	4	5
15	Adams	John	1	WI8_Operator 3	OT	\$ 59.58	\$ 22.10	\$ 81.68	\$ 79.34	\$ -	6.25	\$ -					7.25				
16	Brown	James	1	WI8_Laborer 2	ST	\$ 30.50	\$ 19.97	\$ 50.47	\$ 46.46	\$ -	3	\$ -				3					
17	Brown	James	1	WI8_Laborer 2	OT	\$ 42.41	\$ 21.20	\$ 63.61	\$ 61.09	\$ -	0	\$ -									
18	Miller	Joshua	1	WI8_Operator 4	ST	\$ 39.72	\$ 22.10	\$ 61.82	\$ 59.06	\$ -	7	\$ -					7				
19	Miller	Joshua	1	WI8_Operator 4	OT	\$ 59.58	\$ 22.10	\$ 81.68	\$ 77.77	\$ -	0	\$ -									
20	Smith	Steven	1	WI8_Laborer 2	ST	\$ 31.80	\$ 17.20	\$ 49.00	\$ 46.46	\$ -	6.25	\$ -					1.5				
21	Smith	Steven	1	WI8_Laborer 2	OT	\$ 47.70	\$ 17.20	\$ 64.90	\$ 61.09	\$ -	0	\$ -									
22	Thomas	Timothy	1	WI8_Truck 3	ST	\$ 28.70	\$ 21.20	\$ 49.90	\$ 49.47	\$ -	26.5	\$ -									
23	Thomas	Timothy	1	OT		\$ 42.05	\$ 21.20	\$ 63.25	\$ -	\$ -	0	\$ -									

REPORTING ANNOUNCEMENT

New Section 3 Reporting

Announcement Coming Soon!

Reporting total hours worked by all employees *and*
total hours worked by Section 3 employees

during reporting period will be required in semi-annual reporting.

New reporting form for semi-annual Labor Standards, MBE/WBE, and Section 3 data to be released soon!

COMPLIANCE MONITORING – WORK SITE

- **Employee Interviews:** *Record of Employee Interview / HUD-11 Form (Attachment 7-N in Handbook)*
 - Minimum requirement – Must demonstrate conducted interviews
 - Recommended: Interview each job classification for each contractor (when feasible)
 - Timing and in conjunction with payroll records monitoring
 - Recommended: Conduct at the start of receiving payrolls from contractors
 - Resolving discrepancies – Compare with weekly payrolls; follow up as necessary
 - Maintain documentation in project file

- **Construction Site Signage:** *Visible and accessible to all workers; Legible*
 - Wage Decision(s)
 - Employee Rights Poster (*Attachment 7-S in Handbook*)
 - CDBG Project Sign (*Attachment 7-T / 7-T1 in Handbook*)

COMPLIANCE ENFORCEMENT

- Must resolve underpayments (within 30 days of discovery)
 - Paystubs as record of payment (resolution)
 - Correction Payroll record(s) *required*
- Overtime (OT) Liquidated Damages (when deemed required):
\$27 per employee per day that OT underpayment is not resolved.

(See Chapter 7 of Handbook, pp. 16-18)



COMPLIANCE ENFORCEMENT

Correction Payroll Record(s) – Options:

- Copies of corrected Certified Payroll Record for each payroll for which underpayments were paid (not recommended if underpayments occurred for multiple payrolls); or
- One Certified Correction Payroll for total hours and total amount due and paid to each employee, with supporting documentation showing details:
 - List of all employee with underpayment resolution;
 - Dates and hours for each employee for which underpayment resolution was made;
 - Itemized amount paid for each hour owed; and
 - Total underpayments paid to each employee

COMPLIANCE ENFORCEMENT

- Report on *Semi-Annual Labor Standards Enforcement Report (LSER)* and *Final Labor Standards Compliance Report (LSCR)*
- Submit *Section 5.7 Enforcement Report (Attachment 7-O)* – when a contractor's underpayments total $\geq \$1,000$
- Report on *Self-Monitoring Checklist (Attachment 2-B)*
- Maintain records in CDBG project file

(See Chapter 7 of Handbook, pp. 16-18)



LABOR STANDARDS FILE CONTENTS

- Refer to *File Checklist (Attachment 2-A)* and *Self-Monitoring Checklist (Attachment 2-B)* in Handbook
- DEHCR must receive all applicable labor standards reports before the final *CDBG Payment Request* will be processed

Any and all bidding, contracting and labor standards related documents may be requested by DEHCR for review during monitoring and project reviews.

HELPFUL WEBSITES

- CDBG Implementation Handbook – Chapter 7:
<https://energyandhousing.wi.gov/Pages/AgencyResources/CDBG-Implementation-Handbook.aspx>
- HUD Labor Standards Enforcement Guidance:
https://portal.hud.gov/hudportal/HUD?src=/program_offices/davis_bacon_and_labor_standards/OLRLibrary
- U.S. Department of Labor Wage and Hour Division:
<https://www.dol.gov/agencies/whd>
- Debarment Checks and Labor Wage Determinations:
<https://sam.gov/content/home>

LABOR STANDARDS COMPLIANCE

Questions?



CONTACTS

DEHCR - Bureau of Community Development

Email: DOACDBG@Wisconsin.gov

Website: <https://energyandhousing.wi.gov/Pages/CommunityResources.aspx>

