Training Will Begin at 10:30am

- Please MUTE your microphone
- Please TURN OFF your camera (to minimize used bandwidth)
- Try logging off and logging back in if the session FREEZES
- Asking or Submitting Questions
 - We will address all questions during the Question & Answer session
 - Please utilize the CHAT feature when submitting Questions



Flexible Facilities Program Office Hours:



FAIR LABOR PRACTICES Training Webinar May 13, 2025

Presenter: Stacey Miller

Facilitators: Amanda Knack &

Sally Smarzinski

Division of Energy, Housing and Community Resources (DEHCR) Bureau of Community Development (BCD)



Office Hours - Logistics

Implementation Training Materials:

- Agenda
- Training Slides
- FFP Implementation Handbook: Chapter 7
- Payroll Templates: Handbook Attachments <u>FFP-07-01</u>, <u>FFP-07-02</u>, <u>FFP-07-03</u>



Office Hours - Agenda

10:30am – 11:00am

- Welcome & Introductions
- Relevant Laws
- Wage Rates
- Payroll Records
 - Payroll Report Templates
 - Payroll Records Review & Monitor
 - Payroll Records Document Retention
- EXAMPLES

11:00am - 11:30am • Q & A Session



Office Hours: Fair Labor Practices



Relevant Laws
Wage Rates
Payroll Records



Relevant Labor Laws

Contract Work Hours and Safety Standards Act (CWHSSA)

Applicable to all prime contracts >\$100,000 and associated subcontracts:

- Standard work week = 40 hours
- Overtime (OT) Rate = $1\frac{1}{2}$ times regular hourly wage rate for +40 hours in a week
 - Liquidated damages = \$33 per employee each day of OT underpayment
- No unsanitary, hazardous, or dangerous (health/safety) working conditions

Fair Labor Standards Act (FLSA)

Applicable to all grantees, subrecipients, contractors:

- Must comply with FLSA and all other labor laws applicable to the company and industry
- Wage + Overtime rate requirements by industry and job



Relevant Labor Laws – Conditional Exemptions

DO NOT APPLY unless required by other funding source(s) for FFP project:

- <u>Davis-Bacon and Related Acts (DBRA)</u> (and Federal Wage Rates)
- Copeland "Anti-Kickback" Act (40 U.S.C. 3145)



Wage Rates – Construction

- Employees with a collective bargaining agreement:
 - Wage Rate + Fringe Rate per the collective bargaining agreement
- Employees without a collective bargaining agreement:

The higher of the following scenarios:

- Employees regular Wage Rate + Fringe Rate, normally paid by the employer (contractor), or
- State established FFP minimum Wage Rate + Fringe Rate of \$17.75/hour.
- Apprentices:
 - Wage + Fringe Rate specified in their Federal/State recognized apprentice documentation



Wage Rate Examples

Employee A: Power Equipment Operator (Union)

Union contract rate is \$25.00/hour Wage + \$10.00/hour in Fringe Benefits for this job classification.

Minimum Rate: Union Wage + Fringe Benefits Rate of \$35.00/hour

Employee B: Truck Driver (Non-Union)

Normally paid \$13.00/hour Wage + \$3.00 in Fringe Benefits by contractor.

Minimum Rate: FFP minimum Wage + Fringe Rate of \$17.75/hour

Employee C: Painter (Non-Union)

Normally paid \$19.00/hour Wage + No Fringe Benefits by contractor.

Minimum Rate: Their normal Wage + Fringe Rate of \$19.00/hour



Payroll Records & Documentation

- Submitted by contractors/subcontractors each payroll period (typically weekly or bi-weekly)
- Reviewed/monitored by Grantee for FFP compliance
- Documentation submissions
 - Weekly Payroll Report and signed Certification (i.e., Statement of Compliance)
 - Payroll supporting documents, listing types and amounts of fringe benefits and payroll deductions
 - Collective bargaining agreements or other union documents specifying wage and fringe benefit rates
 - Apprenticeship documentation
- Other documentation maintained by contractor/subcontractor



Payroll Records – Reviews & Monitoring

To ensure compliance with payroll submittals, the Contractor/Subcontractor must:

- Submit: payroll records within 7 days after the end of the pay period (typically weekly or bi-weekly)
- Submit: payroll records with sequential numbering
- Provide: all supporting documents and signed certification (i.e., Statement of Compliance) with each payroll record submittal
- Ensure: all employee payrolls, are signed by a principal of the contractor/ subcontractor firm, or by an authorized representative



Payroll Records – Reviews & Monitoring

To ensure compliance with FFP fair labor standards, the Grantee, their Grant Administrator or another designated representative must:

- Review: payroll records and all supporting documentation
- Monitor: to verify minimum straight-time hourly Wage + Fringe Rate was paid
- Monitor: to verify overtime was paid at 1 ½ times the employee's regular "base" hourly Wage Rate, for hours worked over forty (40) within the week
- Retain: the payroll records documentation in the FFP project file



Payroll Records Retention

- Maintain all payroll records and supporting documentation in FFP Labor Standards file
- Records must be provided to DEHCR upon request for monitoring purposes
- Contractors/subcontractors must retain records for 3 years, after the date the Prime's work on the FFP project is complete
- Grantees must retain records for 7 years, after DEHCR issued project completion letter date

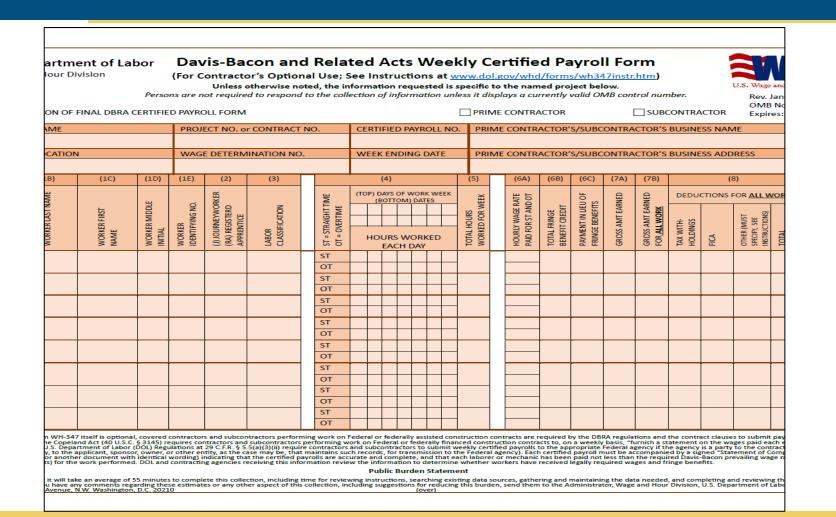
Reminder:

<u>SAM.gov</u> debarment check records that verify contractor/subcontractor eligibility to work on federally-funded projects must also be on file.

(<u>FFP Implementation Handbook</u>: <u>Chapter 3</u>)



Office Hours: Fair Labor Practices



Templates & Examples



Payroll Record Templates

A B C	DEFGHIJK I	M	N O	P Q R S	T U V W]						
1		The weekly sub	mittal of this form i	is required by 29 CFR Part 3 * Full name, address, and social	I security number must appear on the first payro							
2 WEEKLY PAYROLL REPORT				eported on a supplementary page.								
3 WISCONSIN DEPARTMENT OF TRANSPORTATI	ION	*** Include priva										
4 DT 1929 9/2006 (Replaces EC 674)			Engineer or Labo	orer, include equipment or skill level of employee.								
5 Payroll # Contractor Name	State	Project ID		Federal Project ID County	Payroll Period Sheet #							
7 Prime Contractor	Subcontractor Hired By:				Week Ending							
8 Enter information below on every individual that		1	NEFITS HOURLY RATE	COMPLIANCE STATEMEN	NT TO ACCOMPANY	Wisconsi	n Department of Transportation					
9 you employed on this project during the 10 payroll report period*	S= Straight Time O=Overtime vst SU M TU V TH F SA HRSW		JND CASH THENT PAYMENT	CONTRACTOR'S WEEKL	Y PAYROLI							
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12	S	0		D11010 0/2000 (Neplaces 20070)		subject the contractor or subcontractor t						
13	0	0 0				See Section 1001 of Title 18 and Section						
14 S.S. # 15 Trade/Craft	OTHER PROJECTS ***					States Code.						
16 Apprentice Yes No TrnsGrad	S			Submit one copy to Regional Office		Adapted from U.S. Department of Labor	F 1041 240/41/801					
17 Name	REFERENCED PROJECT			Submit one copy to Regional Office		Adapted from U.S. Department of Labor	Form VVH-348(1)(08).	<u> </u>				
18	S	0		No. State Project ID	Federal Project ID	County	U.S. Department of Labo	or Davis-Bacon and Rela	ted Acts Week	Certified Payroll	Form 🦰	
19	0	0 0					Wage and Hour Division	(For Contractor's Optional Use;				\ \ \ ★
20 S.S. # 21 Trade/Craft	OTHER PROJECTS ***			Contractor or Subcontractor			Wage and real Envision			cific to the named project below	Education and the Control of the Con	age and Hour Division
	3						II					
22 Apprentice Yes No TrosGrad								Persons are not required to respond to the co	lection of information unles	it displays a currently valid OME	Rev. Rev.	ev. January 2025
22 ApprenticeYes No TrnsGrad 23 Name	O REFERENCED PROJECT			Authorized Agent Name	Authorized A	Agent Title Au					OM	MB No.: 1235-0008
23 Name			1	Authorized Agent Name	Authorized A	Agent Title Au	SUBMISSION OF FINAL DBRA CER			it displays a currently valid OME	OM	
23 Name		Reco	ord			Igent Title Au					OM SUBCONTRACTOR Exp	MB No.: 1235-0008
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Attachment 07-02

Compliance Form

Attachment 07-03



WisDOT Payroll Report – Attachment 07-01

												ly subn	nittal o	of this form	is required b	y 29 CFR	payroll on	which the emp	loyee's nam			
	PAYROLL REPORT										** Fringe	benefit	details	MUST be	reported on	a supplemen	tary page.					
WISCONSIN TRANSPOR	N DEPARTMENT OF TATION										*** Includ	e priva	te worl	k.								
DT 1929 9/2	2006 (Replaces EC 674)										**** If O	perating	Engi	neer or Lat	orer, include	equipment of	r skill level	of employee.				
Payroll#	Contractor Name									State Project	ID				Federal Project II	D		County		Payroll Period Week Ending		Sheet #
	Prime Contractor		S	ubcont	tracto	or Hired	By:															
	ion below on every individual that	Г								TOTAL	(A) BASIC	(B) BEN	EFITS HOU	RLY RATE	(A) + (B)	PROJECT WAGES						
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WisDOT Compliance Statement – Attachment 07-02

CON1	FRACTOR'S WEEKLY 9/2008 (Replaces EC673)	PAYROLL		The willful falsification of any o subject the contractor or subco See Section 1001 of Title 18 a States Code.	ontractor to	civil or criminal prosecution.
Submit a	ne copy to Regional Office			Adapted from U.S. Departmen	t of Labor F	Form WH-348(1)(68).
No.	State Project ID	Federal Project I	D	County		Payroll Period
Contract	or or Subcontractor			•		
Authoriza	ed Agent Name		Authorized Age	nt Title	Auth	orized Agent Phone Number
l, the u	ndersigned, do state that:					
des	y, or supervise the payment of the ignated above all persons employe ates have been or will be made eith	d on said project h	ave been paid the	full weekly wages earned, exce	pt as noted	I in Section 1(a) below. No

Explanation

108; 72 Stat. 967; 76 Stat. 357; 40 U.S.C. 276c), and described below in Section 1(b)

Signature of Certification by authorized rep.



Remarks

When will this person be paid?

((b)	Description of Deductions		
1	mec	hanics contained are not less than the ap	quired to be submitted for the above period are corre splicable wage rates contained in any wage determine schanic conform with the work performed.	
6	age	ncy recognized by the Bureau of Apprentic	d are duly registered in a bona fide apprenticeship p iceship and Training, United States Department of L enficeship and Training, United States Department o	abor, or if no such recognized agency exists in a
((a)	Where fringe benefits are paid to appr	roved plans, fund, or programs.	
			s paid to each laborer or mechanic listed in the above I be made to appropriate programs for the benefit of	
((b)	Where fringe benefits are paid in each	h.	
			bove-referenced payroli has been paid as indicated us the amount of the required fringe benefits as liste	
	(c)	Exceptions	Craft	Explanation



(Authorized Agent Signature)



(a) Exceptions

USDOL Payroll Record – Attachment 07-03 (Page 1 – Payroll Form)

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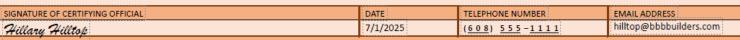
USDOL Payroll Record – Attachment 07-03 (Page 2 – Compliance Statement)

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ROJE	ECT LOCATION						WEEK ENDI	NG DATE	CERTIFYING	OFFICIAL's N	NAME AND TIT	LE		
nywl	here County, Yourtown, V	ΝI					6/29/2025		Hillary Hilltop,	Owner				
paid	or supervised the pay	ment of the l	aborers or med	hanics wor	king on the ab	ove project	during the stat	ted time per	iod. I certify t	he following	ŗ.			
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X	The classifications rep	orted for eac	h laborer or m	echanic are	the classificati	ion(s) of wo	rk that each w	orker actual	lly performed.					
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- Certifications
- Apprenticeship Program Info.
- Fringe Benefits Details
- Authorized
 Signature

ADDITIONAL REMARKS

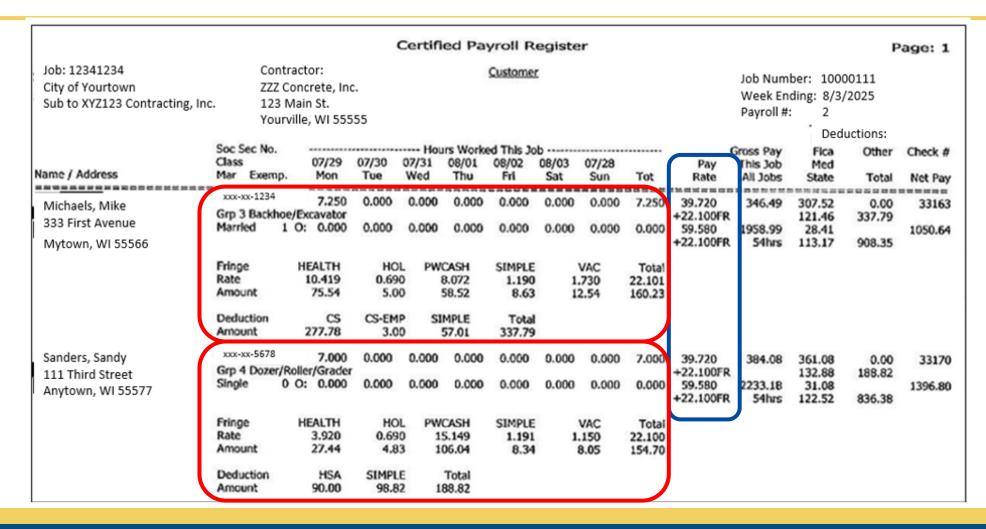


THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION (SEE SECTION 1001 OF TITLE 18 AND SECTION 3729 OF TITLE 31 OF THE UNITED STATES SOON.





Example: Certified Payroll Record





Example: Certified Payroll Record Statement of Compliance/Certification

Certifled Payroll Register

Page: 2

Town of Yourville
Sub of XYZ123 Contracting, Inc.

Contractor: Customer
ZZZ Concrete, Inc..
Yourville, WI 55555

Number: 10000111 Ending: 8/3/2025 Pavroll #: 2

Andi Anderson, Payroll Manager, do hereby state:

1] That I pay or supervise the payment of the persons employed by
Yourville during the payroll period commencing 7/28/25 and ending 8/3/25, 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

ZZZ Concrete, Inc. (Subcontractor) from the full weekly wages earned by any person, other than permissible 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:

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 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.

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

by authorized rep.

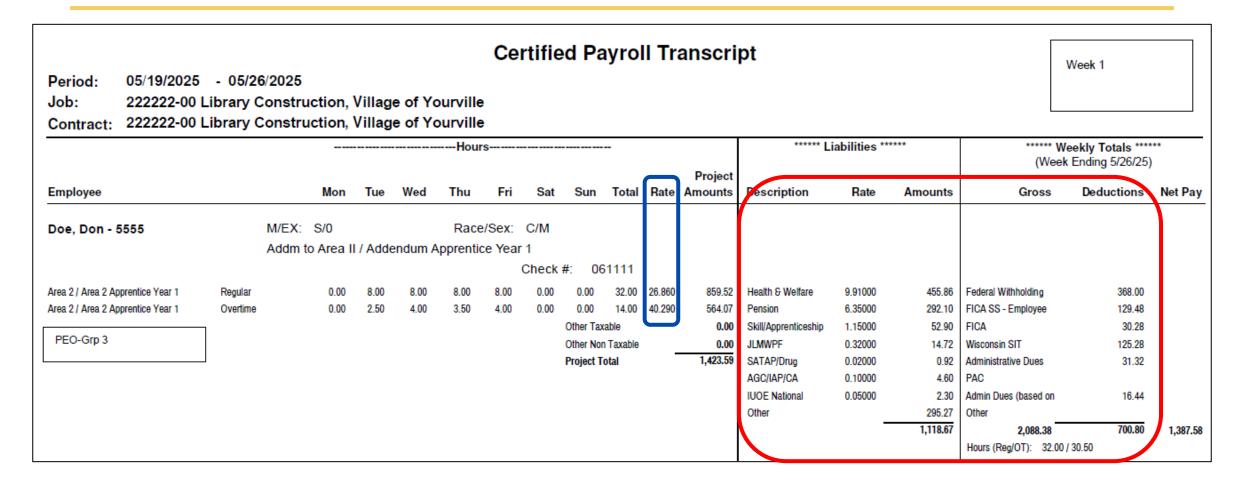
Must be signed

Name and title Andi Anderson, Payroll Manager Andi Anderson

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.



Example: Certified Payroll Record





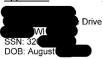
Apprenticeship Paperwork: Contract



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

Apprentice

Sponsor



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

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

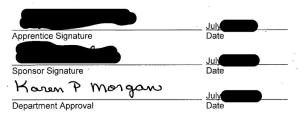
The Department will issue a **CERTIFICATE OF APPRENTICESHIP** to the apprentice upon satisfactory completion of the provisions of this Apprentice Contract.

This contract may be terminated or cancelled by the apprentice, or may be suspended or cancelled by the sponsor, for 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 progress, 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 and 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 have signed this contract, as required by Chapter 106.01 of the laws of Wisconsin. Personal information provided herein may 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 **TERM OF APPRENTICESHIP:** The term of apprenticeship shall be Time-based, which has been established to be 4 years of not less than 6000 hours. Hours of labor shall be the same as established for other skilled employees in the trade.

PROBATIONARY PERIOD: The probationary period shall be the first 1500 hours of the apprenticeship, but in no case shall it exceed twelve calendar months. During the probationary period, this contract may be cancelled by the apprentice or the sponsor upon written notice to the Department, without adverse impact on the sponsor.

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

WORK PROCESS SCHEDULE: In order to obtain well-rounded training and thereby qualify as a skilled worker in the trade, the apprentice shall have experience and training in the following areas. This instruction and experience shall include the following operations but not necessarily in the sequence given. Time spent on specific operations need not be continuous.

Work Process Description

Approximate Hours
(Min - Max

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



Apprenticeship Paperwork: Wage

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.

The compensation for school hours will be paid by the employer as an additional 10% of the base skilled wage rate for all bours of on the job training, as listed under Minimum Compensation to Be Paid.

Base skilled wage rate \$33.27 per hour.

If at any time the base skilled wage rate rises or falls, the apprentice's wage shall be adjusted proportionately. The wage rate of apprentices employed in this trade and this firm shall be based on the base skilled wage rate stated above.

All apprentices are covered by State and Federal Wage and Hour Standard requirements. All apprentices shall be paid no less than the minimum wage established under regulations.

CREDIT PROVISIONS: The apprentice, granted credit at the start or during the term of the apprenticeship, shall be paid the wage rate of the pay period to which such credit advanced the apprentice.

Work credit hours approved:

3000 Hours

Work credit description: 3000 hours for prior related work experience

School credit hours approved:

Paid related instruction:

72 Hours

Paid related instruction description: 40 hours for CL A CDL. 16 hours for MSHA. 8 hours for CPR. 8 hours for Skidsteer.

Unpaid related instruction:

Total credit hours to be applied to the term of the apprenticeship:

3072 Hours



Example #1 – Hourly Rates

Payroll # <mark>5</mark>	# Contractor Name 5 Z-Best Construction					Ву:		State Projec 1234567					Federal Project ID FFP 24-44			County <mark>Fond du Lac</mark>		Payroll Period Week Ending	5 5/18/2025	Sheet#
Enter informa	ation below on every individual that			DAILY	HOURS \	WORKED		TOTAL	(A) E	BASIC	(B) BENEFITS H	OURLY RATE	(A) + (B)	WAGES						
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Name: Jas i	on Donald		R	EFERE	NCED	PROJE(OT .													
111 State S	Street	S		8	8 8	8	700	3	2	16	1.75		17.75	568	5.68	56	28		684.32	
Ripon, WI	54971	0		2	2 2	2			8	24	1.75		25.75	206						
S.S. # ***-*	*-4567		(OTHER	PROJ	ECTS **	*													
Trade/Craft	General Laborer	S																		
Apprentice	Yes _ X No TrnsGrad									ĵ										
Name: Eric			RE	EFERE	NCED	PROJE(CT				201									
198 Park D	Prive	S		8	8 8	8	8	4	0	20	10		30	1200	12	120	60		1408	
Ripon, WI	54971			2	2 2	2	2	1	0	30	10		40	400						
S.S. # ***-*	*-7890	1	()THEF	PROJ	ECTS **	*													
Trade/Craft	t: Mason	S								· ·										
Apprentice	Yes _XNo TrnsGrad													6		î				



Example #1 – Hours Worked

Payroll # Contractor Name 5 Z-Best Construction _X_ Prime Contractor		20-20-2	Subco	ntracto	or Hired	d By:			State Proje 123458					Federal Project IC)		County Fond du Lac		Payroll Period Week Ending	5 5/18/2025	Sheet#
Enter information below on every individual that you employed on this project during the payroll report period*		SU	S=S	traight TU	W	O=Ov TH	rertime F	SA	TOTAL WEEKL' HRS WOR	/ Н	A) BASIC HOURLY RATE	(B) BENEFITS FUND PAYMENT	HOURLY RATE CASH PAYMENT	(A) + (B) TOTAL HOURLY RATE	WAGES GROSS WAGES	FICA	FED WH	ST WH	OTHER (SPECIFY)	NET PAID	CHECK #
Name: John Smith 123 Wisconsin Avenue Ripon, WI 54971	s O				10				4	0	22 33	10 10		32 43	-	12.8	128	64		1075.2	
S.S. # ***-**-1234 Trade/Craft: Carpenter ApprenticeYesX_No TrnsGrad_	S		ОТ	HER	PRO	JECTS	S ***														
Name: Jason Donald 111 State Street Ripon, WI 54971	s	9	8 2	_	NCED 8	8				8	16 24	1.75 1.75		17.75 25.75	2000	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	56	28		684.32	
S.S. # ***-**-4567 Trade/Craft: General Laborer	s		100	HER	PRO						24	Tirs		25.75	200	,					
ApprenticeYes _XNo TrnsGrad _ Name: Eric Johnson 198 Park Drive	S		REF		NCED		_	5		10	20	10	i i	30	1200	12	120	60		1408	5 45
Ripon, WI 54971 S.S. # ***-**-7890	0		2	2	PRO.	2	2		2	0	30	10		40			120	00		1400	
Trade/Craft: Mason ApprenticeYes _XNo TrnsGrad _	S														6		0				

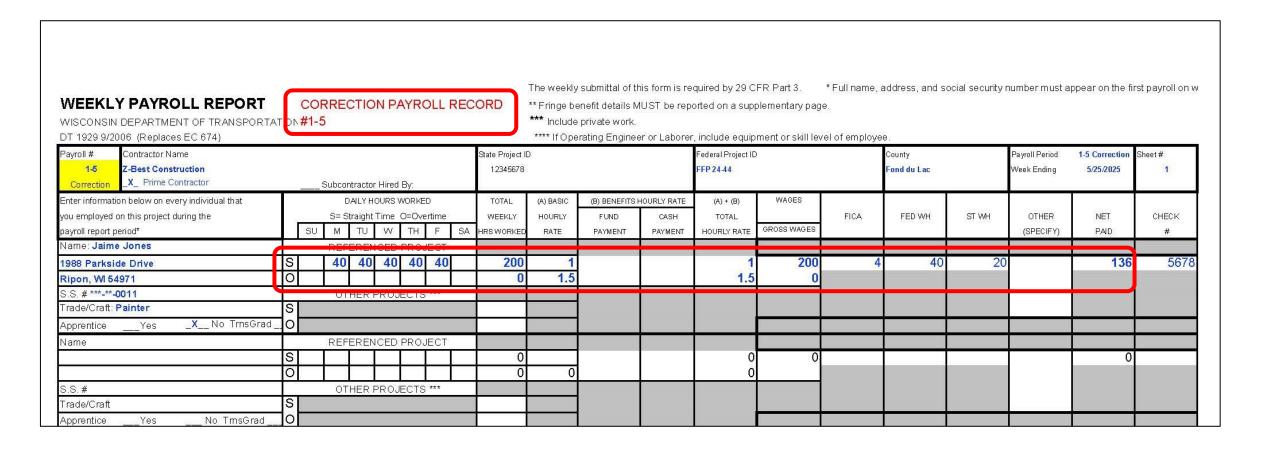


Example #2 – Payroll Error

Payroll # Contractor Name 5 Z-Best Construction _X_ Prime Contractor		Sub	contract	or Hired	By:		State Projec 1234567					Federal Project ID FFP 24-44			County Fond du Lac		Payroll Period Week Ending	5 5/18/2025	Sheet#
Enter information below on every individual that			DAILY	HOURS	WORKED		TOTAL	(A) BASIC	(B) BENEF	TS HOURLY R	ATE	(A) + (B)	WAGES						Î
you employed on this project during the	40	s	Straigh	t Time	O=Overt	ime	WEEKLY	HOURLY	FUND	CAS	-1	TOTAL		FICA	FED WH	ST WH	OTHER	NET	CHECK
payroll report period*		SU I	1 TU	W	TH	F SA	HRS WORKE	D RATE	PAYMENT	PAYME	NT	HOURLY RATE	GROSS WAGES		300000 300000	52.00 - 40.0004	(SPECIFY)	PAID	#
Name: John Smith		R	EFERE	NCED	PROJE	CT								44.00					
123 Wisconsin Avenue	S		0 10	10	10		40	2	2	0		32	1280	12.8	128	64		1075.2	
Ripon, WI 54971	0						() 3	3	0		43	0						
S.S. # ***-**-1234			OTHER	PROJ	ECTS *	**													
Trade/Craft: Carpenter	S																		
ApprenticeYes X _No TrnsGrad _	0																		
Name: Jason Donald		R	EFERE	NCED	PROJE	CT													
111 State Street	S		8 8	8	8		32	2 1	6 1.	75		17.75	568	5.68	56	28	8	684.32	
Ripon, WI 54971	0		2 2	2 2	2		1	3 2	4 1.	75		25.75	206						
S.S. # ***-**- 4567		- 1	OTHER	PROJ	ECTS *	* *													
Trade/Craft: General Laborer	S																		
ApprenticeYes _ X No TrnsGrad _	0																		
Name: Eric Johnson		R	EFERE	NCED	PROJE	CT													
198 Park Drive	S		8 8	8	8	8	40	2	0	0		30	1200	12	120	60		1408	
Ripon, WI 54971	0		2 2	2 2	2	2	10) 3	0	0		40	400				1		
S.S. # ***-**- 7890	Optoble		OTHER	PROJ	ECTS *	**							*						
Trade/Craft: Mason	S																		
ApprenticeYes _XNo TrnsGrad _	\circ												1		i i				
Name: Jaime Jones		К	LIEKE	NCED	FROJE			2 =										- 1	
1988 Parkside Drive	s		8 8	8	8	8	40	1	5 1.	75		16.75	670	6.7	67	33.5		562.8	
	0							22.	5 1.	75		24.25	0						
S.S. # ***-**- 0011			JIHER	PRUJ	ECIS"	120			0.								l		
Trade/Craft: Painter	S																l		
Apprentice Yes _X No TrnsGrad _	o																		



Example #2 – Payroll Correction





Fair Labor Practices: Summary

Fair Labor Practices Compliance Monitoring

- Monitor for the straight-time (ST) wage rate
 - Union Wage + Fringe Rate
 - State's minimum FFP Wage Rate + Fringe Rate of \$17.75
 - Regular Wage + Fringe Rate
 - Apprenticeship Wage + Fringe Rate
- Monitor for overtime (OT) pay of 1 ½ times ST Wage for hours over 40 hours/week
- Monitor to confirm fringe benefits and payroll deductions are properly documented



Fair Labor Practices: Summary

Payroll Records – Document Retention

- Maintain all payroll records and supporting documents in FFP file
- Provide payroll records and documentation upon request, for monitoring, during the project
 - Contractors/subcontractors must retain records for 3 years, after the date the Prime's work on the FFP project is complete
 - Grantees must retain records for 7 years, after DEHCR issued project completion letter date



DEHCR (FFP) Contact Information

Email: FlexibleFacilitiesProgram@Wisconsin.gov

Bureau Website:

https://energyandhousing.wi.gov/Pages/CommunityResources.aspx

FFP Program Website:

https://energyandhousing.wi.gov/Pages/AgencyResources/FlexibleFacilities.aspx

FFP Implementation Resources (Handbook & Attachments) Website:

<u>https://energyandhousing.wi.gov/Pages/AgencyResources/FFP-Implementation-Resources.aspx</u>



Office Hours: Fair Labor Practices



Question & Answer

