

## CERTIFIED PAYROLL REPORTS FACT SHEET

### PAYROLL SUBMISSION:

Weekly Certified Payroll Reports are to be submitted beginning with the first week that your company works on the project and for every week worked afterward until your firm has completed its work.

*If you are a subcontractor on a project, your payrolls should be submitted weekly.*

*If you pay your employees biweekly, you will have to pay them weekly.*

The Prime Contractor and WisDOT staff will be able to view all payrolls in the Civil Rights Compliance System, located within the appropriate region (For a list of counties under each region, see <http://www.dot.wisconsin.gov/about/contacts/eeo.htm>).

### PAYROLL REVIEW:

The Civil Rights Compliance System will attempt to approve payrolls on a nightly basis. Prime Contractor should REVIEW the system's CPR Log Status Report to monitor overall payroll issues.

*Remember, the Prime Contractor is responsible for the full compliance of all subcontractors on the contract and will be held accountable for any wage restitution that may be found due to any worker underpaid.*

### PAYROLL CERTIFICATION:

Each weekly payroll shall be accompanied by a "Compliance Statement" signed by the Contractor or Subcontractor or his or her agent who pays or supervises the payment of persons employed under the contract.

If someone other than the owner is signing the payrolls, the owner must authorize in writing that another employee can sign the payrolls. A signed authorization may be requested by the WisDOT Labor Compliance Officer.

PART 1 certifies that you've paid all of the employees on the project the full weekly wages earned.

- ◆ 1 (a): List any exceptions as to why an employee did not receive the full weekly wages earned.
- ◆ 2 (a): List the description of the employees deductions listed on the certified payrolls.

### FRINGE BENEFIT PROVISIONS: [Check as many as apply.]

- ◆ 4 (a) indicates that you are paying the required fringe benefits to approved plans or programs.
- ◆ 4 (b) indicates that fringe benefit amounts are paid directly to the employee by adding the fringe benefit rate to the basic hourly rate of pay.
- ◆ 4 (c) Exceptions are noted here. If a portion of the required fringe benefit is paid to programs and the balance directly to employee, explain those differences.

PAYROLL RETENTION:

The Civil Rights Compliance System will maintain all payrolls for a project so separate files of printed payrolls are no longer necessary. Projects remain open until the final payment is recorded. They remain in active status for an additional year, then move to archived status for three years. At the end of this time, the project data will be purged.

PAYROLL INSPECTION:

Every Contractor (including Subcontractors) must make their own copy of the payrolls available for review or copying to any authorized representative from WisDOT, upon request, while the project is in active status.

March 28, 2012

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 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  
EC 674 1291

Payroll # <b>A</b>	Employer Name <b>B</b> ____ Prime Contractor      ____ Subcontractor Hired By:							State Project ID <b>C</b>			Federal Project ID <b>D</b>			County <b>E</b>		Payroll Period Week Ending <b>F</b>		Sheet # <b>G</b>	
Enter information below on every individual that you employed on this project during the report period	DAILY HOURS WORKED S= Straight Time O=Overtime							TOTAL WEEKLY HRS WORKED	(A) BASIC HOURLY RATE	(B) BENEFITS HOURLY RATE		(A) + (B) TOTAL HOURLY RATE	WAGES GROSS WAGES	FICA	FED WH	ST WH	OTHER (SPECIFY)	NET PAID	CHECK #
	SU	M	TU	W	TH	F	SA			FUND PAYMENT	CASH PAYMENT								
	REFERENCED PROJECT																		
Name	S									<b>M</b>		<b>N</b>							
Address	<b>H</b>																		
City, Zip	<b>I</b>							<b>J</b>	<b>L</b>						<b>Q</b>			<b>R</b>	<b>S</b>
S.S.#	OTHER PROJECT												<b>P</b>						
Trade/Craft	S																		
Apprentice ____Yes ____ No	O							<b>K</b>											
Name	S									REFERENCED PROJECT									
Address	O																		
City, Zip																			
S.S.#	OTHER PROJECT																		
Trade/Craft	S																		
Apprentice ____Yes ____ No	O																		
Name	S									REFERENCED PROJECT									
Address	O																		
City, Zip																			
S.S.#	OTHER PROJECT																		
Trade/Craft	S																		
Apprentice ____Yes ____ No	O																		
Name	S									REFERENCED PROJECT									
Address	O																		
City, Zip																			
S.S.#	OTHER PROJECT																		
Trade/Craft	S																		
Apprentice ____Yes ____ No	O																		
Name	S									REFERENCED PROJECT									
Address	O																		
City, Zip																			
S.S.#	OTHER PROJECT																		
Trade/Craft	S																		
Apprentice ____Yes ____ No	O																		