WISCONSIN DEPARMENT OF TRANSPORTATION
WEEKLY PAYROLL REPORT INFORMATION
Electronic payrolls
For Projects let after February 14, 2017

Include the following information on each *Weekly Payroll Report*:

A. Employee Information
- **Name**. You must include the full name of the employee on each certified payroll submitted.
- **Address**. *At least the zip code must be completed. Any character may be present in the address line.*
- **Employee ID Number**. *All nine digits must be provided. Dashes and slashes are optional.*
- **Apprentice Indication**. It is necessary to indicate whether or not each employee is a bona fide Apprentice. *Apprentices will be compared with the Wisconsin Department of Workforce Development database. If they are not present or are from another state, you should submit a copy of the contract to WisDOT.*
- **TrANS Graduate**. It is necessary to indicate if an employee is a TrANS Graduate. TrANS *Grads will be compared with the TrANS Provider database. You need not submit a copy of the contract to WisDOT unless a discrepancy arises.*

B. Specific Job Classification(s).
You must provide an appropriate classification on each certified payroll as per the trades/ crafts shown on the White Sheet Rates for the referenced project.
- If your employee is an Operating Engineer, you must indicate the type or level of equipment that is being operated.
- For employees working under two or more classifications, you list the employee separately for each classification, distributing the hours accordingly, and reflecting the rate of pay for each classification.

C. Hourly Rate of Pay.
- The basic straight time hourly rate of pay is the amount paid to each employee before fringe benefits are added.
- The basic overtime hourly rate of pay needs to be at least 1.5x the employee's actual basic hourly rate of pay or 1.5x the prevailing wage hourly rate, whichever is the greater.

D. Benefits Paid Per Hour. You must indicate the hourly fringe amount paid to each employee.
- If you are paying fringes into *funds*:
  - These fund payments will not be included in your employees' project wages.
  - You must provide the hourly breakdown of the fund payment (i.e. health insurance, vacation, holiday) in a fringe-benefit package for the project along with a brief description of each fund. If there is not sufficient space to detail a description of each fund, you may record this information on the Weekly Compliance

Statement or e-mail the LCS the information for their records.
- The hourly fund fringe benefit amount should be recorded in the "FUND PAYMENT" column for straight time, overtime, and double time.

- If you are paying fringes in cash:
  - Cash fringes are those paid directly to an employee on their paycheck. A cash fringe should be included in the employees' project wages and directly on their paychecks.
  - The hourly cash fringe benefit amount should be recorded in the "CASH PAYMENT" column.

- You may pay in fringes as both cash and fund amounts. You will answer a question on the Compliance Statement regarding this.

E. <u>Total Straight time/Overtime Hourly Rate of Pay.</u>
- This amount will be calculated for you automatically on electronic payrolls.

F. <u>Daily Straight time/Overtime hours Worked on the Referenced Project</u>. You must indicate the amount of hours worked per day for each employee. These amounts should be recorded in the corresponding daily boxes (Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday) with straight time hours recorded in the row marked "S" and the overtime hours recorded in the row marked "O".

G. <u>Total Straight time/Overtime Hours worked on the Referenced Project</u>. It is necessary to provide the total amount of hours worked by each employee on the referenced project for a particular week.
   • The total straight time hours worked should equal the sum of the daily straight time hours worked and should be recorded in the upper row of the "TOTAL WEEKLY HOURS WORKED" box.
   • The total overtime hours worked should should be recorded in the lower row of the "TOTAL WEEKLY HOURS WORKED" box.

H. <u>Total Straight time/Overtime Hours worked on other Projects</u>. If your employees are being paid for work on other projects in addition to the referenced project with the check number indicated on the weekly payroll report, you must indicate the total weekly straight time and the total weekly overtime hours worked on other projects.
- To record the total weekly straight time/overtime hours worked on other projects indicate the straight time hours worked in the upper row and indicate the overtime hours worked in the lower row of the "TOTAL WEEKLY HOURS WORKED" boxes located below and to the right of the area marked "OTHER PROJECT *HOURS*".
- If the employee appears on this payroll more than one time, you do not need to reflect this time under Other Project Hours.

I. Deductions.
- Standard deductions include FICA and Federal/State withholding. Each deduction should be recorded in the corresponding deduction box.
  - ○ Since no box has been provided for Medicare, it may be added to the FICA amount or recorded under the "OTHER DEDUCTIONS." It should be labeled *Medicare.*
- Other Payments are included to help explain large differences between the project and gross wages. These might include travel reimbursements or clothing allowances. Each should be itemized with a description.
- "Other" deductions might include court ordered child support or union dues. Each "other" deduction should be itemized, labeled, and recorded in the "OTHER" deduction box. If there is not sufficient room in the "OTHER" deduction box, the information must be provided on an additional sheet. Also, each employee must authorize, in writing, any voluntary deduction that is not required by law or by an order of proper authority. This documentation should accompany the first payroll on which the deduction appears. Only one employee authorization is needed for recurring (i.e. weekly) deductions.
- Electronic Payroll Report: FICA and Medicare may be added together. Use the "Other Deductions" box to add a description and an amount for each deduction.

J. Project Wages. These will be calculated for you on electronic payrolls*.*

K. Gross Wages. You must include the gross wages. The gross wages equal the project wages in addition any wages earned an individual earns on other projects. The gross wages shown should equal the gross wages of the check number indicated on the weekly payroll report. Please note that if the gross wages are greater than the project wages, there should be hours recorded in the "TOTAL STRAIGHT TIME/OVERTIME HOURS" worked in the Other Project Hours box or Other Payments.

L. Net Pay. This amount is calculated for you on electronic payrolls. If it is negative, you have missed entering the Gross Wages.

M. Check Number. You must indicate the number of the check issued to each employee listed on the certified payroll. It is possible to enter multiple numbers in the box.
- If you use direct deposit, enter the routing transfer number.
- Owner Operators may be reporting their draw check number.