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9780 E. INDIGO STREET  
SUITE 304  
PALMETTO BAY, FL 33157  
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## **Certified Payroll Guidance**

1. The certified payrolls may be submitted using the standard WH-347 form from the Department of Labor. However, contractors may also use another vehicle provided it contains all the required information from the WH-347.
2. All payroll certifications must be signed by an officer of the company. If someone other than an officer is designated to sign these documents, an authorization must be submitted to a designated individual (or contracted equivalent) to sign payroll certifications. The authorization must be signed by an officer of the company. The HUD-5282 form can be used for the designation. If using a letter, it must be on the contractor's company letterhead.
3. Payrolls must be submitted on a weekly basis to designated individual or contracted equivalent.
4. Payrolls should be numbered in sequence. "No WorkWeek " payrolls must be submitted when no work is performed, and should conform to the same sequence as work week payrolls. Week ending dates must be sequential until the final payroll is submitted.
5. Job classifications must conform to those listed on the Wage Decision issued for the project. Equipment operators must show the type of equipment operated. Laborer must show the type of labor performed (pipelayer, unskilled labor, etc.)
6. Apprentices and Trainees must submit certification through the Department of Labor to be recognized as such and receive the appropriate wages.
7. Deductions from employee's wages, other than those approved by the Department of Labor must be authorized by the employee by completing an Additional Deduction Authorization Form.
8. All subcontractors performing on the project must complete certified payrolls and comply with all DBRA related regulations..



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## Form WH-347 (or other) Completion Instructions

1. Each payroll must contain the following information:
  - a. Worker's name, and four digit identifying number must be shown on all payrolls.
  - b. Correct classification must be shown and must be a classification listed in the wage decision assigned to the project.
  - c. Hourly rate of pay must be in accordance with the wage decision. Rate may be more but not less than wage decision.
  - d. Daily and total weekly number of hours worked.
  - e. All deductions, net, and gross pay.
  - f. If a worker works on other projects during a work week, the payrolls must show amount earned on all projects, total gross pay, (total all jobs) and total deductions.
  - g. Payroll Statement of Compliance
    - i. Must be signed by a company officer.
    - ii. Signing can be assigned "by an officer" to a secondary or contracted equivalent. Use HUD-5282 form.
2. Employees must be paid at least the minimum hourly rate for the classification for every hour worked. If Supervisors perform manual labor more than 20 percent of the time during a work week (168 contiguous hrs) while doing supervisory work they must be listed on the certified payrolls as a worker in the classification and subject to all other reporting and wage requirements.
3. No contractor should employ an apprentice until written evidence is obtained that the apprentice is registered individually by the appropriate DOL approved State or Federal apprenticeship program. The written certificate of apprenticeship should list the wage-rate step of the apprentice agency and supply the date required for a determination of the wage-rate step.
4. Where indicated on the wage determination, fringe benefits for the classification must be paid to the worker either in cash or taking credit by providing proof of fringe benefits program by the employer.
5. Employees must be paid weekly, and payrolls submitted weekly.



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6. **Payrolls must be properly dated and sequentially numbered.** The project number and name must be shown on each payroll. The last submission should be marked as “Final.”
7. Subcontractors’ payrolls should be checked and corrected by the prime contractor before submitting to the designated individual or contracted equivalent.
8. A laborer or mechanic who performs work on the project in more than one classification during a workweek shall be classified and paid at the highest wage rate applicable to any of the work which he performed unless the payroll shows hours worked and wages paid for each classification.
9. When no work is performed during a week, a Payroll Statement of Compliance stating “No Work Week” must be submitted. These “No Work Week” statements must be numbered in sequence with work payrolls. If no work is expected for a long period of time, a “No Work Week” Statement of Compliance or Gap Letter on company letterhead may be submitted showing the start date and estimated return to work date. Payroll sequence is maintained during job site absence.
10. A Self-Employed Owner with no other workers, (Owner working alone) must be shown on the contractors’ payroll, unless the self-employed owner is a bona fide subcontractor.  
The following information should be shown on the payroll.
  - a. Name, and four digit identifying number identifying number on **all** payrolls.
  - b. Enter “Owner” in the Work Classification Column. (Ex:Painter/Owner)
  - c. Hours worked (daily and total), method of payment (hourly, piece work, etc.) and Gross amount earned.
11. Contractors and bona fide subcontractors with other workers, (Owner with crew) where the Owner will be performing manual labor on the assisted site must include themselves on payrolls and show the following:
  - a. Name, and four digit identifying number on **all** payrolls.
  - b. In the work classification column, enter “Owner”.
  - c. Total hours worked. In this case, “Owners” do not need to report a pay rate.

**Note: A bona fide subcontractor must have a signed agreement with the Contractor containing Federal Labor Standards, and a copy of the Wage Decision issued for the project.**