



## **CERTIFIED PAYROLL BOOKLET**

**Return the following forms with your contract**

Payroll Affidavit

Wage Determination Compliance Certificate

DAILY REPORTS REQUIREMENTS  
DAILY REPORT FORM  
CERTIFIED PAYROLL REQUIREMENTS  
CERTIFIED PAYROLL FORMS  
PAYROLL AFFIDAVIT  
RESOURCE WEBSITES & ELECTRONIC FORM LINKS

EXHIBIT 5

## DAILY REPORT REQUIREMENTS

Your Foreman **must** complete a Daily Report *for every day any of your company employees are performing work on the job site. Please contact the field office to obtain a daily report suitable to the project requirements.*

Include the following information on the daily report:

- Name of your company
- Date
- Project name
- Names of all of your employees working on the project that day.
- Employees classifications
- Number of hours worked.
- Description of work performed.

**Your daily report must be turned in to SCI's jobsite office, by 3:30 p.m. each and every day. Please retain a copy and submit it to your home office for certified payroll purposes.**

**Failure to submit the daily reports will result in an assessment of \$50.00 per day for each day the report is delayed and will cause progress payments to be withheld.** The hours reported will be used by our Superintendents to complete their Daily Reports, which the Owner will use to verify your certified payrolls.

It is vitally important that the hours reported on the Daily Report and the hours reported on your certified payrolls are the same. If your certified payrolls will reflect travel time, or any other time, it must be shown on the Daily reports.

**Daily Report forms are available in the Field Office.**

**Revisions to prior submissions of Daily Reports will result in an assessment of \$50.00 per day.**

We appreciate your cooperation in this effort. If you have any questions, please do not hesitate to call the project site office or our main office in Fallbrook, California.

## CERTIFIED PAYROLL REQUIREMENTS

**Certified Payroll Reports** for your company, must be submitted **WEEKLY**, WITHOUT EXCEPTION. From day one when you start on this project until your final certified payroll you must turn in either a “**Certified Payroll**” reporting form or a “**Statement of Non-Performance**”.

LCP Tracker will be utilized for this project.

These reports must be consecutively numbered starting with #1 through your last payroll, which must be numbered and marked “FINAL”. Please **provide two originals** submitted in ascending order, until your portion of work has been completed. Each subcontractor must write, on the face of the payroll, “**final report**” when their portion of work has been completed.

*Payrolls must also be approved by the Contract Compliance Officer (if applicable).*

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*Each Certified payroll report must always include:*

- A week beginning and week ending pay period date (must be a seven day work week, even if your employees are not on the jobsite for the entire week).
- Check numbers for each employee paid.
- Each payroll, (except for Non-Performance payrolls), must be accompanied by a **Statement of Compliance**, indicating how fringe benefits are paid to employees, and the certified payroll report and statement of compliance must have an original (or wet) signature (**in blue ink**).

The subcontractor must always show an employee's work classification, (work classifications are listed in the project specifications), hours worked each day, total hours worked during the reporting period and rate of pay for straight time and overtime (when applicable).

**Apprentices and Trainees** - Employees receiving apprentice wages for work performed at the contract work site must be individually registered in bona fide apprenticeship programs registered with the U.S. Department of Labor, Bureau of Apprenticeship and Training, or with State apprenticeship agencies recognized by the Bureau.

**Training Contributions – Subcontractor** is responsible to follow all labor code requirements (attachment 3).

*After submitting the first certified payroll report, subcontractors are required to submit a Non-Performance Report” for every week that the subcontractor has not worked on site (a separate report for each week).*

*Do not submit your first payroll as a Non-Performance.*

### **Statement of Compliance**

The statement of compliance must accompany each certified payroll reporting hours worked. The statement of compliance must show your company name, the same pay period as the certified payroll and where fringe benefits are paid. The statement must also include the name of the person completing and submitting the certified payroll, your company and how the employee(s) fringe benefits are paid.

When completing paragraph "4" of the Statement of Compliance form, please be advised that if subcontractor has some employees receiving benefits in cash, and other employees having their benefits deposited in an approved fund, the subcontractor must select **either** "4a" or "4b" (subcontractor's choice) **and** "4c". Any deductions listed in the "Other" column must be identified and supported by a signed statement from the employee acknowledging the purpose, amount, and the length of time the deduction will be made.

***The Statement of Compliance will be rejected whenever both  
"4a" and "4b" are indicated.***

### **Fringe Benefit Statement**

Those subcontractors paying employee fringe benefits, must also submit a **fringe benefit statement** with the first payroll, and anytime an employee appears on the payroll for the first time. The subcontractor must include employee's name, address and last 4 digits of Social Security Number. A fringe benefit statement must also be provided at the beginning of every new calendar year.

### **Payroll Authorization Form**

A payroll authorization form notifies Straub Construction, Inc. and the project owner, who is authorized to submit and sign certified payroll for your company. A payroll authorization form must be submitted with your first payroll.

If a new person with your company resumes the certified payroll responsibilities, during the project, a payroll authorization form must be submitted to keep the project owner and Straub Construction, Inc. informed.

***SUBMIT ONE ORIGINAL CERTIFIED PAYROLL REPORTS***

***NOTE: THE OWNER DEMANDS CERTIFIED PAYROLLS ON A WEEKLY BASIS!***

**Failure to submit these documents will result in progress payments being withheld per the subcontract agreement. Failure to submit certified payroll reports WEEKLY, will result in your progress payment being withheld until all contractually required documents are received.**

For your convenience, we have included resource websites for you to use, in order to obtain payroll forms and instructions. See last page of this Exhibit.

Each subcontractor is required to maintain all records pertaining to this project or if an audit is in progress until audit findings have been satisfied, whichever is longer.

Thank you in advance for your cooperation regarding certified payroll procedures. If you have any questions or concerns, please contact Straub Construction, Inc. jobsite office.

**FRINGE BENEFIT STATEMENT**

PROJECT NAME: \_\_\_\_\_

PROJECT NO.: \_\_\_\_\_

DATE: \_\_\_\_\_

I certify under penalty of perjury that fringe benefits are paid to the approved Plans, Funds, or Programs as listed below.

Classification	Fringe Benefit Hourly Amount	Name and Address of Plan, Fund, or Program
	Vacation \$	
	Health & Welfare \$	
	Pension \$	
	Apprentice/Training \$	
	Other \$	
	Vacation \$	
	Health & Welfare \$	
	Pension \$	
	Apprentice/Training \$	
	Other \$	
	Vacation \$	
	Health & Welfare \$	
	Pension \$	
	Apprentice/Training \$	
	Other \$	

\_\_\_\_\_  
 Company Name (please print)

\_\_\_\_\_  
 Name and Title (please print)

\_\_\_\_\_  
 Signature

**Wage Determination Compliance Certificate**

Subcontractor: \_\_\_\_\_ certifies that it will conform to all requirements regarding wages, benefits, on-site audit within a 10 day notice, payroll records, and apprentice and trainee employment requirements.

I understand and agree that any wage underpayments will require the payment of back wages due to affected employee (s).

Listed below are the labor classifications and relates wage rates proposed by the prime and subcontractors for the project:

**Project Name:** \_\_\_\_\_

**WAGE RATE**

<b>Classification</b>	<b>Group Number</b>	<b>Hourly Wage</b>	<b>Fringe Benefit Rate</b>	<b>Total Rate</b>

Subcontractor agrees to supply the Prime Contractor with any updates to this listing before allowing any additional labor Classification to be used on the project.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Print Name/Title**

\_\_\_\_\_  
**Date**

**AFFIDAVIT NAMING PERSON AUTHORIZED  
TO SIGN PAYROLL**

**Project:** \_\_\_\_\_

**This form is in Addition to  or Replaces  form dated \_\_\_\_\_**

I, \_\_\_\_\_ do until further notice appoint  
(Name of owner/partner/corporate officer & title)

\_\_\_\_\_ as Paymaster and authorize (him\her) to execute  
Compliance statements required to be filed with the payrolls on the construction work of the  
\_\_\_\_\_ at the \_\_\_\_\_ and hereby certify that (he/she) is in a  
position to have full knowledge of the facts set forth in this statement.

\_\_\_\_\_  
(Contracting Company or Firm Name)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State & Zip

\_\_\_\_\_  
(Owner, Partner or Corporate Officer)

DATED \_\_\_\_\_

The person appointed as paymaster has the authority under penalty of perjury to so affirm, that the records for certified payroll submittal are originals and are full, true and correct copies of the original and depict truly, fully and correctly the craft or type of work performed, hours and days worked, and the amounts disbursed by way of cash or check. The persons identified above must be owners or officers of the company.

The Subcontractor is required to obtain and deliver a similar affidavit for each of their tier subcontractors if such authorization is required.



## **RESOURCE WEBSITES**

California Director of Industrial Relations – [www.dir.ca.gov](http://www.dir.ca.gov).

Prevailing Wage Determinations –  
<http://www.wdol.gov/dba.aspx>

Direct link to Apprentice Wage Sheets –  
<http://www.dir.ca.gov/DAS/PWAppWage/PWAppWageStart.asp>

Davis Bacon Wage Determinations Site – <http://www.wdol.gov/>

## **ELECTRONIC FORMS**

DAS 140 Training Contributions

<http://www.dir.ca.gov/DAS/DASForm140.pdf>

DAS 142 Request for dispatch of an apprentice

<http://www.dir.ca.gov/das/dasform142.pdf>

Statement of Compliance

<http://keenan.com/product/Statement%20of%20Compliance.pdf>

CAC 2 Form

<http://www.dir.ca.gov/DAS/DASCAC2.pdf>

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Federal Certified Payroll Form

<https://www.dol.gov/whd/forms/wh347.pdf>