Certified Payrolls

- **Applicable Projects:**
  - All Federal Aid projects with Form FHWA-1273 and Wage Decision in Proposal

- **Applicable Regulations**
  - Code of Federal Regulations Title 29 Labor Part 1, 3 and 5
    - Part 1 explains how the U.S. Department of Labor (USDOL) establishes DBA wage determinations
    - Part 3 describes Copeland Act requirements
    - Part 5 covers labor standards relating to Davis-Bacon and Related Acts
  - FHWA-1273 Required Contract Provisions Federal-Aid Construction Contracts
  - Davis-Bacon and Related Act Provisions

- **Payroll Requirements**
  - NDOT requires a payroll each week once the Contractor has started work regardless of employee work classification (Laborer, Supervisor, Owner, etc.)
  - On Form WH-347 or similar form with all the same information
    - Contractor or Subcontractor – Fill in firm’s name
    - Address – fill in Firm’s address
    - Payroll No. – Sequential number beginning with 1
    - Week Ending – work week ending date
    - Project and Location – Self-explanatory
    - Project or Contract No.- Self-explanatory
    - Column 1 – Name and Individual Identifying Number of Worker
    - Column 2 – No. of withholding Exemptions (not required)
    - Column 3 – Work Classification (Must match Wage Decision Classification)
    - Column 4 – Hours worked
    - Column 5 – Self-explanatory
    - Column 6 – Rate of Pay (Including Fringe Benefits $15.00/2.40)
    - Column 7 – Gross amount earned
    - Column 8 – Deductions
    - Column 9 – Net Wages Paid for week
  - Page 2 Form WH-347
    - Statement required by Regulations, Parts 3 and 5
    - Items 1 and 2 – Space allocated for deductions made
    - Item 4 Fringe Benefits – Contractors who pay all required fringe benefits
    - Contractors who Pay no fringe benefits
    - Use of section 49(c), Exceptions
  - Public Burden Statement
  - USDOL Instructions for completing Payroll Form, WH-347
  - Payrolls emailed to NDOT project PM within 7 days after payment
  - Payrolls and records maintained by Contractor for three years

- **General Notes**
  - Check to make sure your employee Work Classification matches the Wage Decision classifications
    - If the Wage Decision Classification is missing a classification; request a new classification with form SF-1444
  - Laborers and Mechanics – Name, ID number, hours and wages always shown on payroll, classification must match Wage Decision Classification
  - Salaried Workers – Name, ID number, classification, hours and wages shown if more than 20% of time spent as laborer; otherwise, show name, ID number and “Salaried – Paid appropriate wage”
  - Supervisor - Name, ID number, classification, hours and wages shown if more than 20% of time spent as laborer; otherwise, show name, ID number and “Supervisor – Paid appropriate wage”
  - Business Owners – An owner (20% equity interest in the enterprise) is exempt. Show name, ID number and “Owner”
  - Owner-Operator of trucks and other hauling equipment – Show name, ID number and “Owner-operator” status
    - This position does not pertain to owner-operators of other equipment such as bulldozers, scrapers, backhoes, cranes, drilling rigs, welding machines, and the like
    - Employees hired by owner-operators are subject to DBRA in the usual manner