

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