

CERTIFIED PAYROLL REVIEW CHECKLIST

CONTRACT ID 82000-205935	PRIME <u>SUBCONTRACTOR</u> Jay Cobb
GENERAL WAGE DECISION AND DATE MI190001 03/08/2019	PAYROLL ENDING 10/13/2019

INSTRUCTIONS: This checklist is to be used in conjunction with MDOT Form 1954 – Certified Payroll Status Record Form 1954. All certified payrolls are to be date stamped upon receipt from the prime contractor. The envelope in which the certified payrolls arrive should be attached to the payroll and saved as part of the project file records.

Payroll Information Checklist:

Yes N/A

☒	☐	Contractor's name and address with the prime or subcontractor(s) identified _____
☒	☐	State contract ID numbers (contract identification) _____
☒	☐	Payroll No., week ending, project location _____
☒	☐	Employee full name and last four digits of social security number _____
☒	☐	Identification of minority and female employees _____
☒	☐	Employee's full work classification, including group or class _____
☐	☒	Identification of OJTs, apprentices and program levels (%) on payrolls _____
☒	☐	Daily and weekly employee hours worked in each applicable work classification _____
☒	☐	Daily and weekly employee overtime (or premium) hours worked in each applicable work classification _____
☒	☐	Base rate shown for each employee, overtime (or premium) rate shown when worked _____
☒	☐	Project gross weekly wages _____
☒	☐	Total weekly hours worked on all jobs (prevailing and non-prevailing wage) _____
☒	☐	Week's gross wages for all jobs _____
☒	☐	Week's itemized deductions _____
☒	☐	Week's Net wages paid for all jobs _____
☒	☐	Compliance statement attached _____
☒	☐	Explanation of itemized deductions if needed _____
☒	☐	Method of fringe benefit payment described by checking either box <u>(4)(a)</u> or (4)(b) _____
☐	☒	Exceptions explanation for fringe benefit (4)(c) _____
☒	☐	Fringe benefit package information in file and updated as needed _____
☒	☐	Original signed signature _____

Compliance Review Checklist:

Yes N/A

☒	☐	Verify work classifications reported are consistent with the work performed
☒	☐	Verify correct wage rates are being paid
☒	☐	Verify overtime is being paid correctly (Federal vs. State requirements)
☐	☒	Verify that OJT and Apprentice Program documentation is in project files
☐	☒	Compare payrolls with wage rate interviews when conducted
☒	☐	Compare number of employees and hours worked with project documentation

REVIEWED BY :

Rachel James

Rachel S. James
Oct 24 2019 11:58 AM

DATE:

Clear Form