

Before you sign the Statement of Compliance: a one-page checklist

Every item below is a reason certified payrolls get returned. Run the list on the payroll, not from memory, before the Statement of Compliance is signed.

HEADER

- ☐ Business name matches the subcontract; contractor or subcontractor box checked
- ☐ Payroll number is the next in sequence; the "Submission of final" box checked on the last week only
- ☐ Week ending date is the last day of the regular payroll week
- ☐ Project name, location (city, county, state), and contract number match the contract

EVERY WORKER ROW

- ☐ Same spelling of the name and the same identifying number as last week
- ☐ No full Social Security number and no home address anywhere on the form
29 CFR 5.5(a)(3)(ii)(A)
- ☐ Column 2 is J, or RA with the period; every RA has a program listed in box 4
- ☐ Classification is written as the wage determination writes it, including group or zone
- ☐ A worker who did 2 kinds of work has 2 rows with the same entry number

HOURS AND OVERTIME

- ☐ Straight time hours across the week total 40 or less
- ☐ Every hour past 40 in the workweek is on the overtime line, counting hours on other jobs
- ☐ Daily hours match the timecards or daily logs

RATES

- ☐ Basic rate (6A top) is at least the determination's basic rate for the classification
- ☐ Overtime rate (6A bottom) is exactly $1.5 \times$ the basic rate; fringe not included
29 CFR 5.32
- ☐ Apprentice rate is the program percentage $\times$ the journeyworker rate on the determination
- ☐ Basic rate + plan credit + cash fringe is at least the determination's basic + fringe

FRINGE

- ☐ $6B = \text{total hours} \times \text{hourly plan credit}$; $6C = \text{total hours} \times \text{hourly cash fringe}$
- ☐ Fringe is paid on overtime hours too, at the plain hourly amount
- ☐ Every plan credited in 6B is listed in box 5(a) on page 2

GROSS, DEDUCTIONS, NET

- ☐ $7A = \text{ST hours} \times \text{ST rate} + \text{OT hours} \times \text{OT rate} + 6C$, to the cent
- ☐ 7B is the worker's full gross for the week when they had other work; otherwise equals 7A
- ☐ Every "other" deduction is named in the remarks and is permitted under 29 CFR part 3
- ☐ $\text{Net (9)} = 7B \text{ minus all deductions, and matches the paycheck}$

PAGE 2

- ☐ Boxes 1, 2, 3, and 6 checked; box 4 if any apprentice; box 5 if fringe credit is claimed for plan contributions
- ☐ Signed by the person who pays or supervises payroll, with title, with a real signature
Ink or a legally valid electronic signature; not a pasted image
- ☐ Dated on or after the last day of the week