

# SAMPLE PAYROLL REPORT

Payroll must be numbered sequentially and be based on the weeks worked on the project. Type the word "final" when the last payroll is submitted for the project.

Indicate the days and dates of the pay period. (should match week ending directly above).



List hourly wage rate and fringes paid in cash (not those paid to plans)

Contractor's Optional Use:

Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number.

Rev. Dec. 2008

OMB No. 1215-0125  
Expires: 12/31/20

NAME OF CONTRACTOR <input checked="" type="checkbox"/> OR SUBCONTRACTOR <input type="checkbox"/>		ADDRESS		PROJECT OR CONTRACT NO.	
Sample Construction Company		122 Main Street, Fayetteville, NC 28301		NC 0000	
PAYROLL NO. <b>1</b>	FOR WEEK ENDING <b>12/08/2010</b>	PROJECT AND LOCATION <b>Build Right Apartments Fayetteville, NC</b>			

(1) NAME AND INDIVIDUAL IDENTIFYING NUMBER (e.g., LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER) OF WORKER	(2) JOB TITLE OR WORK CLASSIFICATION	(3)	(4) DAY AND DATE							(5) TOTAL HOURS	(6) RATE OF PAY	(7) GROSS AMOUNT EARNED	(8) DEDUCTIONS					(9) NET WAGES PAID FOR WEEK
			Mo	Tu	We	Th	Fri	Sa	Su				FICA	WITH-HOLDING TAX	State Withholding Tax	Medicare	OTHER	
John Q. Worker 1234	Laborer		8.00	8.00	8.00	8.00	8.00		40.00	10.00	\$400.00	\$24.80	\$60.00	\$22.75	\$5.80	\$50.00	\$163.35	\$236.65
Tom Terrific 0000	Carpenter		8.00	8.00	8.00	8.00			32.00	10.21	\$449.28	\$39.27	\$95.25	\$36.01	\$9.19		\$179.72	\$453.78
Joe Hammer 0002	Painter		8.00	8.00	8.00	8.00			40.00	15.32	\$633.50	\$46.67	\$112.92	\$42.81	\$10.92		\$213.32	\$539.48

List each worker's name.  
Only Laborers and mechanics performing construction work under the contract should be listed.

Please note: Business Owners need only include their name, work classification including "owner" and the daily total hours worked.

Specify the total overtime and straight time hours worked on the project.

Gross wages earned on this project, \$449.28, is entered in the top half of column 7.

The gross wages earned on all projects, \$633.50, is entered in the bottom half of column 7.

Fringe benefits are not paid as cash to Joe Hammer: explanation is included under "(c) exceptions" on signatory page.

Explanation of "other" in column 8 in the above payroll report for John Q. Worker.

Date 12/7/2010  
I, Mary Payer Payroll Supervisor  
(Name of Signatory Party) (Title)

(1) That I pay or supervise the payment of the persons employed by Sample Construction Company (Contractor or Subcontractor) on the Build Right Apartments (Building or Work); that during the payroll period commencing on the 30 day of Nov, 2010, and ending the 6 day of Dec, 2010, all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said Sample Construction Company (Contractor or Subcontractor) from the full weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 C.F.R. Subpart A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 842, 63 Stat. 100, 72 Stat. 987; 78 Stat. 387; 40 U.S.C. § 3145), and described below:  
John Q. Worker - 1234 - \$50 for child support

(2) That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wage rates in any wage determination incorporated into the contract; that the classifications set forth therein for each laborer or mechanic conform with the work he performed.

(3) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a state apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

(4) That: (a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS  — in addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in section 4(c) below.

(b) WHERE FRINGE BENEFITS ARE PAID IN CASH

Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in section 4(c) below.

(c) EXCEPTIONS

EXCEPTION (CRAFT)	EXPLANATION
Joe Hammer 0002 fringe benefits as Painter for week ending 12/8/2010	Cash in lieu \$3.50, benefits equal \$1.80

REMARKS:

NAME AND TITLE: Mary Payer SIGNATURE: \_\_\_\_\_  
THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. SEE SECTION 1001 OF TITLE 18 AND SECTION 231 OF TITLE 51 OF THE UNITED STATES CODE.

## SAMPLE PAYROLL REPORT (CONT'D)

If there is a temporary break in your work on the project but work will commence in the next week, then you must still submit payroll for that week but just indicate "no work" and be sure to include the payroll number in the left corner. However, if no work will be performed on the project for an extended period of time, then a note to the contract administrator can be submitted to give an approximate date when your firm will return to the project. If a note is sent then there is no need to send "no work" payrolls.

U.S. Dept. of Labor  
Wage and Hour Division  
NAME OF CONTRACTOR



1215-0149  
Expires: 12/31/2011

PAYROLL NO. 2		FOR WEEK ENDING 12/13/2010		123 Main Street, Fayetteville, NC 28301				PROJECT OR CONTRACT NO. NC 00-00											
(1) NAME AND INDIVIDUAL IDENTIFYING NUMBER (e.g., LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER) OF WORKER	(2) NO. OF WITHHOLDING EXEMPTIONS	(3) WORK CLASSIFICATION	(4) DAY AND DATE							(5) TOTAL HOURS	(6) RATE OF PAY	(7) GROSS AMOUNT EARNED	(8) DEDUCTIONS					(9) NET WAGES PAID FOR WEEK	
			M	T	W	Th	F	Sa	Su				FICA	WITH-HOLDING TAX	State Withholding Tax	Medicare	OTHER		TOTAL DEDUCTIONS
			7	8	9	10	11	12	13										
NO WORK WEEK																			

NO WORK

If an employee performs multiple work classifications under the contract, use two or more lines to distinguish the different job classifications, hours worked, and hourly wage earned for each.

Combine the two classifications when recording the gross amount earned for this pay period, deductions, and net wages. The \$285.44 is the amount earned for this project for both classifications as Laborer and Carpenter for Bob Workinghard. The \$348.37 includes the amount earned for this project and other work performed outside this project.

(For Contractor's Optional Use, See Instr. 10) Persons are not required to respond to the collection of information unless it displays this instruction.

PAYROLL NO. 3		FOR WEEK ENDING 12/20/2010		123 Main Street, Fayetteville, NC 28301				PROJECT OR CONTRACT NO. NC 00-00											
(1) NAME AND INDIVIDUAL IDENTIFYING NUMBER (e.g., LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER) OF WORKER	(2) NO. OF WITHHOLDING EXEMPTIONS	(3) WORK CLASSIFICATION	(4) DAY AND DATE							(5) TOTAL HOURS	(6) RATE OF PAY	(7) GROSS AMOUNT EARNED	(8) DEDUCTIONS					(9) NET WAGES PAID FOR WEEK	
			M	T	W	Th	F	Sa	Su				FICA	WITH-HOLDING TAX	State Withholding Tax	Medicare	OTHER		TOTAL DEDUCTIONS
			14	15	16	17	18	19	20										
John Q. Worker 1234	2	Laborer	8.00	8.00	8.00	8.00	8.00			40.00	10.00	\$400.00	\$24.80	\$68.00	\$22.75	\$5.80	\$113.35	\$286.65	
Bob Workinghard 1111	5	Laborer				4.00				4.00	6.80	\$285.44	\$21.80	\$52.26	\$19.82	\$5.05	\$98.73	\$249.64	
Bob Workinghard 1111	5	Carpenter	8.00	8.00	8.00	8.00				32.00	8.92	\$348.37							
Joe Tool 0001	2	Apprentice-Carpenter #XXXXX 1st 6mos. @40%		8.00	8.00		4.00			20.00	3.57	\$71.40	\$8.80	\$21.30	\$8.08	\$2.06	\$40.24	\$101.76	
												\$142.00							

A registered apprentice performing work under a contract must be reported. The payroll must include the current pay scale & provide a copy of the apprenticeship agreement.-