

## Davis Bacon Certified Payrolls (as of 1/21/2015)

- 1) There must be a corresponding date (with the day) identified on the certified payroll.
- 2) Do not use acronyms for job classifications (must be spelled out).
- 3) The Project or Contract number is required on the certified payroll document to assure traceability. If the certified payroll is from a lower-tier, both numbers need to be part of the certified payroll for traceability.
- 4) The employee's Personally Identifiable Information (PII) should **not** be included on any Certified Payroll (i.e., employee's social security number or home address, etc.).
- 5) The Project and Location (where is the work being performed) is also a requirement on the certified payroll document and the Statement of Compliance as well.
- 6) Each separate page and attachment to a report must include the contract's name, the project number, the week-ending date for the report, and the sequential payroll number. (The payroll number is a requirement on the certified payroll document and is needed to track certified payroll submittals.)
- 7) If there has been an error in pay, a corrected Certified Payroll and Statement of Compliance are required. An explanation of why a correction is being submitted is helpful to avoid having to ask the question.
- 8) The job classification must match the HSSA Appendix A Agreement. In addition, if the worker is a Foreman or General Foreman, this should also be included as part of the job classification to match the HSSA Appendix A Agreement
- 9) If there is a Group number or Step number on the HSSA Appendix A Agreement for a job classification (EX: Operators), this must be included on the certified payroll as part of the job classification. This is needed in order to verify the correct wages have been paid.
- 10) The Statement of Compliance must be signed by the principal of the firm (owner or an officer such as president, treasurer, or payroll administrator). The signature must always be that of a person who has authority to direct the payment of wages and benefits to the worker. This was covered in the DOE Headquarters Webinar recently. The person signing the Statement of Compliance must be someone that binds the company legally. A payroll clerk or secretary typically does not bind the company.

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- 11) Davis Bacon workers are required to be paid on a weekly basis.
- 12) Submittal of certified payroll is required on a weekly basis.
- 13) Certified payrolls are due within 7 days of the worker's weekly pay date.
- 14) Submittal of the SF-1413 is required within 14 days of the contract award date.
- 15) Some certified payrolls have "Other" deductions listed. If this is the case, they are required to detail in the Remarks section of the Statement of Compliance what constitutes "Other". The purpose for this is to make sure the employers hourly earnings are not reduced by a deduction.  
EXAMPLE: typically the cost of Uniforms or cleaning of Uniforms is not passed on to a Davis Bacon worker—but charging them for a Uniform Fee essentially reduces their earnings so it is not acceptable. However, on occasion the worker is paid above the HSSA Appendix A Agreement wages and a Uniform Fee has been deducted. Because the Uniform Fee deduction did not place their hourly rate below the HSSA Appendix A Agreement wage rate, the deduction is acceptable.
- 16) According to the Department of Labor, the job classification must match the HSSA Appendix A Agreement. However, if this is not possible and PF represents Pipefitter, this can be explained in the Remarks section of the Statement of Compliance.
- 17) If a Final certified payroll has been submitted and it is later determined that more work on the contract is needed, the original final has to be rescinded. Ask for an email or letter from the Contractor stating work is resuming. The email/letter should identify the Contractor, Contract Number and date the work is projected to continue. If #42 was the last certified payroll received, the next number of course would be #43.
- 18) When checking certified payroll for compliance, here are a few items to watch for on the Statement of Compliance:
  - a. The contract number.
  - b. The payroll number
  - c. The prime and subcontractor.
  - d. The work location (200 East, etc.).
  - e. That either box 4(a) or 4(b) is checked. If 4(a) is checked the fringe has been forwarded to bona fide plans on behalf of the worker. If 4(b) is checked, the fringe has been paid in cash to the worker—make sure the hourly earnings are correct, being the HSSA Appendix A rate + the fringe listed.

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- f. If Travel Pay has not been paid, the Remarks section of the SOC should be used to explain why.
  - g. The Statement of Compliance on the back of the WH-347 does not have to be used; however, the information must be identical to the Statement of Compliance.
  - h. On a rare occasion, some of the workers on a certified payroll may be paid their wages and fringe in cash. In this case the contractor should check whichever box in Section (4) that represents the most used payment method and note in Section 4(c) the exceptions and details of the payment method.
- 19) Some contractors/subcontractors submit documentation to support their certified payroll. Cancelled checks can be used as documentation. For example, when copies of cancelled checks are submitted to support retro pay for a wage increase of missed earnings, each additional document must contain the contractor's name, the project number, the week-ending date the document relates to, and the payroll number the document relates to.
- 20) An Owner-Operator is not required to detail their earnings on a certified payroll. A certified payroll will be filled out as required with the exception of only including the Owner/Operator's name. His/her hourly earnings, etc. does not need to be detailed. However, any other workers on the contract will be detailed.
- 21) When a contractor submits a "corrected" or "revised" certified payroll, all certified payroll documents shall contain the words "corrected #1" or "revision #2". In some instances there have been 3-4 revisions to a certified payroll so the numbering of the revision is very important.
- 22) A good source of information is the DOE Desk Guide and the Field Operations Handbook. The DOE Headquarters also has FAQ on their website that is also a great source of information.