

Hints on a Quick and Thorough Review:

1. **PAYROLL NUMBER:** Payrolls must be numbered sequentially. For example #1 will be the marked "initial" and is the date that contractor/subcontractor is first performing work on the site. "Final" must mark very last payroll and last week the contractor/subcontractor will be performing work on the site.

If a prolonged break for a particular contractor must take place, this may be recorded in the file. The PHA administrator can add a note to the file after a conversation with the general contractor or a written letter explaining the reason for work stoppage (e.g., inclement weather, construction schedule requirements, etc.) and the dates and duration for which the stoppage is anticipated.

2. **DAY AND DATE:** The day of the week the payrolls begin, for example Wednesday through the following Tuesday, must be maintained throughout the life of the project for each contractor.
3. **WORK CLASSIFICATION:** The work classification must be specific and identified on the applicable general decision and additional classification approval (where necessary).
 - "Journeyman" is not acceptable.
 - If there is more than one group in the classification, such as Laborers Groups 1- 9, the specific group must also be specified.
 - "Apprentices" must have an accompanying BAT certificate and be in ratio (daily, not cumulatively).
4. **RATE OF PAY:** If 4(a)-Approved Plan is checked off on the Statement of Compliance, the rate should be equal to the applicable DB hourly rate. (A copy of the union benefit package broken down by the hour can be obtained from GC, if desired). If 4(b) is checked off on the Statement of Compliance, the Rate of Pay should equal the DB hourly wage plus fringe benefit rate.

A combination of the two is acceptable as long as the total value equals the DB rate.

5. **DEDUCTION-OTHER:** If there is an amount withheld here, the exact reason for the deduction must be specified and an Employee Authorization must be completed and signed by each employee affected. If the withholding is mandated by the courts, appropriate documentation must be provided such as a Child Support Court Order.
6. **DATE:** The Statement of Compliance date must cover only a single week and accompany each weekly payroll provided.

7. **FRINGE BENEFITS***: If this checked off, benefits are paid into a DOL-approved plan.
8. **FRINGE BENEFITS***: If this is checked off, benefits are paid to the employee directly in cash and counted in his or her Rate of Pay.

*AT LEAST ONE BOX MUST BE CHECKED OFF!

9. **NAME AND TITLE**: If someone OTHER than a principal or officer of the firm is signing the payrolls, a letter stating that the person is authorized to do so must first be submitted by a principal or officer of the firm.