

# PAYROLL REPORT

(TO BE SUBMITTED WITH REQUISITION FOR PAYMENT)

AGENCY  
**DEPT. OF DESIGN AND CONSTRUCTION**

NAME OF CONTRACTOR/SUBCONTRACTOR	ADDRESS	PHONE No.	PAYROLL No.
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CONTRACT REG. No.	JOB CODE	WEEK ENDING - DATE	PROJECT NAME & LOCATION	TAX I.D. No.
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(1) NAME, ADDRESS, SOCIAL SECURITY No.	(2) LIST TRADE & CIRCLE WORK CLASSIF: JOURNEYPerson APPRENTICE HELPER	(3) TIME	(4) DAY AND DATE							(5) TOTAL HOURS	(6) BASE RATE OF PAY PER HOUR	(7) TOTAL BASE PAY	(9) SUPPLEMENTAL BENEFITS			(11) GROSS PAY	(12) TOTAL TAX & OTHER DEDUCTIONS	(13) NET PAY
			HOURS WORKED EACH DAY										(8) RATE PER HOUR	(9) ✓ PAID TO (Local # if Union is Checked)	(10) TOTAL PAID			
J A H		RT										U Local No.						
		OT										E O						
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(INSTRUCTIONS ON REVERSE SIDE)

**FALSIFICATION OF STATEMENT IS A PUNISHABLE OFFENSE**

I hereby certify that the above information represents wages and supplemental benefits paid to all persons employed by my firm for construction work upon the above project during the period shown.  
I understand that the Agency relies upon the information as being complete and accurate in making payments to the undersigned.

SIGNATURE	NAME (Print)	TITLE	DATE
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## INSTRUCTIONS FOR PREPARING AND SUBMITTAL OF A PAYROLL REPORT

- (1) All persons who perform any on-site construction activity, during the period of requisition, shall be listed on the Payroll Report.
- (2) Separate Payroll Reports shall be submitted by the prime contractor and each sub-contractor who performs any on-site construction activity during the period of the requisition.
- (3) Failure to provide the required Payroll Report may result in the requisition for payment being returned unpaid or the payment reduced.
- (4) **PAYROLL REPORT HEADING:** The spaces between the first set of double lines shall be referred to as the Payroll Report Heading and shall require the following information:

**NAME OF CONTRACTOR/SUB-CONTRACTOR:** Circle either the word CONTRACTOR or SUB-CONTRACTOR as applicable. The legal name of the firm submitting the Payroll Report shall be placed immediately below this designation.

**ADDRESS:** Insert the current address (i.e. Street, City, State & Zip Code) of the firm submitting the Payroll Report.

**PHONE No.:** Enter the telephone number of the firm in the space provided.

**PAYROLL No.:** In the space provided, enter the Payroll Number of the Contractor or Sub-Contractor.

**CONTRACT REG. No.:** Enter the Contract Registration Number here. This may be obtained from the "Notice of Award" and/or the "Order to Commence Work" letters.

**JOB CODE:** In the space provided enter the Contractor/Sub-Contractor's in-house labor distribution code or job number where applicable.

**WEEK ENDING - DATE:** In the space provided enter the last date of the pay week (i.e. month, day, year)

**PROJECT NAME & LOCATION:** In this space enter the Project Name & Location where contract work is being performed.

**TAX I.D. No.:** Enter in this space the Federal Tax Identification Number of the Contractor or Sub-Contractor as applicable.

- (5) **For every employee who performs any on-site construction activity during the period of the Payroll Report, the following information shall be provided:**

(1) **NAME, ADDRESS, SOCIAL SECURITY NO.:** The legal name, current address and social security number of each employee.

(2) **LIST TRADE & CIRCLE WORK CLASSIF:** Specify & insert the Trade applicable to the work performed by each employee. The Trade identified must be one listed on the Prevailing Wage & Supplemental Benefits Schedule of the Comptroller. Circle the letter **J** if the individual is a Journeyperson, the letter **A** if the person is a Registered Apprentice with the Department of Labor of the State of New York, or the letter **H** if the person is a Helper and listed as such against the appropriate Trade on the Comptroller's Schedule of Prevailing Wages.

(3) **TIME:** **RT** relates to Regular Time, and **OT** relates to Over Time.

(4) **DAY AND DATE:** Below this heading, in the first row enter the appropriate sequence of the contractor's pay records. **MTWTFSS**, for example, is the sequence to use if the workweek ends on a Sunday and **SSMTWTF** is the sequence if the workweek ends on a Friday. In the second row, below each letter representing the day of the pay week, insert the corresponding date. Below the heading **HOURS WORKED EACH DAY** at the intersection of the column of the particular day and date and the horizontal row of the employee's name, insert the hours worked each day in the appropriate Box either for **RT (Regular Time)** and/or **OT (Over Time)**. If an employee worked Shift Time the **RT (Regular Time)** row shall be used and adjusted accordingly.

(5) **TOTAL HOURS:** Sum the hours worked for Regular and/or Shift Time, the hours worked Overtime, and enter separate totals in this column.

(6) **BASE RATE OF PAY PER HOUR:** Specify the actual base rate of pay per hour paid to the employee. **Do not** include supplemental benefits in this amount.

(7) **TOTAL BASE PAY:** Total amount earned by the employee, not including benefits.

### SUPPLEMENTAL BENEFITS:

(8) **RATE PER HOUR:** Amount of Supplemental Benefits paid/provided per hour.

(9) **TO:** Place a check mark in the appropriate box. **U** for Union if benefits paid to a Union, **E** for Employee if benefits paid in cash (or check) directly to the Employee or **O** for other, if benefits otherwise paid/provided. If **U** is checked you must insert the "Local " number of the union in that box.

(10) **TOTAL PAID:** Total amount of Supplemental Benefits paid/provided for the pay week.

(11) **GROSS PAY:** Total amount earned for pay week: This amount comprises the Total Base Pay plus any benefits paid in cash (or check) directly to the employee [i.e. column (7) + column (9) E if Box **E** is checked and payment made directly to employee]. **No other type of benefit must be included in this column's total.**

(12) **TOTAL TAX AND OTHER DEDUCTION:** Enter the sum total of all deductions in this column (including FICA, Federal, State & City Taxes etc.). This does not absolve you from maintaining appropriate tax & other records required by Law.

(13) **NET PAY:** Total amount of pay after all deductions (i.e. the actual Take-Home Pay).