

CERTIFIED PAYROLL REVIEW CHECKLIST

CONTRACT ID	PRIME/SUBCONTRACTOR
GENERAL WAGE DECISION AND DATE	PAYROLL ENDING

INSTRUCTIONS: This checklist is to be used in conjunction with MDOT Form 1954 – Certified Payroll Status Record Form 1954. All certified payrolls are to be date stamped upon receipt from the prime contractor. The envelope in which the certified payrolls arrive should be attached to the payroll and saved as part of the project file records.

Payroll Information Checklist:

Yes N/A

Contractor's name and address with the prime or subcontractor(s) identified _____
 State contract ID numbers (contract identification) _____
 Payroll No., week ending, project location _____

Employee full name and last four digits of social security number _____
 Identification of minority and female employees _____

Employee's full work classification, including group or class _____
 Identification of OJTs, apprentices and program levels (%) on payrolls _____
 Daily and weekly employee hours worked in each applicable work classification _____
 Daily and weekly employee overtime (or premium) hours worked in each applicable work classification _____
 Base rate shown for each employee, overtime (or premium) rate shown when worked _____
 Project gross weekly wages _____

Total weekly hours worked on all jobs (prevailing and non-prevailing wage) _____
 Week's gross wages for all jobs _____
 Week's itemized deductions _____
 Week's Net wages paid for all jobs _____

Compliance statement attached _____
 Explanation of itemized deductions if needed _____
 Method of fringe benefit payment described by checking either box (4)(a) or (4)(b) _____
 Exceptions explanation for fringe benefit (4)(c) _____
 Fringe benefit package information in file and updated as needed _____
 Original signed signature _____

Compliance Review Checklist:

Yes N/A

- Verify work classifications reported are consistent with the work performed
- Verify correct wage rates are being paid
- Verify overtime is being paid correctly (Federal vs. State requirements)
- Verify that OJT and Apprentice Program documentation is in project files
- Compare payrolls with wage rate interviews when conducted
- Compare number of employees and hours worked with project documentation

REVIEWED BY :	DATE:
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