



Certified Payroll Guidelines

(1) Wage Rates:

Ensure you are paying the correct amount for your Classification from the given Wage Rates.

a. Apprentices/Trainees:

- The Bona Fide Apprenticeship documentation must be presented with the first applicable payroll/employee.

b. Fringe Benefits:

- If you are paying less than the stated Fringe Benefit Amount, you need to submit a Letterhead Memo with the breakdown & amount of what 'Approved Plan, Fund or Program' (i.e. 401K, Health/Dental Insurance, Garnishments, Child Support, etc.) that fringe amount is going to and it needs to be signed by the applicable employee.

c. Restitution:

- If you cannot supply the above documentation or if you are underpaying an employee from the Wage Rate amount, you will need to complete Restitution immediately for each applicable employee/offense as well as submit a Revised Payroll.

(2) Classification Requests (SF1444):

When you are given the Wage Rates at the issue of your Subcontract, it is your (Subcontractor) responsibility to examine the Classifications listed.

If you know you will be performing a scope of work for a Classification that is NOT listed (i.e. Glazier, Forklift Operator, Roofer, etc.):

- a. You must submit a SF1444 Classification Request with the Proposed Classification & Wage Rate Amount.
- b. The applicable employee(s) must approve & sign this SF1444 Request.
- c. The SF1444 Request must be submitted back to SCC for submission to the Contracting Officer.

They will then submit it to the Department of Labor (DOL) for approval/rejection.

- i. Meaning this can be a prolonged process - so it is of importance you get this submitted ASAP/before your work on site begins.
- d. If your SF1444 Request is denied, it will come back to you in a DOL Decision Letter with the Conformed Rate you must pay to the applicable employee.
 - i. If you have already began work on site paying the Denied rate, you will need to complete Restitution for every employee/offense.



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(3) THESE MUST BE SUBMITTED WEEKLY!

Including any and all 2nd+ tier subs.

(4) You must turn in a weekly “No Work” payroll even if you were not on site that week.

(5) These should never be submitted more than TWO (2) WEEKS past the week-ending date.

(6) You must sign the payroll form.

(either digitally or wet-ink is sufficient)

****All of these guidelines must be adhered to at all times for any and all Pay Apps/Invoices to be approved. ****