

Certified Payroll Report QA Checklist

USDOL WH Form 347



Side A

- Name and address of contractor submitting the payroll appears on the payroll
- Project name and 5-digit (and letter if applicable) NHDOT job number has been entered
- Week ending date appears on the payroll (NHDOT uses Saturdays as week ending date)
- Employee's full name and their identifying number (last 4 of SSN is fine) appears in Column 1
- Employee's work classification appears in Column 3
- For contracts having multiple counties: The Contractor must either pay workers the highest rate for the classification (of the two counties) or show the worker twice on the certified payroll, showing the hours worked and paid in both counties. Both counties must be indicated on the payroll.

- Heading portion of Column 4 has the date and day of the week entered
- The number of hours worked has been entered in Column 4 (both s/t and o/t hours have been properly entered)
- Total hours worked (both s/t and o/t) have been entered in Column 5 as appropriate
- A rate of pay for both s/t and o/t have been entered in Column 6 (also see note 4 below)
- Gross amount earned has been entered in Column 7 (for the project in upper half of box, the overall gross for all work that week in the lower half of the box)
- All deductions have been entered
- "Other" deductions have been fully described on Side B, Certification, in the space provided. It is important the contractor has spelled out unknown acronyms normally used in-house. Other deductions and employees are matched up with a legend.
- Net pay has been entered in Column 9

Side B (Certification Page)

- All applicable project information has been entered in the upper left (project name, five digit State number, and contractor's name).
- A description of "other" deductions has been included in the space provided (if applicable)
- If 4a is checked indicating the contractor is taking credit for fringe benefits in order to meet the "total" rate, a Fringe Benefit Breakout must also be attached (see Note 4 below).
- An authorized person has signed the Payroll Certification

Compliance Notes:

1. Salaried Workers: Davis-Bacon applies anytime salaried employees perform work in any classification 20% or more of the workweek. All information must be shown on the payroll.
2. Anytime Apprentices are listed on payrolls, a copy of the USDOL apprenticeship approval form must be attached to each payroll. The approval must clearly indicate what stage the employee is at in their training so that a proper wage can be determined (% of the journeyman rate for the applicable classification). A one-to-one ratio is required between journeymen and apprentices.
3. Primes must submit all payrolls, including those from subs/lower-tiers, to the NHDOT no later than 14 calendar days from the end of the week in which work was performed (please use Saturday as the week ending date). Prime Contractors may require subcontractors to submit their payrolls earlier to allow the Prime Contractor sufficient time to perform quality reviews before submitting to the NHDOT.
4. Contractors who use bona fide fringe benefits in order to meet the total rate of pay for a classification must attach a NHDOT approved fringe benefit breakout to each payroll submission.
5. Multiple Counties in Contract: The County must be indicated on all payrolls (unless highest rate for the classification is paid by the contractor). The NHDOT may require the submission of times sheets.

Revision: August 9, 2012