

U.S. Department of Labor
 Employment Standards Administration
 Wage and Hour Division

PAYROLL
 (For Contractor's Optional Use)

Page ___ of ___



Persons are not required to complete this form if it displays a currently valid OMB control number.

Room to enter two weeks of hours worked!

NAME OF CONTRACTOR <input type="checkbox"/> OR SUBCONTRACTOR <input type="checkbox"/>		ADDRESS					PROJECT OR CONTRACT NO.											
PAYROLL NO.	FOR WEEK ENDING	PROJECT AND LOCATION					PROJECT OR CONTRACT NO.											
(1) NAME AND INDIVIDUAL IDENTIFYING NUMBER (e.g. LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER) OF WORKER	(2) NO. OF WITH-HOLDING EXEMPTIONS	(3) WORK CLASSIFICATION	(4) DAY AND DATE							(5) TOTAL HOURS	(6) RATE OF PAY	(7) GROSS AMOUNT EARNED	(8) DEDUCTIONS				(9) NET WAGES PAID FOR WEEK	
			HOURS WORKED EACH DAY										FICA	WITH-HOLDING TAX	OTHER	TOTAL DEDUCTIONS		
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While completion of Form WH-347 is optional, it is mandatory for covered contractors and subcontractors performing work on Federally financed or assisted construction contracts to respond to the information collection contained in 29 C.F.R. Parts 3.3, 5.5(a). The Copeland Act (40 U.S.C. 3145) requires contractors and subcontractors performing work on Federally financed or assisted construction contracts to "furnish weekly a statement with respect to the wages paid each employee during the preceding week." U.S. Department of Labor (DOL) Regulations 29 CFR Part 5.5(a)(3)(ii) require contractors to submit weekly a copy of all payrolls to the Federal agency contracting for or financing the construction project, accompanied by a signed "Statement of Compliance" indicating that the payrolls are correct and complete and that each laborer or mechanic has been paid not less than the proper Davis-Bacon prevailing wage rate for the work performed. DOL and federal contracting agencies receiving this information review the information to determine that employees have received legally required wages and fringe benefits. We estimate that it will take an average of 55 minutes to complete this collection, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding these estimates or any other aspect of this collection, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, ESA, U.S. Department of Labor, Room S3502, 200 Constitution Avenue, N. W., Washington, D.C. 20210.

TIPS

USING YOUR TAB KEY TO MOVE THROUGH THE FORM

When tabbing from fillable field to fillable field, Excel determines the tab order. It's definitely not a perfect system and occasionally you'll find that you're tabbed into a field that you didn't necessarily expect to be in. When that happens you can use your arrow keys or your cursor to go back to the field you need to be in, and click to activate it. The PDF version should TAB through normally.

TO DROP TO NEXT LINE WHEN FILLING IN MULTI-LINE FIELDS

Excel Windows, press the alt key and the enter/return key at the same time.

Excel Macintosh, press the control key and the option key and the enter/return key at the same time.

PDF version, press the return/enter key.

SAVE TIME FILLING IN YOUR FORMS

Fill in all of the redundant fields such as your company name and address, your employees names, everything that will stay the same from project to project.

Save it. Now every time you open it, that redundant info will already be filled in, saving you time. If you ever need to change it, just type over what you already typed in and resave it.

PROTECTION OF THE FORM LAYOUT/DESIGN (Excel only)

The forms are protected but without a password. The protection allows you to tab in and out of only the fillable fields rather than in and out of every field in the form. If you need to unprotect it feel free but please make a backup copy first. Once the form is unprotected it's extremely easy for it to get "knocked out of whack". With a backup copy, if anything happens to the layout of your form, you won't have to wait until I'm available to have a replacement emailed to you. I'm more than happy to email replacements, I just might not be available as quickly as you might need.

AUTO-CALCULATIONS & AUTO-POPULATION OF FIELDS

Column 7 - "Gross Amount Earned":

The top box/field for each employee is for "gross wages earned on THIS project this week" and it will automatically calculate and populate once you've entered the employee's hours worked & hourly wages.

The bottom box/field for each employee is for "gross wages earned on ALL projects this week" and must be filled in manually. This is because hours worked on another project during the week aren't recorded on this document. Because of that, those hours won't automatically calculate into the wages shown on this report. But the feds want the info so it has to be entered.

* If the employee did not work on any other projects during the week, enter the same dollar amount in the

bottom box as appears in the top box.

Column 9 - "Net Wages Paid For Week" will not automatically calculate until and unless Column 7 "Gross Amount Earned" (bottom box) has been manually filled in.

PRINTING

The forms should automatically print on 8 1/2 x 11 sheets of paper, one sheet for each form. If this doesn't happen you can tell your printer to "fit sheet on one page" (or words to that effect).

You can keep this instruction sheet because it won't print unless you specifically tell it to. But if you'd rather delete it, unlock/unprotect this sheet, delete this sheet, then save the workbook.

MULTIPLE-WEEK PROJECTS

1. Fill in the forms for the first week.
2. Save it under a different file name, an example would be to save it under the project name (or however you reference your projects). Let's say the project name is Ridgecrest and the last day of this week is 1/15/21. You might save the workbook as Ridgecrest-011521.
3. For the second week, make the needed changes (hours worked, gross amt earned this week, deductions, etc.) to each employee.
4. Save it as Ridgecrest-012221 (because the week ends 1/22/2021).
5. Follow steps 3 and 4 each week until the project is done, changing the file name to match the week.

IF YOU HAVE MORE THAN ELEVEN EMPLOYEES

1. Fill in the top part of the first sheet, the payroll form, as well as any other redundant info.
2. Save it under a different file name, an example would be to save it under the project name (or however you reference your projects). Let's say the project name is Ridgecrest and you save the workbook as Ridgecrest.
3. Now fill in "Ridgecrest" with the information of your first eleven employees.
4. Save it under a different file name, an example would be Ridgecrest-employee-1.
5. Now go back to the "Ridgecrest" file and fill in the employee information for your next round of employees. Save it as Ridgecrest-employee-2.
6. Do this until you've got all of your employees entered.
7. For the first week of work, open the "employee 1" file and fill in the balance of the form: the hours worked, deductions, etc. for each employee.
8. Save it as Ridgecrest-employee-1-011521. The "011521" is assuming the work week ended 1/15/21.

See "Multiple-Week Projects" above for more info.

9. Do the same thing with each sheet of employees that you have, saving them under the appropriate file names (e.g. Ridgecrest-employee-2-011521, Ridgecrest-employee-3-011521, etc.).

10. For the second week of work, do the same as above (steps 7 thru 9) but change the week number in the file name: Ridgecrest-employee-1-week-012221, Ridgecrest-employee-2-012221, and so on...

11. Follow steps 7 thru 9 for each week of work.

My email address:

thecontractorsgroup@gmail.com

Please feel free to contact me for any reason.

If your computer loses your form, or it gets knocked out of whack, etc. please email me and let me know the email address you used during your purchase (or the order number if you have it) and I'll send you a new copy.

Please make backup copies. I'm always happy to replace forms but sometimes I might not be available as quickly as you might need a replacement. By having a backup copy(ies) you'll always have a fresh copy available. But please always feel free to ask for a replacement should you need one.

<https://www.informedcontractors.com/subscribe-to-our-inbox-magazine.html>

Instructions For Completing Payroll Form, WH-347 (from the DOL website)

OMB Control No. 1235-0008, Expires 07/31/2021.

General: Form WH-347 has been made available for the convenience of contractors and subcontractors required by their Federal or Federally-aided construction-type contracts and subcontracts to submit weekly payrolls. Properly filled out, this form will satisfy the requirements of Regulations, Parts 3 and 5 (29 C.F.R., Subtitle A), as to payrolls submitted in connection with contracts subject to the Davis-Bacon and related Acts.

While completion of Form WH-347 is optional, it is mandatory for covered contractors and subcontractors performing work on Federally financed or assisted construction contracts to respond to the information collection contained in 29 C.F.R. §§ 3.3, 5.5(a). The Copeland Act (40 U.S.C. § 3145) requires contractors and subcontractors performing work on Federally financed or assisted construction contracts to "furnish weekly a statement with respect to the wages paid each employee during the preceding week." U.S. Department of Labor (DOL) Regulations at 29 C.F.R. § 5.5(a)(3)(ii) require contractors to submit weekly a copy of all payrolls to the Federal agency contracting for or financing the construction project, accompanied by a signed "Statement of Compliance" indicating that the payrolls are correct and complete and that each laborer or mechanic has been paid not less than the proper Davis-Bacon prevailing wage rate for the work performed. DOL and federal contracting agencies receiving this information review the information to determine that employees have received legally required wages and fringe benefits.

Under the Davis-Bacon and related Acts, the contractor is required to pay not less than prevailing wage, including fringe benefits, as predetermined by the Department of Labor. The contractor's obligation to pay fringe benefits may be met either by payment of the fringe benefits to bona fide benefit plans, funds or programs or by making payments to the covered workers (laborers and mechanics) as cash in lieu of fringe benefits.

This payroll provides for the contractor to show on the face of the payroll all monies to each worker, whether as basic rates or as cash in lieu of fringe benefits, and provides for the contractor's representation in the statement of compliance on the payroll (as shown on page 2) that he/she is paying for fringe benefits required by the contract and not paid as cash in lieu of fringe benefits. Detailed instructions concerning the preparation of the payroll follow:

Contractor or Subcontractor: Fill in your firm's name and check appropriate box.

Address: Fill in your firm's address.

Payroll No.: Beginning with the number "1", list the payroll number for the submission.

For Week Ending: List the workweek ending date.

Project and Location: Self-explanatory.

Project or Contract No.: Self-explanatory.

Column 1 - Name and Individual Identifying Number of Worker: Enter each worker's full name and an individual identifying number (e.g., last four digits of worker's social security number) on each weekly payroll submitted.

Column 2 - No. of Withholding Exemptions: This column is merely inserted for the employer's convenience and is not a requirement of Regulations, Part 3 and 5.

Column 3 - Work Classifications: List classification descriptive of work actually performed by each laborer or mechanic. Consult classification and minimum wage schedule set forth in contract specifications. If additional classifications are deemed necessary, see Contracting Officer or Agency representative. An individual may be shown as having worked in more than one classification provided an accurate breakdown or hours worked in each classification is maintained and shown on the submitted payroll by use of separate entries.

Column 4 - Hours worked: List the day and date and straight time and overtime hours worked in the applicable boxes. On all contracts subject to the Contract Work Hours Standard Act, enter hours worked in excess of 40 hours a week as "overtime".

Column 5 - Total: Self-explanatory

Column 6 - Rate of Pay (Including Fringe Benefits): In the "straight time" box for each worker, list the actual hourly rate paid for straight time worked, plus cash paid in lieu of fringe benefits paid. When recording the straight time hourly rate, any cash paid in lieu of fringe benefits may be shown separately from the basic rate. For example, "\$12.25/.40" would reflect a \$12.25 base hourly rate plus \$0.40 for fringe benefits. This is of assistance in correctly computing overtime. See "Fringe Benefits" below. When overtime is worked, show the overtime hourly rate paid plus any cash in lieu of fringe benefits paid in the "overtime" box for each worker; otherwise, you may skip this box. See "Fringe Benefits" below. Payment of not less than time and one-half the basic or regular rate paid is required for overtime under the Contract Work Hours Standard Act of 1962 if the prime contract exceeds \$100,000. In addition to paying no less than the predetermined rate for the classification which an individual works, the contractor must pay amounts predetermined as fringe benefits in the wage decision made part of the contract to approved fringe benefit plans, funds or programs or shall pay as cash in lieu of fringe benefits. See "FRINGE BENEFITS" below.

Column 7 - Gross Amount Earned: Enter gross amount earned on this project. If part of a worker's weekly wage was earned on projects other than the project described on this payroll, enter in column 7 first the amount earned on the Federal or Federally assisted project and then the gross amount earned during the week on all projects, thus "\$163.00/\$420.00" would reflect the earnings of a worker who earned \$163.00 on a Federally assisted construction project during a week in which \$420.00 was earned on all work.

Column 8 - Deductions: Five columns are provided for showing deductions made. If more than five deduction are involved, use the first four columns and show the balance deductions under "Other" column; show actual total under "Total Deductions" column; and in the attachment to the payroll describe the deduction(s) contained in the "Other" column. All deductions must be in accordance with the provisions of the Copeland Act Regulations, 29 C.F.R., Part 3. If an individual worked on other jobs in addition to this project, show actual deductions from his/her weekly gross wage, and indicate that deductions are based on his gross wages.

Column 9 - Net Wages Paid for Week: Self-explanatory.

Totals - Space has been left at the bottom of the columns so that totals may be shown if the contractor so desires.

Statement Required by Regulations, Parts 3 and 5: While the "statement of compliance" need not be notarized, the statement (on page 2 of the payroll form) is subject to the penalties provided by 18 U.S.C. § 1001, namely, a fine, possible imprisonment of not more than 5 years, or both. Accordingly, the party signing this statement should have knowledge of the facts represented as true.

Items 1 and 2: Space has been provided between items (1) and (2) of the statement for describing any deductions made. If all deductions made are adequately described in the "Deductions" column above, state "See Deductions column in this payroll." See "FRINGE BENEFITS" below for instructions concerning filling out paragraph 4 of the statement.

Item 4 FRINGE BENEFITS - Contractors who pay all required fringe benefits: If paying all fringe benefits to approved plans, funds, or programs in amounts not less than were determined in the applicable wage decision of the Secretary of Labor, show the basic cash hourly rate and overtime rate paid to each worker on the face of the payroll and check paragraph 4(a) of the statement on page 2 of the WH-347 payroll form to indicate the payment. Note any exceptions in section 4(c).

Contractors who pay no fringe benefits: If not paying all fringe benefits to approved plans, funds, or programs in amounts of at least those that were determined in the applicable wage decision of the Secretary of Labor, pay any remaining fringe benefit amount to each laborer and mechanic and insert in the "straight time" of the "Rate of Pay" column of the payroll an amount not less than the predetermined rate for each classification plus the amount of fringe benefits determined for each classification in the application wage decision. Inasmuch as it is not necessary to pay time and a half on cash paid in lieu of fringe benefits, the overtime rate shall be not less than the sum of the basic predetermined rate, plus the half time premium on basic or regular rate, plus the required cash in lieu of fringe benefits at the straight time rate. In addition, check paragraph 4(b) of the statement on page 2 the payroll form to indicate the payment of fringe benefits in cash directly to the workers. Note any exceptions in section 4(c).

Use of Section 4(c), Exceptions

Any contractor who is making payment to approved plans, funds, or programs in amounts less than the wage determination requires is obliged to pay the deficiency directly to the covered worker as cash in lieu of fringe benefits. Enter any exceptions to section 4(a) or 4(b) in section 4(c). Enter in the Exception column the craft, and enter in the Explanation column the hourly amount paid each worker as cash in lieu of fringe benefits and the hourly amount paid to plans, funds, or programs as fringe benefits. The contractor must pay an amount not less than the predetermined rate plus cash in lieu of fringe benefits as shown in section 4(c) to each such individual for all hours worked (unless otherwise provided by applicable wage determination) on the Federal or Federally assisted project. Enter the rate paid and amount of cash paid in lieu of fringe benefits per hour in column 6 on the payroll. See paragraph on "Contractors who pay no fringe benefits" for computation of overtime rate.

Public Burden Statement: We estimate that it will take an average of 55 minutes to complete this collection of information, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding these estimates or any other aspect of this collection of information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S3502, 200 Constitution Avenue, N.W., Washington, D.C. 20210.