



Electronic Transmission of Certified Payroll Records

As a result of a recent regulatory change to the California Code of Regulations, Title 8, Section 16404, contractors may now electronically transmit certified payroll records for work performed on the project directly to Caltrans using a specific email address. Electronic transmission of certified payroll records must meet *all* the following criteria:

- Submit records in a non-modifiable PDF format. Spreadsheets, word documents, and password-protected documents will not be accepted.
- Include all data elements required by the California Labor Code, Section 1776. Records missing the full name, address, and complete social security number will not be accepted.
- Include a signed Statement of Compliance with each weekly record.
- Records must be received by close of business on the 15th day of the month for the previous month's work for all prime and subcontractors.
- Email transmissions must be encrypted before sending.
- Contractors must complete and sign the Contractor's Acknowledgment form for each Caltrans contract before submitting electronic payrolls. Blanket acknowledgment forms covering multiple contracts will not be accepted.
- Use the specified email address and subject information for each electronic transmission.
- Email transmissions may only contain one week ending date and up to one megabyte of information per submittal.

How It Works

1. The prime contractor or subcontractor must complete a Contractor's Acknowledgment form and email it to the appropriate email address requesting approval for submittal of electronic payroll records.
2. The district labor compliance office will respond with an email containing a Caltrans Internet Certificate for future encrypted submissions by the contractor.
3. The contractor must agree to accept the Caltrans Internet Certificate contained in the district labor compliance office email. After accepting the certificate, the contractor must reply to the email. This action allows Caltrans to recognize and accept the contractor's encrypted emails.
4. To send an email containing a certified payroll record, the contractor must encrypt the message with the internet certificate and ensure that the payroll record is in a non-modifiable PDF format.
5. The email must be sent to the appropriate e-mail address and must contain the following information in the subject line: ***Contract Number and Week Ending Date***. (for example, 01-000001, W/E 07/11/09)
6. Only one week-ending may be included in the email transmission. Do not send multiple week endings in the same email transmission.
7. If the contractor performs work in multiple Caltrans districts, steps 1–3 must be repeated for each specific email address before electronically transmitting certified payroll records.

Certified Payroll Mailboxes

Electronic transmissions of certified payroll records must be sent to the mailbox specific to the district where the contract is located. For example, if the contract is located in District 1, the contract number will begin with the number “01,” and certified payroll records must be sent to the District 1 mailbox. Maintenance service contract certified payroll records must be sent to the general maintenance mailbox, regardless of the location of the contract or the identifying contract number. Following are the district and maintenance certified payroll mailboxes:

district1.payrolls@dot.ca.gov	district8.payrolls@dot.ca.gov
district2.payrolls@dot.ca.gov	district9.payrolls@dot.ca.gov
district3.payrolls@dot.ca.gov	district10.payrolls@dot.ca.gov
district4.payrolls@dot.ca.gov	district11.payrolls@dot.ca.gov
district5.payrolls@dot.ca.gov	district12.payrolls@dot.ca.gov
district6.payrolls@dot.ca.gov	
district7.payrolls@dot.ca.gov	maint.contracts@dot.ca.gov

Email Program Notes

- Each Caltrans email account has its own specific internet certificate so encrypt the submissions with the correct district certificate; otherwise Caltrans will not be able to read the submission.
- Contractors must have an email program that supports S/MIME (secure multipurpose internet mail extension). Email programs supporting S/MIME encryption are available at no cost through internet applications such as Thunderbird.
- All contractors must have an individual internet certificate that allows transmission of encrypted emails. Certificates are available at no cost through internet applications such as Thawte.
- Contractors must reply to the email containing the Caltrans certificate while it is open to allow the certificate to be stored in the correct location, thus enabling the contractor’s email program to recognize the Caltrans internet certificate and transmit encrypted emails.

Electronic transmission of certified payroll records is not mandatory, and Caltrans continues to accept paper records. For questions concerning electronic transmission of certified payroll records, contact Robert Embree at robert_embree@dot.ca.gov or (916) 653-7389.

Attachment: Contractor’s Acknowledgment Form