

## **CERTIFIED PAYROLL – General**

The latest “Quick Review of Connecticut’s Prevailing Wage Requirements” and the longer “A Guide to Prevailing Wage Laws in Connecticut” are available from CT DOL Wage & Workplace Standards Division, 200 Folly Brook Boulevard, Wethersfield, CT 06109.... (860) 263-6970.

**Certified Payrolls** are required from contractors performing labor onsite at any Prevailing Wage project in CT. The **WWS-CP1** (the State’s two-sided form) is available online or by request. Go to <http://www.ctdol.state.ct.us/wgwkstnd/forms/payrollcert1.pdf> for the blank form, and <http://www.ctdol.state.ct.us/wgwkstnd/forms/payrollcert-sample.pdf> for a filled-in sample. Generally, **ALL** the info on the form is required. If submitting one-sided pages, the front page, “Weekly Payroll”, is on top; the Compliance Statement comes after & certifies the payroll info.

### **The Front of the WWS-CP1 form**

Contractor Name and Address: The company you have the contract with. If you are a direct sub of ours, then we are the Contractor; if you are a sub-sub, the sub above you is the Contractor.

Subcontractor Name and Address: Your company’s name and complete mailing address. A contact person, their title, and/or phone number may also be included for better communication.

Worker’s Compensation: Insurance Carrier, Policy #, and Start & End Dates of current policy. These dates should cover the Week-Ending Date of the Certified Payroll on which they appear.

Payroll Number: Increment from one, by one; # 1 is the first week your company works onsite. Add the word “FINAL” in this box for the last week of work. Each week must be accounted for; for non-working weeks, write “NO WORK PERFORMED”. For long offsite periods, an **entire** month can be covered by a single “No Work” CP. Mixed months require a CP for each week.

Week Ending Date: The last day of your company’s work-week. Tracked by State’s Saturday W/E date – a Sunday W/E will track as prior day, others will track as the following Saturday.

Project Name and Address: Include at least the actual project name, address, and town.

Day and Date: This is the date and day of the week for each day in the payroll reporting week.

Employee Name and Address: Full information is required, including address, with Zip Code. Social Security Numbers must **NOT** appear for CT State CPs, but are required for Federal CPs.

Appr Rate %: The percentage of full PW rate currently being paid to this apprentice. A copy of the Davis-Bacon Certificate is required, and each apprentice must be 1:1 with a journeyman.

Male/Female and Race: Gender and Ethnic Heritage of the employee.

Work Classification: This is the employee's trade. Be specific – there are 9 types of laborers, 18 of operators, 6 of painters, 6 of drivers, etc. “Foreman” and “Journeyman” are **NOT** DOL Work Classifications. “Apprentice” must have the trade type included (e.g. “Apprentice Ironworker”).

Trade License Type and Number: **Individual** licenses; required for Electricians, Glaziers, et al.

Hours Worked Each Day: Hours worked on this project on the specific day by this individual.

S-Time O-Time: The total of hours worked on this project for the week – straight and overtime.

Base Hourly Rate: The regular, straight-time rate for this employee. This should be at least as much as the current Prevailing Wage for this employee's Work Classification for this location.

Cash Fringe (“TFBPC”): An additional hourly amount of money, paid to the employee instead of some or all of the non-cash Fringe Benefits. Unlike Base Pay, it is not subject to OT rates.

Type of Fringe Benefits Per Hour - 1 through 6: Six slots for hourly amounts paid by your company for this worker's Fringe Benefits. Each amount should correspond with the Fringe Benefit Explanation on the back of the form. For example, Item # 4 should be the hourly amount that your company contributes for this worker's disability benefit. The total compensation (Base Rate + Cash Fringe + Fringe 1-6) must **at least** equal the DOL Prevailing Wage (Base + Fringe).

Gross Pay for This Prevailing Rate Job: Employee's total gross pay from **this project** this week (Regular hours X (Base Rate + Cash Fringe)) plus (OT hours X ((1.5 X Base) + Cash Fringe)).

Gross Pay for All Work Performed This Week: This is the employee's total gross pay from **all work** for your company for the reported week, regardless of task, project, or contract. This amount will be greater than or equal to the Gross for This Job.

Total Deductions: All amounts that were deducted from total Gross Pay for All Work.

Check Number and Net Pay: The actual check # and the amount of the check, or direct deposit advise number & amount. Net Pay should be Gross Pay for All Work minus Total Deductions.

**Owner** working on site may no longer write “Owner/Exempt” in place of the pay information. Effective October 1, 2005, anyone doing labor or trade work on-site must be paid Prevailing Wage rate for his or her trade. All information is required, e.g. hours, classification, check #, etc.

### **The Back of the WWS-CP1 form**

Fringe Benefit Explanation (P): Specify the benefit type and name the agency supplying each benefit, corresponding with the hourly amounts of non-cash fringe on the front of the form.

Certified Statement of Compliance: Originals should be signed in **non-black** ink by a company owner or officer. “President”, “LLC Member”, “Corporate Secretary”, & “Owner” are accepted titles. “Manager”, “Secretary”, “Payroll”, “Clerk”, and “Administrator” are **not** acceptable.