

How To Correctly Fill Out a WH-347 Payroll Form.

The completion of the WH-347 Payroll Form is optional; contractors may utilize their own payroll system as long as it conforms to the WH-347 Payroll Form and contains all the necessary information.

Check one.

Fill out completely.

Payrolls must be numbered sequentially and should be based on the weeks worked under a contract. Write the word "Final" on the last payroll submitted.

Please include the lowest state project number as listed on the contract/proposal cover sheet.

Payroll Report

Fed ID # XX-YY-XXX		Name of Contractor Charlie Doe Construction or Subcontractor										Project and Location Roadway and County									
Address and Telephone # 395 John Ireland Boulevard St. Paul, MN 55155 (XXX) XXX-XXXX		For Period Ending 7/7/00					Payroll Number 8					Project or Contract # S. P. Number									
(1) Employee Name, Address City, State, Zip Code and Social Security Number	(2) # Of Exemp- tions	(3) Labor Code and Classification	(4) OT or	(5) Day and Date							(6) Total Hours This Job	(7) Hourly Rate Of Pay	(8) Gross Amount Earned This Job	(9) Gross Amount Earned This Period	(10) Deductions					(11) Total Net Wages Paid for The Period	
				S	M	T	W	T	F	S					FICA	Federal With- holding Tax	State With- holding Tax	Medi Care	Other		Total Deductions
Connie Doe Address City, State, Zip Code Social Security Number	2	203 3+Cu/Yd Track Hoe	O	2	2	2	2	2	8	15.32	449.32	633.5	39.25	85.00	38.00	9.25	171.43	461.58			
			S	8	8	8	8	8	32	10.21											

Enter the federal I.D. number.

Indicate the days and dates of the pay period.

Specify the numeric job code located in the contract wage decision and/or the corresponding job title.

Specify the total overtime and straight time hours worked on the Project.

Specify the gross earnings regarding the hours worked under the contract.

Specify the total gross earnings for the pay period. This would include earnings outside of the contract.

Specify the net amount paid to the employee for the pay period.

Must accurately reflect overtime and straight time hours worked under the contract.

Minnesota State Statue 177.42 and 177.44, Subdivision 1:
The prevailing hours of labor may not be more than 8 hours per day or more than 40 hours per week. All hours in excess of the prevailing hours of labor must be paid at 1.5 times the contract basic hourly rate.

How To Report: Time and wages if an employee performs multiple work duties under a contract and an employee that only performs work under a contract and does not have other work hours outside of the contract work.

Payroll Report

Name of Contractor ___ or Subcontractor ___										Project and Location												
Charlie Doe Construction										Roadway and County												
Address and Telephone #										For Period Ending					Payroll Number		Project or Contract #					
395 John Ireland Boulevard St. Paul, MN 55155 (XXX) XXX-XXXX										7/7/00					8		S. P. Number					
(1) Employee Name, Address City, State, Zip Code and Social Security Number	(2) # Of Exemp- tions	(3) Labor Code and Classification	(4) OT or ST	(5) Day and Date							(6) Total Hours This Job	(7) Hourly Rate Of Pay	(8) Gross Amount Earned This Job	(9) Gross Amount Earned This Period	(10) Deductions						(11) Total Net Wages Paid for The Period	
				S	M	T	W	T	F	S					FICA	Federal With- holding Tax	State With- holding Tax	Medi Care	Union Dues Other	Total Deductions		
				1	2	3	4	5	6	7					Hours Worked Each Day							
Connie Doe Address City, State, Zip Code Social Security Number Connie Doe	2	404 Carpenter	O																			
			S	8		4		3			32	8.92	312.64	348.37	20.37	53.20	7.14	3.57	3.20	87.48	260.84	
Robert Austin Address City, State, Zip Code Social Security Number	1	101 General Laborer	O			4				4	6.80											
			S	8	8	8	8	8			40	8.92	356.80	356.80	20.87	54.50	7.14	3.57	3.20	82.28	267.52	

Connie Doe performed multiple job duties under the contract.

Break the job duties apart by utilizing two or more lines on the payroll report to distinguish the different job classifications.

Combine the two classifications when recording the gross amount earned for this project and total gross amount earned for pay period.

Robert Austin only worked on the project during the pay period and did not work any non-project hours.

The gross amount earned for the project and the total gross amount earned for the pay period should be the same.

How To Report: A registered apprentice performing work under a contract.

Payroll Report

Name of Contractor <input type="checkbox"/> or Subcontractor <input checked="" type="checkbox"/>				Project and Location																			
Charlie Doe Construction				Roadway and County																			
Address and Telephone #				For Period Ending				Payroll Number				Project or Contract #											
395 John Ireland Boulevard St. Paul, MN 55155 (XXX) XXX-XXXX				7/7/00				8				S. P. Number											
(1) Employee Name, Address City, State, Zip Code and Social Security Number	(2) # Of Exemp- tions	(3) Labor Code and Classification	(4) OT or ST	(5) Day and Date							(6) Total Hours This Job	(7) Hourly Rate Of Pay	(8) Gross Amount Earned This Job	(9) Gross Amount Earned This Period	(10) Deductions					(11) Total Net Wages Paid for The Period			
				S	M	T	W	T	F	S					FICA	Federal With- holding Tax	State With- holding Tax	Pen- sion	Union Dues Other		Total Deductions		
				1	2	3	4	5	6	7													
Joe Smith	2	Apprentice Carpenter # XXXXXX 1st 6mos. @ 40%	O S			8	8				4		20	3.57	71.40	142.00	7.68	12.60	9.00	1.31	4.20	34.79	108.01
Jane Johnson	3	404 Carpenter	O S			8	8				8		24	13.38	321.12	548.00	34.00	72.00	9.00	6.41	4.20	125.61	422.39

Apprentice
Carpenter
I.D.# XXXXXX
1st 6 mos. @ 40%

Joe Smith is a registered apprentice carpenter. This must be stated on the payroll.

Specify the apprentice I. D. number that was issued by the United States Department of Labor or the Minnesota Department Of Labor and Industry, Division of Apprenticeship.

Must include the current pay scale or provide a copy of the apprenticeship agreement.