6.5.15 Directions for Completing the Payroll Form (No. 700-010-69)

Computer generated payrolls should follow these same guidelines.

Directions for completing Wage and Hour Record Page 1 of 2

Date   Record the date this record is being submitted
Name: Name and title of person signing the Certification
Contractor;   Name of the organization
Building or Work   Identification of the project (the FDOT Fin #)
Payroll Period   Day and month /year pay period begins
                             Day and month/year pay period ends
Contractor   Name of the organization
Description of Deductions;

                             Each deduction with sufficient information to distinguish the purpose of that deduction is to be identified. Generalized or highly abbreviated phrases are to be avoided in order that deductions can be clearly identified. This identification may be done in the space provided or it may be done on a separate page and indicated as such with „"see attached". If the deductions are clearly labeled on the payroll sheet itself, then the deductions do not need to be listed on the Certification or on a separate attachment. In such cases, mark "see payroll."

Box 4a, b, c   Complete these boxes only if the Wage Determination (WD) for
                             this project indicates a Fringe payment amount for classifications.
Remarks   Include any data deemed appropriate
Name & Title   Name and title of person signing the Certification
Signature   The persons signature

Directions for completing Wage and Hour Record Page 2 of 2

Column 1.   All payroll records submitted shall contain the employees first and last names. On contracts let on or after Jan. 19, 2009, the employee's address is not reported and a 4 digit employee identifier may be recorded instead of their nine digit social security number.
Column 2.   This column is for withholding exemptions, Race, and Gender.
Column 3.   Classification: Record the classification as it appears on the Wage Determination (WD) or on the Additional Wage Rate Request for the specific project. Semi-skilled laborer, helper, or operator (without designation of which type) cannot be used. If the classification listed on the payroll is not exactly as it appears on the WD, the contractor may submit a signed letter to clarify and to correlate the payroll classification to the WD.
Column 4.   Hours Worked by day of week. Overtime hours are to be listed on the upper row, straight-time hours are to be listed on the lower row.
Column 5.   Total Hours Worked on FDOT Project (shown separately for overtime and straight –time).
Column 6.   Rate Paid – State the hourly pay rate (for overtime on upper row and straight-time on lower row). Check the rate paid for the work classification against the Wage Determinations for the specific contract.

Column 7.   Gross Amount Earned. On the top section, record the employees gross earnings on this project. On the bottom section, record the employee's total gross earnings this pay period (includes this project, other FDOT projects and any other)
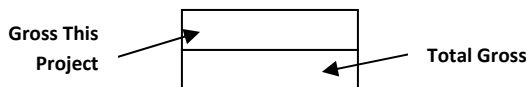
Column 8.   Deductions: Deductions other than FICA or withholding taxes *must be* identified. The amount of each and every deduction shall be listed along with its description, including those not requiring USDOL authorization. (See Deductions Section 6.5.4).
Column 9   Net wages paid for week.