

STATE OF HAWAII  
DEPARTMENT OF TRANSPORTATION  
HIGHWAYS

**CERTIFIED PAYROLL CHECKLIST**

Project Name: \_\_\_\_\_ Week Ending Date: \_\_\_\_\_  
 General Contractor: \_\_\_\_\_ Pay Date: \_\_\_\_\_  
 Subcontractor: \_\_\_\_\_ Date Received: \_\_\_\_\_  
 Submittal Name: \_\_\_\_\_ Checked By: \_\_\_\_\_

FOR PROJECTS REQUIRING PAYROLL SUBMITTALS:	CHECK IF COMPLIANT
1. Payroll submitted within seven (7) days of payday. <ul style="list-style-type: none"> <li>• State: <b>§104-3(a), HRS; §12-22-10, HAR</b> State “A certified copy of all payrolls shall be submitted weekly to the contracting agency”</li> <li>• Federal: <b>29 C.F.R. § 5.5(a)(3)(ii)(A)</b>, The contractor shall submit weekly for any week in which any contract work is performed a copy of all payrolls. <b>29 C.F.R. § 3.4(a)</b> Each weekly statement must be delivered or mailed by the contractor or subcontractor, within seven days after the regular payment date of the payroll period, to a representative of a Federal or State agency contracting for or financing the building or work.</li> </ul> Calculated _____ calendar days lapsed between Date Received and Pay Date	<input type="checkbox"/>
2. Compliance/Certification Statements (check one, FAP or State Project): <ul style="list-style-type: none"> <li>a. Federal Aid Projects - <b>29 C.F.R. § 5.5(a)(3)(ii)(B)</b> Each weekly payroll submitted must be accompanied by a “Statement of Compliance.”</li> <li>b. State Projects - Statement of Certification</li> </ul>	<input type="checkbox"/>
3. Laborers and Mechanics <b>per §104-2(d), HRS</b> for State “within five working days after the cutoff date” Calculated _____ calendar days lapsed between Pay Date and Week Ending Date	<input type="checkbox"/>
4. No Deductions or Rebates, except for legal deductions	<input type="checkbox"/>
5 & 6. Prevailing Wage Rate is the sum of the Basic Hourly Rate and the Fringe Hourly Rate. The Basic Hourly Rate and Fringe Hourly Rate paid matches or exceeds Wage Rate Schedule / Wage Determination for the appropriate Classification, and only authorized deductions made	<input type="checkbox"/>
7. Current WRS Being Referenced <ul style="list-style-type: none"> <li>New Wage Rate Schedule/Wage Determination? <input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>Laborers &amp; Mechanics paid at the new rates? <input type="checkbox"/> Yes <input type="checkbox"/> No</li> </ul>	<input type="checkbox"/>
8. Overtime rates paid for Laborers & Mechanics working more than 40 hours a week; work on a Saturday, Sunday, or legal holiday of the State; or for more than eight (8) hours a day	<input type="checkbox"/>
9. Payroll Includes, <b>§104-3(b), HRS; §12-22-10, HAR</b> for State “records requirements”: <ul style="list-style-type: none"> <li>a. Name of employee</li> <li>b. Individually identifying number (Last 4 digits of SSN or other number)</li> <li>c. Home Address (for State Funded Projects Only)</li> <li>d. Classification (as shown in Wage Rate Schedule or Wage Determination)</li> <li>e. Hourly rate of pay</li> <li>f. Daily and Weekly number of hours worked</li> <li>g. Total straight-time, overtime, and gross earnings for the week</li> <li>h. Amount and purpose of each deduction made</li> <li>i. Actual (net) wages paid</li> </ul>	<input type="checkbox"/>

j. Date of payment

k. For apprentices, proof apprentice is party to an agreement registered or recognized as a federal Department of Labor nationally approved apprenticeship agreement

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10. Certified payrolls must show the specific job classification as listed in Wage Rate Schedule or Wage Determination, and must match the actual work performed

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11. Fringe benefits paid by the contractor include:

- a. Health and welfare benefits,
- b. Pension and annuity benefits,
- c. Vacation benefits,
- d. Continuing education and training benefits,
- e. Others.

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12. Fringe benefits paid by the contractor include:

- a. Federal and State taxes,
- b. FICA (Social Security and Medicare) taxes,
- c. Health and other insurance premiums,
- d. Retirement plan contributions,
- e. Savings,
- f. Union dues,
- g. Garnishments,
- h. Child support,
- i. Others.

**WAGE AND FRINGES FOR USE IN CHECKING CERTIFIED PAYROLL**

Labor Classification	ST Wages	OT Wages	Fringe	ST. Prev. Wage	OT Prev. Wage

Wage Rate Reference:

Notes:

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