

**SECTION 00 73 47 – CERTIFIED PAYROLL TRANSCRIPT**

PART 1 - GENERAL

- 1.1 RELATED DOCUMENTS (Not Applicable)
- 1.2 SUMMARY (Not Applicable)
- 1.3 DEFINITIONS (Not Applicable)
- 1.4 CERTIFIED PAYROLL TRANSCRIPT
  - A. State of Colorado form “Certified Payroll Transcript” (SBP-7.21).
  - B. A copy of the above noted form is attached to the end of this section.
- 1.5 PROCEDURE (Not Applicable)

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION (Not Applicable)

**END OF SECTION 00 73 47**



## Instructions for Certified Payroll Form, SBP-7.21

**General:** Form **SBP-7.21** has been made available for the convenience of contractors and subcontractors required by their State of Colorado publically funded construction contracts and subcontracts to submit weekly payrolls. Properly filled out, this form will satisfy the requirements of CRS 24-92-204 for payrolls submitted in connection with contracts subject to Prevailing Wage for Public Projects.

State agencies and institutions receiving this information will review the information to determine that employees have received legally required wages and fringe benefits.

Under CRS 24-92 Part 2 the contractor is required to pay not less than prevailing wage, including fringe benefits, as predetermined by the agency form the Federal Department of Labor. The contractor's obligation to pay fringe benefits may be met either by payment of the fringe benefits to bona fide benefit plans, funds or programs or by making payments to the covered workers (laborers and mechanics) as cash in lieu of fringe benefits.

This payroll provides for the contractor to show on the face of the payroll all monies to each worker, whether as basic rates or as cash in lieu of fringe benefits, and provides for the contractor's representation in the statement of compliance on the payroll (as shown on page 2) that he/she is paying for fringe benefits required by the contract and not paid as cash in lieu of fringe benefits. Detailed instructions concerning the preparation of the payroll follow:

**Name of Contractor** (or Subcontractor): Fill in your firm's name and check appropriate box.

**Address:** Fill in your firm's address.

**Payroll No.:** Beginning with the number "1", list the payroll number for the submission.

**For Week Ending:** List the workweek ending date.

**Project and Location:** Self-explanatory.

**Project or Contract No.:** Self-explanatory.

**Column 1 – Worker Name, Address:** Enter each worker's full name and an individual identifying number (e.g., last four digits of worker's social security number) and phone number on each weekly payroll submitted.

**Column 2 - Work Classification:** List classification descriptive of work actually performed by each laborer or mechanic. Consult classification and minimum wage schedule set forth in contract specifications. If additional classifications are deemed necessary, see Contracting Officer or Agency representative. An individual may be shown as having worked in more than one classification provided an accurate breakdown or hours worked in each classification is maintained and shown on the submitted payroll by use of separate entries.

**Columns 3- Hours worked Each Day:** Under the applicable day, note the straight time (S) and overtime(O) hours worked in each of the applicable boxes. On all contracts subject to the Contract Work Hours Standard Act, enter hours worked in excess of 40 hours a week as "overtime".

**Column 4 – Total Straight Time Hours:** Total the number of straight time hours listed in Column 3

**Column 5 – Total OT Hours:** Total the number of overtime hours listed in Column 3

**Column 6 – Hourly Wage Rate:** In the "straight time" box for each worker, list the actual hourly rate paid for straight time worked, plus cash paid in lieu of fringe benefits paid. When recording the straight time hourly rate, any cash paid in lieu of fringe benefits may be shown separately from the basic rate. For example, "\$12.25/.40" would reflect a \$12.25 base hourly rate plus \$0.40 for fringe benefits. This is of assistance in correctly computing overtime. See "Fringe Benefits" below.

**Column 7 – OT Wage Rate:** When overtime is worked, show the overtime hourly rate paid plus any cash in lieu of fringe benefits paid in the "overtime" box for each worker; otherwise, you may skip this box. See "Fringe Benefits" below. Payment of not less than time and one-half the basic or regular rate paid is required for overtime under the Contract Work Hours Standard Act of 1962 if the prime contract exceeds \$100,000. In addition to paying no less than the predetermined rate for the classification which an individual works, the contractor must pay amounts predetermined as fringe benefits in the wage decision made part of the contract to approved fringe benefit plans, funds or programs or shall pay as cash in lieu of fringe benefits. See "FRINGE BENEFITS" below.

**Column 8 - Hourly Fringe Benefit:** If paying all fringe benefits to approved plans, funds, or programs in amounts not less than were determined in the applicable wage decision of the Secretary of Labor, show the basic cash hourly rate and overtime rate paid to each worker separated by type.

**Column 9 - Gross:** Enter gross amount earned on this project. If part of a worker's weekly wage was earned on projects other than the project described on this payroll, enter in column 9 first the amount earned on the State assisted project, and then the gross amount earned during the week on all projects, thus "\$163.00/\$420.00" would reflect the earnings of a worker who earned \$163.00 on a State assisted construction project during a week in which \$420.00 was earned on all work.

**Column 10 - Net Wages Paid for Week:** Self-explanatory.