

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. If you utilize WH-347 Payroll Form as a pdf, saving it electronically aids in making any needed corrections.

Check one of the boxes and list name of contractor or subcontractor

The last day of the payroll period.

Fill out completely with contractor or subcontractor address

U.S. Department of Labor
Employment Standards Administration
Wage and Hour Division

PAYROLL
Reasons are not required to respond to the collection of information unless it displays a currently valid OMB control number.

NAME OF CONTRACTOR OR SUBCONTRACTOR Sample Construction Company

PAYROLL NO. 8

FOR WEEK ENDING 04/24/2010

PROJECT AND LOCATION HOBN Street Apartments, DeJardin WI 53018

PROJECT OR CONTRACT NO. 3000

ADDRESS 385 West Drive, Madison WI 53703

U.S. Wage and Hour Division
Rev. Dec. 2008
OMB No. 1215-0149
Expires: 12/31/2011

NAME AND ADDRESS OF EMPLOYER (e.g. LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER OF EMPLOYER)	CLASSIFICATION WORK CLASSIFICATION IN	(4) DAY AND DATE							TOTAL HOURS	GROSS PAY PER HOUR	GROSS AMOUNT PAID	FEDERAL TAX	STATE TAX	DEDUCTIONS	NET PAYABLE FOR WEEK		
		Mon	Tue	Wed	Thu	Fri	Sat	Sun									
Alex Driver - ###	Power Equipment Full Driver Class 2							2.00	\$62.83	\$1,422.84	\$161.00	\$185.15	\$156.97	\$50.31	\$85.00	\$62.43	\$1,374.03
								27.50	\$12.12	\$2,012.46							

Payrolls must be numbered sequentially and should be based on the weeks worked under a contract.
Type the word "Final" when the last payroll is submitted for the project.

Indicate the days and dates of the pay period. (should match week ending directly above)

The name and location of project.

The prime contractor should include the project number as listed in the loan

List each worker's name.
Only laborers and mechanics performing construction work under the contract should be listed.

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

List hourly wage rate and fringes paid in cash (not those paid to plans)

Specify the net amount paid to the employee for the pay

Please note: Business Owners need only include their name, work classification including "owner" and the daily total hours worked.

For Contractors' Optional Use: See instructions at www.dol.gov/eis/whed/wh347instr.htm
Reports are not required to report to the collection of information unless it displays a company and OMB control number.

NAME AND INDIVIDUAL JOB TITLE (Last, First, Middle Initial, Social Security Number, or Employer)	JOB CLASSIFICATION	(1) DAY AND DATE							(6) TOTAL HOURS	(7) GROSS PAY	(8) DEDUCTIONS	(9) NET WAGES
		Sun	Mon	Tue	Wed	Thu	Fri	Sat				
Alex Driver - #####	Power Equipment Bull Dozer Group 2								2.00	\$62.83	\$1,422.96	\$161.00
JASON WICKER - #####	General Laborer								4.00	\$70.20	\$1,700.78	\$136.06
Special - #####	Apprentice Carpenter 1st 6 mo. at 40%								1.50	\$90.19	\$1,887.49	\$82.18
Roy Wrench - #####	Pumber								40.00	\$32.72	\$1,064.72	\$90.50
Bart Turner - #####	Steamfitter								20.00	\$67.88	\$1,004.80	\$26.62
	Power Equipment Rotary Drill Group 4								24.00	\$69.13	\$1,038.40	\$307.71

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

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

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

While completion of Form WH-347 is optional, it is mandatory for covered contractors and subcontractors performing work on a newly awarded or awarded construction contracts to respond to 40 U.S.C. § 3142; contractors and subcontractors performing work on Federally financed or assisted construction contracts to furnish within a separate statement with respect to the wages paid each 28 calendar days; and 29 C.F.R. § 25.30(a)(3)(b) requires contractors to submit weekly a copy of all payroll to the Federal agency contracting for or financing the construction project, accompanied by a signed statement or mechanic has been paid not less than the proper Davis-Bacon prevailing wage rate for the work performed. DOL and Federal contracting agencies receiving this information review the information.

Public-Works Statement

If part of a worker's weekly wage was earned on projects other than the project described on this payroll, enter the gross amount earned on this contract in the top half of column 7. Enter the gross amount earned during the week for all projects in the bottom half.

Alex Driver worked 29.5 hours on this contract and 12.5 hours on another contract. The gross wages earned on this project, \$1,422.84, is entered in the top half of column 7. The gross wages earned on all projects, \$2,012.46, is entered in the

(1) NAME AND INDIVIDUAL IDENTIFYING NUMBER (44 - Last Name, Security Number, or NUMBER OF WORKER)	(2) JOB CLASSIFICATION	(3) WAGE CLASSIFICATION	(4) DAY AND DATE							TOTAL HOURS	GROSS WAGES EARNED	GROSS WAGES EARNED ON ALL PROJECTS	FICA	WITH- HOLDING TAX	S&B WELFARE DEDUCTIONS	MEDICAID	OTHER DEDUCTIONS	(10) NET WAGES FOR WEEK	
			Sun	Mon	Tue	Wed	Thu	Fri	Sat										
Alex Driver - #####	2	Power Equipment Bull Dozer Group 2								2.00	\$62.83	\$1,422.84	\$61.00	\$153.13	\$156.97	\$30.31	\$83.00	\$638.43	\$1,374.03
Jason Worker - #####	2	General Laborer								4.00	\$40.71	\$1,700.78	\$35.06	\$156.47	\$132.66	\$42.32		\$467.71	\$1,233.07
Sharon Wood - #####	3	Carpenter								1.50	\$60.19	\$1,887.43	\$151.00	\$154.77	\$128.33	\$47.19		\$481.31	\$1,406.18
Rogge Tra - #####	1	Apprentice Carpenter 1st 6 mo. of 40%								40.00	\$32.72	\$1,887.40	\$85.18	\$105.41	\$90.50	\$26.62		\$307.71	\$757.01
Roy Wrench - #####	5	Plumber								20.00	\$67.88	\$1,004.80	\$163.46	\$147.11	\$118.51	\$51.08		\$480.16	\$1,563.04
Roy Wrench - #####	5	Steamfitter								20.00	\$69.13	\$1,038.40	\$163.46	\$147.11	\$118.51	\$51.08		\$480.16	\$1,563.04
Bart Turner - #####	1	Power Equipment Heavy Ltrll Group 4								24.00	\$60.80	\$1,422.84	\$111.11	\$142.48	\$122.33	\$35.98		\$455.53	\$1,023.27

If an employee performs multiple work classifications under the contract, use two or more lines to distinguish the different job classifications, hours worked, and hourly wage earned for each.

Combine the two classifications when recording the gross amount earned for this pay period, deductions, and net wages.

A registered apprentice performing work under a contract must be reported. The payroll must include the current pay scale & provide a copy of the apprenticeship agreement.

PAYROLL
 Optional Use: See instructions at www.dol.gov/esa/whd/forms/vh347 needed to respond to the collection of information unless it displays a currently valid OMB control number.
 ADDRESS: 305 West Drive, Madison WI 53703
 PROJECT AND LOCATION: Robin Street Apartments, Dairfield WI 53018
 PROJECT OR CONTRACT NO: 3000

Provide explanation of "other" deductions on signatory page.

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 02/20/11

(1) NAME AND INDIVIDUAL IDENTIFYING NUMBER (E.G. LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER) OF WORKER	(2) EMPLOYER IDENTIFICATION NUMBER	(3) WORK CLASSIFICATION	(4) DAY AND DATE												(5) TOTAL HOURS	(6) RATE OF PAY	(7) GROSS AMOUNT EARNED	(8) DEDUCTIONS				(9) NET WAGES PAID FOR WEEK		
			18	19	20	21	22	23	24	FICA	WITH HOLDING TAX	State witholding tax	Medicare	OTHER				TOTAL DEDUCTIONS						
Alex Driver - #####	2	Power Equipment Bull Dozer Group 2													2.00	\$62.83	\$1,422.84	\$161.00	\$185.15	\$156.97	\$50.31	\$85.00	\$638.43	\$1,374.03
Jason Worker - #####	4	General Laborer													4.00	\$49.20	\$1,700.78	\$136.06	\$156.47	\$132.66	\$42.52		\$467.11	\$1,233.07
Sharon Wood - #####	3	Carpenter													1.50	\$60.19	\$1,887.49	\$151.00	\$154.77	\$128.55	\$47.19		\$481.31	\$1,406.18
Reggie Tree - #####	1	Apprentice Carpenter 1st 6 hrs at 40%													40.00	\$32.72	\$1,064.72	\$85.18	\$105.41	\$90.50	\$26.62		\$307.71	\$757.01
Roy Wench - #####	5	Plumber													20.00	\$67.88	\$1,064.00							
Roy Wench - #####	5	Steamfitter													20.00	\$69.13	\$1,038.40	\$163.46	\$147.11	\$118.51	\$51.08		\$480.16	\$1,563.04
Bart Turner - #####	1	Power Equipment Rotary Drill Group 4													24.00	\$60.80	\$1,439.20	\$115.14	\$142.48	\$122.33	\$35.98		\$415.93	\$1,023.27

Fringe benefits are not paid as cash to Bart Turner: explanation is included under "(c) exceptions" on signatory page.

We affirm that we will be searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information if you have any comments regarding this collection of information. Write to: Washington, D.C. 20210

Date 04/28/2010 Payroll Supervisor Trifany Prayer
 (Name of Signatory Party) (Title)

do hereby state:
 (1) That I pay or supervise the payment of the persons employed by Sample Construction Company on the Sample Construction Company
 (Contractor or Subcontractor)
Robin Street Apartments, Detafield VM that during the payroll period commencing on the 18 day of 4 2010, and ending the 24 day of 4 2010 all persons employed on said project have been paid the full weekly wages earned, that no relatives have been or will be paid either directly or indirectly to or on behalf of said Sample Construction Company from the full weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations 740.2 (2) C.F.R., Subpart A, Bureau of Labor under the Copeland Act, as amended (40 Stat. 540, 41 Stat. 108, 72 Stat. 367, 78 Stat. 337, 80 U.S.C. § 8169), and described below:
After Dinner - meals - other deductions - \$10 for child support

(2) That any payroll otherwise under the contract required for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination provided into the contract; that the classifications set forth therein for each laborer or mechanic conform with the work he performed;

(3) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

(4) That:
 (a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS
 In addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in section 4(c) below.

(b) WHERE FRINGE BENEFITS ARE PAID IN CASH
 Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in section 4(c) below.

(c) EXCEPTIONS

EXCEPTION	AMOUNT PAID
Prayer - Payment Frifany (strip 4)	paid directly to plan Health & Dental at \$17.50 per hour and Pension at \$0.25 per hour
Explanation of exception to fringe benefits	

NAME AND TITLE: Robert Sample, Owner SIGNATURE: _____

THE WELFARE, PROTECTION OF YOU OR THE ABOVE STATEMENTS YOU AS A CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CHEMICAL RECOGNITION SEE SECTION 101 OF TITLE 19 AND OR CIVIL OR TITLE 31 OF THE UNITED STATES CODE