

PAYROLL REPORT DATA: DLSE (Form A-I-131) or GSLC (Form #36)

CERTIFIED PAYROLL RECORDS: All payrolls are to be submitted to GOLDEN STATE LABOR COMPLIANCE LLC for review during the course of the contract in conformance with the schedule for submitting payroll as stated within the General Requirements of the contract documents.

1. All payroll reports must be on forms provided by the DLSE (Form A-I-131) or GSLC's payroll report or in another format which shall contain the following information:
 - The name, address, and social security number of each worker, are legible and not blacked out.
 - His or her full work classification with description, if necessary, including group #'s and steps/levels of apprentices.
 - The rate of pay per hour, including rates of contributions for/or costs assumed to provide fringe benefits. If the basic hourly rate is indicated, then the fringes on the fringe benefit statement need to add up with the total prevailing rate for that classification,
 - Regular, overtime and holiday hours indicated daily and the total weekly number of hours worked,
 - Deductions made, and actual wages paid,
 - Net Wages and Check #
 - The contractors full name and address,
 - The project name and location,
 - The dates the payroll covers.
 - All days for a project MUST be accounted for, including Saturdays, Sundays, & Holidays.

2. Each individual, laborer, or craftsperson working on the Project must appear on the CPRs. Each Contractor who pays a worker must report that individual on its CPRs, including each individual working as an apprentice in an apprenticeable trade.
 - This applies as well to Contractors employing owner-operators, sole proprietors, and partners. Owner-operators, sole proprietors, and partners performing labor also must report their wages.
 - Similarly, rental companies paying rental equipment operator's wages must report those wages.

3. The contractor must complete a Non-Performance Report Form for all periods of inactivity.
 - This form is filled out when no work is performed on the project for a period of time.
 - On the form the contractor will state that there was no payroll for that period.
 - It does not matter what day the weekly payroll period begins and ends.

4. The final payroll form must be marked "final" by the contractor. When the final payroll is received from each contractor; the log will then be closed out and marked complete.

CHANGES TO PREVAILING RATE AFTER AWARD:

(California Labor Code §1773.6)

No effect once the contract notice to bidders is published. If during any quarterly period the Director of Industrial Relations shall determine that there has been a change in any prevailing rate of per diem wages in any locality he shall make such change available to the awarding body and his determination shall be final. Such determination by the Director of Industrial Relations shall not be effective as to any contract for which the notice to bidders has been published.

PERSONS REQUIRED TO RECEIVE PREVAILING WAGES:

(California Labor Code §1771 and 1774)

The contractor to whom the contract is awarded, and any subcontractor under him, shall pay not less than the specified prevailing rates of wages to all workmen employed in the execution of the contract.

The Awarding Body's General Conditions require all workers not in a prevailing wage classification to be paid the wage most closely related to the craft or trade they are involved with.

GENERAL PREVAILING RATE OF PER DIEM WAGES INCLUDES:

- (1) The prevailing basic straight-time hourly rate of pay; and
- (2) The prevailing rate for holiday and overtime work; and
- (3) The prevailing rate of employer payments for any or all programs or benefits.

GENERAL CONTRACTOR RESPONSIBILITIES FOR SUBCONTRACTORS:

(California Labor Code § 1775.)

Each prime contractor(s) is responsible for ensuring that all its subcontractors of any tier comply with the prevailing wage requirements. The prime contractor must monitor the subcontractors' payment of the specified general prevailing wages to their employees by periodically reviewing the subcontractors' CPRs. Upon becoming aware that a subcontractor has failed to apply the specified prevailing rate of wages, the prime contractor must take corrective action to halt or rectify the failure, including, but not limited to, retaining sufficient funds due the subcontractor for work performed on the public works project.

Prior to making a final payment to the subcontractor for work performed on the public works project, the prime contractor should obtain an affidavit signed under penalty of perjury from the subcontractor that the subcontractor has paid the general prevailing rate of per diem wages to its employees on the public works project, as well as any penalties which may have been imposed for working hour's violations.