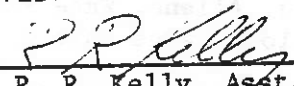


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TO: Director, Preliminary	<h1>ENGINEERING INSTRUCTION</h1> <p>NEW YORK STATE DEPARTMENT OF TRANSPORTATION</p>
<div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>PRELIMINARY FINAL PHOTOGRAM, LANDSCAPE RECEIVED FACILITIES DESIGN SUBDIVISION MAR 2 1976</p> </div>	SUBJECT: SUBMISSION OF CONTRACTOR'S WEEKLY PAYROLLS Subject Code: 7.30
Distribution:	<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px; margin-right: 10px;"> <input checked="" type="checkbox"/> CIRC. <input checked="" type="checkbox"/> FILED Main OFFICE </div> <div style="margin-right: 10px;"> <input type="checkbox"/> Regions </div> <div> <input type="checkbox"/> Special </div> </div>
APPROVED:  R. R. Kelly, Asst. Dep. Ch. Engr. (Construction Subdiv.)	Code: <u>EI 76-21</u> Date: <u>2/24/76</u> Supersedes:

Engineering Instruction 75-72 (Submission of Contractor's Weekly Payrolls on 100% NYS Funded Contracts) set forth the details for the requirement that contractors submit their weekly payrolls to the Department of Transportation in a manner similar to that required for Federally funded projects.

Recent labor compliance inspections have shown that many payrolls are being submitted without all of the required information. The following payroll entries are frequently missing or improperly shown on the payrolls:

- 1) Employee's Full Name (first payroll).
- 2) Employee's Social Security Number (first payroll).
- 3) Employee's Address (first payroll).
- 4) Daily hours worked - Straight time and overtime must be shown for each day plus a weekly summary.
- 5) Hourly Rate - Must be equal to or greater than the stipulated wage shown on both the State and Federal listing.
- 6) Employee Classification or Classifications - Must be paid for the work classification actually performed.
- 7) Apprentices - Contractor must submit written evidence of the employees' registration in approved apprenticeship programs.
- 8) Fringe Benefits - Must indicate the payment of the required fringe benefits.
- 9) Contractor's Signed Statement of Compliance - Must be executed for each prime and subcontractor's payroll.
- 10) Subcontractors - Each subcontractor who worked during the preceding payroll period must submit weekly payroll and statement of compliance.

Project engineers are to review the payrolls submitted by the contractor or subcontractors for compliance with the requirements.

Subject: SUBMISSION OF CONTRACTOR'S WEEKLY PAYROLLS

In order to comply with the Federal and/or State requirements regarding this submission of payrolls, each project engineer is to establish a procedure for a timely review of the payroll. The intent of this instruction is not to make a complete mathematical check or verification of the figures but to insure that the proper format has been used.

In addition, Project Engineers are reminded that they are required to monitor other Contract Labor Law Provisions that are not shown on the payrolls such as, but not limited to, Dispensation, Resident Preference, Aliens, Wage Rate Interviews and the need to initiate requests for additional wage rate classifications not stipulated in the contract.

RRK:LG