
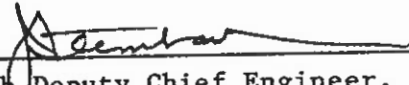


TO: SUPERSEDED BY EB 84-026 EFFECTIVE 9/6/84	 ENGINEERING BULLETIN NEW YORK STATE DEPARTMENT OF TRANSPORTATION SUBJECT: SUBMITTAL OF PAYROLLS BY CONTRACTORS AND SUBCONTRACTORS. Subject Code 7.30
Distribution: <input checked="" type="checkbox"/> Main Office <input checked="" type="checkbox"/> Regions <input type="checkbox"/> Special	Code: <u>EB 84-23</u> Date: <u>7/11/84</u>
APPROVED:  <u>J. Sternbach, Deputy Chief Engineer, Construction Division.</u>	Supersedes:

This Engineering Bulletin Expires _____

Please remind all present and future contractors that copies of payrolls are required to be submitted weekly by all contractors and subcontractors pursuant to Required Contract Provisions Federal-Aid Construction Contracts, Form PR-1273, included in every contract Proposal financed with Federal-aid. Similar submittals on 100% State financed construction contracts are required under Section 102-10 of the Department's Standard Specifications. All payroll submittals are required to be accompanied by a Statement of Compliance indicating how fringe benefit payments are made.

Pending revision to the Manual for Uniform Record Keeping (MURK), entries concerning Wage Rate Interviews illustrated on page 3-7, Exhibit No. 1.02C, under the heading "Employee's Stated Hourly Rate" should be supplemented with a fringe benefit (F.B.) notation of "Including F.B." or "Excluding F.B."

The Department has recently experienced some serious problems as a result of not receiving copies of payrolls on a timely basis to verify the wage rates and to distinguish work performed by subcontractors. In order to improve in this important area of contract administration, effective immediately, progress estimates and final payment requests shall not be processed unless copies of all payrolls covering the period(s) of work included thereon have been received by the Engineer-in-Charge.

Pursuant to procedures outlined in Engineering Bulletin 84-20, dated June 26, 1984, the Merchandise/Invoice Received (MIR) date entered by the Engineer-in-Charge on such estimates shall be adjusted, as necessary, to the date the last required document (payroll, etc.) is received, irrespective of the period ending date of the estimate and/or the date of final contract acceptance.

Any questions concerning the above procedure, which is in conformance with Article 8 of the contract, should be directed via the Regional Construction Engineer to this Division.

