

CERTIFIED PAYROLL STATUS RECORD

Contract ID: _____ **Project Engineer:** _____ **Subcontractor:** _____
Location: _____ **Prime Contractor:** _____ **Contact Information:** _____

	W	R	A	W	R	A	W	R	A	W	R	A	W	R	A	W	R	A	W	R	A	W	R	A	W	R	A	W	R	A			
Week Ending																																	
Week Ending																																	
Week Ending																																	
Week Ending																																	

Wage Rate Interview? Date: _____

NOTICE OF DELINQUENT CERTIFIED PAYROLL

Date of Notice	Date CPR Due	Date CPR Received	Follow Up Action Taken / Comments

NOTICE OF DEFICIENT CERTIFIED PAYROLL

Date of Notice	Date Revised CPR Due	Date Revised CPR Received	Follow Up Action Taken / Comments

KEY: W = Contractor Worked R = Certified Payroll Received A = Certified Payroll Accepted CPR = Certified Payroll
 Note: A date fillable excel spreadsheet version is available on the MDOT website under **Maps and Publications - Manual & Guides**.

Instructions

Form 1954 is to be updated **weekly** for each contractor and used to track: 1) whether the contractor worked, 2) whether the contractor’s certified payroll is received, 3) whether the certified payroll is accepted and 4) the Notice of Withholding sent to the prime contractor in the event certified payroll is either delinquent or not accepted as complete and correct.

Notice of Delinquent Certified Payroll

The first certified payroll for each prime contractor and/or subcontractor is to be received by the engineer within three weeks of the first week worked and on a weekly basis thereafter. Certified payroll not received within these time frames will be considered delinquent. Notice to the prime contractor of delinquent certified payroll and withhold payment is summarized in the following table:

Initiate Notice	Notice Sequence	Contractor Notice of Action	Allotted time for Response/Resolution	If no Response/Resolution
First payroll has not been received within 3 weeks.	First Notice (See Note 1)	Payment is being withheld for offending contractor’s work items. Non-payment will continue until complete and accurate payrolls are received. Intent to assess non-compliance damages until all payrolls are complete, accurate and current (See Note 3)	30 days from receipt of first notice by the prime contractor.	Implement actions from the first notice. Continue non-payment and withholding payments. Send second notice.
Payroll remains delinquent 30 days after first notice is received by prime contractor.	Second Notice (See Note 1)	**Intent to rescind all prior payments for offending contractors work. Intent to submit interim Contractor Performance Evaluation(s) for offending contractor(s). **	30 days from receipt of second notice by the prime contractor.	Implement actions from the second notice. –Withhold subsequent pay estimates.

Prior to generating an estimate on which payment is being withheld or deducted, the following statement will be entered in the comment box: “Items withheld-Delinquent payroll”.

Notice of Deficient Certified Payroll

When reviewing a contractor’s certified payroll for acceptance, **MDOT Form 1952- Certified Payroll Review Checklist** is to be used in conjunction with this form. When certified payrolls are found to be incomplete, inaccurate, or inconsistent with the other project records, they are considered deficient. Notice to the prime contractor of deficient certified payroll and withholding payment is summarized in the following table:

Initiate Notice	Notice Sequence	Contractor Notice of Action	Allotted time for Response / Resolution	If no Response / Resolution
Payroll Deficiencies	First Notice (See Note 1)	Intent to withhold payment for offending contractors work items. Intent to assess non-compliance damages from the date the first notice was received by the Prime Contractor. (See Note 3)	30 days from receipt of first notice by the prime contractor.	Implement actions from the first notice. Send second notice.
Payroll issue not resolved 30 days after first notice	Second notice (See Note 2)	Intent to rescind payment for all work items. Intent to submit interim Contractor Performance Evaluations	30 days from receipt of second notice by the prime contractor	Implement actions from the second notice.- Withhold subsequent pay estimates.

Note 1: Written notice is to be signed by the engineer and delivered by certified mail or other method which establishes the date the notice was received by the prime contractor. The offending subcontractor(s) and the region coordinator for prevailing wage are to be copied by regular mail.

Note 2: In addition to instructions given in Note 1, the C&T Division’s prevailing wage compliance specialist is to be copied on all second notices to the contractor by regular mail.

Note 3: See Table 1 Schedule of Non-Compliance Damages.

Table 1 Schedule of Non-Compliance Damages

Contract/Subcontract/P.O./Invoice Amount ^a	Non-compliance damages per calendar day
\$0 to 49,999	\$200
50,000 to 99,999	400
100,000 to 499,999	600
500,000 to 999,999	900
1,000,000 to 1,999,999	1,300
2,000,000 to 4,999,999	1,550
5,000,000 to 9,999,999	2,650
10,000,000 and above	3,000
Trucker	\$200