Instructions for Completion of CP-347
Michigan Department of Transportation
Certified Payroll

(1) Name of Contractor: Enter in firm's name.

(2) Address: Enter in firm's address.

(3) Payroll Number: Enter in the payroll number for the week worked on the project.

(4) For Week Ending: Enter in the last day of the weekly payroll.

(5) Project and Location: Enter in location of project.

(6) Contract ID: Enter in the corresponding MDOT contract ID.

Column (a): Enter each worker's full name. Complete the ethnicity and gender space by using the following ethnic code notation: Black (B), Hispanic (H), Native American Indian or Alaskan Eskimo (NA), and Asian or Pacific Islander (A). Followed with a / with the (M) male or (F) female gender. Example: ETH/GEN: H/M
The ID# is the last four digits of the worker's social security number.

Column (b): Enter the classification identifier in the wage decision that represents the work being performed by each worker along with the proper group/class. Davis-Bacon Related Acts (DBRA) example: LABO0465-001 Group 1. Michigan Prevailing Wage Rate Schedule: Laborers, Class 1.

If an individual worked in more than one classification their time must be reported in separate entries. The hours shown in each classification should reflect the hours worked in each classification.

Column (c): Enter in the letter corresponding to the correct hour type worked by the employee. The bottom row should be (S) for straight time hours at regular hourly pay. The top row can have two different options of recording payment for overtime worked.

(O) Overtime is for the full 1 ½ payment and (P) Premium is for the ½ time payment that would be due if <u>ALL</u> hours of work were paid as (S) Straight time hours.

Column (c) continued: On DBRA wage contracts the (O) Overtime / (P) Premium time would be due after the 40th weekly hour worked for ALL jobs during the week. On Michigan Prevailing Wage contracts the (O) Overtime / (P) Premium time would be due after 8th hour worked on a daily basis (or 10 hours a day if working 4-10 hour schedule). **EXAMPLE when working 50 hours throughout the week:**

(c) Hour Type	(d) DAY AND DATE							(e) TOTAL HOURS ON PROJECT	(f) PROJECT RATE OF PAY	(g) PROJECT RATE OF FRINGE PAY	(h) GROSS PROJECT EARNED / GROSS WEEKLY EARNED
	Su 5	M 6	TU 7	W 8	TH 9	F 10	SA 11				
	HOURS WORKED ON PROJECT										
O						10		10	$37.50	$10.00	$1,875.00
S		10	10	10	10			40	$25.00	$10.00	

(c) Hour Type	(d) DAY AND DATE							(e) TOTAL HOURS ON PROJECT	(f) PROJECT RATE OF PAY	(g) PROJECT RATE OF FRINGE PAY	(h) GROSS PROJECT EARNED / GROSS WEEKLY EARNED
	Su 5	M 6	TU 7	W 8	TH 9	F 10	SA 11				
	HOURS WORKED ON PROJECT										
P						10		10	$12.50		$1,875.00
S		10	10	10	10	10		50	$25.00	$10.00	

Column (d): Enter the day and the corresponding date in the boxes provided at the top that represents the starting and ending day of the pay week. Enter the employees hours worked in each hour type as described in **Column (c)** above for each classification, including actual overtime worked.

Column (e): Automatically calculated the summation of daily hours worked on the project for that work week.

Column (f): Enter the base hourly rate for the project.

Column (g): Enter the fringe benefit value if paying in cash.

Column (h): Gross wages earned for the week
Gross Project Earned: This is automatically calculated using the values entered from the worked on the project multiplied by the rate of pay + rate of fringe pay (if paid in cash.
Gross Weekly Earned: Enter the total weekly gross amount earned for the work performed on all projects in the work week. This should reflect the amount earned for all jobs for the week (This includes prevailing and non-prevailing wages)

Column (i): Enter the total number of hours worked on ALL projects in the work week. (prevailing and non-prevailing).

Column (j): Five columns are provided for showing deductions made. If more than five deductions are involved, use the first four columns to show the first four deductions. Show the amount of the remaining deductions under the "Other" column. The total of all deductions will be automatically shown under the "Total Deductions" column. Space has been provided before item (2) of the compliance statement on page 2 of 2 on form CP-347 to explain any deductions made that are not adequately described.   All deductions must be in accordance with the provisions of the Copeland Act Regulations, 29 C.F.R., Part 3. If an individual worked on other jobs in addition to this project, show actual deductions from their weekly gross wage, and indicate that deductions are based on their gross wages.

Column (k): Enter total amount of money earned on all projects based on gross weekly amount earned minus the total weekly deductions for all projects.

Compliance Statement:

Space provided after compliance statement and before paragraph 2:
Space has been provided before item (2) of the statement for describing any deductions made that are not adequately described in the column (j) "Deductions".

Fringe Benefits Paragraph 4(a):
Contractors who pay all required fringe benefits: Check box 4(a) if paying fringe benefits to approved plans, funds, or programs in amounts not less than were determined in the applicable wage decision in the contract.   If a portion of the fringe benefit is paid in cash in lieu of bona fide fringe benefit enter the amount in column (g) on the CP-347 certified payroll. Note any exceptions in section 4(c).

Fringe Benefits Paragraph 4(b):
Contractors who pay all or some of fringe as cash: Check box 4(b) if some or all of the fringe benefits are not paid to approved plans, funds, or programs in amounts of at least those that were determined in the applicable wage decision in the contract. The difference in the amount paid to plans, funds or programs and the amount in the applicable wage decision shall be paid in cash directly to the workers. The portion of the fringe benefit paid as cash to each covered worker should be included in column (g) on the CP-347 certified payroll. Provide the hourly credit for the approved plans, funds, or programs as exceptions in section 4(c).

Use of Section 4(c), Exceptions: Any contractor who is making payment to approved plans, funds, or programs in amounts less than the wage determination requires is obliged to pay the deficiency directly to the covered worker as cash in lieu of fringe benefits. Enter any exceptions from section 4(a) or 4(b) in section 4(c). In the Exception column, enter the craft, and in the Explanation column, enter the hourly credit amount. Enter the rate paid and amount of cash paid in lieu of fringe benefits per hour in column (g) on the payroll.