

CERTIFIED PAYROLL REQUIREMENTS

.02 Payroll Records.

A. Within 14 days after the end of each payroll period, a contractor shall submit electronically to the Commissioner of Labor and Industry in a format approved by the Commissioner of Labor and Industry a complete copy of:

- (1) The contractor's payroll records; and**
- (2) Each subcontractor's payroll records.**

B. The Commissioner of Labor and Industry shall be responsible for providing the contractor's or subcontractor's payroll records to the contracting public body, as appropriate.

C. Form. Payroll records shall:

(1) Be submitted on the U.S. Department of Labor's Wage and Hour and Public Contracts Division Payroll Form WH-347, or its equivalent;

(2) Include either the:

(a) Certificate described in State Finance and Procurement Article, §17-220, Annotated Code of Maryland; or

(b) Compliance certificate in Payroll Form WH-347, fully completed and executed; and

(3) Be numbered serially starting with payroll number one.

D. Contents. Each payroll record shall:

(1) Contain only information relevant to the public work project under construction;

(2) List:

(a) The name, address, and telephone number of the contractor or the subcontractor;

(b) The name, location, and project number of the job; and

(c) Each employee's:

- (i) Name and social security number;**
- (ii) Current address, unless previously reported;**
- (iii) Specific work classification;**
- (iv) Daily straight time and overtime hours;**
- (v) Total straight time and overtime hours for the payroll period;**
- (vi) Rate of pay;**
- (vii) Total amount of fringe benefits and the amount of the total that is allocated toward apprenticeship; and**
- (viii) Gross wages;**