

How to Correctly Fill Out a WH-347 Payroll Form

The completion of the WH-347 Payroll Form is optional; contractors may utilize their own payroll system as long as it conforms to the WH-347 Payroll Form and contains all the necessary information. If you utilize WH-347 Payroll Form as a pdf, saving it electronically aids in making any needed corrections.


Check one of the boxes and list name of contractor or subcontractor

The last day of the payroll period.

Fill out completely with contractor or subcontractor address

U.S. Department of Labor
 Employment Standards Administration
 Wage and Hour Division

PAYROLL
 (For Contractor's Optional Use; See Instructions at www.dol.gov/esa/whd/forms/wh347instr.htm)
Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number.


U.S. Wage and Hour Division
Rev. Dec. 2008

NAME OF CONTRACTOR ☐ OR SUBCONTRACTOR ☐
 Sample Construction Company

ADDRESS 385 West Drive, Madison WI 53703

OMB No.: 1215-0149
 Expires: 12/31/2011

PAYROLL NO. 8

FOR WEEK ENDING 04/24/2010

PROJECT AND LOCATION
 Robin Street Apartments, Delafield WI 53018

PROJECT OR CONTRACT NO.
 3000

(1) NAME AND INDIVIDUAL IDENTIFYING NUMBER (e.g., LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER) OF WORKER	(2) NO. OF HOURS WORKING (EXEMPTIONS)	(3) WORK CLASSIFICATION	(4) DAY AND DATE							(5) TOTAL HOURS	(6) RATE OF PAY	(7) GROSS AMOUNT EARNED	(8) DEDUCTIONS					(9) NET WAGES PAID FOR WEEK	
			Sun	Mon	Tue	Wed	Thurs	Frid	Sat				FICA	WITH- HOLDING TAX	State with- holding tax	Medicare	OTHER		TOTAL DEDUCTIONS
			HOURS WORKED EACH DAY																
Alex Driver - #####	2	Power Equipment Operator Bull Dozer Group	18	19	20	21	22	23	24	2.00	\$62.83	\$1,422.84	\$161.00	\$185.15	\$156.97	\$50.31	\$85.00	\$642.43	\$1,374.03
					8.00	8.00	5.30	6.00		27.50	\$1132.1585	\$2,012.46							

Payrolls must be numbered sequentially and should be based on the weeks worked under a contract.

 Type the word "Final" when the last payroll is submitted for the project.

Indicate the days and dates of the pay period.
 (should match week ending directly above)

The name and location of project.

The prime contractor should include the project number as listed in the loan

List each worker's name.

Only laborers and mechanics performing construction work under the contract should be listed.

Please note: Business Owners need only include their name, work classification including "owner" and the daily total hours worked.

Specify the job classification located in the contract wage decision and/or the corresponding job title.

List hourly wage rate and fringes paid in cash (not those paid to plans)

Specify the net amount paid to the employee for the pay

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NAME AND INDIVIDUAL IDENTIFYING NUMBER (e.g., LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER) OF WORKER	NO. OF EMPLOYEES	WORK CLASSIFICATION	(4) DAY AND DATE							(5) TOTAL HOURS	(6) RATE OF PAY	(7) GROSS AMOUNT EARNED	(8) DEDUCTIONS					(9) TOTAL DEDUCTIONS	NET WAGES PAID FOR WEEK
			HOURS WORKED EACH DAY										FICA	WITHHOLDING TAX	MEDICARE	STATE			
			Sun	Mon	Tue	Wed	Thur	Fri	Sat										
Alex Driver - #####	2	Power Equipment Bull Dozer Group 2	18	19	20	21	22	23	24	2.00	\$62.83	\$1,422.84	\$161.00					\$538.43	\$1,374.03
Jason Worker - #####	2	General Laborer			8.00	8.00	5.00	6.00	4.00	4.00	\$19.20	\$768.00	\$136.06					\$457.71	\$1,233.07
Shane Worker - #####	3	Carpenter			8.00	8.00	8.00	8.00	8.00	1.50	\$60.19	\$902.85	\$121.40	\$54.77	\$128.35	\$47.19	\$401.71	\$1,406.18	
		Apprentice Carpenter 1st 6 mo. at 40%			8.00	8.00	8.00	8.00	8.00	40.00	\$32.72	\$1,308.80	\$85.18	\$105.41	\$90.50	\$26.62	\$307.71	\$757.01	
		Plumber			8.00				4.00	20.00	\$67.88	\$1,357.60							
Roy Wrench - #####	5	Steamfitter			8.00	8.00		4.00		20.00	\$69.13	\$1,382.60	\$163.46	\$147.11	\$118.51	\$51.08	\$480.16	\$1,563.04	
Bart Turner - #####	1	Power Equipment Rotary Drill Group 4			8.00	8.00			8.00	24.00	\$60.80	\$1,459.20	\$153.45	\$142.48	\$122.33	\$35.98	\$415.93	\$1,023.27	

Specify the total overtime and straight time hours worked on the project.

Must accurately reflect overtime and straight time hours worked under the contract.

Specify the gross earnings for the hours worked under the contract.

While completion of Form WH-347 is optional, it is mandatory for covered contractors and subcontractors performing work on Federally financed or assisted construction contracts to respond to (40 U.S.C. § 3145) contractors and subcontractors performing work on Federally financed or assisted construction contracts to "furnish weekly a statement with respect to the wages paid each week." 29 C.F.R. § 5.5(a)(3)(i) require contractors to submit weekly a copy of all payrolls to the Federal agency contracting for or financing the construction project, accompanied by a signed "Statement of Compliance" certifying that each laborer or mechanic has been paid not less than the proper Davis-Bacon prevailing wage rate for the work performed. DOL and federal contracting agencies receiving this information review the information for compliance with the Davis-Bacon Act.

Public Burden Statement

We estimate that it will take an average of 55 minutes to complete this collection, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing this collection of information. If you have any comments on this burden estimate or any aspect of this collection of information, including suggestions for reducing this burden, write them and send them to Washington, DC 20503.

If part of a worker's weekly wage was earned on projects other than the project described on this payroll, enter the gross amount earned on this contract in the top half of column 7. Enter the gross amount earned during the week for all projects in the bottom half.

Alex Driver worked 29.5 hours on this contract and 12.5 hours on another contract.
The gross wages earned on this project, \$1,422.84, is entered in the top half of column 7.
The gross wages earned on all projects, \$2,012.46, is entered in the

(1) NAME AND INDIVIDUAL IDENTIFYING NUMBER (e.g., LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER) OF WORKER	(2) NO. OF WITHHOLDING EXEMPTIONS	(3) WORK CLASSIFICATION	(4) DAY AND DATE										TOTAL HOURS	RATE OF PAY	GROSS AMOUNT EARNED	DEDUCTIONS					TOTAL DEDUCTIONS	(9) NET WAGES PAID FOR WEEK
			OT OR ST	Sun	Mon	Tue	Wed	Thur	Fri	Sat	FICA	WITH- HOLDING TAX				State with- holding tax	Medicare	OTHER				
				18	19	20	21	22	23	24												
				HOURS WORKED EACH DAY																		
Alex Driver - #####	2	Power Equipment Bull Dozer Group 2	O						2.00		2.00	\$62.83	\$1,422.84	\$61.00	\$185.15	\$156.97	\$50.31	\$85.00	\$638.43	\$1,374.03		
			S			8.00	8.00	5.50	6.00		27.50	\$81.32	\$2,012.46									
Jason Worker - #####	2	General Laborer	O						4.00		4.00	\$49.70	\$1,700.78	\$35.06	\$156.47	\$132.66	\$42.52		\$467.71	\$1,233.07		
			S		8.00	8.00	8.00	8.00	8.00		40.00	\$23.19	\$1,700.78									
Sharon Wood- #####	3	Carpenter	O						1.50		1.50	\$60.19	\$1,887.49	\$151.00	\$154.77	\$128.35	\$47.19		\$481.31	\$1,406.18		
			S		8.00	8.00	8.00	8.00	8.00		40.00	\$30.52	\$1,887.49									
Reggie Tree - #####	1	Apprentice Carpenter 1st 6 mo. at 40%	O									\$32.72	\$1,064.72	\$85.18	\$105.41	\$90.50	\$26.62		\$307.71	\$757.01		
			S		8.00	8.00	8.00	8.00	8.00		40.00	\$12.21	\$1,064.72									
Roy Wrench - #####	5	Plumber	O									\$67.88	\$1,004.80									
			S		8.00				4.00	8.00	20.00	\$35.28	\$1,004.80									
Roy Wrench - #####	5	Steamfitter	O									\$69.13	\$1,038.40	\$163.46	\$147.11	\$118.51	\$51.08		\$480.16	\$1,563.04		
			S		8.00	8.00			4.00		20.00	\$34.41	\$2,043.20									
Bart Turner - #####	1	Power Equipment Rotary Drill Group 4	O									\$60.80	\$719.28	\$115.44	\$142.48	\$122.33	\$35.98		\$415.53	\$1,023.27		
			S		8.00	8.00				8.00	24.00	\$29.97	\$1,439.20									
			O																			
			S																			

If an employee performs multiple work

If an employee performs multiple work classifications under the contract, use two or more lines to distinguish the different job classifications, hours worked, and hourly wage earned for each.

Combine the two classifications when recording the gross amount earned for this pay period, deductions, and net wages.

A registered apprentice performing work under a contract must be reported. The payroll must include the current pay scale & provide a copy of the apprenticeship agreement.

PAYROLL
Optional Use; See Instructions at www.dol.gov/esa/whd/forms/wh347
Required to respond to the collection of information unless it displays a currently valid OMB control number.

Provide explanation of "other" deductions on signatory page.



Division 5-0149
Expires 2/31/2011

ADDRESS 385 West Drive, Madison WI 53703

PROJECT AND LOCATION
Robin Street Apartments, Delafield WI 53018

PROJECT OR CONTRACT NO.
3000

(1) NAME AND INDIVIDUAL IDENTIFYING NUMBER (e.g., LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER) OF WORKER	(2) NO. OF WITHHOLDING EXEMPTIONS	(3) WORK CLASSIFICATION	DT OR ST	(4) DAY AND DATE							(5) TOTAL HOURS	(6) RATE OF PAY	(7) GROSS AMOUNT EARNED	(8) DEDUCTIONS					(9) NET WAGES PAID FOR WEEK			
				Sun	Mon	Tue	Wed	Thur	Frid	Sat				FICA	WITH- HOLDING TAX	State with- holding tax	Medicare	OTHER		TOTAL DEDUCTIONS		
				18	19	20	21	22	23	24												
				HOURS WORKED EACH DAY																		
Alex Driver - #####	2	Power Equipment Bull Dozer Group 2	O						2.00	2.00	\$62.83	\$1,422.84										
			S			8.00	8.00	5.00	6.00	27.50	\$31.32 1585	\$2,012.46	\$161.00	\$185.15	\$156.97	\$50.31	\$85.00	\$638.43	\$1,374.03			
Jason Worker - #####	2	General Laborer	O						4.00	4.00	\$49.20	\$1,700.78										
			S		8.00	8.00	8.00	8.00	8.00	40.00	\$31.19 1441	\$2,012.46	\$136.06	\$156.47	\$132.66	\$42.52		\$467.71	\$1,233.07			
Sharon Wood- #####	3	Carpenter	O						1.50	1.50	\$60.19	\$1,887.49										
			S		8.00	8.00	8.00	8.00	8.00	40.00	\$30.52 1441	\$1,887.49	\$151.00	\$154.77	\$128.35	\$47.19		\$481.31	\$1,406.18			
Reggie Tree - #####	1	Apprentice Carpenter 1st 6 mo. at 40%	O								\$32.72	\$1,064.72										
			S		8.00	8.00	8.00	8.00	8.00	40.00	\$12.21 1441	\$1,064.72	\$85.18	\$105.41	\$90.50	\$26.62		\$307.71	\$757.01			
Roy Wrench - #####	5	Plumber	O								\$67.88	\$1,004.80										
			S		8.00			4.00	8.00	20.00	\$35.28 1496	\$1,004.80										
Roy Wrench - #####	5	Steamfitter	O								\$69.13	\$1,038.40										
			S		8.00	8.00	4.00			20.00	\$34.41 1751	\$2,043.20	\$163.46	\$147.11	\$118.51	\$51.08		\$480.16	\$1,563.04			
Bart Turner - #####	1	Power Equipment Rotary Drill Group 4	O								\$60.80	\$719.28										
			S		8.00	8.00			8.00	24.00	\$29.97	\$1,439.20	\$115.14	\$142.48	\$122.33	\$35.98		\$415.93	\$1,023.27			

Fringe benefits are not paid as cash to

Fringe benefits are not paid as cash to Bart Turner: explanation is included under "(c) exceptions" on signatory page.

While completion of Form WH-347 is required for all federal contractors, subcontractors, and other persons or entities who are required to furnish weekly a statement with respect to the wages paid each employee during the preceding week, U.S. Department of Labor (DOL) regulations at 29 C.F.R. § 5.5(a)(3)(ii) require that the contractor, subcontractor, or other person or entity also provide a signed "Statement of Compliance" indicating that the payrolls are correct and complete and that each laborer or mechanic has been paid at least the minimum wage and overtime pay.

For information only: Federal contractors and subcontractors are required to furnish weekly a statement with respect to the wages paid each employee during the preceding week, U.S. Department of Labor (DOL) regulations at 29 C.F.R. § 5.5(a)(3)(ii) require that the contractor, subcontractor, or other person or entity also provide a signed "Statement of Compliance" indicating that the payrolls are correct and complete and that each laborer or mechanic has been paid at least the minimum wage and overtime pay.

Statement of Compliance

We estimate that it will take approximately _____ hours, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information, if you have any comments regarding these estimates or any other aspect of this collection, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, ESA, U.S. Department of Labor, Room S3502, 200 Constitution Avenue, N.W., Washington, D.C. 20210.

(over)

Date 04/28/2010

I, Tiffany Payer Payroll Supervisor
(Name of Signatory Party) (Title)

do hereby state:

(1) That I pay or supervise the payment of the persons employed by

Sample Construction Company on the
(Contractor or Subcontractor)
Robin Street Apartments, Delafield WI; that during the payroll period commencing on the
(Building or Work)
18 day of 4, 2010, and ending the 24 day of 4, 2010,

all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said

Sample Construction Company from the full
(Contractor or Subcontractor)

weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 C.F.R. Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 967; 76 Stat. 357; 40 U.S.C. § 3145), and described below:

Alex Driver - ##### - other deductions - \$85 for child support

Explanation of "other"

(2) That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract; that the classifications set forth therein for each laborer or mechanic conform with the work he performed.

(3) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

(4) That:

(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS

- ☐ - in addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in section 4(c) below.

(b) WHERE FRINGE BENEFITS ARE PAID IN CASH

- ☒ - Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in section 4(c) below.

(c) EXCEPTIONS

EXCEPTION (CRAFT)	EXPLANATION
Power Equipment Rotary Drill Group 4	paid directly to plan: health & dental at \$12.50 per hour and Pension at \$6.25 per hour

Explanation of exception to fringe benefits

REMARKS:

NAME AND TITLE

Robert Sample, Owner

SIGNATURE

THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. SEE SECTION 1001 OF TITLE 18 AND SECTION 231 OF TITLE 31 OF THE UNITED STATES CODE.