



## COMMONWEALTH OF KENTUCKY

**Matthew G. Bevin**  
Governor

### MEMORANDUM

TO: All Prequalified Contractors

FROM: Rachel Mills, P.E. *Rachel Mills*  
Director  
Division of Construction Procurement

DATE: December 30, 2015

SUBJECT: Employee Information on Certified Payrolls

As per FHWA-1273, Section IV. Davis Bacon and Related Act Provisions, 3. Payrolls and basic records b. (1) "The contractor shall submit weekly for each week in which any contract work is performed a copy of all payrolls to the contracting agency. The payrolls submitted shall be set out accurately and completely all of the information required to be maintained under 29 CFR 5.5(a)(3)(i), except that full social security numbers and home addresses shall not be included on weekly transmittals. Instead the payrolls shall only need to include an individually identifying number for each employee (e.g., the last four digits of the employee's social security number)."

Please take immediate action to correct any deficiencies your company may have concerning submittals of certified payrolls with respect to the employee's social security number and home address. All certified payrolls submitted to the Department shall be in compliance with 29 CFR 5.5(a)(3)(i). Certified payrolls failing to meet these requirements will not be accepted by this office.

If you have any questions or need additional information, please contact the Division of Construction Procurement at (502) 564-3500.



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