



COMMONWEALTH OF KENTUCKY
TRANSPORTATION CABINET

Frankfort, Kentucky 40622
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Matthew G. Bevin
Governor

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Construction Memorandum No. 02-16

TO: Chief District Engineers
TEBMs for Project Delivery and Preservation
Section Engineers

FROM: Ryan Griffith, P.E. *RCG*
Director
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Director
Division of Construction Procurement

DATE: April 19, 2016

SUBJECT: Certified Contractor Payroll Submittals

The Division of Construction Procurement will no longer be storing certified contractor payrolls on federal aid projects. Effective immediately, the KYTC Contractor Payroll Submittals mailbox will be inactive and all payrolls shall be stored in ProjectWise. This will make payrolls easily accessible to personnel within the Cabinet.

Additional guidance concerning the Section Engineer's role and responsibilities for certified payrolls can be found in the Construction Guidance Manual, specifically sections CST 306-1 and 306-2. When storing payrolls in ProjectWise, the Section Engineer shall utilize the Construction Folder and Contractor Payroll Subfolder. Each contractor working on the project shall have a separate folder within the Contractor Payroll Subfolder. It is strongly recommended that each office name payrolls by the actual payroll number that is submitted by the contractor. This will make it much easier to differentiate during an Audit of payrolls on a project.

This policy change is effective immediately.



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