



TRANSPORTATION CABINET

Frankfort, Kentucky 40622
www.transportation.ky.gov/

Steven L. Beshear
Governor

Michael W. Hancock, P.E.
Secretary

CONSTRUCTION MEMORANDUM

No. 02-2015

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

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

DATE: May 18, 2015

SUBJECT: Contractor Payroll Submittals

The Division of Construction recently revised sections 306-1 and 306-2 of the Construction Guidance Manual relating to contractor payrolls. Recent concerns on numbering of certified payrolls have also been an issue and the Division has attempted to clarify this issue with this memorandum. This memorandum supersedes construction memorandum 05-12 which will now be considered obsolete.

Contractors shall submit an electronic copy or 2 paper copies of their certified payrolls to the section engineer for all federal-aid projects. Certified payrolls are not required to be submitted on state funded projects, but must be made available when requested by the Cabinet.

The Section Engineer shall review and verify all contractors working during the period have submitted payrolls. Once they have verified this information, the Section Engineer will forward payrolls to the Division of Construction Procurement. This may be done using a new internal email address that has been established for the submission of contractor payroll submittals. The email address is: kytc.conpaysub@ky.gov. Payrolls that are submitted as paper copies should be mailed to the Division of Construction Procurement to the address below.

Kentucky Transportation Cabinet
Division of Construction Procurement
Attn: Contractor Payroll Submittals
200 Mero Street, 3rd Floor West
Frankfort, Kentucky 40622

In an effort to simplify the numbering of certified payrolls, the contractor shall only number certified payrolls for weeks which the contractor was actively working on the project. The contractor shall submit notice when there was no work on a project for the period. Payrolls demonstrating no work on the project *shall not* be numbered.

The section office may withhold payment when acceptable contractor payrolls have not been received.



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Please contact this office with any questions.


RCG/rbm

Attachments (2)

C:	S. Waddle	FHWA
	B. Lewis	KAHC
	KRMCA	PAIKY



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	<i>Section</i> CONTRACTOR'S PAYROLL
	<i>Subject</i> General

POLICY The contractor shall submit either an electronic copy or 2 paper copies of their certified payrolls to the section engineer (SE) for all federal-aid projects. Certified payrolls are required upon request on state-funded projects.

PRECONSTRUCTION CONFERENCE During the preconstruction conference, the contractor should be thoroughly briefed on all the payroll information contained herein. The last day of the contractor's pay week and weekly pay day shall be established so the SE will know when to expect the payrolls. The prime contractor is responsible for prompt and accurate submission of any subcontractor's payrolls and it is suggested that the subcontractor's payrolls be required to meet the submission dates established by the prime contractor.


PAYROLL SUBMITTALS The contractor shall adhere to the following guidelines when required to submit payrolls:

- The contractor shall submit the payrolls, accompanied by statements of compliance, to the SE within 7 days after the ending of the applicable pay period.
- Each payroll shall be submitted on a U.S. Department of Labor WH-347 form, *Payroll (Exhibit 9013)*. The prime contractor shall properly certify each payroll.
- Minority employees and trainees shall be designated by some method on each applicable payroll by the contractor or subcontractor. No method is specified or preferred as long as the contractor or subcontractor briefs Department personnel on the method used.

The original submitted payroll **shall not**, under any circumstances, be returned to the contractor. Corrections are to be made by supplemental payrolls.

When complete and accurate contractor payrolls have not been received by the SE for the periods covered by the previous estimate, the SE shall initiate action to withhold payment of the contractor's current estimate.



	<i>Section</i> CONTRACTOR'S PAYROLL
	<i>Subject</i> Certified Payroll Review

PAYROLL REVIEW

The contractor shall submit either an electronic copy or 2 paper copies of the certified payrolls to the section engineer (SE) for all federal-aid contracts. The SE shall review the payroll to ensure the contractors listed for the pay period submitted were the actual contractors working during that period. The SE shall send one copy to the Division of Construction Procurement once this has been verified.

The SE shall notify the contractor and the Division of Construction Procurement if they are not receiving payrolls or if the payrolls which they receive do not coincide with the contractor that was working during the pay period shown.

The Division of Construction Procurement shall be responsible for ensuring wage reviews are performed in accordance with federal guidelines.



Griffith, Ryan (KYTC)

From: Griffith, Ryan (KYTC)
Sent: Tuesday, May 26, 2015 10:36 AM
To: Baker, Kelly A (KYTC-D07); Bryant, Bart (KYTC-D09); Bullock, Matt (KYTC-D05); Caudill, Corbett (KYTC-D10); Chappell, Sherri (KYTC-D11); Dunaway, Patty (KYTC-D04); Hans, Robert (KYTC-D06); Holbrook, Mary W (KYTC-D12); McClearn, Kevin (KYTC-D02); McGregor, Mike (KYTC-D01); Meredith, Greg (KYTC-D03); Neely, Bruce (KYTC-D08); Calebs, Mike (KYTC-D11); Chaney, William (KYTC-D08); Franxman, Robert (KYTC-D06); Gearlds, Kevin (KYTC-D03); Gibson, Harold (KYTC-D01); Gunnell, Steve (KYTC-D10); Hoffman, Daniel (KYTC-D11); Hornbeck, Josh (KYTC-D04); Houck, Brad (KYTC-D02); Mapel, Crystal (KYTC-D10); McGaha, Tony (KYTC-D07); Miller, Deanna (KYTC-D09); Poat, Kyle (KYTC-D01); Robertson, Mark E (KYTC-D08); Rust, Kevin (KYTC-D06); Sanders, Paul (KYTC-D04); Sharp, Tim (KYTC-D03); Simpson, Matt (KYTC-D07); Slone, Chris (KYTC); Slone, Darold (KYTC-D12); Stull, Randy (KYTC-D09); Ward, Jason (KYTC-D02); Weddington, Paxton (KYTC-D12); Wright, Tom (KYTC-D05); Bagby, Brandon (KYTC-D04); Bailey, Kevin (KYTC-D05); Ball, Brittany (KYTC-D12); Beason, Stacey (KYTC-D03); Bidwell, Kyle (KYTC-D07); Black, Bryan (KYTC-D01); Boyle, Jeremy (KYTC-D07); Breeding, Donald (KYTC-D11); Brickey, Jeremy (KYTC-D09); Campbell, Brandon (KYTC-D07); Childers, Chuck (KYTC-D12); Crawford, Heath (KYTC-D03); Cropper, Travis (KYTC-D09); Dean, Jason (KYTC-D09); Deason, Emily (KYTC-D02); Dempsey, Steve (KYTC-D06); Dick, Jeff D (KYTC-D08); Ditto, Cody (KYTC-D04); Dye, Bryan (KYTC-D03); Filiatreau, Chad (KYTC-D04); Filiatreau, Jude (KYTC-D04); Flannery, Michael (KYTC-D09); Foster, Mark A (KYTC-D08); Fryman, Barry (KYTC-D09); Fuson, David (KYTC-D11); Gillum, Brian (KYTC-D09); Gilreath, Stewart B (KYTC-D08); Graves, Ashley (KYTC-D03); Graves, Matthew (KYTC-D04); Green, Steven (KYTC-D12); Gregory, Brian (KYTC-D04); Griggs, Anthony (KYTC-D06); Grubbs, Gary N (KYTC-D11); Guess, Jonathan D (KYTC-D01); Hall, Adrian A (KYTC-D10); Heil, Chris (KYTC-D07); Hoffman, David (KYTC-D11); Horn, Steve (KYTC-D07); Huber, Jacob (KYTC-D05); Hughes, Cindy (KYTC-D02); Johnson, Rob (KYTC-D07); Jones, James E (KYTC-D08); Keith, Jerry (KYTC-D06); Kidd, Benjamin (KYTC-D03); Knuckles, Adam (KYTC-D11); Leach, David (KYTC-D09); Leonard, Jordan (KYTC-D01); Looper, Jason (KYTC-D01); Lowe, Jerry; Lucas, William (KYTC-D08); McCarty, Kenneth (KYTC-D06); Moore, Craig (KYTC-D06); Moore, Jason (KYTC-D05); Moore, Matthew (KYTC-D12); Moore, Robert S (KYTC-D11); Morgan, Dwight (KYTC-D11); Morgan, Lonnie (KYTC-D11); Myatt, Craig (KYTC); Nelson, Blake (KYTC-D05); Northington, Jacob (KYTC-D01); Oliver, Michael (KYTC-D01); O'Neal, Sheree (KYTC-D05); Payton, Stuart (KYTC-D03); Perkins, Robert (KYTC-D11); Phelps, Scott (KYTC-D02); Platt, Michael (KYTC-D06); Ramey, Shane (KYTC-D09); Ratliff, Wes (KYTC-D10); Reeb, Todd J (KYTC-D05); Reis, Christopher (KYTC-D06); Reis, Nick (KYTC-D06); Sherkat, Fazi (KYTC-D07); Shields, Austin (KYTC); Smith, Cecil W (KYTC-D11); Smith, Quentin (KYTC-D11); Spencer, Tim (KYTC-D12); Spidel, Travis (KYTC-D03); Stallings, Nick (KYTC-D02); Stamper, Darren (KYTC-D10); Starr, Bryan (KYTC-D03); Stork, Spencer (KYTC-D06); Stringer, Jessica (KYTC-D08); Taylor, Jonathan (KYTC-D07); Taylor, Tracy (KYTC-D08); Teague, Jeff (KYTC-D05); Tipton, Scott (KYTC-D05); Turner, Brad (KYTC-D01); Wade, Cassy (KYTC-D02); Wallace, Aaron (KYTC-D03); Warren, Bow O (KYTC-D04); Watts, Jay (KYTC-D10); Watts, Travis (KYTC-D10); Wilson, Cory (KYTC-D07); Wilson, Everett (KYTC-D01); Wright, Doug (KYTC-D12); Wyatt, Craig (KYTC-D02); Yates, Samuel (KYTC-D06); Yeager, Andy (KYTC-D06); Young, Justin (KYTC-D03); McGaha, Tony (KYTC-D07)
Cc: Waddle, Steve (KYTC); Lewis, Bob (KYTC); Whitworth, David (FHWA); thomas.nelson@dot.gov; Mills, Rachel (KYTC); Loyselle, Michael (FHWA); Ryan.Tenges@dot.gov; Thomas, Duane (FHWA); Charles Lovorn; Chad; Brian Wood; 'Nick Rodgers'; Tyson, Tammy (KYTC); Kropf, Brent (KYTC); Shelton, Cherie (KYTC);

Cc: Grigsby, Gary (KYTC); Stucker, Donna (KYTC); Griffith, Ryan (KYTC); Anglin, Angela (KYTC); Baase, Michael (KYTC); Barnes, Sandy (KYTC); Bowling, Stephen (KYTC); Collins, Samuel; Drury, Erika (KYTC); Fitzpatrick, Angela (KYTC); Forsythe, Vibert (KYTC); Golson, Tony (KYTC); Gossom, Ryan (KYTC); Jasper, Danny (KYTC); Looney, Matt (KYTC); New, Amy (KYTC); Renfroe, Katy (KYTC); Walls, Mark (KYTC); Wells, Terri (KYTC); Whitt, Beth (KYTC)

Subject: RE: Contractor Payroll Submittals Construction Memorandum

Attachments: 02-2015ContractorPayrollSubmittals.pdf

I failed to include another option for payroll submittals in the memo.

The contractor (or subcontractors) may number payrolls **and** weekly no-work notices. Everything would be numbered. KYTC must get a notice every week, even if the contractor or subcontractors don't work. This method will require a numbered documents every week the contractor. This will be more work for everyone.

I did not mention this option because I felt it was unlikely that anyone would be interested since it requires more work. However, since the memo went out, several contractors have notified us that their system automatically generates and numbers payrolls weekly regardless if they worked. So, as long as a document is submitted every week from the first week the contractor works until the project is called complete and/or any necessary corrective is completed, and it is numbered sequentially, this method will be acceptable.

Sorry for the confusion.

Ryan

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From: Griffith, Ryan (KYTC)

Sent: Wednesday, May 20, 2015 10:54 AM

To: Baker, Kelly A (KYTC-D07); Bryant, Bart (KYTC-D09); Bullock, Matt (KYTC-D05); Caudill, Corbett (KYTC-D10); Chappell, Sherri (KYTC-D11); Dunaway, Patty (KYTC-D04); Hans, Robert (KYTC-D06); Holbrook, Mary W (KYTC-D12); McClearn, Kevin (KYTC-D02); McGregor, Mike (KYTC-D01); Meredith, Greg (KYTC-D03); Neely, Bruce (KYTC-D08); Calebs, Mike (KYTC-D11); Chaney, William (KYTC-D08); Franxman, Robert (KYTC-D06); Gearlds, Kevin (KYTC-D03); Gibson, Harold (KYTC-D01); Gunnell, Steve (KYTC-D10); Hoffman, Daniel (KYTC-D11); Hornbeck, Josh (KYTC-D04); Houck, Brad (KYTC-D02); Mapel, Crystal (KYTC-D10); McGaha, Tony (KYTC-D07); Miller, Deanna (KYTC-D09); Poat, Kyle (KYTC-D01); Robertson, Mark E (KYTC-D08); Rust, Kevin (KYTC-D06); Sanders, Paul (KYTC-D04); Sharp, Tim (KYTC-D03); Simpson, Matt (KYTC-D07); Slone, Chris (KYTC); Slone, Darold (KYTC-D12); Stull, Randy (KYTC-D09); Ward, Jason (KYTC-D02); Weddington, Paxton (KYTC-D12); Wright, Tom (KYTC-D05); 'Arvin, Randall (KYTC-D11)'; Bagby, Brandon (KYTC-D04); Bailey, Kevin (KYTC-D05); Ball, Brittany (KYTC-D12); Beason, Stacey (KYTC-D03); Bidwell, Kyle (KYTC-D07); Black, Bryan (KYTC-D01); Boyle, Jeremy (KYTC-D07); Breeding, Donald (KYTC-D11); Brickey, Jeremy (KYTC-D09); Campbell, Brandon (KYTC-D07); Childers, Chuck (KYTC-D12); Crawford, Heath (KYTC-D03); Cropper, Travis (KYTC-D09); Dean, Jason (KYTC-D09); Deason, Emily (KYTC-D02); Dempsey, Steve (KYTC-D06); Dick, Jeff D (KYTC-D08); Ditto, Cody (KYTC-D04); Dye, Bryan (KYTC-D03); Filiatreau, Chad (KYTC-D04); Filiatreau, Jude (KYTC-D04); Flannery, Michael (KYTC-D09); Foster, Mark A (KYTC-D08); Fryman, Barry (KYTC-D09); Fuson, David (KYTC-D11); Gillum, Brian (KYTC-D09); Gilreath, Stewart B (KYTC-D08); Graves, Ashley (KYTC-D03); Graves, Matthew (KYTC-D04); Green, Steven (KYTC-

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Subject: FW: Contractor Payroll Submittals Construction Memorandum



Ryan Griffith, P.E.
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From: Anglin, Angela (KYTC)
Sent: Monday, May 18, 2015 3:28 PM
To: Anglin, Angela (KYTC); Waddle, Steve (KYTC); Lewis, Bob (KYTC); Wilcoxson, Jon (KYTC); clovorn@kahc.org; clarue@kahc.org; brian@paiky.org; Steve.Mills@dot.gov; Whitworth, David (FHWA); jmcchord@krmca.org
Cc: Griffith, Ryan (KYTC)
Subject: Contractor Payroll Submittals Construction Memorandum

Please find attached Construction Memorandum 02-2015 regarding Contractor Payroll Submittals.