



COMMONWEALTH OF KENTUCKY
TRANSPORTATION CABINET

Frankfort, Kentucky 40622
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Matthew G. Bevin
Governor

Greg Thomas
Secretary

CONSTRUCTION MEMORANDUM

02-2019

TO: Chief District Engineers
District TEBM's for Project Delivery and Preservation
District Section Engineers
All Prequalified Contractors

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

DATE: March 29, 2019

SUBJECT: Additional Certified Contractor Payroll Submittal Information

This memorandum is to further expand on the requirement for contractor payroll submittals. It does not supersede Construction Memorandums 02-2016 or 02-2015.

Contractor payroll is not required for the weeks when the contractor has not worked; however, the contractor must notify the Department in writing that there will be no work until further notice. This can either be done by submitting a payroll the first week of no work noting no work was performed and that no further work will be done until further notice; or, by indicating on the last payroll submission that no additional work will be performed until further notice.

Another alternate is for the contractor to submit weekly payrolls regardless if work was performed or not on the project. If no work was performed, the contractor shall clearly mark "no work performed" on the submittal. These weekly "no-work" payrolls/submittals may be numbered along with the other payrolls or not, but once a method of numbering is started, it will not be changed for the duration of the project.

If you have any questions, please contact the Division of Construction at (502) 564-4780.

RG

Cc: J. Wilcoxson
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Brian Wood, PAIKY
Thomas Nelson, FHWA



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