

<b>RETURN OF PAYROLL DOCUMENT FOR CORRECTION</b>	DATE
	PAYROLL NO.
<b>INSTRUCTIONS:</b> The attached payroll documents submitted under the referenced contract have errors or omissions. Please have the necessary corrections made by the authorized member of the firm that submitted the documents and return the documents as soon as possible to the address, including ZIP code, indicated below.	PROJECT NO.
	CONTRACT NO.
<b>TO</b>	BUILDING AND LOCATION
	FIRM SUBMITTING PAYROLLS
	<input type="checkbox"/> CONTRACTOR <input type="checkbox"/> SUBCONTRACTOR ENCLOSURES: <input type="checkbox"/> PAYROLLS <input type="checkbox"/> FORM WH-347 <input type="checkbox"/> STATEMENTS <input type="checkbox"/> FORM WH-348

**Correction of ERRORS OR OMISSIONS:** (The item numbers shown refer to the list of corrective actions printed below. Return this form with corrected documents).

WEEK ENDING	ITEM NO.	WEEK ENDING	ITEM NO.	WEEK ENDING	ITEM NO.

**LIST OF CORRECTIVE ACTIONS**

1. The employee's full name must be shown on each weekly payroll submitted. The employee's address must be shown on the payroll covering the first week in which he works on the project. (The address need not be shown on subsequent weekly payrolls unless his address changes). Employee's Social Security No. should also be furnished.

2. The pay period covered by the payroll and weekly statement of compliance must be indicated and may not cover more than seven consecutive days; dates on both must be in agreement.

3. Weekly Statement of Compliance must be complete, and signed by the person who pays or supervises payment of wages.

4. Complete occupational classification of each employee must be shown and must be in accordance with those provided in the Contract Wage Decision or approved as additional classifications. The classification(s) of \_\_\_\_\_

shown on Payroll No. \_\_\_\_\_ (was) (were) not listed in the wage decision and must be submitted to the Contracting Officer on GSA Form 2428 with substantiating data to establish rate(s) in effect ten days prior to bid opening date. Information reflecting wage rates on similar projects in the vicinity may be obtained from contractors' associations, labor organizations and other contractors.

5. Written evidence must be furnished from the State apprenticeship agency which is recognized by the Bureau of Apprenticeship and Training, U.S. Department of Labor, or if no such recognized agency exists in a State, under a program registered with aforesaid Bureau of Apprenticeship and Training for:

- Registration of Apprenticeship Program
- Apprenticeship Registration for \_\_\_\_\_
- Allowable ratio of Apprentices and Trainees to Journeymen
- Approval of Training program in accordance with Labor Regulations, Part 5.

6. Overtime and wages must be shown separately from regular hours and wages. At least one and one-half times the basic rate must be paid for work in excess of eight (8) hours in any calendar day or in excess of 40 hours in the work week, whichever is the greater number of overtime hours.

(Continued on reverse)

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**LIST OF CORRECTIVE ACTIONS *(Continued)***

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7. The hourly rate paid for each classification must be not less than the basic rate plus any cash in lieu of fringe benefits contained in the Contract Wage Decision for such classification. Please submit an amended payroll and Statement of Compliance indicating that the employee(s) affected received the proper wage payments and fringe benefits, if applicable.

8. Payrolls and statements must indicate by name all deductions made from wages. If no deductions were made, state NONE.

9. Evidence of the findings made by the Secretary of Labor concerning the fringe benefits and the Contractor's obligations under paragraph (d) of the Davis-Bacon Act clause, must be submitted.

10. Other corrections:

RETURN TO

RETURNED BY CONTRACTOR *(Signature)*

TITLE

DATE