

Monthly Employment Report Sample and Coding Instructions

NDDOT Construction Services

Revised: 05/15/2009

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ARRA MONTHLY EMPLOYMENT REPORT

North Dakota Department of Transportation, Construction Services

SFN XXXXX (04-2009)

Contractor/Consultant/Agency Information			
1. Contractor/Consultant/Agency Name:	ABC Construction		
2. Address:	123 First Street Fargo ND 58102		
3. DUNS number:	999999999.9999		
4. Name of Preparer:	Joe Sample		
5. Title of Preparer:	Chief Financial Officer		
Project Information			
6. Project Control Number:			17570
7. Federal-Aid Project Number:	STM-SU-6-986(087)091		
8. Contracting Agency:	City of Grand Forks		
9. Project Location:	Washington Street and 47 th Avenue		
Payroll Information			
10. Payroll Report Month:			04/09
11. Date Prepared:			05/05/09
DBE Payments			
12. Total DBE Payments Made:			\$ 12,560
Prime Contractor/Consultant/Agency Monthly Employment Data			
	(A) Employees	(B) Hours	(C) Payroll
13. Prime/Consultant/Agency	12	540	13,500
Subcontractor Employment Data			
14. Subcontractor/Subconsultant Name:	(A) Employees	(B) Hours	(C) Payroll
XYZ Excavating Co.	3	144	3,168
EZ Pavement Marking Co.	2	40	812
Monthly Totals	17	724	17,480

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Coding Instructions

1. **Contractor Name:** The name of the Prime Contractor, Consultant or Agency.
2. **Address:** The address of the Prime Contractor, Consultant or Agency.
3. **DUNS number:** This is your Company or Agency identification number provided by Dun & Bradstreet, Inc. This identification number is required for all Prime Contractors, Consultants and Agencies. Information on acquiring this number for no charge is available here: <http://www.dnb.com/us/>
4. **Name of Preparer:** Indicate the person responsible for preparation of the form. By completing the form the person certifies that they are knowledgeable of the hours worked and employment status for all the employees. Contractors, Consultants, Agencies and their subcontractors and subconsultants are responsible to maintain data to support the employment form and make it available to NDDOT should they request supporting materials.
5. **Title of Preparer:** Company title of the person responsible for preparation of the form.
6. **Project Control Number (PCN):** The project identification code for each Project. Project Control Numbers are five digit numbers shown next to each Federal-Aid Project number on the Proposal cover page.
7. **Federal Aid Project Number:** The Federal-Aid Project Number shown on the Proposal cover page.
8. **Contracting Agency:** The owner of the Project. The owner of the Project is entity that signs the Contract in the Proposal as the owner.
9. **Project Location:** The location of the project. This information is provided on the Proposal cover sheet.
10. **Payroll Report Month:** The month and year covered by the report, as *mm/yyyy* (e.g. "May 2009" would be coded as "05/2009").
11. **Date Prepared:** The date when the employment report was completed by the Preparer.

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12. **Total DBE Payments Made:** Cumulative actual dollars paid to DBE's for labor, materials, equipment, etc., from the start of the project. Include payments to all DBEs, included payments to DBE's on ARRA-funded projects that had no DBE goal or commitment.
13. **Prime Contractor/ Consultant/ Agency Monthly Employment Data:** Report the direct, on-the-project jobs for their workforce during the reporting month. These jobs include employees actively engaged in projects who work on the jobsite, in the project office, in the home office or telework from a home or other alternative office location. Include any engineering personnel, inspectors, sampling and testing technicians employed by the Contractor, Consultant, or Agency performing work directly in support of the ARRA funded project. Do not include material suppliers such as steel, culverts, guardrail, and tool suppliers.
 - a. **Employees:** The number of project employees on the Contractor, Consultant or Agency workforce for the report month.
 - b. **Hours:** The total hours on the specified project for all employees reported on the Contractor, Consultant or Agency workforce for the report month.
 - c. **Payroll:** The total dollar amount of gross wages paid by the Contractor to employees on the specified project. Do not include overhead, vacation, benefit or any other indirect payroll cost.
14. **Subcontractor Monthly Employment Data:** The name of each subcontractor or subconsultant that was active on the project for the reporting month. For each subcontractor entry, report the Employees, Hours and Payroll information as defined above for Prime Contractors and Consultants.