

## **Certified Payroll Submittal Instructions**

In accordance with [SP-4 Rev2 section 8, FAR 52.222-8](#), CHPRC contractors with Special Provisions SP-4 in their contract who are actively performing work on site are required to submit Certified Payrolls on a weekly basis. In order to ensure this requirement is met, CHPRC is requiring contractors to submit Certified Payrolls no later than close of business on Tuesday of each week for the previous week's pay roll.

Weekly reporting must be made for each week during the Contract/Release performance period beginning with the start of Davis-Bacon work activities and each week thereafter even if no time is recorded for that week. The Statement of Compliance is noted as "no work this period" and submitted to CHPRC procurement. For the last week Davis Bacon work is performed for an individual Contract/Release the Certified Payroll should be noted as "Final".

Contractors are to submit Certified Payroll for each individual CHPRC Contract/Release. In addition, the contractor is to submit separate Certified Payroll for each subcontractor performing Davis-Bacon work under that individual CHPRC Contract/Release. Utilization of form WH-347 is optional. However if another mechanism is used all submittal data must be provided as required in form WH-347. Files should be sent in PDF format electronically to the e-mail shown below named using the format shown below.

### **Certified Payroll Submittal Form:**

[Certified Payroll Submittal Form \(WH-347\)](#)

### **Somewhere in the subject line of the e-mail it should read:**

**Certified Payroll**

### **Naming of the PDF file should follow the following format:**

For Contractor's

*Company – Contract – Release – WE month-day-year.pdf*

*Example:*

*XYZ Inc – 12345-01 – WE 02-04-2011.pdf*

For Contractor's Subcontractors:

*Company – Contract-Release – Subcontractor – WE month-day-year.pdf*

*Example:*

*XYZ Inc – 12345-01 – ABC Electric – WE 02-04-2011.pdf*

### **Send to:**

[Contract\\_Support\\_Services@RL.gov](mailto:Contract_Support_Services@RL.gov)

**Please address any questions or concerns to your Contract Specialist.**