



GOLDEN POPPY

LEDGER & CO.



PUBLIC WORKS PAYROLL & LABOR COMPLIANCE CHECKLIST

Use this checklist to help keep your payroll packages complete, accurate, and submitted on time.

*Project and awarding-agency requirements may vary.
Always confirm the requirements applicable to your specific project.*



CA PREVAILING WAGE PROJECTS

FIRST PAYROLL PACKAGE (REQUIRED ITEMS)

- Certified Payroll submitted to the DIR, with confirmation page & exported eCPR
- DAS 140, with proof of submission
- DAS 142, if an apprenticeship craft is being performed, with proof of submission
- Fringe Benefit Statement
- Employee Deduction Authorization Form(s)
- Apprentice registration proof, if an apprentice worked



DUAL-FUNDED PROJECTS

FIRST PAYROLL PACKAGE (REQUIRED ITEMS)

- Include all items from CA Prevailing Wage Projects
PLUS the following:
- WH-347 Certified Payroll
 - Federal Statement of Compliance
 - State & Federal Wage Comparison Chart
 - Agency-Required Labor Standards Forms



FEDERAL PROJECTS

FIRST PAYROLL PACKAGE (REQUIRED ITEMS)

- WH-347 Certified Payroll
- Federal Statement of Compliance
- Federal Fringe Benefit Statement
- Agency-Required Labor Standards Forms

ONGOING PAYROLL PACKAGE



- Weekly Certified Payroll submitted to DIR with confirmation & exported eCPR
- Weekly WH-347 with statement of compliance (for dual-funded or federal only)
- Training contributions, with proof of payment/remittance



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