



# **Ohio's RUMA Project Prevailing Wage Requirements**

## Prevailing Wage FAQs

### What is Prevailing Wage?

Prevailing wage (PW) requires that workers on public improvement projects are paid the local industry standard wages and benefits.

- Prevailing wages (PW) must be paid in full without any deduction for food, lodging, transportation, use of tools, etc.
- Overtime must be paid at time and one-half the employee's base hourly rate. Fringe benefits are paid at straight time rate for all hours including overtime.

### Why do we have to pay Prevailing Wage on these projects?

In September 2012, Attorney General Mike DeWine issued Opinion Co. 2012-029 requiring PW to be paid by contractors hired under Road Use Maintenance Agreements (RUMAs).

RUMAs are contracts between a county or township and an oil and gas firm to repair any damage to roadways, bridges or other public infrastructure due to their drilling activities.

Work under a RUMA is considered a "public improvement." A governmental agency that enters into a RUMA is required to comply with R.C. 4115.03 - 4115.16 when the total project cost to the company will be **more than \$26,514**.

### What are the requirements?

According to a model RUMA created by the County Engineers Association of Ohio (<http://ceao.org>), with respect to all repairs to and maintenance of roads and bridges included in the RUMA, state law requires contractors and subcontractors to:

1. pay prevailing wages, in amounts determined according to Ohio's Prevailing Wage Law;
2. generate and submit certified payroll reports to the Authority's Prevailing Wage Coordinator;
3. provide all employees with wage notification forms and submit executed copies to the Authority's Prevailing Wage Coordinator; and
4. otherwise strictly comply with Ohio's Prevailing Wage Law.

### Who is Covered Under Prevailing Wage law?

All employees of every contractor making improvements to the road. From truck drivers hauling equipment and materials, to traffic control personnel, and any other workers involved in the construction process.

This guide will take you, step by step, through these requirements. A full list of Contractor responsibilities is attached (Appendix A).

Violators are to be assessed the wages owed, plus a penalty of 100% of the wages owed by the Ohio Department of Commerce.

**Public Authority Responsibilities**

**Step 1: Appoint a Prevailing Wage Coordinator.**

The Prevailing Wage Coordinator is required by law to be a local government employee. The Prevailing Wage Coordinator will handle coordination on ALL Prevailing Wage projects now and in the future.

**Step 2: The Prevailing Wage Coordinator provides the energy company and all its contractors and subcontractors working on the RUMA project:**

- A sample certified payroll report (Appendix B, attached).
- Relevant prevailing wage rates, obtained from the public authority.
- Payroll Dates Form (Appendix C, attached)

**PAYROLL DATES  
PREVAILING WAGE LAW**

**Instructions to the Contractor:** Please read the following and provide the required information noted on this form. This document must be submitted to the Prevailing Wage Coordinator for the public authority on or before your company begins any work under a contract for a public improvement. This requirement is also applicable to your subcontractors. Please make a copy of this document available to them. The prevailing wage laws state that contractors are responsible for their subcontractors.

.....

\_\_\_\_\_ will begin performance under contract on the  
(Name of Contractor)

\_\_\_\_\_ project on \_\_\_\_\_  
(Name and Location of Project) (Start Date)

and will conclude work on said project on \_\_\_\_\_  
(End Date, if known)

In accordance with Section 4115.071 (C) of the Ohio Revised Code, listing of payroll dates, I hereby submit the following schedule of dates that my company is required to pay wages to its workers while on this project.  
**NOTE:** If the life of the project is expected to be over three (3) months in length, provide only the days of the week your pay period starts and ends, plus the day you pay your workers.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Day Pay Period Starts: \_\_\_\_\_ Day Pay Period Ends: \_\_\_\_\_

Pay Day: \_\_\_\_\_

I acknowledge that I am required by section 4115.071 (C) of the Ohio Revised Code that I must submit a copy of my company's certified payroll records for this project to the Prevailing Wage Coordinator of the public authority within two weeks of the initial pay date listed above. I further acknowledge that I am responsible to collect and submit my subcontractor's prevailing wage documents, including their certified payroll records in accordance with the law.

\_\_\_\_\_  
(Contractor's Signature and Title) (Company Name)

\_\_\_\_\_  
(Date)

**Public Authority Responsibilities**

**Step 3: Prevailing Wage Coordinator informs the energy company and all contractors and subcontractors working on the RUMA project of their prevailing wage responsibilities.**

- Contractors working under the RUMA contract provide PW notifications to employees (Appendix D, attached).
- The Prevailing Wage rate must be posted on the job site where it is accessible to all employees.
- Contractor must provide Prevailing Wage Coordinator with a list of all subcontractors including
  - name,
  - address, and
  - telephone number for each.

Contractors who do not pay into a fringe benefit funds on behalf of their employees must pay those fringes on the check as part of the employee's hourly rate.

**PREVAILING WAGE NOTIFICATION TO EMPLOYEE**

Project Name:		Job Number:	
Contractor:			
Project Location:			
Jobsite posting of prevailing wage rates located:			
Prevailing Wage Coordinator		Employee	
Name:		Name:	
Street:		Street:	
City:		City:	
State / Zip:		State / Zip:	
Phone:		Phone:	
You will be performing work on this project that falls under these classifications. You will be paid the appropriate rate for the type of work you are performing.			
Classification	Prevailing Wage Rate Total Package	Minus Your Fringe Benefits	Your Hourly Base Rate
Hourly fringe benefits paid on your behalf by this company.			
Fringe	Amount	Fringe	Amount
Health Insurance		Vacation	
Life Insurance		Holiday	
Pension		Sick Pay	
Bonus		Training	
Other		<b>TOTAL HOURLY FRINGES</b>	
Contractor's Signature:		Date:	
Employee's Signature:		Date:	

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**Prevailing Wage Coordinators should contact ACT Ohio at 614-228-5446 or info@actohio.org with any questions throughout the process.**

**Public Authority Responsibilities**

**Step 4: Contractor keeps full and accurate payroll records.**

These should include, but are not limited to:

- Time cards, time sheets, daily work records, etc.
- Payroll ledger\journals and canceled checks\check register.
- Fringe benefit records (including program, address, account number, canceled checks).
- Records made in connection with the public improvement must not be removed from the State for **one year following the completion of the project.**
- Out-of-State Corporations must submit to the Ohio Secretary of State the full name and address of their Statutory Agent in Ohio.

**Step 5: Contractors must submit weekly certified payroll reports to the Prevailing Wage Coordinator beginning no later than within two (2) weeks after the initial pay period (Appendix B, attached).** Instructions for completing the certified payroll report are attached (Appendix E).

The failure to file or collect certified payroll records is a violation of ORC 4115. Violators are to be assessed the wages owed, plus a penalty of 100% of the wages owed by the Ohio Department of Commerce.

**Certified Payroll Report - Part A**

330 • Construction • Contractor Payment  
State of Ohio Standard Forms for Public Facility Construction



EMPLOYER NAME AND ADDRESS		NAME OF GENERAL / PRIME CONTRACTOR		PROJECT NAME AND LOCATION (COUNTY)		CONTRACTING AUTHORITY (OR OWNER)												
CHECK IF SUBCONTRACTOR <input type="checkbox"/>		WEEK ENDING		PAYROLL NUMBER PAGE# _____ of _____		PROJECT / CONTRACT NUMBER												
1. NAME AND INDIVIDUAL IDENTIFYING NUMBER (e.g., LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER) OF WORKER	2. WORK CLASSIFICATION	3. RACE AND SEX	4. HOURS WORKED - DAY AND DATE				5. TOTAL PROJ HRS	6. BASE WAGE RATE	7. PROJ GROSS WAGES	8. FRINGES:				9. TTL HRS ALL JOBS	10. TOTAL GROSS ALL JOBS	11. TAXES WITHHELD	12. OTHER DEDUCTIONS	13. NET WAGES PAID
										APPROVED PLANS		CASH AND APPROVED PLANS						
			M	T	W	TH	F	S	S									
			OT															
			ST															
			OT															
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			ST															

My signature on this form signifies that I pay, or supervise the payment of the employees shown above. I am certifying: 1) That during the pay period reported on this form, all hours worked on this Project have been paid at the appropriate prevailing wage rate for the class of work done. 2) That the fringe benefits have been paid as indicated above. 3) That no rebates or deductions have been or will be made, directly or indirectly from the total wages earned, other than permissible deductions as defined in Ohio Revised Code Chapter 4115. 4) That apprentices are registered with the U.S. Department of Labor, Bureau of Apprenticeship and Training. I understand that the willful falsification of any of the above statements may subject the Contractor or Subcontractor to civil or criminal prosecution. In addition, I have submitted the full Name, Social Security Number, and Address of each Worker on a separate sheet (Part B) to form the entire Certified Payroll Report required by Applicable Law.

Type or Print Name and Title: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Public Authority Responsibilities**

### **Step 6: The Prevailing Wage Coordinator reviews weekly reports to ensure workers are paid the correct wages/fringes.**

Failure to file or collect certified payroll records is a violation of ORC 4115. Violators are to be assessed the wages owed, plus a penalty of 100% of the wages owed by the Ohio Department of Commerce.

- All certified payroll reports must include:
  - Employees' names, addresses, and social security numbers.
  - Corporate officers/owners/partners and any salaried personnel who do physical work on the project are considered employees. All rate and reporting requirements are applicable to these individuals.
  - Employees' work classification.
    - Be specific about the laborers and/or operators (Group)
    - For all apprentices, show level/year and percent of journeyman's rate
  - The number of hours worked in each day and the total number of hours worked each week for each employee.
  - Hourly rate for each employee.
    - The minimum rate paid must be the wage rate for the appropriate classification. The Department's Wage Rate Schedule sets this rate.
    - All overtime worked is to be paid at time and one-half for all hours worked more than forty (40) per week.
    - Where fringes are paid into a bona fide plan instead of cash, list each benefit and amount per hour paid to program for each employee.
    - When the amount contributed to the fringe benefit plan and the total number of hours worked by the employee on all projects for the year are documented, the hourly amount is calculated by dividing the total contribution of the employer by the total number of hours worked by the employee.
    - When the amount contributed to the fringe benefit is documented but not the total hours worked, the hourly amount is calculated by dividing the total yearly contribution by 2080.
  - Gross amount earned on all projects during the pay period.
  - Total deductions from employee's wages.
  - Net amount paid.

**Public Authority Responsibilities**

**Step 7: PW coordinator responds to any public records request for records**

- At the conclusion of the project the PW coordinator archives all the records and holds them for 2 years minimum.
- Contractor must complete an Affidavit of Compliance (Attached, Appendix F)



**Department of Commerce**  
Division of Industrial Compliance

Bureau of Wage and Hour Administration  
6506 Tussing Road - PO Box 4029  
Reynoldsburg, OH 43068-9029  
Phone 614-644-2239 | Fax 614-728-8639  
TTY/TDD 800-750-0750  
www.com.ohio.gov  
An Equal Opportunity Employer and Service Provider

John R. Kasich, Governor  
Andre T. Porter, Director

**Affidavit Of Compliance**

**PREVAILING WAGES**

I, \_\_\_\_\_  
(Name of person signing affidavit) (Title)

do hereby certify that the wages paid to all employees of

\_\_\_\_\_  
(Company Name)

for all hours worked on the

\_\_\_\_\_  
(Project name and location)

project, during the period from \_\_\_\_\_ to \_\_\_\_\_ are in  
(Project Dates)

compliance with prevailing wage requirements of Chapter 4115 of the Ohio Revised Code. I further certify that no rebates or deductions have been or will be made, directly or indirectly, from any wages paid in connection with this project, other than those provided by law.

\_\_\_\_\_  
(Signature of Officer or Agent)

Sworn to and subscribed in my presence this \_\_\_\_\_ day of \_\_\_\_\_  
20\_\_\_\_\_.

\_\_\_\_\_  
(Notary Public)

The above affidavit must be executed and sworn to by the officer or agent of the contractor or subcontractor who supervises the payment of employees. This affidavit must be submitted to the owner (public authority) before the surety is released or final payment due under the terms of the contract is made.

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**Questions about PW compliance can be directed to ACT Ohio 614.228.5446 or info@actohio.org.**

## Appendix A: Contractor Responsibilities



### Department of Commerce

Division of Industrial Compliance

Bureau of Wage and Hour Administration  
6606 Tussing Road - PO Box 4009  
Reynoldsburg, OH 43068-9009  
Phone 614-644-2239 | Fax 614-728-8639  
TTY/TDD 800-750-0750  
www.com.ohio.gov

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John R. Kasich, Governor  
Andre T. Porter, Director

## **PREVAILING WAGE CONTRACTOR RESPONSIBILITIES**

**This is a summary of prevailing wage contractors' responsibilities. For more detailed information please refer to Chapter 4115 of the Ohio Revised Code**

### **General Information**

Ohio's prevailing wage laws apply to all public improvements financed in whole or in part by public funds when the total overall project cost is fairly estimated to be more than \$250,000 for new construction or \$75,000 for reconstruction, enlargement, alteration, repair, remodeling, renovation, or painting.

Ohio's prevailing wage laws apply to all public improvements financed in whole or in part by public funds when the total overall project cost is fairly estimated to be more than \$84,314 for new construction that involves roads, streets, alleys, sewers, ditches and other works connected to road or bridge construction or \$25,261 for reconstruction, enlargement, alteration, repair, remodeling, renovation, or painting of a public improvement that involves roads, streets, alleys, sewers, ditches and other works connected to road or bridge construction.

- a) Thresholds are to be adjusted biennially by the Administrator of Ohio Department of Commerce, Division of Industrial Compliance and Labor, Bureau of Wage and Hour Administration
- b) Biennial adjustments to threshold levels are made according to the Price Deflator for Construction Index, United States Department of Commerce, Bureau of the Census\*, but may not increase or decrease more than 3% for any year

### **Penalties for violation**

Violators are to be assessed the wages owed, plus a penalty of 100% of the wages owed.

### **Intentional Violations**

If an intentional violation is determined to have occurred, the contractor is prohibited from contracting directly or indirectly with any public authority for the construction of a public improvement. Intentional violation means "a willful, knowing, or deliberate disregard for any provision" of the prevailing wage law and includes but is not limited to the following actions:

- Intentional failure to submit payroll reports as required, or knowingly submitting false or erroneous reports.
- Intentional misclassification of employees for the purpose of reducing wages.
- Intentional misclassification of employees as independent contractors or as apprentices.
- Intentional failure to pay the prevailing wage.
- Intentional failure to comply with the allowable ratio of apprentices to skilled workers as required by the regulations established by Ohio Department of Commerce, Division of Industrial Compliance and Labor, Bureau of Wage and Hour Administration.
- Intentionally employing an officer, of a contractor or subcontractor, that is known to be prohibited from contracting, directly or indirectly, with a public authority.

### **Responsibilities**

- A. Pay the prevailing rate of wages as shown in the wage rate schedules issued by the Ohio Department of Commerce, Division of Industrial Compliance and Labor, Bureau of Wage and Hour Administration, for the classification of work being performed.
  1. Wage rate schedules include all modifications, corrections, escalations, or reductions to wage rates issued for the project.



2. Overtime must be paid at time and one-half the employee's base hourly rate. Fringe benefits are paid at straight time rate for all hours including overtime.
  3. Prevailing wages must be paid in full without any deduction for food, lodging, transportation, use of tools, etc.; unless, the employee has voluntarily consented to these deductions in writing. The public authority and the Director of Ohio Department of Commerce, Division of Industrial Compliance and Labor, Bureau of Wage and Hour Administration - must approve these deductions as fair and reasonable. Consent and approval must be obtained before starting the project.
- B. Use of Apprentices and Helpers cannot exceed the ratios permitted in the wage rate schedules.
1. Apprentices must be registered with the U.S. Department of Labor Bureau of Apprenticeship and Training.
  2. Contractors must provide the Prevailing Wage Coordinator a copy of the Apprenticeship Agreement for each apprentice on the project.
- C. Keep full and accurate payroll records available for inspection by any authorized representative of the Ohio Department of Commerce, Division of Industrial Compliance, and Labor, Bureau of Wage and Hour Administration or the contracting public authority, including the Prevailing Wage Coordinator. Records should include but are not limited to:
1. Time cards, time sheets, daily work records, etc.
  2. Payroll ledger/journals and canceled checks/check register.
  3. Fringe benefit records must include program, address, account number, & canceled checks.
  4. Records made in connection with the public improvement must not be removed from the State for one year following the completion of the project.
  5. Out-of-State Corporations must submit to the Ohio Secretary of State the full name and address of their Statutory Agent in Ohio.
- D. Prevailing Wage Rate Schedule must be posted on the job site where it is accessible to all employees.
- E. Prior to submitting the initial payroll report, supply the Prevailing Wage Coordinator with your project dates to schedule reporting of your payrolls.
- F. Supply the Prevailing Wage Coordinator a list of all subcontractors including the name, address, and telephone number for each.
1. **Contractors are responsible for their subcontractors' compliance with requirements of Chapter 4115 of the Ohio Revised Code.**
- G. Before employees start work on the project, supply them with written notification of their job classification, prevailing wage rate, fringe benefit amounts, and the name of the Prevailing Wage Coordinator for the project. A copy of the completed signed notification should be submitted to Prevailing Wage Coordinator.
- H. Supply all subcontractors with the Prevailing Wage Rates and changes.
- I. Submit certified payrolls within two (2) weeks after the initial pay period. Payrolls must include the following information:
1. Employees' names, addresses, and social security numbers.
    - (a) Corporate officers/owners/partners and any salaried personnel who do physical work on the project are considered employees. All rate and reporting requirements are applicable to these individuals.
  2. Employees' work classification.
    - (a) Be specific about the laborers and/or operators (Group)
    - (b) For all apprentices, show level/year and percent of journeyman's rate
  3. Hours worked on the project for each employee.

- (a) The number of hours worked in each day and the total number of hours worked each week.
  4. Hourly rate for each employee.
    - (a) The minimum rate paid must be the wage rate for the appropriate classification. The Department's Wage Rate Schedule sets this rate.
    - (b) All overtime worked is to be paid at time and one-half for all hours worked more than forty (40) per week.
  5. Where fringes are paid into a bona fide plan instead of cash, list each benefit and amount per hour paid to program for each employee.
    - (a) When the amount contributed to the fringe benefit plan and the total number of hours worked by the employee on all projects for the year are documented, the hourly amount is calculated by dividing the total contribution of the employer by the total number of hours worked by the employee.
    - (b) When the amount contributed to the fringe benefit is documented but not the total hours worked, the hourly amount is calculated by **dividing the total yearly contribution by 2080**.
  6. Gross amount earned on all projects during the pay period.
  7. Total deductions from employee's wages.
  8. Net amount paid.
- J. The reports shall be certified by the contractor, subcontractor, or duly appointed agent stating that the payroll is correct and complete; and that the wage rates shown are not less than those required by the O.R.C. 4115.
- K. Provide a Final Affidavit to the Prevailing Wage Coordinator upon the completion of the project.

# Certified Payroll Report - Part A

## 330 - Construction - Contractor Payment

### State of Ohio Standard Forms for Public Facility Construction



EMPLOYER NAME AND ADDRESS			NAME OF GENERAL / PRIME CONTRACTOR				PROJECT NAME AND LOCATION (COUNTY)				CONTRACTING AUTHORITY (OR OWNER)									
CHECK IF SUBCONTRACTOR <sup>1</sup> <input type="checkbox"/>			WEEK ENDING _____				PAYROLL NUMBER _____ PAGE <sup>2</sup> _____ of _____				PROJECT / CONTRACT NUMBER _____									
1. NAME AND INDIVIDUAL <sup>3</sup> IDENTIFYING NUMBER (e.g., LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER) OF WORKER	2. WORK <sup>4</sup> CLASS- IFICA- TION	3. RACE AND SEX	4. HOURS WORKED - DAY AND DATE					5. TOTAL PROJ HRS	6. BASE WAGE RATE	7. PROJ GROSS WAGES	8. FRINGES:					9. TTL HRS ALL JOBS	10. TOTAL GROSS ALL JOBS	11. TAXES WITH- HELD	12. OTHER DEDUC- TIONS	13. NET WAGES PAID
											CASH <input type="checkbox"/>		APPROVED PLANS <input type="checkbox"/>		CASH AND APPROVED PLANS <input type="checkbox"/>					
			M	T	W	TH	F	S	S											
			OT																	
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My signature on this form signifies that I pay, or supervise the payment of the employees shown above. I am certifying: 1) That during the pay period reported on this form, all hours worked on this Project have been paid at the appropriate prevailing wage rate for the class of work done. 2) That the fringe benefits have been paid as indicated above. 3) That no rebates or deductions have been or will be made, directly or indirectly from the total wages earned, other than permissible deductions as defined in Ohio Revised Code Chapter 4115. 4) That apprentices are registered with the U.S. Department of Labor, Bureau of Apprenticeship and Training. I understand that the willful falsification of any of the above statements may subject the Contractor or Subcontractor to civil or criminal prosecution. In addition, I have submitted the full Name, Social Security Number, and Address of each Worker on a separate sheet (Part B) to form the entire Certified Payroll Report required by Applicable Law.

Type or Print Name and Title: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Certified Payroll Report - Part B

## 330 • Construction • Contractor Payment

### State of Ohio Standard Forms for Public Facility Construction



EMPLOYER NAME AND ADDRESS	NAME OF GENERAL / PRIME CONTRACTOR	PROJECT NAME AND LOCATION (COUNTY)	CONTRACTING AUTHORITY (OR OWNER)
CHECK IF SUBCONTRACTOR <sup>1</sup> <input type="checkbox"/>	WEEK ENDING _____	PAYROLL NUMBER _____ PAGE <sup>2</sup> _____ of _____	PROJECT / CONTRACT NUMBER _____
FULL NAME OF WORKER	SOCIAL SECURITY NUMBER <sup>3</sup>	STREET ADDRESS	CITY, STATE AND ZIP CODE

# PAYROLL DATES PREVAILING WAGE LAW

**Instructions to the Contractor:** Please read the following and provide the required information noted on this form. This document must be submitted to the Prevailing Wage Coordinator for the public authority on or before your company begins any work under a contract for a public improvement. This requirement is also applicable to your subcontractors. Please make a copy of this document available to them. The prevailing wage laws state that contractors are responsible for their subcontractors.



\_\_\_\_\_ will begin performance under contract on the  
(Name of Contractor)

\_\_\_\_\_ project on \_\_\_\_\_  
(Name and Location of Project) (Start Date)

and will conclude work on said project on \_\_\_\_\_.  
(End Date, if known)

In accordance with Section 4115.071 (C) of the Ohio Revised Code, listing of payroll dates, I hereby submit the following schedule of dates that my company is required to pay wages to its workers while on this project.  
**NOTE:** If the life of the project is expected to be over three (3) months in length, provide only the days of the week your pay period starts and ends, plus the day you pay your workers.

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Day Pay Period Starts: \_\_\_\_\_ Day Pay Period Ends: \_\_\_\_\_

Pay Day: \_\_\_\_\_

I acknowledge that I am required by section 4115.071 (C) of the Ohio Revised Code that I must submit a copy of my company's certified payroll records for this project to the Prevailing Wage Coordinator of the public authority within two weeks of the initial pay date listed above. I further acknowledge that I am responsible to collect and submit my subcontractor's prevailing wage documents, including their certified payroll records in accordance with the law.

\_\_\_\_\_  
(Contractor's Signature and Title)

\_\_\_\_\_  
(Company Name)

\_\_\_\_\_  
(Date)

# PREVAILING WAGE NOTIFICATION TO EMPLOYEE

Project Name:		Job Number:	
Contractor:			
Project Location:			
Jobsite posting of prevailing wage rates located:			
Prevailing Wage Coordinator		Employee	
Name:		Name:	
Street:		Street:	
City:		City:	
State / Zip:		State / Zip:	
Phone:		Phone:	
<p>You will be performing work on this project that falls under these classifications. You will be paid the appropriate rate for the type of work you are performing.</p>			
Classification	Prevailing Wage Rate Total Package	Minus Your Fringe Benefits	Your Hourly Base Rate
Hourly fringe benefits paid on your behalf by this company.			
Fringe	Amount	Fringe	Amount
Health Insurance		Vacation	
Life Insurance		Holiday	
Pension		Sick Pay	
Bonus		Training	
Other		<b>TOTAL HOURLY FRINGES</b>	
Contractor's Signature:		Date:	
Employee's Signature:		Date:	

## Appendix E - Instructions for Preparing Certified Payroll Reports

### General

Contractors and subcontractors are required by law to submit certified payroll reports for work on projects covered by Ohio's Prevailing Wage Law. This form meets the reporting requirements established by Ohio Revised Code Chapter 4115. The use of this form is not mandatory, employers may submit their own forms provided that all of the required information is included. This form may be reproduced, or additional copies obtained from:

Ohio Department of Commerce Division of Industrial Compliance and Labor Bureau of Wage & Hour Administration 6606 Tussing Rd. P. O. Box 4009 Reynoldsburg, OH 43068-9009 Phone: (614) 644-2239

### Certified Payroll Heading

Employer name and address: Company's full name and address. Indicate if the company is a subcontractor, if so list the name of the General or Prime. Project: Name and location of the project, including county. Contracting Public Authority: Name and address of the contracting public authority. Week Ending: Month, day, and year for last day of reporting period. Payroll # : Indicates first, second, third, etc. payroll filed by the company for the project. Page indicator: number of pages included in the report. Project Number: Determined by the public authority. If there is no number leave blank.

### Information by Column

- 1. Employee Name, Address and Social Security number: This information must be provided for all employees that perform physical labor on the project. Corporate officers, partners, and salaried employees are considered employees and must be paid the prevailing rate. Individual sole proprietors do not have to pay themselves prevailing rate but must report their hours on the project.
- 2. Work Class: List classification of work actually performed by employee. If unsure of work classification, consult the Ohio department of Commerce, Wage and Hour Bureau. Employees working more than one classification should have separate line entries for each classification. Indicate what year/level for Apprentices. Be specific when using laborer and operator classifications; for example, Backhoe Operator or Asphalt Laborer.
- 3. Hours Worked, Day & Date: In the first row of column 3 enter days of pay period example; M T W TH F S S. The second row is for the date that corresponds with each day for the pay period. In the employee information section enter the number of hours worked on the prevailing wage project and which day the hours were worked. Separate rows are labeled for (ST) straight time hours and (OT) overtime hours. All hours worked after 40, must be paid at the appropriate overtime rate.
- 4. Project Total Hours : Total the hours entered for pay period.
- 5. Base Rate: Enter actual rate per hour paid to the employee. The overtime hourly rate is time and one-half the base rate listed in the prevailing wage schedule plus fringe benefits at straight time rate. The prevailing wage schedule lists the base rate plus fringe benefit amounts. These

amounts added together equal the total prevailing wage rate. Employers must pay this total amount in one of three ways.

- Total rate may be paid in entirety in the base rate to the employee; in which case, the cash designation will be checked for fringe benefits.
  - Total rate may be paid as listed in prevailing wage rate schedule with total fringe amounts paid approved plans.
  - Total rate may be paid with a combination of base rate and fringe payments to approved plans in amounts other than those listed in schedule.
- 6. Project Gross: Enter total gross wages earned on the project for straight time and overtime. Project hours X base rate should equal project gross.
  - 7. Fringes: If fringe benefits are paid in the hourly base rate, indicate this by marking the cash space. If fringe benefits are paid to approved plans as listed in the prevailing wage rate schedule, mark the space Approved Plans. If fringe benefits are paid partially in the base rate and partially to approved plans, mark the space Cash & Approved plans. List the hourly amount paid to approved plans for each fringe. If payments are not made on a per hour basis, calculate the hourly fringe credit by dividing the yearly employer contribution by the lesser of: hours actually worked in the year (these must be documented) or 2080. Fringe benefits include: Employer's share of health insurance, life insurance, retirement plan, bonus/profit sharing, sick pay, holiday pay, personal leave, vacation, and education/training programs.
  - 8. Total Hours All Jobs: Total all hours worked during the pay period including non-prevailing wage jobs.
  - 9. Total Gross All Jobs: Gross amount earned in the pay period for all hours worked.
  - 10. Self explanatory.
  - 11. Self explanatory.
  - 12. Self explanatory.





# Department of Commerce

Division of Industrial Compliance

Bureau of Wage and Hour Administration  
6606 Tussing Road - PO Box 4009  
Reynoldsburg, OH 43068-9009  
Phone 614-644-2239 | Fax 614-728-8639  
TTY/TDD 800-750-0750  
www.com.ohio.gov

An Equal Opportunity Employer and Service Provider

John R. Kasich, Governor  
Andre T. Porter, Director

## Affidavit Of Compliance

### PREVAILING WAGES

I, \_\_\_\_\_  
(Name of person signing affidavit) (Title)

do hereby certify that the wages paid to all employees of

\_\_\_\_\_  
(Company Name)

for all hours worked on the

\_\_\_\_\_  
(Project name and location)

project, during the period from \_\_\_\_\_ to \_\_\_\_\_ are in  
(Project Dates)

compliance with prevailing wage requirements of Chapter 4115 of the Ohio Revised Code. I further certify that no rebates or deductions have been or will be made, directly or indirectly, from any wages paid in connection with this project, other than those provided by law.

\_\_\_\_\_  
(Signature of Officer or Agent)

Sworn to and subscribed in my presence this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_\_.

\_\_\_\_\_  
(Notary Public)

**The above affidavit must be executed and sworn to by the officer or agent of the contractor or subcontractor who supervises the payment of employees. This affidavit must be submitted to the owner (public authority) before the surety is released or final payment due under the terms of the contract is made.**