

CYE Certified Payroll Instructions

Enclosed please find a copy of the standard Certified Payroll form. Although other versions are acceptable they must contain the same information as the form enclosed. Certified Payroll should only be reporting on-site work hours. Any work that is performed off-site, even for the project at hand, should not be reported on this form. Be sure to report wages and hours accurately as the government has the right to interview your employees to ensure they are getting the proper wages. Each employee's wages must be at least the minimum set forth in the Davis-Bacon Wage Determination assigned to this project. Please consult CYE's Contract Administrator, Anna Rodgers, if you require a copy of the Wage Determination document.

Please send your certified payroll forms to our HR inbox (hr@cyeinc.com), unless otherwise directed, as soon as your payroll is processed. We **MUST** have your forms **NO LESS THAN ONE WEEK** after your employees receive wages.

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1. Your company name and address
2. Payroll number-must be in chronological order beginning with #1. For weeks where no work is performed, we must still receive filled out certified payroll forms with "**NO WORK**" clearly labeled, preferably next to the payroll number. For the final week your firm is on site, mark your Certified Payroll form clearly with the words "**FINAL**", preferably next to the payroll number.
3. Weekending days **should always be the same day** (Sunday, Monday, etc.) each week
4. Project name and location
5. Prime Contract number issued by the Government
6. Name, address, last four digits of each employee's social security number
7. Work Classification (see Davis-Bacon Wage Determination attached with this document for more information)
8. Hours by day, broken out in standard (S) and overtime (O)
 - a. You will only need to report daily hours spent ON-SITE. Hours worked for this project but off-site are not considered "certified" and are not required to be reported.
9. Total hours, rate of pay, gross, deductions and net wages
 - a. Be sure to check the Davis-Bacon Wage Determination attachment (different for each base/military installment) for the proper rate of pay for each employee according to their classification. The government will check with your employees whether they are actually doing the work stipulated for their classification.

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1. Date form was completed
2. Name of person signing and title (upper left and block in lower right)
3. Company Name
4. Project name and contract number
5. Date of work week, beginning and ending
6. Section 4, check whether you pay fringe benefits in a plan (option a – i.e. medical plan, 401K, etc.) or in cash (option b) – if you are not required to pay fringe according to the Davis-Bacon Wage Determination and choose not to do so, simple choose option b

Email to: hr@cyeinc.com

Fax to: 904-600-5216