WEEKLY CERTIFIED PAYROLL REPORT AND WORKFORCE PARTICIPATION FORM

CERTIFIED PAYROLL REPORT: Pursuant to MGL c. 149, s. 27B, **every contractor and subcontractor is required to submit a true and accurate copy of their certified weekly payroll records** to the awarding authority by first-class mail or e-mail. In addition, each weekly payroll must be accompanied by a statement of compliance signed by the employer. Failure to comply may result in the commencement of a criminal action or the issuance of a civil citation.

WORKFORCE PARTICIPATION GOALS: The Commonwealth of Massachusetts has set the following goals for workforce participation for minorities and women. The participation goals for this project shall be 15.3% for minorities and 6.9% for women. The Contractor shall strive to achieve on this project the labor workforce participation goals contained herein. **The Contractor shall enter the number of hours worked in each trade by each employee, identified as woman, minority, or non-minority below.**

Company Name:	Address:	Phone No.:		Payroll No.:
Employer's Signature:	**Title:**	**Contract No:**	**Tax Payer ID #:**	**Work Week Ending:**
Awarding Authority Name:	**Public Works Project Name:**	**Public Works Project Location:**		**Min. Wage Rate Sheet Number:**
General / Prime Contractor's Name:	**Subcontractor's Name:**	**Employer Hourly Fringe Benefit Contributions**		
		(B+C+D+E)	(A x F)	

Employee Name & Complete Address	Work Classification	Project Hours Non-Minority	Project Hours Minority	Project Hours Women	Employee is OSHA 10 certified (?)	Appr. Rate (%)	Hours Worked							Project Hours (A)	Hourly Base Wage (B)	Health & Welfare Insurance (C/)	ERISA Pension Plan (D)	Supp. Unemp. (E/)	Total Hourly Prev. Wage (F)	Project Gross Wages	Check No. (H)
							Su.	Mo.	Tu.	We.	Th.	Fr.	Sa.	All Other Hours						Total Gross Wages	

APPRENTICESHIP DOCUMENTATION: **Please answer the questions below.**

(1) Are any apprentice employees identified above? **YES** ☐ **NO** ☐

(2) If yes, are all apprentice employees identified above currently registered with the MA DLS Division of Apprentice Standards? **YES** ☐ **NO** ☐

(3) If yes, is a copy of the apprentice ID card issued by the MA DLS Division of Apprentice Standards included for all apprentice employees identified above? **YES** ☐ **NO** ☐