



MoDOT 554

Certified Payroll Submission Guidelines (Rev. 07/11/11)

- 1) Certified Payrolls are due within **5 days** of the close of the weekly payroll period. (They may be emailed to the **Bridge Builder** to meet time guidelines.) Do not send more than one copy.
- 2) The Bridge Builder is responsible to turn in all lower Tier Subcontractor Certified Payrolls (same requirements as for Bridge Builder) to KTU Constructors. These are to be checked and corrected before being submitted to KTU. (Lower tier subcontractors submit their payrolls directly to their Bridge Builder, not directly to KTU.)
- 3) Certified Payrolls must be submitted **PER** Bridge.
- 4) Payroll form: you may turn in your own (as long as it has all of the information as required by MoDOT and KTU) or you may use the LS-57. The LS-57 was revised as of 03/24/10. Please note that all job classifications must match the wage decision they are being paid off of. If your payroll system will not allow for this, please write in the correct classification.
- 5) Statement of Compliance – you may turn in your own, but it must contain the fringe benefit breakout, as requested on the LS-57-2. If you pay the same rate of fringe to every worker within a trade, you may list the craft trade under Employee Name. If you have different fringe rates within a craft trade, each worker in that trade must be listed separately. (You may also attach to your first payroll for each bridge a complete fringe breakdown, and on the LS-57-2 thereafter make reference to that sheet.)
- 6) Davis Bacon General Wage Decision MO100001 06-03-11 MO1 and General Wage Order 54 will be in effect through June 30, 2012.
- 7) The **higher** of the two wages & fringes must be paid. This is to be determined by looking at the total package rates. Please also note the Overtime rules listed in the GWO.

PLEASE SEE THE CERTIFIED PAYROLL CHECKLIST FOR SPECIFIC ITEMS OF INTEREST.

End of Bridge:

An Affidavit of Compliance (ACPWL-KTU Rev. 07-11) must be submitted by each Bridge Builder and each Lower Tier Subcontractor as soon as the bridge is completed. This Affidavit of Compliance has been specially written for the Safe & Sound Project, and will only be used and accepted by MoDOT and MoDOL on this project.

Corrections:

Any time there are payroll corrections which result in additional payment, proof of such payments must be turned in as well.

- Failure to complete any of the above can result in payments being delayed.

Please direct your inquiries and send original certified payrolls to:

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