

## SAMPLE CERTIFIED PAYROLL REPORT



**Metro**

<b>NAME OF CONTRACTOR:</b> <b>SUBCONTRACTOR:</b> <b>FED TAX ID NUMBER:</b> <b>CONTRACTORS LIC. #</b>	<b>ADDRESS:</b> _____ _____ _____
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PAYROLL NO.	PAGE(S) OF		FOR WEEK ENDING:							PROJECT NAME: CONTRACT NUMBER:			PROJECT LOCATION:																								
																				DAY AND DATE							TOTAL HOURS	RATE OF PAY For This Project	GROSS AMOUNT EARNED			DEDUCTIONS				NET WAGES PAID FOR WEEK	CHECK NO.
																				SUN	MON	TUES	WED	THU	FRI	SAT			THIS PROJECT	OTHER PROJECTS	TOTAL GROSS WAGES	FED TAX	FICA SOC.SEC	MEDICARE	STATE TAX		
HOURS WORKED EACH DAY																																					
Michael Jordan 123 Maple St., Oakdale, CA 90123. SS # 123-45-789	3		Journeyman Carpenter	ST	3	4	8	8	8	31.0	\$ 44.97	\$ 1,394.07	\$ 155.00	\$ 1,549.07	\$ 150.00	\$ 96.04	\$ 21.75	\$ 68.50	\$ 12.39	\$ 120.00	\$ 468.68	\$ 1,080.39	54321														
				O																																	
Kobe Bryant 123 Oak St., Mapledale, CA 90123. SS # 123-45-789	1		Jmn Laborer Group 1	ST			8	4		12.0	\$ 38.16	\$ 457.92	\$ 520.00	\$ 977.92	\$ 25.00	\$ 60.63	\$ 4.65	\$ 20.00	\$ 7.82	-	\$ 118.10	\$ 859.82	DD 012345														
				O			1	1		2.0	\$ 50.48	\$ 100.95																									

**Notes & Explanations:**

- 1 This Project :  
 Regular (ST) Amt = Multiply 'Rate of Regular Pay for this Proj' times 'Total Hours' worked on this project. Use total Prevailing Wage Rate (ST) for the craft used.  
 Overtime (OT) Amt = Multiply 'Rate of OT Pay' times 'Total OT Hours' worked to get Overtime Amount. Use total Prevailing Wage Rate (OT) for craft used.
  
- 2 Other Projects = Amount earned by the craft employee on projects other than 'This Project' for the week.  
 Hence, weekly Gross Earnings equal 'This Project ST amount + This Project OT amount (if any) + Other Project amount.
  
- 3 Total Gross Wages = Add 'This Project' and 'Other Projects.'
  
- 4 Other Deductions = This includes deductions made by employer and includes deductions, such as retirement plans, repayment of loans, court order(s) and garnishments.  
 All other amounts shown in the 'Other' column requires a signed authorization from the employee.
  
- 5 Total Deductions = This includes all statutory deductions (mandatory taxes) plus 'other deductions'.
  
- 6 Net Wages Paid = Deduct 'Total Deductions' from 'Total Gross Wages'
  
- 7 Check Number = Provide check No. (Ex. 54321) or the Direct Debit No.(Ex. DD 012345) if electronically transferred.  
 Be prepared to provide copies of canceled checks issued to employee(s) or bank records upon request.

