

LCPtracker Payroll Review Checklist

1. Is the contractor paying employees on time?

Contractor paid employees within 7 days of the work end date.

2. Contractor Fringe Benefit Statement (CFBS): Ensure that each contractor has submitted a completed Contractor Fringe Benefit Statement. The document must be understandable and create a “complete” picture.

The Contractor should identify how fringe is paid. If the way or amount of fringe is paid differently each week, that should be noted under the company information “How is this benefit paid out to employees?”

The Contractor should correctly identify how benefits are paid on the Statement of Compliance. If fringes are paid in cash, that should be noted. If they are paid in benefits, that should be noted.

If benefits are paid to a third party on behalf of the employee, the Contractor should list benefit company names and addresses.

For any deductions outside of those approved through 29CFR (see attached guidance for more information), contractors must acknowledge if they have an approved plan through the Secretary of Labor. If they do not have said approved plan, they cannot use that proposed deduction until they do. All deductions must be listed by type and amount within the payroll.

3. Fringe benefit.

Do the CFBS and the payroll agree?

(EX: Does one list that cash fringe is paid, but the other lists a medical benefit?)

Does the LCPtracker “Statement of Compliance” (within the actual payrolls) correspond to the CFBS and the payroll? (Do contractors pay out in cash or fringe?)

4. “Other” deductions

Contractor lists all of the deductions.

Each deduction details an amount beside it.

There are corresponding E-documents for deductions.

(EX: wage garnishments and DOL letters)

If loans are listed as a deduction and are from the actual employer, ensure that the terms of starting the loan and repayment of the loan are included. Also, there should be no interest begin charged.

Are the deductions legal? (No charge allowed for mandatory uniforms or PPE below the minimum wage --DB)

5. Have all the CDOT forms for OJT paperwork been submitted?

1337

838

832

OJT plan -- unless using CDOT PAC-UP plan

Are the forms approved by the RCRO?

Have the listed forms been added into e-documents?

Are the forms approved within e-Documents?

Has the demographic tag been added?

Check the apprentice ratio. (New OJT Spec - 1:1 ratio) Has the

CRBRC person been asked to add app/trainee wages?

6. Check the employee names.

Are there multiple people with the same names?

Do the people with the same names have something unique to identify them? (For example, is one listed as a junior or senior?)

Is the correct person listed as an OJT participant?

Are the names consistent? (Do the e-Documents list the name Rigo, but the payroll lists Rigoberto?)

7. Make sure that there is a 205 in place in B2G for every contractor that is performing in a manual capacity. (This is NOT needed for material suppliers).

Are all of the contractors (from B2G) listed within LCP?

8. Multiple Wage Decisions?

Was the highest wage decision amount used for each specific classification?

9. Was the employee's base and fringe combined into one rate?

Was the employee paid overtime using that higher rate?

10. Check for reasonableness. Are there any extremes?

(Are there more than 18 hours in a day or more than 65 hours in a week? Are all workers listed as laborers? Does it happen often?)

Extreme items on payroll do not necessarily mean that contractors are doing something wrong. It just alerts CDOT to the potential for problems.

11. Other Payroll Notes: