

BEFORE YOU FILE

The Certified Payroll Starter Checklist

Everything to line up before you fill in a single number — so one weekly report takes twenty minutes instead of your whole Monday.

1 GATHER THESE FOUR THINGS FIRST

- ☐ The **wage determination** for your contract, with rates listed by classification
- ☐ **Daily time records** showing hours by worker, by day
- ☐ **Payroll records** with gross pay, deductions, and net pay
- ☐ Your **contract number and project details** from the prime contractor

2 CONFIRM THESE FIVE BEFORE YOU SIGN

- ☐ Every worker matches a classification that **actually appears** on the wage determination
- ☐ Straight time and overtime are listed **separately**
- ☐ Fringe benefits show as cash or a **named benefit plan** — never buried in the base rate
- ☐ The payroll number **follows the last one you filed**, with no gaps in the sequence
- ☐ **Page two is signed.** The Statement of Compliance is what makes it certified. DON'T SKIP

3 THEN REMEMBER

- ☐ File within **seven days** of your regular pay date
- ☐ Send a **"no work performed"** note for weeks your crew was off the site
- ☐ Keep every record **three years** after the prime contract finishes
- ☐ Ask your prime **once, up front**, whether they want email or a portal upload

\$2,000

Davis-Bacon threshold — it applies to the **prime contract only**. Subs of any size are covered.

7 days

Your deadline after each regular pay date. Every week your crew is on site.

3 years

How long to keep records after all work on the prime contract wraps up.

Further behind than one week?

We rebuild the missing payrolls, file every week from there, and set up crew documentation so your records stay clean at the source. Bring your worst pile of paperwork — we've seen worse, and we've fixed worse.

Book a free
30-minute consult

828-699-8022