

The payroll data exported from the electronic payroll system must be formatted as indicated in the headers in columns A thru J below.

Submit one spreadsheet per contract. Include all subcontractors in the same file as the prime contractor. Add each new week to the same file used the previous week, i.e., the file should contain the entire payroll history of the contract, from the FIRST DAY of the earliest contractor to the LAST DAY of the last contractor. Each contractor's first payroll shall be numbered "1" and shall be numbered consecutively through the contractor's LAST DAY, including periods of no work.

Submit the file in .CSV format. Sort and order the data according to Responsibility Code (column A), then Week Ending (column E). If there are resubmittals, use secondary sort order by Payroll resubmittal number (column D).

A	B	C	D	E	F	G	H	I	J
Responsibility Code	First Day	Last Day	Payroll Number	Week Ending	Checked By	Date Checked	Number Employed	Man-Hours Worked	Contract No
<p>One unique responsibility code per contractor.</p> <p>This is a 4-character alphanumeric code that must match the code used in the Prime Contractor's scheduling package, if one is being used. It must be unique and cannot be assigned to any other subcontractor on this contract.</p> <p>The Prime Contractor's code must always be "PRIM" and cannot be assigned to any other contractor.</p>	<p>One date per contractor.</p> <p>This is the FIRST DAY on which the contractor in column A has physical work on the jobsite.</p> <p>Enter this date only once, on Payroll Number 1, for each contractor. This column should be empty for all subsequent weeks for the contractor.</p>	<p>One date per contractor.</p> <p>The is the LAST DAY on which the contractor in column A has physical work on the jobsite.</p> <p>Enter the LAST DAY on the same row as the FIRST DAY, Payroll Number 1. This column should be empty for all subsequent weeks for the contractor and should only be filled when the contractor has completed all of his work at the jobsite.</p>	<p>Payrolls must be numbered consecutively (i.e. 1,2,3,4...).</p> <p>If revised payrolls are submitted, add ".1" for the first resubmittal; ".2" for the second resubmittal, etc. . For example, if the Week 7 payroll was revised, the corrected copy should be submitted as Payroll 7.1. If the corrected copy is further revised, number it 7.2, then 7.3, and so on.</p>	<p>This is the last day of the pay period indicated on the payroll. The week ending date should fall on the same day of the week throughout the contract.</p> <p>Include a numbered payroll for each week between a contractor's FIRST DAY and LAST DAY. For weeks of no work, enter "0" in columns H and I, Number Employed and Man-Hours Worked, respectively.</p>	<p>This is the name of the person on the Contractor's staff responsible for checking contractor payroll data.</p>	<p>This is the date on which the payroll was checked by the person named in column F.</p>	<p>This is the total number of employees for the contractor identified in column A who worked on the contract during the week identified in column E.</p> <p>Do not include salaried employees. This number should only include Davis-Bacon-waged employees.</p>	<p>This is the total number of hours worked by the contractor identified in column A who worked on the contract during the week identified in column E.</p> <p>Do not include salaried employees. This number should only include Davis-Bacon-waged employees.</p>	<p>This is the Corps of Engineers' contract number, not the contractor's or subcontractor's contract number.</p>