ELECTRONIC PAYROLL DATA

Legislative enactments promoting electronic commerce, FAR 4.5 (d), now provide that agencies may accept electronic signatures and records in connection with Government contracts. The Department of Labor allows the use of electronic filing of payrolls as long as agency access and record retention requirements are satisfied.

The Acting Deputy Assistant Secretary of the Army (Procurement) has approved USACE's use of electronic software for processing Davis-Bacon Act-certified payrolls.

To encourage use of electronic, commercially available systems to process and submit Davis Bacon Act certified payrolls to the Government, Mr. Kim D. Denver, Director of the U.S. Army Corps of Engineers (USACE) National Contracting Organization, signed Procurement Instruction Letter (PIL) 2011-09, *Authority to Use Electronic Software for Processing Davis-Bacon Act Certified Payrolls in USACE Construction Contracts*, on 7 June 2011, which is the effective date of this PIL.

This PIL applies to all new solicitations issued after the PIL's effective date. Specification writers must insert SCR S-102, *Contractor Supply and Use of Electronic Software for Processing Davis-Bacon Act Certified Labor Payrolls (April 2011)*, in Section 00 73 00 of the technical specifications in all solicitations and resultant contracts subject to the Davis-Bacon Act requirement with a value greater than $5M, or a performance period greater than 1 year. This SCR may also be considered for solicitations under the thresholds described in the PIL.

RMS and QCS are able to import payroll data from any electronic payroll system that outputs data to an Excel file matching the format of the sample file found on the RMS support website. Payroll data provided in this format can be imported directly into the Payroll module in either RMS or QCS, depending on which entity has control of the Payroll module (assigned in Contract Setup). It is the responsibility of the electronic payroll system's developer to provide the data in the specified Excel file format.

The standard data format for submission of electronic payroll data is defined here:
http://rms.usace.army.mil/datafiles/SamplePayrollSpreadsheetWithInstructions.pdf

To enable the use of data imported from an electronic payroll system, on the CONTRACT SETUP screen in RMS, check the box: **Will Contractor use electronic payroll software?** When this box is checked, the Contractor Payrolls screen is READ ONLY for both the Government and Contractor.

Only the entity, Government or Contractor, identified in the "Payroll Entered By" field can import the data file.

When the use of electronic payroll software is selected, the menu option to "Import Payrolls" will appear in the Import/Export area of RMS or QCS, depending upon the controlling party identified on the Contract Setup screen.

After the Contractor completes the import, the data will be sent to the RMS on the next regular export from the QCS to the RMS.