



PAYROLL SCHEDULE

CONTRACTOR: One copy of this letter is due on or before the date you begin performance under contract

To: Prevailing Wage Coordinator
The Ohio State University
Central Service Building
2003 Millikin Road
Columbus, OH 43210

Project Name	Project Number
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I will begin performance under our contract on the above project _____ to terminate on or about _____. In compliance with Section 4115.071(C) of the Ohio Revised Code, I hereby notify you that my payroll period runs from _____ to _____ (i.e., Saturday through Sunday) with paydays on _____ (i.e., Friday).

I acknowledge that I am required by Section 4115.071(C) of the Ohio Revised Code and the Standard Conditions of Contract for Construction to deliver to the Prevailing Wage Coordinator, **a certified copy of my payroll and all subcontractors' payroll.**

Each payroll shall exhibit for each employee paid:

1. name
2. race and gender
3. current address
4. social security number
5. hourly rate of pay
6. number of hours worked during each day of the pay period and total for each week
7. job classification
8. fringe payments
9. deductions from wages
10. net pay

When using an apprentice, provide a copy of the apprenticeship agreement with the first report on which the apprentice appears.

The certification of each payroll shall be executed by myself or duly appointed agent. The certification shall recite that the payroll is correct and complete and that the wage rates shown are not less than those required by the contract.

A sample form has been provided me; however, I understand I may use any form that provides the required information stated above

Authorized Agent (if any)

Contractor's Signature

Company & Address

Telephone