



CITY OF CLEVELAND

PAYROLL DATES
SUBMITTAL
PREVAILING WAGE

City of Cleveland
Office of Equal Opportunity
Prevailing Wage Compliance
601 Lakeside Avenue, Room 335
Cleveland, Ohio 44114

Phone: 216.664.4151 • Fax: 216.664.3870 • Email: PWcoordinator@clevelandohio.gov • Hours: 8 am to 6 pm Weekdays

PROJECT INFORMATION

PROJECT NAME: []

CONTRACTOR INFORMATION

CONTRACTOR: [] PHONE: []

MAIN PAYROLL CONTACT: [] EMAIL: []

INSTRUCTION TO THE CONTRACTOR

Please read the following and provide the required information noted on this form. This document must be submitted to the Prevailing Wage Coordinator before your company begins any work under a contract for public improvement. This requirement is also applicable to your subcontractors. The Prevailing Wage laws state that Prime Contractors (aka General Contractors) are responsible for their Subcontractors. Please forward a copy of this document to them.

PERFORMANCE ON THIS PROJECT WILL START ON: [] PERFORMANCE ON THIS PROJECT WILL END ON: [] (If Ending Date is not known then put "n/a")

Employees are paid Weekly [] Bi-Weekly []

According to Section 4115.071(c) of the Ohio Revised Code, you must provide a schedule of dates that that your company is required to pay wages to your workers while on this project:

- If the life of the project is expected to be less than (3) three months, please complete Section 1 below.
If the life of the project is expected to be over (3) three months in length, provide only the day of the week your pay period starts and ends, plus the day you pay your workers, please complete Section 2 below.

[] Section 1: List Pay Dates (if project is less than 3 months long)

Table with 8 columns: Week 01, Week 02, Week 03, Week 04, Week 05, Week 06, Week 07, Week 08, Week 09, Week 10, Week 11, Week 12, Week 13, Week 14, Week 15, Week 16

[] Section 2: List Day of the Week

Day Pay Period Starts: [] Day Pay Period Ends: [] Pay Day: []

I acknowledge that I am required by section 4115.071(c) of the Ohio Revised Code to submit a copy of my company's certified payroll reports for this project to the Prevailing Wage Coordinator within two weeks of the initial pay date listed above. I further acknowledge that if I am the Prime Contractor, I am responsible to collect and submit my subcontractors' prevailing wage documents, including their certified payroll records in accordance with the law.

CONTRACTOR OFFICIAL ACKNOWLEDGEMENT & AUTHORIZATION

Company Official [] Title [] Signature [] Date []

DIRECTIONS FOR COMPLETED FORM:

- 1. Please email completed form to general contractor. Keep a copy in the project file.