

CITY OF PASADENA

PAYROLL PROCEDURE

TO: ALL CONTRACTORS, SUBCONTRACTORS, PAYROLL CLERKS, ETC.

1. Payrolls are to be submitted to the Compliance Examiner or City of Pasadena Department designee.
2. Payrolls (including subcontractors) must be submitted on a weekly basis (within 7 days of the close of the week). All payrolls not submitted weekly will be sufficient cause to withhold monies due for previous payrolls.
3. When a subcontractor arrives on the job, in order to commence work, he shall submit a letter attesting to that fact.
4. Payrolls shall be correct and include the following items:
 - a. Workman's name, address and social security number.
 - b. Workman's classification as shown on the wage rate.
 - c. Exact hourly rate of pay as shown on the wage rate (can be more, but never less).
 - d. Daily and weekly total number of hours worked.
 - e. Allowable deductions made. These are FICA and withholding tax. All other deductions shown shall be accompanied by a letter, signed by the employee authorizing these deductions.
 - f. Total actual wages paid.
 - g. Payrolls are to be numbered consecutively beginning with #1, submitting a payroll for each week until work is complete.
 - h. Whenever a contractor or subcontractor is absent from the job during a complete pay period, he shall submit a numbered payroll with the statement "NO WORK PERFORMED" attesting to that fact.
 - i. Whenever a contractor or subcontractor leaves the job permanently after having completed his contract, his final payroll should state "FINAL PAYROLL".
 - j. Any time an error is found in the payroll whereby an employee is underpaid for that particular pay period, a supplemental payroll shall be submitted for the employee. Together with the corrected payroll, send a copy of the canceled check and a signed affidavit by the employee to the Public Works Department for our files to show where the error was corrected and restitution was paid.

Certified Payroll Coordinator
Signature

Date