

Payroll Confirmation to Verify Core Employees

The Solis Group

5/21/09

Before a contractor begins work on a Rio Hondo PLA project, they must submit a Core Employees List along with verification that the employees on the List qualify as Core Employees (see PLA §3.6(d)). To qualify as a Core Employee, according to PLA §3.6(c)(i), an employee's name must "appear on the contractor's payroll for fifty of the one hundred working days before award of Project Work to the contractor." Therefore, to verify Core Employees, contractors need to provide enough information for the PLA Administrators (The Solis Group) to see that the employee has indeed been on the payroll for **50 of the last 100 working days before the contractor was awarded the job.**

Contractors' payroll record-keeping differs, so there is no one form a contractor must use to provide this verification. However, on the following pages are two examples of acceptable core employee employment verification.

Page 2: Weekly payroll registers.

These show all the employees on a company's payroll for a given week, as well as the hours they worked. If a company works 5 days a week, 100 working days would be 20 weeks. The contractor could submit these weekly payroll registers going back far enough to show that all employees it claims as Core Employees have appeared on payroll for 50 of the last 100 days before the contractor was awarded the job. Any workers not listed as Core Employees could be blacked out to protect their privacy.

Page 3: Individual worker reports.

Some contractors have the ability to print out individual worker reports, showing all checks issued to that worker. Note that the example on Page 3 shows the dates that checks were issued, the check numbers, and the wages paid to the worker, and the check dates go back farther than 100 working days. If the worker is making substantial wages every week, we can verify that they must be employed regularly. (If an issue is questionable – such as a worker who has weeks skipped, or who only makes \$200 a week – we will ask for further verification.) A contractor could submit something like the report on Page 3 for each Core Employee.

If there are any questions about core employee status or any PLA matters, please contact The Solís Group at 626-685-6989.

DESCRIPTION	P/T#	UNITS	RATE	PTF	G/L #	PT CUR	PT YTD	TOTAL EARN	FIT	FICA	MED	SIT	SDI/COUNTY	LOCAL	ETC D#	DESC	G.L.#	DED AMT	NET
Johnson, Lance																			
REGULAR-CA0042	1	8.00	18.13	1.00	116			145.04	1758.21	145.04	.00	8.99	2.11	.00	1.16	.00	.00	.00	132.78
										(9) CA 1 FED WH: MARRIED 2 STATE WH: MARRIED 2 SS# XXX-XX-7419 ADDRESS: NORTH HOLLYWOOD, CA. 91606									
REGULAR-CA0042	1	8.00	18.13	1.00	116			5856.25	486.37	363.09	84.92	94.63	46.85	.00	.00	.00	.00	.00	50229
Verbra, Robin																			
REGULAR-CA0042	1	40.00	21.88	1.00	116			875.20	4113.44	875.20	42.77	54.26	12.69	5.48	7.00	.00	.00	.00	753.00
										(10) CA 1 FED WH: MARRIED 5 STATE WH: MARRIED 5 SS# XXX-XX-8593 ADDRESS: BAKERSFIELD, CA. 93304									
REGULAR-CA0042	1	16.00	13.75	1.00	116			220.00	995.00	220.00	547.27	279.11	65.27	182.80	36.01	.00	.00	.00	50230
										(11) CA 1 FED WH: SINGLE 3 STATE WH: SINGLE 3 SS# XXX-XX-5897 ADDRESS: 28, VAN NUVS, CA. 91406									
Calderon, Ivan																			
REGULAR-CA0042	1	16.00	13.75	1.00	116			220.00	995.00	220.00	547.27	279.11	65.27	182.80	36.01	.00	.00	.00	50231
										(12) CA 1 FED WH: MARRIED 5 STATE WH: MARRIED 5 SS# XXX-XX-9786 ADDRESS: PAMONA CITY, CA. 91402									
Pasqua, Don Y																			
REGULAR-CA0042	1	8.00	8.75	1.00	116			70.00	420.00	70.00	.00	4.34	1.01	.00	.56	.00	.00	.00	64.09
										(29) CA 1 FED WH: MARRIED 3 STATE WH: MARRIED 3 SS# XXX-XX-2803 ADDRESS: LOS ANGELES, CA. 90020									
TEMP #3	9	8.00	14.83	1.00	116			118.08	506.44	236.72	.00	14.68	3.43	.00	1.89	.00	.00	.00	216.72
										(17) CA 1 FED WH: MARRIED 1 STATE WH: MARRIED 1 SS# XXX-XX-1825 ADDRESS: CANOGA PARK, CA. 91303									
Korhovec, Ron																			
REGULAR-CA0042	1	24.00	13.75	1.00	116			330.00	3190.00	330.00	10.88	20.46	4.79	.82	2.64	.00	.00	.00	290.41
										(18) CA 1 FED WH: MARRIED 5 STATE WH: MARRIED 5 SS# XXX-XX-3150 ADDRESS: CANOGA PARK, CA. 91304									
REGULAR-CA0042	1	24.00	9.38	1.00	116			225.12	2626.16	225.12	.00	13.96	3.27	.00	1.80	.00	.00	.00	206.09
										(22) CA 1 FED WH: MARRIED 2 STATE WH: MARRIED 2 SS# XXX-XX-2894 ADDRESS: CANOGA PARK, CA. 91304									
REGULAR-CA0042	1	16.00	10.00	1.00	116			160.00	505.00	160.00	.00	9.92	2.32	.00	1.28	.00	.00	.00	146.48
										(45) CA 1 FED WH: SINGLE 0 STATE WH: SINGLE 0 SS# NONE ADDRESS: . . . CA.									
REGULAR-CA0042	1	8.00	13.75	1.00	116			110.00	110.00	110.00	5.90	6.82	1.60	.42	.88	.00	.00	.00	94.38
										(45) CA 1 FED WH: SINGLE 0 STATE WH: SINGLE 0 SS# NONE ADDRESS: . . . CA.									

Posting Date: 04/10/09
 Company No: 012
 Payroll Year: 02

Employee History Earning Data

ABC Corp.

Page: 1 the
 Run Date: 04/10/09
 Run Time: 8:10 am

Employee No: 0435

Name: Doe John

Paycheck Taxes

Date	Check	Gross	F. I. C. A.				Loc Tx	Vol Ded	Net Pay
			FIT	MEDICARE	SIT	S. D. I.			
02/01	015870	528.00	.00	30.25	.00	3.16	.00	132.50	362.09
02/08	015933	352.00	.00	16.79	.00	1.75	.00	132.50	200.95
02/15	015999	759.40	20.30	47.96	1.33	5.02	.00	132.50	552.21
02/29	016135	962.56	66.16	73.64	13.49	7.70	.00	.00	801.57
03/07	016183	176.00	.00	13.46	.00	1.41	.00	.00	161.13
03/14	016236	770.00	21.44	48.77	1.54	5.10	.00	132.50	560.65
03/21	016302	960.00	30.90	55.66	4.09	5.82	.00	132.50	631.03
03/28	016372	528.00	10.49	40.40	.00	4.22	.00	.00	472.89
04/04	016433	946.00	63.60	72.37	12.83	7.57	.00	.00	789.55
04/11	016491	561.00	.54	32.78	.00	3.43	.00	132.50	391.75
04/18	016553	968.00	47.10	63.91	8.41	6.68	.00	132.50	789.40
04/25	016616	913.00	58.73	69.85	11.51	7.30	.00	.00	765.61
05/02	016679	352.00	.00	26.92	.00	2.82	.00	.00	322.26
05/09	016741	1111.00	68.55	74.86	14.13	7.83	.00	132.50	813.13
05/09	016789	264.00	.00	20.20	.00	2.11	.00	.00	241.69
05/16	016819	979.00	48.75	64.75	8.85	6.77	.00	132.50	717.38
05/23	016881	946.00	63.60	72.37	12.83	7.57	.00	.00	789.55
05/30	016950	176.00	.00	13.46	.00	1.41	.00	.00	161.12
06/13	017083	528.00	.00	30.25	.00	3.16	.00	132.50	362.09
06/20	017152	704.00	14.84	43.72	.22	4.57	.00	132.50	508.15
06/27	017232	913.00	58.73	69.85	11.51	7.30	.00	.00	765.61
7/03	017300	704.00	20.09	53.86	3.15	5.63	.00	.00	613.27
7/11	017362	827.92	27.23	53.20	2.81	5.56	.00	132.50	606.62
7/18	017424	1616.40	144.36	113.52	44.87	11.87	.00	132.50	1170.00
7/25	017524	616.00	19.29	47.12	1.11	4.93	.00	.00	543.55
8/01	017611	1009.92	73.27	77.26	15.39	8.88	.00	.00	835.92
8/08	017677	737.00	18.14	46.25	.88	4.84	.00	132.50	534.29
8/08	017716	65.12	.00	4.36	.00	.32	.00	.00	59.62
8/15	017764	1465.00	121.65	101.94	33.94	10.66	.00	132.50	1064.31
8/22	017808	1277.20	113.37	97.71	30.62	10.22	.00	.00	1025.36
8/29	017876	704.00	28.09	53.95	3.15	5.63	.00	270.00	343.27
8/29	017905	297.00	.00	22.72	.00	2.38	.00	.00	271.90
9/05	017998	980.00	53.78	67.32	18.19	7.84	.00	22.50	719.17
9/12	018041	176.00	.00	13.46	.00	1.41	.00	.00	161.13
9/12	018066	264.00	.00	10.86	.00	1.05	.00	132.50	120.39
9/19	018102	815.84	25.95	52.22	2.44	5.46	.00	132.50	596.47
9/19	018138	264.00	.00	20.20	.00	2.11	.00	.00	241.69
9/26	018172	1012.00	73.58	77.41	15.47	8.10	.00	.00	837.44
9/26	018191	264.00	.00	20.20	.00	2.11	.00	.00	241.69
10/03	018246	946.00	63.60	72.37	12.83	7.57	.00	.00	789.55
10/10	018315	1566.06	145.89	114.29	44.88	11.95	.00	172.00	1177.05
10/17	018389	2030.65	220.77	142.19	74.93	14.87	.00	172.00	1405.89
10/17	018411	375.00	.00	28.69	.00	3.00	.00	.00	343.31
10/24	018473	1000.00	71.78	76.50	14.99	8.80	.00	.00	828.73