



Division of Administration and Finance  
Planning + Design + Construction

University of Cincinnati  
P.O. Box 210186  
Cincinnati, OH 45221-0186

## PAYROLL SCHEDULE

DATE:

TO: Prevailing Wage Coordinator  
Office of Contract Compliance  
University of Cincinnati  
P.O. Box 210167  
Cincinnati, Ohio 45221-0167

RE: UC Project No.: \_\_\_\_\_

Project Name: \_\_\_\_\_

Type of Contract: \_\_\_\_\_

I will begin performance under our contract on the above project on (date) to terminate on or about (date). In compliance with Section 4115.071(C) of the Ohio Revised Code, I hereby notify you that my payroll period runs from (day of week) to (day of week) (i.e. Saturday through Sunday) with paydays on (day of week) (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   | 7. Job classification    |
| 2. Race and gender  | 8. Fringe payments       |
| 3. Current address  | 9. Deductions from wages |
| 4. Social security number   | 10. Net pay              |
| 5. Hourly rate of pay   |                          |
| 6. Number of hours worked during each day of the pay period and total for each week |                          |

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 which provides the required information stated above.

\_\_\_\_\_  
(Authorized Agent - if any)

\_\_\_\_\_  
(Contractor Signature)

(Company Name)  
(Company Name)

(Company Address)  
(Company Address)

(Company Telephone)  
(Telephone)

cc: File  
(UC Project Manager)

