U. S. DEPARTMENT OF LABOR

OFFICE OF THE SOLICITOR

WASHINGTON 25

JUN 2 2 1961

MEMORANDUM # 21

TO: AGENCIES ADMINISTERING STATUTES REFERRED TO IN 29 CFR,
SUBTITLE A, PART 5.

FROM: James M. Miller
Assistant Solicitor

SUBJECT: Wage Computation and Transcription Sheet
(Form SOL-164)

       To facilitate the work of the contracting agencies in
computing underpayments (and, where applicable, Eight Hour Laws
penalties) in investigation reports involving apparent violations
of the Davis-Bacon and related Acts, this Office has developed a
new "Wage Computation and Transcription Sheet" (Form SOL-164),
sample copies of which are enclosed.

       While we realize that some agencies have developed their
own forms for this purpose, and while the adoption and use of the
new Form SOL-164 would be on a voluntary basis, we believe that
the enclosed Form SOL-164 warrants your careful review and con-
sideration. Proper use of this Wage Computation and Transcription
Sheet, or of a form adapted from it, would not only substantially
facilitate the computation work of the investigator, but would
likewise facilitate our review of investigation reports submitted
under the requirements of Regulations, Part 5.

       If additional copies of the enclosed Form SOL-164 are
desired, they will be furnished on request subsequent to July 1,
1961, when our supply will be adequate.

Enclosures

This was not sent to field offices.

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SOL-164
U.S. DEPARTMENT OF LABOR
OFFICE OF THE SOLICITOR

WAGE COMPUTATION AND TRANSCRIPTION SHEET*

SHEET ____ OF ____

CONTRACT NO.

PROJECT	AGENCY	EMPLOYER	PRIME CONTRACTOR

NAME AND ADDRESS OF EMPLOYEE	S.S. NO.	COMPUTED BY:	CHECKED BY:

YEAR & WORKWEEK ENDING	L* LINE	HOURS WORKED								TOTAL	CLASSIFICATION	LEGAL RATE		RATE PAID		EARNINGS			LEGAL EARNINGS			UNDERPAYMENTS			NO. 8 HR. PENAL-TIES	REMARKS
												S.T.	O.T. PREM.	S.T.	O.T. PREM.	S.T. ALL HOURS WORKED	O.T. PREM. ONLY	GROSS	S.T. ALL HOURS WORKED	O.T. PREM. ONLY	GROSS	S.T.	O.T.	GROSS		

TOTALS

*See Reverse Side For Instructions

INSTRUCTIONS

Although Form SOL-164 is generally self-explanatory, the following instructions are provided to clarify the use of the column marked "Line":

1. Where an employee for whom computations are being made is found to have been misclassified only (i.e. no apparent falsification is indicated), and the misclassification pertains to only one craft, no entry need be made under the "Line" column. One full line across will suffice for each such workweek, with a notation being made in the "Remarks" column as to the proper classification in which the employee worked. If the misclassification involves more than one classification, the same procedure as above specified should be followed, using additional lines to show the time worked in the workweek in each such classification, together with the resultant underpayments and, if applicable, Eight Hour Laws penalties.

2. Where, however, apparent falsification of records is involved (basic records differ from certified payrolls submitted to agency), show appropriate comparisons and computations for each workweek by using 3 separate lines designated under the "Line" column as follows:

   "a" - Relevant data based on certified payrolls submitted to agency;

   "b" - Relevant data based on employer's basic records;

   "c" - Relevant data as to proper classification, actual hours worked, rates paid, restitution and penalties due, based on the investigation made.

   If the employee is found to have actually worked in more than one classification in a workweek, additional lines "c" should be used for such other proper classifications.