

Weekly Certified Payroll WH-347 Form



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

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1-866-4US-WAGE

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DBRA Certified Payroll Requirements

Records and Certified Payroll requirements:

29 CFR 5.5(a)(3): “Records and Certified Payrolls”

FAR 48 CFR 52.222-8: “Payroll and Basic Records”

29 CFR 5.5(a)(5): “Compliance with Copeland Act Requirements” (29 CFR part 3)

Copeland Act provisions in 29 CFR part 3:

- 29 CFR 3.3: “Certified Payrolls”
- 29 CFR 3.4: “Submission of certified payroll and the preservation and inspection of weekly payroll records”



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Page 1, Header

U.S. Department of Labor
Wage and Hour Division

Davis-Bacon and Related Acts Weekly Certified Payroll Form

(For Contractor's Optional Use; See Instructions at www.dol.gov/whd/forms/wh347instr.htm)

Unless otherwise noted, the information requested is specific to the named project below.

Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number.



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Expires: 01/31/2028

SUBMISSION OF FINAL DBRA CERTIFIED PAYROLL FORM

PRIME CONTRACTOR

SUBCONTRACTOR

PROJECT NAME	PROJECT NO. or CONTRACT NO.	CERTIFIED PAYROLL NO.	PRIME CONTRACTOR'S or SUBCONTRACTOR'S BUSINESS NAME
PROJECT LOCATION	WAGE DETERMINATION NO.	WEEK ENDING DATE	PRIME CONTRACTOR'S or SUBCONTRACTOR'S BUSINESS ADDRESS



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Page 1, Hours Worked

ST = STRAIGHT TIME OT = OVERTIME	(4) (TOP) DAYS OF WORK WEEK (BOTTOM) DATES							TOTAL HOURS WORKED FOR WEEK
	HOURS WORKED EACH DAY							
ST								
OT								
ST								
OT								
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U.S. Department of Labor Wage and Hour Division **Davis-Bacon and Related Acts Weekly Certified Payroll Form**
 (For Contractor's Optional Use; See Instructions at www.dol.gov/whd/forms/wh347instr.htm)
 Unless otherwise noted, the information requested is specific to the named project below.
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SUBMISSION OF FINAL DBRA CERTIFIED PAYROLL FORM PRIME CONTRACTOR SUBCONTRACTOR

PROJECT NAME		PROJECT NO. or CONTRACT NO.		CERTIFIED PAYROLL NO.		PRIME CONTRACTOR'S/SUBCONTRACTOR'S BUSINESS NAME	
PROJECT LOCATION		WAGE DETERMINATION NO.		WEEK ENDING DATE		PRIME CONTRACTOR'S/SUBCONTRACTOR'S BUSINESS ADDRESS	

(1A)	(1B)	(1C)	(1D)	(1E)	(2)	(3)	(4)	(5)	(6A)	(6B)	(6C)	(7A)	(7B)	(8)			(9)
WORKER ENTRY NO.	WORKER LAST NAME	WORKER FIRST NAME	WORKER MIDDLE INITIAL	WORKER IDENTIFYING NO.	(J) JOURNEYWORKER (BA) REGISTERED APPRENTICE	LABOR CLASSIFICATION	ST = STRAIGHT TIME OT = OVERTIME	TOTAL HOURS WORKED FOR WEEK	HOURLY WAGE RATE PAID FOR ST AND OT	TOTAL FRINGE BENEFIT CREDIT	PAYMENT IN LIEU OF FRINGE BENEFITS	GROSS AMT EARNED	GROSS AMT EARNED FOR ALL WORK	DEDUCTIONS FOR ALL WORK			NET PAY TO WORKER FOR ALL WORK
							(TOP) DAYS OF WORK WEEK (BOTTOM) DATES							TAX WITH-HOLDINGS	FICA	OTHER (MUST SPECIFY, SEE INSTRUCTIONS)	
							HOURS WORKED EACH DAY										
							ST										
							OT										
							ST										
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While use of Form WH-347 itself is optional, covered contractors and subcontractors performing work on Federal or federally assisted construction contracts are required by the DBRA regulations and the contract clauses to submit payroll information on a weekly basis. The Copeland Act (40 U.S.C. § 3145) requires contractors and subcontractors performing work on Federal or federally financed construction contracts to, on a weekly basis, "furnish a statement on the wages paid each employee during the prior week." U.S. Department of Labor (DOL) Regulations at 29 C.F.R. § 5.5(a)(3)(ii) require contractors and subcontractors to submit weekly certified payrolls to the appropriate Federal agency if the agency is a party to the contract (or, if the agency is not such a party, to the applicant, sponsor, owner, or other entity, as the case may be, that maintains such records, for transmission to the Federal agency). Each certified payroll must be accompanied by a signed "Statement of Compliance" (e.g., page 2 of the WH-347 or another document with identical wording) indicating that the certified payrolls are accurate and complete, and that each laborer or mechanic has been paid not less than the required Davis-Bacon prevailing wage rate(s) (including any fringe benefits) for the work performed. DOL and contracting agencies receiving this information review the information to determine whether workers have received legally required wages and fringe benefits.

Public Burden Statement
 We estimate that it will take an average of 55 minutes to complete this collection, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding these estimates or any other aspect of this collection, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room 5350, 200 Constitution Avenue, N.W., Washington, D.C. 20210.



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Polling Question – Worker Entries

True or False:

Some workers may be entered on the first page of the WH-347 certified payroll form multiple times.



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Answer – Worker Entries

True

If workers perform work in more than one classification, the contractor will include a line for each classification of work performed, showing the hours worked and rates paid for each classification.



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Polling Question – Hourly Wage Rate

True or False:

In Column 6A, “Hourly Wage Rate Paid for ST and OT,” the contractor should enter the entire cash wage rate paid to the worker, including any wages paid in lieu of fringe benefits.



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Polling Answer – Hourly Wage Rate

False

Wages paid in lieu of fringe benefits are now entered in Column 6B, “Payment in Lieu of Fringe Benefits.”

Column 6A only includes the hourly rate paid for straight time and overtime hours, separate from any payments made to meet fringe benefit obligations.



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Page 2, Certification Part 1

I paid or supervised the payment of the laborers or mechanics working on the above project during the stated time period. I certify the following:

- The payroll information submitted with this statement is correct and complete for the above project during the above period, and the wage and fringe benefit rates paid to the workers, including credit taken for the reasonably anticipated costs of a bona fide fringe benefit plan, fund or program, are not less than the applicable wage and fringe benefits rates for the classification(s) of work actually performed, as specified in the wage determination(s) incorporated into the contract.
- All regular payrolls and all other basic records that the contractor is required to maintain for this payroll period are complete and accurate and will be made available upon request from the agency or the Department of Labor.
- The classifications reported for each laborer or mechanic are the classification(s) of work that each worker actually performed.
- Any workers paid as apprentices during the above period are duly registered in a bona fide apprenticeship program registered with the Office of Apprenticeship, Employment and Training Administration, United States Department of Labor ("OA"), or a State Apprenticeship Agency ("SAA") recognized by Department of Labor. I have verified the registered apprenticeship program information provided below as accurate and applicable to any apprentices identified on page 1 of this form.

APPRENTICESHIP PROGRAM NAME	REGISTERED	NAME OF LABOR CLASSIFICATION
	<input type="checkbox"/> OA <input type="checkbox"/> SAA	
	<input type="checkbox"/> OA <input type="checkbox"/> SAA	
	<input type="checkbox"/> OA <input type="checkbox"/> SAA	

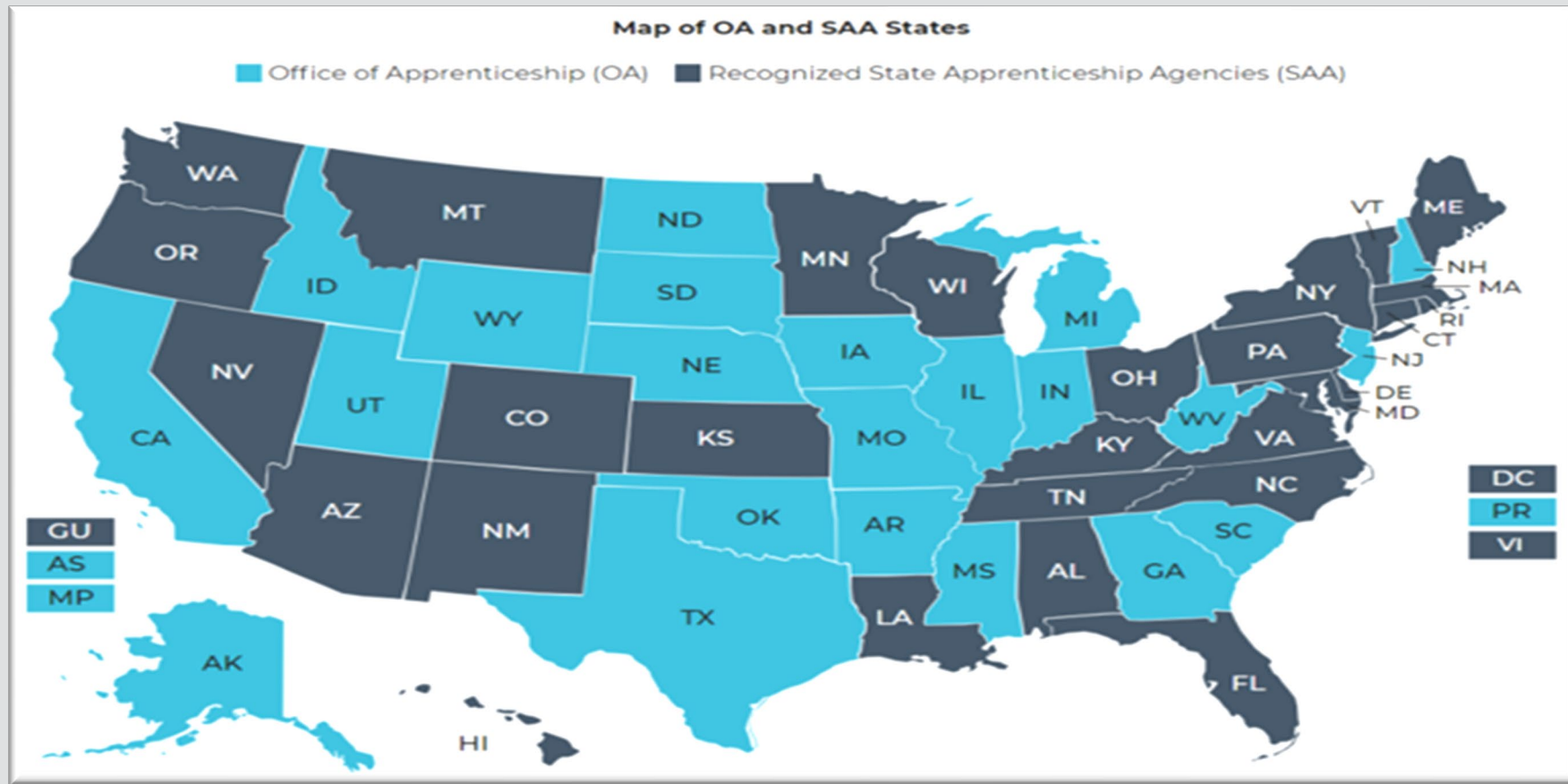
The thumbnail shows the full certification form, including the same text and table as above. At the bottom of the form, there is a detailed table for recording wage and hour data. The table has columns for 'WAGE DETERMINATION NUMBER', 'CLASSIFICATION', 'WAGE RATE', 'FRINGE BENEFIT RATE', 'TOTAL RATE', 'NUMBER OF WORKERS', 'HOURS', 'TOTAL WAGES', and 'TOTAL FRINGE BENEFITS'. The table is currently empty.



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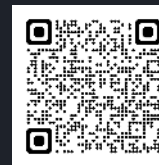
Apprenticeship Program Agencies



<https://www.apprenticeship.gov/about-us/apprenticeship-system>



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Polling Question – Fringe Benefit Plans

True or False:

A contractor needs to provide only fringe benefit plan information on the table that accompanies Box 5 if the contractor is meeting the majority of fringe benefit obligations through credit for contributions to or reasonably anticipated costs of bona fide fringe benefit plans.



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Polling Answer – Fringe Benefit Plans

False

Unlike the previous form, the revised WH-347 has only a single box to check to confirm that the contractor has met its fringe benefit obligations, rather than separate boxes for cash in lieu of fringe benefits and hourly credit for fringe benefit contributions or costs, with exceptions noted. The contractor should provide information for any fringe benefit plans for which they have claimed an hourly credit on the table accompanying Box 5, regardless of the amount of credit claimed or the number of workers for which the credit was claimed.



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Polling Question – Signatures

True or False:

Legally valid electronic signatures include scanned original signatures.



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Polling Answer – Signatures

False

Legally valid electronic signatures include any electronic process that indicates acceptance of the certified payroll record and includes an electronic method of verifying the signer's identity. Valid electronic signatures do not include a scan or photocopy of a written signature.



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Internet Sites

Wage Determinations: <https://sam.gov>

Wage and Hour Division: <http://www.dol.gov/agencies/whd/government-contracts>

- WHD Protections for Workers in Construction under the Bipartisan Infrastructure Law: <https://www.dol.gov/agencies/whd/government-contracts/protections-for-workers-in-construction>

Prevailing Wage Resource Book: <https://www.dol.gov/agencies/whd/government-contracts/prevailing-wage-resource-book>

Office of the Administrative Law Judges Law Library: <https://www.dol.gov/agencies/oalj/topics/libraries/LIBDBA>

Prevailing Wage Topic videos: <https://www.dol.gov/agencies/whd/government-contracts/construction/presentations>



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