

CERTIFIED PAYROLL AUDIT READINESS GUIDE

A 2-MINUTE SELF-ASSESSMENT FOR DAVIS-BACON CONTRACTORS

Use this guide to quickly evaluate your certified payroll process. Identify potential risks, close compliance gaps, and be prepared for any Department of Labor audit.



**SMARTER
COMPLIANCE.**
**STRONGER
PROJECTS.**
**SOLID
REPUTATION.**



1. WAGE DETERMINATIONS

- ☐ Correct wage determination applied
- ☐ Worker classifications verified
- ☐ Apprentice ratios documented and compliant



2. FRINGE BENEFITS & OVERTIME

- ☐ Cash fringe payments verified
- ☐ Bona fide benefit contributions documented
- ☐ Overtime calculations reviewed



3. CERTIFIED PAYROLL SUBMISSION

- ☐ WH-347 forms complete and accurate
- ☐ Statement of Compliance signed and complete
- ☐ Certified payroll reviewed internally for accuracy



4. SUBCONTRACTOR OVERSIGHT

- ☐ Subcontractor payrolls received
- ☐ Subcontractor payrolls reviewed for errors
- ☐ Corrections communicated and documented



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CERTIFIED PAYROLL COMPLIANCE

ASK YOURSELF ONE QUESTION:

If a Department of Labor investigator requested your payroll records this afternoon, would you feel confident handling them over?

CLOSE THE GAPS.
REDUCE YOUR RISK.
STAY AUDIT-READY.



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