

# Payroll Confirmation to Verify Core Employees

Pacific Resources Services

3/5/13

Before a contractor begins work on a Centinela Valley Union High School District 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 Project Labor Coordinators (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 Pacific Resources Services at (626) 434-5087.



Posting Date: 04/18/09  
 Company No:012  
 Payroll Year: 02

Employee History Earning Data  
**ABC Corp.**

Page: 1 of 1  
 Run Date: 04/18/09  
 Run Time: 0:10 am

Employee No: 0435

Name: **Doe John**

Paycheck Taxes

Date	Check	Gross	F. I. C. A.				Inc Tax	Vol Ded	Net Pay
			FIT	MEDICARE	SIT	S. D. I.			
02/01	015870	528.00	.00	38.25	.00	3.16	.00	132.50	362.69
02/08	015933	352.00	.00	16.73	.00	1.75	.00	132.50	209.95
02/15	015999	739.40	28.38	47.96	1.33	5.02	.00	132.50	552.21
02/22	016125	952.35	56.16	72.64	13.49	7.70	.00	.00	805.57
03/07	016183	175.00	.00	13.46	.00	1.41	.00	.00	161.13
03/14	016236	778.00	21.44	48.77	1.54	5.10	.00	132.50	568.63
03/21	016302	938.00	30.90	55.66	4.09	5.82	.00	132.50	631.83
03/28	016372	528.00	18.49	48.40	.00	4.22	.00	.00	478.89
04/04	016433	945.00	63.68	72.37	12.63	7.57	.00	.00	789.35
04/11	016491	361.00	.54	32.78	.00	3.43	.00	132.50	331.73
04/18	016553	958.00	47.18	63.93	6.41	6.68	.00	132.50	789.48
04/25	016616	913.00	58.73	69.85	11.51	7.20	.00	.00	705.61
05/02	016679	352.00	.00	26.92	.00	2.82	.00	.00	325.26
05/09	016741	1111.00	68.53	74.06	14.13	7.82	.00	132.50	813.13
05/09	016769	264.00	.00	20.20	.00	2.11	.00	.00	241.69
05/16	016819	979.00	48.75	54.75	6.02	6.77	.00	132.50	717.38
05/23	016881	945.00	63.68	72.37	12.63	7.57	.00	.00	789.35
05/30	016950	175.00	.00	13.46	.00	1.41	.00	.00	161.13
6/13	017003	528.00	.00	38.25	.00	3.16	.00	132.50	362.89
6/20	017132	784.00	14.84	43.72	.22	4.57	.00	132.50	589.15
6/27	017232	913.00	38.73	49.85	11.51	7.38	.00	.00	765.61
7/03	017300	384.00	28.09	33.86	3.19	5.63	.00	.00	315.27
7/11	017362	827.92	27.23	53.20	2.81	3.56	.00	132.50	685.62
7/18	017424	1615.40	144.35	113.32	44.87	11.87	.00	132.50	1170.08
7/25	017524	615.00	19.23	47.32	1.11	4.92	.00	.00	543.53
8/01	017611	1005.92	73.27	77.25	15.39	6.08	.00	.00	825.92
8/08	017577	727.00	18.14	46.25	.00	4.54	.00	132.50	534.29
8/08	017716	63.12	.00	4.58	.00	.52	.00	.00	59.62
8/15	017764	1465.00	121.63	101.54	33.94	10.65	.00	132.50	1204.31
8/22	017808	1277.28	112.31	97.71	38.62	10.22	.00	.00	1025.36
8/29	017876	784.00	28.09	53.95	3.15	5.63	.00	270.00	343.29
8/29	017903	297.00	.00	22.72	.00	2.28	.00	.00	271.98
9/05	017958	980.00	53.78	67.32	18.19	7.84	.00	22.50	719.17
9/12	018041	175.00	.00	13.46	.00	1.41	.00	.00	161.13
9/12	018055	254.00	.00	18.06	.00	1.85	.00	132.50	129.39
9/19	018102	815.84	23.95	52.22	2.44	5.46	.00	132.50	596.47
9/19	018138	254.00	.00	20.20	.00	2.11	.00	.00	241.69
9/26	018172	1812.00	73.54	77.41	13.47	8.10	.00	.00	1627.44
9/26	018191	254.00	.00	20.20	.00	2.11	.00	.00	241.69
10/03	018246	945.00	63.68	72.37	12.63	7.57	.00	.00	789.35
10/10	018315	1566.86	143.89	114.29	44.68	11.93	.00	172.00	1177.85
10/17	018389	2030.45	220.77	148.19	74.93	14.87	.00	172.00	1405.89
10/17	018411	375.00	.00	26.69	.00	3.00	.00	.00	348.31
10/24	018473	1008.00	71.78	76.58	14.99	6.00	.00	.00	828.73