



## Prevailing Wage Minnesota State Form Instructions to Contractor

### **General:**

The use of Form CO.23 Minnesota State Form, Part 1 Prevailing Wage Payroll Information and Part 2 Statement of Compliance, is mandatory. This form is a two part form and has been made available for the convenience of Contractors and Subcontractors who are required by their construction contracts and subcontracts to submit prevailing wage payroll information. Properly filled out, this form will satisfy the requirements of Minnesota Statutes §§ 177.43, Subd. 3.

Form CO.23 Part 1 – Minnesota State Prevailing Wage Form, Payroll Information provides for the Contractor(s) and Subcontractor(s) to show money paid to the employees. Minnesota State Form CO.24, Statement of Compliance, Part 2, - provides for the Contractors' and Subcontractors' representation that they are paying prevailing wages required by the contract. Detailed instructions concerning the preparation of the form follow:

### **PART 1 - Prevailing Wage Payroll Information**

#### **A. Contractor or Subcontractor Firm Name, Address and Telephone Number:**

Fill in your firm's legal name, address and telephone number.

#### **B. Prime Contractor Name, Address and Telephone Number:**

Fill in the prime Contractor's legal name, address and telephone number for the project.

#### **C. Contract Purchase Order Number:**

Enter the Minnesota State or College/University Purchase Order Number from the prime Contractor's construction contract.

#### **D. Pay Period End Date:**

Provide payroll period end date.

#### **E. Project Name and Location:**

Provide the Project Name and Location of the construction project.



## **F. Payroll #:**

Provide the consecutive number of this payroll.

## **Column 1 – Employee Name and Identifying Number:**

Include each employee's full name and identifying number on each weekly payroll form submitted for all workers that performed work under the contract for the referenced payroll period. Do not include any employee's SSN or home addresses, in whole or in part, on the form.

## **Column 2 - # of Exemptions:**

This column is inserted for the employer's convenience and is not a requirement of statutes.

## **Column 3 – Labor Code and Classification Title:**

List the Labor Code and Classification Title of work actually performed by each employee during the referenced payroll period. Consult classification and prevailing wage rate schedule set forth in the Contract Documents. If an employee is an apprentice, indicate this in Column 3 with their apprentice I.D. number and current pay scale. An employee may be shown as having worked in more than one class provided an accurate breakdown of hours worked is maintained and separate entries are shown on submitted payroll information forms.

## **Column 4 – Overtime (OT) & Straight Time (ST):**

Self-explanatory.

## **Column 5 - Hours Worked Each Day:**

Include the dates under the days of the week for the referenced payroll period. On all contracts enter overtime and straight time hours worked under the contract. The prevailing hours of labor may not be more than 8 hours per day or more than 40 hours per week. All hours in excess of the prevailing hours of labor must be paid at 1.5 times the contract basic hourly rate.

## **Column 6 – Total Hours This Job:**

Provide the total hours of both the overtime and straight time worked under the contract for this project only during the referenced payroll period.

## **Column 7 – Hourly Rates of Pay:**

In the overtime box, "OT", list actual hourly rate paid the employee for overtime worked. In the straight time box, "ST", list actual hourly rate paid the employee for straight time worked.

## **Column 8 – Gross Amount Earned This Job:**

This column is included for the employer's use, in case the employee is also working on other projects for which the employer is tracking this payroll information.

**Column 9 - Gross Amount Earned This Pay Period:**

Enter gross amount paid each employee on the project for the referenced payroll period.

**Column 10 – Deductions:**

Five columns are provided for showing deductions made. If more than the three normal deductions are involved, use the two "other" columns. Show actual total under "Total Deductions" column.

**Column 11 – Total Net Wages Paid:**

Enter total net wages paid each employee on the project for the referenced payroll period.

**Part 2 - Statement of Compliance**

Enter the requested Contractor and project information, enter the payroll time period, date and sign the statement. Provide descriptions of the legal deductions. Where fringe benefits are paid to any approved plans, funds or programs, or where fringe benefits are paid in cash to employees, complete sections (4) information that are applicable. Note the statement which indicates willful falsification of the information may subject persons to civil or criminal penalties provided by Minnesota Statutes. Accordingly, the party signing this statement should have knowledge that the facts represented in this statement are true.

**END OF INSTRUCTION**