

**NORTHERN ESSEX COMMUNITY COLLEGE  
WEEKLY CERTIFIED PAYROLL REPORT & WORKFORCE PARTICIPATION FORM**

**CERTIFIED PAYROLL REPORT:** Pursuant to MGL c. 149, s. 27B, every contractor and subcontractor is required to submit a true and accurate copy of their certified weekly payroll records to the awarding authority by first-class mail or e-mail. In addition, each weekly payroll must be accompanied by a statement of compliance signed by the employer. Failure to comply may result in the commencement of a criminal action or the issuance of a civil citation.

**WORKFORCE PARTICIPATION:** The Commonwealth of MA has set the following goals for workforce participation for minorities and women. The participation goals for this project shall be 15.3% for minorities and 6.9% for women. The Contractor shall strive to achieve on this project the labor workforce participation goals contained herein. **The Contractor shall enter the number of hours worked in each trade by each employee, identified as woman, minority, or non-minority below.**

<b>Company Name:</b>		<b>Address:</b>			<b>Phone No.:</b>		<b>Payroll No.:</b>	
<b>Employer's Signature:</b>		<b>Title:</b>			<b>Contract No:</b>		<b>Tax Payer ID #:</b>	<b>Work Week Ending:</b>
<b>Awarding Authority Name:</b>		<b>Public Works Project Name:</b>			<b>Public Works Project Location:</b>		<b>Min. Wage Rate Sheet Number:</b>	

Employee Name & Complete Address		Work Classification	Project Hours Non-Minority	Project Hours Minority	Project Hours Women	Employee is OSHA 10 certified (?)	Appr. Rate (%)	Hours Worked							Project Hours (A) All Other Hours	Hourly Base Wage (B)	Health & Welfare Insurance (C)	ERISA Pension Plan (D)	Supp. Unemp. (E)	Total Hourly Prev. Wage (F)	Project Gross Wages Total Gross Wages	Check No. (H)
								Su.	Mo.	Tu.	We.	Th.	Fr.	Sa.								

**APPRENTICESHIP DOCUMENTATION:** Please answer the questions below.

(1) Are any apprentice employees identified above?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
(2) If yes, are all apprentice employees identified above currently registered with the MA DLS Division of Apprentice Standards?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
(3) If yes, is a copy of the apprentice ID card issued by the MA DLS Division of Apprentice Standards included for all apprentice employees identified above?	YES <input type="checkbox"/>	NO <input type="checkbox"/>