

## ADDENDUM C

Labor Code Section 1776(a) requires a contractor or subcontractor to keep accurate payroll records including:

1. Workers' name, address, and social security number.
2. Work classification
3. Straight time and overtime hours worked each day and week
4. Actual per diem wages paid to each journeyman, apprentice, worker, or other employee in connection with the project.
5. Each payroll record shall contain a written declaration that it is made under penalty of perjury.
  - a. Declaration must state that information is true and correct.
  - b. The employer must state that he/she complied with the requirements of Sections 1771, 1811, and 1815 for any work on the project.

Subsection (b) requires that a contractor make certified payroll records available for inspection at his principal office, at all reasonable hours on the following basis:

1. A certified copy of an employee's payroll record shall be made available for inspection or furnished to the employee or his authorized representative upon request.
2. Certified payroll records shall be made available for inspection or furnished upon request to the Awarding Body, Division of Labor Standards Enforcement, and the Division of Apprenticeship Standards.
3. The public may request certified payroll records through one of the entities listed above.
  - a. The requesting party shall first reimburse the costs of preparation by the contractor, subcontractor, and the entity. (Refer to CCR Section 16402 for cost of records)
  - b. The public shall not have access to records at the office of the contractor.

Subsection (c ) requires that contractors use DLSE forms for certified payroll records, or other forms that contain the same information. (Also refer to CCR Section 16401 for required forms)

Subsection (d) requires that a contractor or subcontractor provide certified payroll records within 10 days of receipt of a written request.

Subsection (f) requires that the contractor shall advise the awarding body of the location of the certified payroll records.

Subsection (g) provides for a penalty assessment against the contractor or subcontractor when certified payroll records are not received within 10 days subsequent to receipt of a written request. The penalty assessment is calculated at \$25. per employee, per day, until strict compliance is effectuated.