



PAYROLL SCHEDULE

CONTRACTOR: One copy of this letter
is due on or before the
date you begin performance
under contract

TO: Project Coordinator
Office of the University Architect
1802 East 25th Street
Cleveland, Ohio 44114

RE: CSU Project No.
[Blank lines for project number]

I will begin performance under our contract on the above project to
terminate on or about . In compliance with Section 4115.071(C) of the Ohio
Revised Code, I hereby notify you that my payroll period runs from
to (i.e. Saturday
through Sunday) with paydays on (i.e. Friday).

I acknowledge that I am required by Section 4115.071(C) of the Ohio Revised Code and the Standard
Conditions of Contract for Construction to deliver to the Prevailing Wage Coordinator, a certified copy of
my payroll and all subcontractors' payroll.

Each payroll shall exhibit for each employee paid:

- 1. name
2. race and gender
3. current address
4. social security number
5. hourly rate of pay
6. number of hours worked during each day of the pay period and total for each week
7. job classification
8. fringe payments
9. deductions from wages
10. net pay

When using an apprentice, provide a copy of the apprenticeship agreement with the first report on which
the apprentice appears.

The certification of each payroll shall be executed by myself or duly appointed agent. The certification shall
recite that the payroll is correct and complete and that the wage rates shown are not less than those
required by the contract.

A sample form has been provided me, however, I understand I may use any form which provides the
required information stated above.

(Authorized Agent - if any)

(Contractors Signature)

(Company & Address)

(Telephone)