

**Contractor Instructions for Certified Payroll**(Reference MNL-352153)

- (a) To ensure compliance with certified payroll requirements, the following instructions are provided to all contractors. These directives are in accordance with Federal Acquisition Regulation (FAR) 52.222-8 and the Prime Contract No. 89233224CNA000004.
- (b) All certified weekly payrolls for prime contractors and all lower-tier subcontractors must be submitted electronically to the Subcontract Administrator and Project Records Management at project_records_man@pantex.doe.gov within seven calendar days of the actual payroll date.
- (c) For a payroll to be accepted, it must contain the following information:
- (1) For Prime Contractors:
1. Pantex Purchase Order (PO) number;
 2. Company name;
 3. All worker names and their corresponding labor classifications;
 4. Hourly wage rate for both straight time and overtime, in accordance with the applicable wage determination;
 5. Payroll week ending date;
 6. Certified Payroll number;
 7. Statement of compliance;
 8. And signature of the certifying official
- (2) For Lower-Tier Contractors:
- All items listed above for Prime Contractors are required, with the exception of the Pantex PO number.
- (d) Should a payroll submission lack required information upon review, the Subcontract Administrator will inform the contractor by email. The contractor must then correct the identified errors for inclusion in the following week's payroll. Contractors may utilize the WH-347 form, which includes instructions available at: <https://www.dol.gov/agencies/whd/forms/wh347>
- Alternatively, contractors may use their own certified payroll form, provided it clearly identifies all the information specified above.