

Template for Information Presented in Certified Payroll Report

- A. Non-Tipped Covered Employees – Per Workweek Information
- B. Tipped Covered Employees – Per Workweek Information

A. Information for *each non-Tipped Covered Worker*, for *each* Workweek in *each* Pay Period addressed by Certified Payroll Report

Non-Tipped Covered Worker						
Workweek # __ in Pay Period Starting on _____, 20__, and Ending on _____, 20__						
Hours and Wages		Non-OT Hours Worked in Workweek		OT Hours Worked in Workweek		Minimum Wages Due for Workweek under AWWP
(1) Total hours worked	(2) Total wages received ¹	(3) Non-OT hours worked	(4) Minimum wages for non-OT work required by AWWP [(BWR x (3)) ²	(5) OT hours worked	(6) Minimum wages for OT work required by AWWP [(1.5 x BWR x (5))	(7) Minimum wages for all work required by AWWP [(4) + (6)]
Example 1 (no OT work; BWR is paid)						
36	\$415.80	36	(\$11.55 x 36) = \$415.80	0	0	\$415.80 + 0 = \$415.80
Example 2 (OT work; > BWR is paid)						
48	\$725.00	40	(\$11.55 x 40) = \$462	8	(1.5 x \$11.55 x 8) = \$138.60	\$462 + \$138.60 = \$600.60

¹ The amount in column (2) should equal or exceed the amount in column (7).

² In this Template, AWWP refers to the Airport Workers Wage Policy; BWR refers to Base Wage Rate; and the BWR used in the “examples” is the hourly rate for 2018, \$11.55.

B. Information for *each Tipped Covered Worker*, for *each* Workweek in *each* Pay Period addressed by Certified Payroll Report

Tipped Covered Worker												
Workweek # __ in Pay Period Starting on _____, 20__, and Ending on _____, 20__												
Hours and Wages		Non OT Hours Worked in Workweek		OT Hours Worked in Workweek		Tips Received in Workweek	If No OT Work is Performed in Workweek: Compensation from Wages and Tips			If OT Work is Performed in Workweek: Compensation from Wages and Tips		
(1) Total hours worked	(2) Total wages (Direct and Supplemental) received ¹	(3) Non-OT hours worked	(4) Direct Wages received for non-OT hours worked ²	(5) OT hours worked	(6) Direct Wages received for OT hours worked ²	(7) Total tips received	(8) Compensation received for non-OT work from Direct Wages and tips [(4) + (7)]	(9) Minimum compensation for non-OT work required by AWWP [BWR x (1)]	(10) Supplemental Wages required to ensure compensation for non-OT work is no less than required by AWWP ³ [(9) – (8)]	(11) Compensation received for non- OT and OT work from Direct Wages and tips [(4) + (6) + (7)]	(12) Minimum compensation for non-OT and OT work required by AWWP [(BWR x 40) + (1.5 x BWR x (5))]	(13) Supplemental Wages required to ensure compensation for non-OT and OT work is no less than required by AWWP ³ [(12) – (11)]
Example 1 (no overtime work; Supplemental Wages required)												
32	\$113.60	32	\$68.16	0	0	\$256	\$68.16 + \$256 = \$324.16	\$11.55 x 32 = \$369.60	\$369.60 - \$324.16 = \$45.44	NA	NA	NA
Example 2 (overtime work; Supplemental Wages required)												
52	\$201.90	40	\$85.20	12	\$25.56	\$468	NA	NA	NA	\$85.20 + \$25.56 + \$468 = \$578.76	\$462 + \$207.90 = \$669.90	\$669.90 – \$578.76 = \$91.14
Example 3 (overtime work; no Supplemental Wages required)												
52	\$110.76	40	\$85.20	12	\$25.56	\$580	NA	NA	NA	(\$85.20) + (\$25.56) + (\$580) =	(\$462) + (\$207.90) = \$669.90	\$669.90 – \$690.76 = (\$20.86) –

¹ The amount in column (2) should equal or exceed the sum of (i) the amounts in columns (4) and (6) and (ii) the amount, if any, in either column (10) or (13), whichever is applicable.

² In the examples in this Part B of the Template, Direct Wages are calculated using an hourly rate of \$2.13.

³ If the calculations in columns (10) and (13) result in a negative number, no Supplemental Wages are payable, and the columns should show the number “0.”