



Department of Civil Rights

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Accurate Submittal of Weekly Payroll Reports (WPRs) and Related Prevailing Wage Documents

- The four (4) digit City of Madison contract number** must be listed on every page of Weekly Payroll Reports (WPRs) and all Prevailing Wage documents sent to Engineering and Affirmative Action.
- Indicate job classifications** that are included in every contract as listed in the Minimum Rate of Wage Scale Survey such as electrician, carpenter or plumber. Generic position titles such as foreman are not acceptable. Every employee's Trade/Craft must be indicated on each WPR and Workforce Profile.
- The Basic Hourly Rate, Hourly Fringe Benefits costs and Total Hourly Rate** must be indicated for every employee on each WPR. A wage/rate sheet listing the following is also acceptable: contract number, employee name, trade/craft, hourly rate, total fringe benefits, and total hourly cost. A copy of the substitute wage sheet must accompany every WPR submitted.
- The benefit listing or breakdown of costs** must be accompanied by the hourly basic rate total.
- Legible** documents are required.
- Apprentice or Journeyman classifications** must be indicated on WPRs and Workforce Profiles.
- The hiring firm** must be indicated on every WPR, Workforce Profile, and Final Affidavit submitted by subcontractors.
- A separate WPR** must be submitted for each contract. Multiple contracts or multiple weeks for which work has been performed on WPRs (e.g., contract #5413 & #5612) are not acceptable.
- Multiple listings of weeks of "NO WORK PERFORMED"** may be listed by appropriate dates on company letterhead.
- A Final Affidavit** must be submitted if WPRs are submitted and vice versa. All contractors working on a contract must submit WPRs and a Final Affidavit.
- Brokers may submit a letter indicating, "BROKER SERVICES ONLY"**, in lieu of WPRs, but must submit a final affidavit.

FAILURE TO SUBMIT COMPLETED DOCUMENTS MAY RESULT IN DELAY OF PAYMENT