



Department of Civil Rights

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Weekly Payroll Reporting Submission Requirements

FOR WORK ON CITY OF MADISON PUBLIC WORKS CONTRACTS AND PROJECTS RECEIVING CITY FINANCIAL ASSISTANCE

The following requirements apply to all on-site labor performed on this and all other City Public Works contracts:

- Weekly payroll reports must be submitted to: CITY OF MADISON
PUBLIC WORKS - ENGINEERING DIVISION
210 MARTIN LUTHER KING JR BLVD RM 115
MADISON WI 53703-3342

within **twenty-one (21)** days of the end of the pay period.

- A weekly payroll report must be submitted for every week of the project. This means that once a contractor or subcontractor commences work on a covered project a payroll report must be submitted every week until that contractor or subcontractor's work on the project is completed.
- A weekly payroll report indicating "NO HOURS WORKED" must be submitted if no hours are worked by any contractor or subcontractor in any given week prior to their work on the project being complete.
- The FINAL weekly payroll report submitted by each company MUST BE IDENTIFIED as such.

If you have questions or need assistance please contact:

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