

Employee Pay Restitution Worksheet

1. Name of Company: _____
2. Name/Title of Person Completing This Report: _____

(Printed Name)
(Title)
3. Phone Number: _____ Fax: _____
4. Name of Project: _____ Contract # _____
5. Payroll Week Ending: _____
6. Discrepancy found by: _____ Labor Compliance Audit _____ Self-identified
7. Employee Name: _____ Classification: _____
8. Total Hours Worked: S/T _____ O/T: _____

ORIGINAL PAYMENT BREAKOUT (show what / how the worker was previously paid)					
	# Hrs Worked	@	Pay Rate	=	Sub Total
Straight Time Paid		@		=	\$
Overtime Paid		@		=	\$
Total amount paid ORIGINALLY					\$

REVISED / CORRECTED PAYMENT BREAKOUT (show what / how the worker Should have been paid)					
	# Hrs Worked	@	*Pay Rate	=	Sub Total
Straight Time Paid		@		=	\$
Overtime Paid		@		=	\$
Total CORRECTED amount					\$

TOTAL AMOUNT DUE EMPLOYEE (THIS CLASSIFICATION)	
CORRECTED AMOUNT FROM ABOVE	→
-	
ORIGINAL AMOUNT PAID FROM ABOVE	→
=	
Total CORRECTED amount	

12. **TOTAL CORRECTED AMOUNT DUE EMPLOYEE** (this classification):
 (From table above): \$ _____ (Gross)

CERTIFICATION: This is to certify that a check in the amount of \$ _____ (net) was provided to the person identified on line 7 above on (date) _____, 20____. **A copy of the restitution check and the signed Employee Restitution Affidavit is attached as proof of restitution.** The amount paid includes overtime computed at a rate of one and one half times the base pay rate due the employee according to the Contract & Davis Bacon Act. I understand that a separate worksheet must be completed on each employee, for each payroll period in question (one restitution check can be used). The total above represents the full amount due the employee.

Signature

Date

* The **“Straight Time”** rate must, at a minimum, be equal to the base rate + fringe rate stated in the Wage Schedule. The **“Overtime”** rate shall be the sum of the base rate, plus half of the base rate, plus the required fringes at the straight time rate:

Company Name

Street Address

City, State, Zip Code

EMPLOYEE RESTITUTION AFFIDAVIT

I, _____, have received payment in the amount of \$ _____. I understand that this amount represents the difference between previous wages paid by my employer and those required by the Federal Wage Decision made part of the contract and posted at the site of work. This amount represents restitution for weekly pay period(s) ending: _____ and are applicable to the following project:

Project Name & Contract #:

Employee Printed Name

Employee Signature

Date

Witness Printed Name

Witness Signature

Date