Electronic Submission of Contractor Payrolls

Renee Frisinger

Construction Division
Labor & Contract Administration Branch Supervisor
Electronic Project Records System (EPRS)

★ System Goal

✓ Facilitate electronic submission of information and required reports to and from our contractors using a secure electronic data transmission

★ Phase I

✓ Contractor submission of electronic payrolls
✓ Automated monitoring reports for TxDOT personnel
Electronic Project Records System (EPRS), Future Phases

- Form 1391 (Federal-aid Highway Construction Contractors Annual EEO Report)
- Form 1392 (Summary of Employment Data for Federal-aid Highway Construction Contracts)
- Form 1494 (Semi-Annual Labor Compliance Reports)

- Subcontract Approval Requests
- Material on Hand Reports
- DBE Commitments
- DBE Progress Reports
- Shop Drawings
- Estimates
- Miscellaneous Correspondence
- Other submissions as determined appropriate
EPRS, Phase I Functions

★ Create Payrolls
  ✓ No digital certificate required

★ Sign Payrolls
  ✓ Requires use of a digital certificate

★ Submit Payrolls
  ✓ Requires use of a digital certificate
Digital Certificates

- Issued by TxDOT through agreement with Verisign
- Composed of a very long string of characters
- Based on Public/Private Key Infrastructure
- Constitutes a legal binding Signature
- Tied to:
  - A specific Individual
  - Authorized roles
Texas Department of Transportation

Home >> Business

Business

Below is a list of services and information frequently requested by contractors, consultants and businesses. If you need more help, please refer to our site map or contact us.

Contractor Opportunities

- Aviation
- Construction
- Maintenance
- Prequalification
- Letting Schedule
- Monthly Estimate Reports
- Search by CSJ Number
- Doing Business with TxDOT

Consultant Opportunities

- Aviation
- Bridge
- Design
- Environmental
- Right of Way
- Texas Turnpike Authority
- Prequalification
- Doing Business with TxDOT

Meetings

- Transportation Commission Meetings
- Public Hearings

Motor Carriers

- Motor Carrier Registration
- Online Credentialing (MCCS)
- Oversize/Oversize Permits
- Online Permits (CFS)
- Apportioned Registration (IRP)
- Vehicle Storage Facilities
- UCR (SSRS Repealed)
- Searchable Databases

Vehicle Dealers

- Dealer Licensing
- Training Seminars

Business Quick Links

- Letting Schedule
- Online Manuals
- Motor Carriers
- Online Permits (CFS)
- Vehicle Dealer Forms
- Motor Carrier Inquiries
- Professional Services
- Letters of Interest
- Doing Business with TxDOT
- DBE Alphabetic Listing
- CAD Standards
Construction Division

Our Construction Division provides general oversight of the letting, management and administration of highway construction contracts.

Contract Letting
- Notice to Contractors
- Bid Information
- Online Bid Proposal System
- Pre-Bid Conference
- Bid Ackenda Information
- Delayed or Rescheduled Projects
- Estimating Information
- Electronic Bidding System (EBS)
- Bid Tabulation and Totals
- Awarded or Rejected Projects (State)
- Awarded or Rejected Projects (Local)

General Contract Bidding Information
- Letting Schedule FY 2007
- Letting Dates
- Letting File Updates Schedule

Project Information
- Project Reports
- Electronic Project Records System (EPRS) Seminar
- Electronic Project Records System (EPRS)
- Project Specific Location (PSL) Quick Guide
- Vendor Payments

Specifications and Plans
- Specifications
- Special Provision or Spec Search
- 1993 English Specifications Book
- 1995 Metric Specifications Book
- Specification/Provision Change Memos
- Plans Online

Materials
Digital Certificate “Pop Up” Message

Pop up box when no digital certificate is installed in browser

Pop up box when digital certificate is installed in browser
Digital Certificate Password
“Pop Up” Screen

An application is requesting access to a Protected item.

CryptoAPI Private Key: **************

Remember password: [ ]

[OK] [Cancel] [Details...]
Welcome to the Texas Department of Transportation payroll section of the **Electronic Project Records System (EPRS)**.

**Select an action to begin:**

- **Create a new payroll data file**
  Choose this option if you want to create a blank payroll file and start entering data into it.

- **Upload a payroll data file**
  Choose this option if you want to use the website to change the payroll data file or combine two or more data files. **You must have a Digital Certificate issued by TxDOT to enter this portion of the website.**

- **Sign then submit a payroll to TxDOT**
  Choose this option if you have a payroll file that you want to submit to TxDOT. You will be prompted to sign the file as it is being uploaded. Once you have signed the file, you may submit it to TxDOT. **You must have a Digital Certificate issued by TxDOT to enter this portion of the website.**
**Edit Payroll Data**

**Project Description**
- El Paso to Tigua

**Project Address**
- Tony's Escrow Account

**City**
- Bagota

**State Zip Code**
- TX 72543

**Controlling CSJ**
- 000000001

**Contractor Name**
- Select Contractor Name
  - Select Contractor Name
  - Tex and Dot Construction Inc

**Payee List**
- Add new employee...

---

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Payroll Number field is optional.
# Employee Detail

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name(s)</th>
<th>Exemptions</th>
<th>Social Security No.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>Gender</th>
<th>Ethnicity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>&lt;Select&gt;</td>
<td>Other</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address (line 2)</th>
<th>Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Invalid classification</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>ZIP-Code</th>
<th>Experience Level</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Journeyman</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sun 4/15</th>
<th>Mon 4/16</th>
<th>Tues 4/17</th>
<th>Wed 4/18</th>
<th>Thurs 4/19</th>
<th>Fri 4/20</th>
<th>Sat 4/21</th>
<th>Total Hours</th>
<th>Rate Of Pay*</th>
<th>Hr Rate In Lieu of Fringe Benefits*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Overtime Hours</th>
<th>0</th>
<th>0</th>
<th>0</th>
<th>0</th>
<th>0</th>
<th>0</th>
<th>0</th>
<th>0</th>
<th>0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Hours</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Daily Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Gross Earned**
- Actual Gross Paid: 0

**FICA**

<table>
<thead>
<tr>
<th>Description 1</th>
<th>Description 2</th>
<th>Description 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>+</td>
<td>0</td>
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<tr>
<td>+</td>
<td>0</td>
<td>+</td>
</tr>
<tr>
<td>+</td>
<td>+</td>
<td>0</td>
</tr>
</tbody>
</table>

**Withholding Tax**

<table>
<thead>
<tr>
<th>Description 1</th>
<th>Description 2</th>
<th>Description 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Deductions**

<table>
<thead>
<tr>
<th>Calculated Net Pay</th>
<th>Actual Net Pay*</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Check Info**

<table>
<thead>
<tr>
<th>Save</th>
<th>Save As New</th>
<th>Apply</th>
<th>Delete</th>
<th>Clear All</th>
<th>Clear</th>
</tr>
</thead>
</table>

* - Indicates required field
<table>
<thead>
<tr>
<th>Employee Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Last Name</strong></td>
</tr>
<tr>
<td>Thumb</td>
</tr>
<tr>
<td>Address</td>
</tr>
<tr>
<td>112 Anywhere Lane</td>
</tr>
<tr>
<td>Classification</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>ZIP-Code</th>
<th>Overtime Hours</th>
<th>Regular Hours</th>
<th>Daily Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Deductions</th>
<th>FICA</th>
<th>Withholding Tax</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Check Info</th>
</tr>
</thead>
</table>

**Invalid classification**

Salary Groups:
- 106 - Asphalt Raker ($10.51)
- 118 - Carpenter ($10.52)
- 124 - Concrete Finisher (Paving) ($11.32)
- 130 - Concrete Finisher (Structures) ($10.23)
- 139 - Electrician ($17.83)
- 151 - Form Builder/Seter, Structures ($9.73)
- 166 - Form Setter (Structures) ($8.25)
- 172 - Laborer (Common) ($6.25)
- 175 - Laborer (Utility) ($9.72)
- 187 - Mechanic ($12.02)
- 194 - Servcer ($10.14)
- 205 - Pipelayer ($9.83)
- 300 - Asphalt Distributor Operator ($8.78)
- 303 - Asphalt Paving Machine Opr. ($11.41)
- 306 - Bulldozer Operator ($10.60)
- 342 - Crane, Clamshell, Backhoe Derrick, Dragline, Shovel Operator ($11.50)
- 369 - Front End Loader ($9.83)
- 390 - Motor Grader Opr. Fine Grade ($14.18)
- 393 - Motor Grader Operator, Rough ($15.00)
- 402 - Roller Opr., Ell./Wheel (Plant Mix Pav) ($9.35)
- 405 - Roller Opr., Ell./Wheel (Flat Must Tamp) ($8.49)
- 408 - Roller Opr., Pneumatic (Self-Propell) ($8.55)
- 411 - Scraper Operator ($8.68)
- 504 - Reinforcing Steel Setter (Str. & Pave) ($10.29)
- 600 - Truck Driver Single Axle, Light ($8.56)
- 603 - Truck Driver Single Axle, Heavy ($9.51)
- 606 - Truck Driver (Tandem Axle Semi) ($9.50)
- 708 - Welder ($12.08)
Check Info field is optional

Amount automatically calculated
“Edit” and “Delete” tools
### Employee Detail

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name</td>
<td>Thumb</td>
</tr>
<tr>
<td>First Name</td>
<td>Lena</td>
</tr>
<tr>
<td>Middle Name(s)</td>
<td>Small</td>
</tr>
<tr>
<td>Exemptions</td>
<td>2</td>
</tr>
<tr>
<td>Social Security No.</td>
<td>123457801</td>
</tr>
<tr>
<td>Address</td>
<td>112 Anywhere Lane</td>
</tr>
<tr>
<td>Gender</td>
<td>Female</td>
</tr>
<tr>
<td>Ethnicity</td>
<td>White</td>
</tr>
<tr>
<td>Classification</td>
<td>390 - Motor Grader Opr. Fine Grade ($1.41/b)</td>
</tr>
<tr>
<td>City</td>
<td>El Paso</td>
</tr>
<tr>
<td>State</td>
<td>TX</td>
</tr>
<tr>
<td>ZIP-Code</td>
<td>78737</td>
</tr>
<tr>
<td>Experience Level</td>
<td>Journeyman</td>
</tr>
<tr>
<td>Overtime Hours</td>
<td>0 0 0 0 0 0 0</td>
</tr>
<tr>
<td>Regular Hours</td>
<td>8.0 4.0 4.0 0.50 0 0</td>
</tr>
<tr>
<td>Total Hours</td>
<td></td>
</tr>
<tr>
<td>Rate Of Pay</td>
<td>19.500</td>
</tr>
<tr>
<td>Hour Rate in Lieu of Fringe Benefits</td>
<td>=</td>
</tr>
<tr>
<td>Total Gross Earned</td>
<td>214.50</td>
</tr>
<tr>
<td>FICA</td>
<td></td>
</tr>
<tr>
<td>Withholding Tax</td>
<td></td>
</tr>
<tr>
<td>Description 1</td>
<td></td>
</tr>
<tr>
<td>Description 2</td>
<td></td>
</tr>
<tr>
<td>Description 3</td>
<td></td>
</tr>
<tr>
<td>Deductions</td>
<td>27.00 + 39.00 + 0 + 0 + 0 + 0 = 0.00</td>
</tr>
<tr>
<td>Calculate Net Pay</td>
<td>0.00</td>
</tr>
<tr>
<td>Actual Net Pay</td>
<td>148.50</td>
</tr>
</tbody>
</table>

- Indicates required field

**Save**  **Save As New**  **Apply**

**Delete**  **Clear All**  **Clear**  **Cancel**
**File Information:**
- Original Filename: <New File>
- Disk size: 990 bytes
- Contractor: Texas DOT Construction Inc (00000)
- Project: El Paso to Tigua (00000001)
- Week ending date: Saturday, April 21, 2007
- Total number of payees: 3
- Number of paid payees: 3
- Total Payroll: $897.40

<table>
<thead>
<tr>
<th>Data validation messages:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Warning Message</strong></td>
</tr>
<tr>
<td>The following required fields were missing: Social Security Number Mailing Address Line 1</td>
</tr>
<tr>
<td>Job Classification is an incorrect classification (0)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Payee Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Smiley</td>
</tr>
<tr>
<td>John Smiley</td>
</tr>
</tbody>
</table>

**Information Message**
- The field Payroll Number is missing. It is not a required field.
- The following non-required fields were missing: Check Information
- The following non-required fields were missing: Check Information
- Job Classification was not paid correct wage. Wage should be $14.18.
- The following non-required fields were missing: Check Information

<table>
<thead>
<tr>
<th>Payee Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tom Thumb</td>
</tr>
<tr>
<td>Lena Thumb</td>
</tr>
<tr>
<td>Lena Thumb</td>
</tr>
<tr>
<td>John Smiley</td>
</tr>
</tbody>
</table>

**Warning:** the file cannot be submitted at this time. Please edit the file as necessary.

Select an action for the payroll file:
- **Edit the file**
  
  Make changes to the payroll data file on TxDOT's server.

- **View the file**
  
  Display the payroll data file that you have uploaded to the TxDOT server in a report style format.

- **Merge a file into this file**
  
  Combine additional payroll data files into this file.

- **Download the file**
  
  Copy the current version of the payroll data file from the TxDOT server to your computer.

- **Discard this file / Return to Main Menu**
  
  Discard this file and start over. You will lose any changes you have made.
<table>
<thead>
<tr>
<th>Name</th>
<th>Classification</th>
<th>Std Rate</th>
<th>Std Hours</th>
<th>OT Rate</th>
<th>OT Hours</th>
<th>Total Hours</th>
<th>Gross Pay</th>
<th>Deductions</th>
<th>Net Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thumb, Tom</td>
<td>130</td>
<td>$10.30</td>
<td>40.00</td>
<td></td>
<td></td>
<td></td>
<td>$42.90</td>
<td>$105.00</td>
<td>$337.90</td>
</tr>
<tr>
<td>Thumb, Lena</td>
<td>330</td>
<td>$13.00</td>
<td>16.50</td>
<td>$14.50</td>
<td>2.00</td>
<td>42.00</td>
<td>$240.00</td>
<td>$66.00</td>
<td>$144.50</td>
</tr>
<tr>
<td>Smiley, John</td>
<td>0</td>
<td>$10.00</td>
<td>24.00</td>
<td></td>
<td></td>
<td></td>
<td>$240.00</td>
<td></td>
<td>$146.00</td>
</tr>
</tbody>
</table>

- Indicates required field
- Edit selected employee
- Delete selected employee

**Edit Payroll Data**

**Project Description**
- El Paso to Tigua

**Project Address**
- Tony's Escrow Account

**City**
- Bagota

**State**
- TX

**Zip Code**
- 72543

**Controlling CSJ**
- 000000001

**Week Ending Date**
- Saturday, April 21, 2007
File Operation Menu

File Information:
Original Filename: <New File>
Disk size: 1,019 bytes
Contractor: Tex and Dot Construction Inc (00000)
Project: El Paso to Tigua (000000001)
Week ending date: Saturday, April 21, 2007
Total number of payees: 3
Number of paid payees: 3
Total Payroll: $897.40

Data validation messages:

<table>
<thead>
<tr>
<th>Information Message</th>
<th>Payee Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>The field PayrollNumber is missing, it is not a required field.</td>
<td>Tom Thumb</td>
</tr>
<tr>
<td>The following non-required fields were missing: Check Information</td>
<td>Lena Thumb</td>
</tr>
<tr>
<td>The following non-required fields were missing: Check Information</td>
<td>Lena Thumb</td>
</tr>
<tr>
<td>Job Classification was not paid correct wage. Wage should be $1 418.</td>
<td>Lena Thumb</td>
</tr>
<tr>
<td>The following non-required fields were missing: Check Information</td>
<td>John Smiley</td>
</tr>
</tbody>
</table>

There is no error to prevent from submitting payroll file to TxDOT.

Select an action for the payroll file:
- **View the file**
  Display the payroll data file that you have uploaded to the TxDOT server in a report style format.
- **Edit the file**
  Make changes to the payroll data file on TxDOT’s server.
- **Merge a file into this file**
  Combine additional payroll data files into this file.
- **Download the file**
  Copy the current version of the payroll data file from the TxDOT server to your computer.
- **Discard this file / Return to Main Menu**
  Discard this file and start over. You will lose any changes you have made.
## Wage Summary Information

<table>
<thead>
<tr>
<th>Employee</th>
<th># Exempt</th>
<th>Work Class</th>
<th>Experience Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smiley, John Jay</td>
<td>O S</td>
<td>205 - Pipe layer</td>
<td>Journeyman</td>
</tr>
<tr>
<td>Thumb, Lena Small</td>
<td>O S</td>
<td>390 - Motor Grader Opr. Fine Grade</td>
<td>Journeyman</td>
</tr>
<tr>
<td>Thumb, Tom T.</td>
<td>O S</td>
<td>130 - Concrete Finisher (Structures)</td>
<td>Journeyman</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Su</th>
<th>Mo</th>
<th>Tu</th>
<th>We</th>
<th>Th</th>
<th>Fr</th>
<th>Sa</th>
<th>Hours</th>
<th>Total Hours</th>
<th>Hourly Rate</th>
<th>Cash in Lieu of Benefits</th>
<th>Gross Amounts Earned Total</th>
<th>Deduction Description</th>
<th>Deduction Amount Total</th>
<th>Check Number</th>
<th>Net Chk</th>
</tr>
</thead>
<tbody>
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<td></td>
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<td>0.00</td>
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<td>$15.45</td>
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<td>$30.90</td>
<td>$45.00</td>
<td>$60.00</td>
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<td>$12.00</td>
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<td>0.00</td>
<td>$10.30</td>
<td>$0.00</td>
<td>$12.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
</tbody>
</table>
File Information:

- Original Filename: <New File>
- Disk size: 1,019 bytes
- Contractor: Tex and Dot Construction Inc (00000)
- Project: El Paso to Tigua (000000001)
- Week ending date: Saturday, April 21, 2007
- Total number of payees: 3
- Number of paid payees: 3
- Total Payroll: $897.40

Data validation messages:

<table>
<thead>
<tr>
<th>Information Message</th>
<th>Payee Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>The field PayrollNumber is missing. It is not a required field.</td>
<td>Tom Thumb</td>
</tr>
<tr>
<td>The following non-required fields were missing: Check Information</td>
<td>Lena Thumb</td>
</tr>
<tr>
<td>The following non-required fields were missing: Check Information</td>
<td>Lena Thumb</td>
</tr>
<tr>
<td>Job Classification was not paid correct wage. Wage should be $14.18.</td>
<td>Lena Thumb</td>
</tr>
<tr>
<td>The following non-required fields were missing: Check Information</td>
<td>John Smiley</td>
</tr>
</tbody>
</table>

There is no error to prevent from submitting payroll file to TxDOT.

Select an action for the payroll file:

- **Edit the file**
  Make changes to the payroll data file on TxDOT's server.

- **View the file**
  Display the payroll data file that you have uploaded to the TxDOT server in a report style format.

- **Merge a file into this file**
  Combine additional payroll data files into this file.

- **Download the file**
  Copy the current version of the payroll data file from the TxDOT server to your computer.

- **Discard this file / Return to Main Menu**
  Discard this file and start over. You will lose any changes you have made.
“Save” Popup Screen

File name is auto populated – revise as deemed appropriate and save to desired location
Save Confirmation Popup

Download complete

Download Complete

Saved:
000_000000001_20070421.csv from www.dot.state.tx.us

Downloaded: 1019 bytes in 1 sec
Download to: payroll_00000_000000001_20070421.csv
Transfer rate: 1019 bytes/Sec

Close this dialog box when download completes

Open Open Folder Close

Texas Department of Transportation
Uploading Payrolls Files

★ Payrolls created using EPRS
  ✔ Upload into EPRS

★ Payrolls created using contractor systems or software (i.e. Timberline, Peachtree, etc.)
  ✔ Export from system/software to specified file format (in accordance with file specification)
  ✔ Upload into EPRS
Welcome to the Texas Department of Transportation payroll section of the Electronic Project Records System (EPRS).

Select an action to begin:
- Create a new payroll data file
  Choose this option if you want to create a blank payroll file and start entering data into it.
- Upload a payroll data file
  Choose this option if you want to use the website to change the payroll data file or combine two or more data files. **You must have a Digital Certificate issued by TxDOT to enter this portion of the website.**
- Sign then submit a payroll to TxDOT
  Choose this option if you have a payroll file that you want to submit to TxDOT. You will be prompted to sign the file as it is being uploaded. Once you have signed the file, you may submit it to TxDOT. **You must have a Digital Certificate issued by TxDOT to enter this portion of the website.**
Upload a Payroll Data File

This page allows you to upload a payroll file to the Texas Department of Transportation web server. After you upload the payroll file, you will be able to view, edit, and download the file. Uploading the payroll data file does not submit the file to TxDOT.

Upload a File:
- Payroll Data File

Or select an action:
- Cancel uploading a file
- Return to the previous menu.
Payroll Data File

After you upload the payroll file, you will be able to start submit the file to TxDOT.
Upload a Payroll Data File

This page allows you to upload a payroll file to the Texas Department of Transportation web server. After you upload the payroll file, you will be able to view, edit, and download the file. Uploading the payroll data file does not submit the file to TxDOT.

Upload a file:

D:\Documents and Settings\Bwise\Desktop\payroll_00000_00000001_2007

Or select an action:

- Cancel uploading a file
- Return to the previous menu.

© Copyright 2007, TxDOT
All Rights Reserved.
Exchange File Parsing Messages

File Information:
- Original Filename: D:\Documents and Settings\idising\Desktop\payroll_00000_00000001_20070421.csv
- Disk size: 1,018 bytes
- Contractor: Tex and Dot Construction Inc (00000)
- Project: El Paso to Tigua (000000001)
- Week ending date: Saturday, April 21, 2007
- Total number of payees: 3
- Number of paid payees: 3
- Total Payroll: $897.40

The following messages were generated when we processed your file:

Exchange File Parsing Messages:

[INFO] # Generated by TxDOT utility (v1.0.2663.24944) on 4/26/2007 2:42:31 PM

Select an action for the uploaded file:
- Continue with this file: You will be able to edit it, view it, download it, and/or merge it with a compatible file.
- Discard this file and start over. You will lose any changes you have made.
### File Information:
- Original Filename: `C:\Documents and Settings\Writing\Desktop\payroll_00000_00000001_20070421.csv`
- Disk size: 1,018 bytes
- Contractor: Tex and Dot Construction Inc (00000)
- Project: El Paso to Tigua (00000001)
- Week ending date: Saturday, April 21, 2007
- Total number of payees: 3
- Number of paid payees: 3
- Total Payroll: $897.40

### Data validation messages:

<table>
<thead>
<tr>
<th>Information Message</th>
<th>Payee Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>The field PayrollNumber is missing. It is not a required field.</td>
<td>Tom Thumb</td>
</tr>
<tr>
<td>The following non-required fields were missing: Check Information</td>
<td>Lena Thumb</td>
</tr>
<tr>
<td>The following non-required fields were missing: Check Information</td>
<td>Lena Thumb</td>
</tr>
<tr>
<td>Job Classification was not paid correct wage. Wage should be $14.18.</td>
<td>Lena Thumb</td>
</tr>
<tr>
<td>The following non-required fields were missing: Check Information</td>
<td>John Smiley</td>
</tr>
</tbody>
</table>

There is no error to prevent from submitting payroll file to TxDOT.

### Select an action for the payroll file:
- **Edit the file**
  Make changes to the payroll data file on TxDOT's server.
- **View the file**
  Display the payroll data file that you have uploaded to the TxDOT server in a report style format.
- **Merge a file into this file**
  Combine additional payroll data files into this file.
- **Download the file**
  Copy the current version of the payroll data file from the TxDOT server to your computer.
- **Discard this file / Return to Main Menu**
  Discard this file and start over. You will lose any changes you have made.
Transportation web server. After you upload the payroll file, you will be able to do so. You do not submit the file to TxDOT nor do it automatically merge it with the
This page allows you to upload a payroll file to The Texas Department of Transportation web server. After you upload the payroll file, you will be able to merge the file with the existing payroll file. Uploading the payroll data file does not submit the file to TxDOT nor does it automatically merge it with the existing payroll file.

**Upload a File:**

- **Select payroll file**
- **Browse...**

Or select an action:

- Cancel uploading a file
- Go back to the file menu and choose another option.
**Merge Operation Menu**

<table>
<thead>
<tr>
<th>File Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Filename:</td>
<td>D:\Documents and Settings\Wrasing\Desktop\payroll_00000_00000001_20070421.csv</td>
</tr>
<tr>
<td>Disk size:</td>
<td>1,529 bytes</td>
</tr>
<tr>
<td>Contractor:</td>
<td>Tex and Dot Construction Inc (00000)</td>
</tr>
<tr>
<td>Project:</td>
<td>El Paso to Tigua (000000001)</td>
</tr>
<tr>
<td>Week ending date:</td>
<td>Saturday, April 21, 2007</td>
</tr>
<tr>
<td>Total number of payees:</td>
<td>5</td>
</tr>
<tr>
<td>Number of paid payees:</td>
<td>5</td>
</tr>
<tr>
<td>Total Payroll:</td>
<td>$1,561.40</td>
</tr>
</tbody>
</table>

**Select an action:**

- Upload a file
- Upload another file to merge with the current file.
- **Done Merging**
  - Go back to the file menu and choose another option.
File Information:
- Original Filename: D:\Documents and Settings\Wrising\Desktop\payroll_00000_00000001_20070421.csv
- Disk size: 1,529 bytes
- Contractor: Tex and Dot Construction Inc (00000)
- Project: El Paso to Tigua (00000001)
- Week ending date: Saturday, April 21, 2007
- Total number of payees: 5
- Number of paid payees: 5
- Total Payroll: $1,561.40

Data validation messages:

<table>
<thead>
<tr>
<th>Information Message</th>
<th>Payee Name</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
<td>The following non-required fields were missing: Check Information</td>
<td>Lena Thumb</td>
</tr>
<tr>
<td>The following non-required fields were missing: Check Information</td>
<td>Lena Thumb</td>
</tr>
<tr>
<td>Job Classification was not paid correct wage. Wage should be $14.16.</td>
<td>John Smiley</td>
</tr>
<tr>
<td>The following non-required fields were missing: Check Information</td>
<td>Baron General</td>
</tr>
<tr>
<td>The following non-required fields were missing: Check Information</td>
<td>Baron General</td>
</tr>
<tr>
<td>Ethnicity is unspecified.</td>
<td>Lucy Lui</td>
</tr>
<tr>
<td>Ethnicity is unspecified.</td>
<td>Lucy Lui</td>
</tr>
</tbody>
</table>

There is no error to prevent from submitting payroll file to TxDOT.

Select an action for the payroll file:
- **Edit the file**
  - Make changes to the payroll data file on TxDOT’s server.
- **View the file**
  - Display the payroll data file that you have uploaded to the TxDOT server in a report style format.
- **Merge a file into this file**
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- **Download the file**
  - Copy the current version of the payroll data file from the TxDOT server to your computer.

**Discard this file / Return to Main Menu**
- Discard this file and start over. You will lose any changes you have made.
Welcome to the Texas Department of Transportation payroll section of the Electronic Project Records System (EPRS).

Select an action to begin:
- **Create a new payroll data file**
  Choose this option if you want to create a blank payroll file and start entering data into it.
- **Upload a payroll data file**
  Choose this option if you want to use the website to change the payroll data file or combine two or more data files. **You must have a Digital Certificate issued by TxDOT to enter this portion of the website.**
- **Sign then submit a payroll to TxDOT**
  Choose this option if you have a payroll file that you want to submit to TxDOT. You will be prompted to sign the file as it is being uploaded. Once you have signed the file, you may submit it to TxDOT. **You must have a Digital Certificate issued by TxDOT to enter this portion of the website.**
Create Certification Statement

Before submitting a payroll file you must create a certification statement.

By signing this payroll, I do hereby certify:

1. That I pay or supervise the payment of the persons employed on this project, that during the payroll period covered on this payroll, all persons employed on this project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to the employer from the full weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (20 CFR Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (40 Stat. 946, 93 Stat. 108, 72 Stat. 687, 78 Stat. 367, 40 U.S.C. 276c), and listed on the payroll form.

2. That any payrolls, otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract; that the classifications set forth for each laborer or mechanic conform with the work he performed.

3. That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, of no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

4. That:
   a. WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS
      - in addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in Section 4(c) below.
   b. WHERE FRINGE BENEFITS ARE PAID IN CASH
      - Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in Section 4(c) below.
   c. EXCEPTIONS
      - Add Exception

REMARKS

THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CRIMINAL PROSECUTION. SEE SECTION 1031 OF TITLE 18 AND SECTION 231 OF TITLE 31 OF THE UNITED STATES CODE.

Continue to upload payroll file

Or select an action:

Return to main menu
Cancel submitting a payroll file and start over.
Warning: Security

Do you want to trust the signed applet distributed by “State of Texas”?

Publisher authenticity verified by: "VeriSign, Inc."

The security certificate was issued by a company that is trusted.

The security certificate has not expired and is still valid.

Caution: “State of Texas” asserts that this content is safe. You should only accept this content if you trust "State of Texas" to make that assertion.

Yes  No  Always

More Details
Upload a payroll file

To sign and submit a payroll file, you will need a Java Runtime Environment. If you do not have it, you can get it here.

The Java Runtime Environment is needed to sign and upload the payroll file. If you do not have it, you can get it here.

Or select an action:
- Return to main menu
- Cancel submitting a payroll file and start over.

The Java Runtime Environment is needed to sign and upload the payroll file. If you do not have it, you can get it here.

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All Rights Reserved.

Disclaimer | Privacy Policy | Open Records | TxDOT Contacts
This page allows you to sign both the certification statement that you just created and a payroll file that has been saved on your computer. It will then upload the signed data to the TxDOT server. After the file has been uploaded, it will be verified, and you will be given a chance to confirm your submission before it is added to the TxDOT database.

Upload data to TxDOT server

- **Certificate Statement**
  - View Certification Statement

- **Payroll Data File**
  - D:\Documents and Settings\randing\Desktop\payroll_00000_00000001_2007
  - Browse...

Or select an action:
- **Return to main menu**
- Cancel submitting a payroll file and start over.

The Java Runtime Environment is needed to sign and upload the payroll file. If you do not have it, you can get it here.
This page allows you to sign both the certification statement that you just created and a payroll file that has been saved on your computer. It will then upload the signed data to the TxDOT server. After the file has been uploaded, it will be verified, and you will be given a chance to confirm your submission before it is added to the TxDOT database.

Select digital certificate

Please select your certificate keystore file (PFX / P12):

\Documents and Settings\fising\Desktop\RayMerritt Certificate.pfx

Enter the password for your private key:

****************

Or select an action:
- Return to main menu
- Cancel submitting a payroll file and start over.

The Java Runtime Environment is needed to sign and upload the payroll file. If you do not have it, you can get it here.
Submit Payroll file

You are about to submit a payroll file to TxDOT. Confirm that this is the file you want to submit.

**Note:** The payroll record cannot be modified or deleted after it is submitted.

**File Information:**
- Original Filename: D:\Documents and Settings\Matthew\Desktop\payroll_00000_00000001_20070421.csv
- Disk size: 1,018 bytes
- Contractor: Tex and Dot Construction Inc (00000)
- Project: El Paso to Tiguan (00000001)
- Week ending date: Saturday, April 21, 2007
- Total number of payees: 3
- Number of paid payees: 3
- Total Payroll: $897.40

**Submission History**
This payroll has been submitted 1 times.
The latest submitter was Raymond Merritt [merri1@dot.state.tx.us/Tex and Dot Construction Inc].
The latest signer was Raymond Merritt [merri1@dot.state.tx.us/Tex and Dot Construction Inc].
This payroll was last submitted on 5/0/2007 11:25:30 AM.

**Select an action for the uploaded file:**
- View the payroll file
- Display the payroll data file that you have uploaded to the TxDOT server in a report style format.
- Discard this file
  Discard this file and start over.

Or submit the file to TxDOT

SUBMIT PAYROLL TO TxDOT
### Wage Summary Information

**Project Name:** El Paso to Tigua  
**Project CCS:** 000000001  
**Project Address:** Tony's Escrow Account  
Bagota, TX 72548

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>#</th>
<th>Exempt</th>
<th>Work Class</th>
<th>Experience Level</th>
<th>Su</th>
<th>Mo</th>
<th>Tu</th>
<th>We</th>
<th>Th</th>
<th>Fr</th>
<th>Sa</th>
<th>Total Hours</th>
<th>Hourly Rate</th>
<th>Cash in Lieu of Benefits</th>
<th>Gross Amounts Earned Total</th>
<th>Deduction Description</th>
<th>Deduction Amount Total</th>
<th>Check Number</th>
<th>Net Chk</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Smikey, John Jay</strong></td>
<td>1</td>
<td>O</td>
<td>205 - Pipelayer</td>
<td>Journeymen</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>24.00</td>
<td>$15.00</td>
<td>$3.00</td>
<td>$243.00</td>
<td>FICA Fed W/H</td>
<td>$36.00</td>
<td>$207.00</td>
<td>$145.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>S</td>
<td></td>
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<td>0.00</td>
<td>16.50</td>
<td>$19.50</td>
<td>$0.00</td>
<td>$214.50</td>
<td>FICA Fed W/H</td>
<td>$27.00</td>
<td>$187.50</td>
<td>$145.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
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<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>40.00</td>
<td>$10.30</td>
<td>$0.00</td>
<td>$124.00</td>
<td>FICA Fed W/H</td>
<td>$15.00</td>
<td>$109.00</td>
<td>$145.00</td>
</tr>
<tr>
<td><strong>Thumb, Lena Small</strong></td>
<td>2</td>
<td>O</td>
<td>390 - Motor Grader Op, Fine Grade</td>
<td>Journeymen</td>
<td>0.00</td>
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<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>8.00</td>
<td>$13.00</td>
<td>$0.00</td>
<td>$214.50</td>
<td>FICA Fed W/H</td>
<td>$27.00</td>
<td>$187.50</td>
<td>$145.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>S</td>
<td></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
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<td>20.00</td>
<td>$15.45</td>
<td>$0.00</td>
<td>$30.90</td>
<td>FICA Fed W/H</td>
<td>$30.00</td>
<td>$28.90</td>
<td>$337.90</td>
</tr>
<tr>
<td><strong>Thumb, Tom T.</strong></td>
<td>2</td>
<td>O</td>
<td>330 - Concrete Finisher (Structures)</td>
<td>Journeymen</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>8.00</td>
<td>$10.30</td>
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<td>$124.00</td>
<td>FICA Fed W/H</td>
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<td>$109.00</td>
<td>$337.90</td>
</tr>
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<td></td>
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<td></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>8.00</td>
<td>$10.30</td>
<td>$0.00</td>
<td>$8.00</td>
<td>FICA Fed W/H</td>
<td>$8.00</td>
<td>$8.00</td>
<td>$337.90</td>
</tr>
</tbody>
</table>

---

**Total: $145.00, $145.00, $145.00, $145.00**
Submit Payroll file

You are about to submit a payroll file to TxDOT. Confirm that this is the file you want to submit.

Note: the payroll record cannot be modified or deleted after it is submitted.

File Information:
- Original Filename: D:\Documents and Settings\Hist\Desktop\payroll_00000_000000001_20070421.csv
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- Contractor: Tex and Dot Construction Inc (00000)
- Project: El Paso to Tigua (000000001)
- Week ending date: Saturday, April 21, 2007
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- Total Payroll: $897.40

Submission History
- This payroll has been submitted 1 times.
- The latest submitter was Raymond Merritt [rmer@dot.state.tx.us/Tex and Dot Construction Inc].
- The latest signer was Raymond Merritt [rmer@dot.state.tx.us/Tex and Dot Construction Inc].
- This payroll was last submitted on 04/2007 11:25:30 AM.

Select an action for the uploaded file:
- View the payroll file
  Display the payroll data file that you have uploaded to the TxDOT server in a report style format.
- Discard this file
  Discard this file and start over.

Or submit the file to TxDOT

SUBMIT PAYROLL TO TxDOT
Payroll Submission Summary

The payroll data file has been submitted with no errors.

**File Information:**
- Original Filename: D:\Documents and Settings\Wrisin\Desktop\payroll_00000_00000001_20070421.csv
- Disk size: 1,018 bytes
- Contractor: Tex and Dot Construction Inc (00000)
- Project: El Peso to Tigua (00000001)
- Week ending date: Saturday, April 21, 2007
- Total number of payees: 3
- Number of paid payees: 3
- Total Payroll: $897.40

**Authority Information:**
- Submitter: Raymond Merritt
- Signer: Raymond Merritt

**Submission time:**
Wednesday, May 2 2007 04 50:12:96 PM

**Transaction ID:**
8F396CA9-0A1F-4225-AC2B-39A4666F22F3

Select an action:
- **Print this page**
  Print payroll submission summary information for your record.
- **Download the file**
  Save a copy of the submitted payroll data file on your computer.
- **Return to main menu**
  Return to the main menu so you can submit another payroll data file.
The payroll data file has been submitted with no errors.

File Information:
- Original Filename: D:\Documents and Settings\Wrising\Desktop\payroll_00000_000000001_20070421.csv
- Disk size: 1,018 bytes

Authority information:
- Submitter:
- Signer:

Submission time:
- Wednesday, May 2

Transaction ID:
- 0F385A9-A9A1-F-42

Select an action:
- Print this page
- Print payroll submission summary information for your record.
- Download the file
- Save a copy of the submitted payroll data file on your computer.
- Return to main menu
- Return to the main menu so you can submit another payroll data file.

File Download
Do you want to open or save this file?
- Name: 000000001_04-21-2007_002.zip
- Type: WinZip File, 3.70 KB
- From: www.dot.state.tx.us

Open Save Cancel

While files from the internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

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<td>b. WHERE FRINGE BENEFITS ARE PAID IN CASH</td>
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Bottom of certification statement
Signed Payroll Download Popups

File download popup box to save the “zipped” files associated with the payroll submission

File name may be revised as desired

Save popup box where you may navigate to and save the zipped folder to the desired location
The signed payroll download file folder contains a viewable payroll file, information regarding the digital certificate used to sign the payroll and a receipt for the payroll submission.
Questions?

Renee Frisinger
(512) 416-2482