

EXHIBIT 6-J

ADDITIONAL CONTRACTOR PAYROLL INFORMATION

PREPARATION OF PAYROLLS

Payrolls may be completed in dark lead #2 pencil, in pen or typed, but they must be legible. If typed, we suggest you make a “master” listing each employee’s name, address, city, state, zip code and social security number. Reproduce the “master” each week, ensuring you number each week of work sequentially. For those employees who did not work during a given week, draw a line through the entry by their names and write “no work.”

Of course, the column and block headings would already be completed except the “Week Ending” block and the “Date and Days” columns, and the “Payroll No.” block.

1. You must sign payrolls in ink. We will not accept payrolls signed in pencil or illegible payrolls that are difficult to read.
2. We need payroll authorization forms completed for anyone signing and certifying accuracy of payrolls who is not an owner or officer of the company. We will not accept payrolls signed by an unauthorized person.
3. You must show daily hours, total hours, basic rates, overtime rates and gross amounts earned on our jobs separately from work done on other jobs. We suggest you “circle” hours and amounts earned on our jobs. However, you must indicate work on our job by stating on the bottom of the first payroll that “Circled hours represent hours worked on HUD job.”

The gross and net amounts, in any case, must represent the check amount. In other words, if you are paying by separate check for work done on the HUD job, providing information about other work is not necessary. However, the check received by the employee must coincide with certified payrolls submitted to this office.

4. You must identify deductions. You must specify what each deduction is. You cannot lump sum deductions under the “other” column. We must ensure deductions are “authorized” such as Insurance, Vacation, Health Benefits, etc. For other deductions such as Union Dues, Credit Union, Monetary Advance, and deductions probated by the Courts, we require employee authorization statements. Each employee must provide a statement authorizing the deduction for a specific purpose and time period.
5. Overtime: Overtime (O/T) is earned at one and one-half (1½) times the basic hourly rate (BHR) for each hour in excess of forty (40) hours in each week, and must be paid accordingly. $BHR \times 1.5 = O/T \text{ Rate}$ Do not include fringes in BHR. **Note: BHR = base hourly pay rate + zone hourly pay rate**
6. Fringe Benefits: Fringe benefits must be paid for each hour worked. If an employee works forty-four (44) hours, you must pay him the fringe benefits shown in the wage determination for 44 hours, in cash, to plan, or trust. Fringe benefits are not paid at one and one-half (1½ times) for hours worked in excess of forty (40) hours.

7. Computerized Payroll Forms: These are acceptable, but must contain the same information currently required by the Form WH-347 and/or WH-348. You may attach the WH-348 (Statement of Compliance) when completed to the Computerized Payroll Form if desired.

PERMISSIBLE PAYROLL DEDUCTIONS

You may make the following payroll deductions without requesting approval:

1. Any deductions paid in accordance with Federal, State or local law.

Examples: Federal withholding of income tax
State withholding taxes
Federal Social Security taxes

2. Any deductions of sums previously paid to the employee as a bona fide prepayment of wages when the prepayment is made without discount or interest.

Example: A "bona fide prepayment of wages" is considered to have been made only when cash or its equivalent has been advanced to the person employed in such manner as to give him complete freedom of disposition of advanced funds.

3. Any mandated deduction determined by a court process to be paid to another (child support payments or garnishments by order of the court), unless the deduction favors:

the contractor,
the subcontractor,
any affiliated person, or
when collusion or collaboration exists.

Note: A copy of the court order should be kept on file.

4. Any deduction constituting a contribution on behalf of the person employed to funds established by the employer, or representatives of the employer, or both for providing (from principal, income, or both):

medical or hospital care,
pensions or annuities on retirement,
death benefits,
compensation for injuries, illness, accidents, sickness, or disability,
insurance for any of the foregoing,
unemployment benefits,
vacation pay,
savings accounts, or
similar payments for the benefits of employees, their families and dependents
so long as law does not prohibit the deduction and it is:

- a. Voluntarily consented to by the employee in writing and in advance of the period in which the work is to be done, AND

Such consent is not a condition either for the obtaining of or for the continuation of employment, OR

Provided for in a bona fide collective bargaining agreement between the contractor or subcontractor and representatives of its employees;

- b. No profit or other benefit is otherwise obtained, directly or indirectly, by the contractor or subcontractor or any affiliated person as commission, dividend, or otherwise; and
 - c. The deductions shall serve the convenience and interest of the employees.
- 5. Any deduction contributing toward the purchase of United States Defense Stamps and Bonds when voluntarily authorized by the employee.
- 6. Any deduction requested by the employee to enable him to repay loans to or to purchase shares in credit unions organized and operated in accordance with Federal and State credit union statutes.
- 7. Any deduction voluntarily authorized by the employee for making contributions to governmental or quasi-governmental agencies, such as the American Red Cross.
- 8. Any deduction voluntarily authorized by the employee for making contributions Community Chests, United Givers funds, and similar charitable organizations.
- 9. Any deduction to pay regular union initiation fees and membership dues not including fines or special assessments, IF a collective bargaining agreement between the contractor or subcontractor and representatives of its employees provides for such deductions and the law has not otherwise prohibited the deductions.
- 10. Any deductions for not more than the "reasonable cost" of board, lodging or other facilities meeting the requirements of section 3(m) of the Fair Labor Standards Act of 1938, as amended, and part 531 of this title. When such a deduction is made, the additional records required under §516.27(a) of this title will be kept.
- 11. Any deduction for the cost of safety equipment of nominal value purchased by the employee as his own property for his personal protection in his work, such as safety shoes, safety glasses, safety gloves, and hard hats, if:
 - Law does not require such equipment to be furnished by the employer;
 - The deduction does not violate the Fair Labor Standards Act or is not prohibited by law;
 - The cost on which the deduction is based does not exceed the actual cost to the employer when:
 - a. the employee purchases the equipment from the employer, and
 - b. there is not any direct or indirect monetary return to the employer when the equipment is purchased from a third person, and the deduction is either:

- voluntarily consented to by the employee in writing and in advance of the period in which the work is to be done and such consent is not a condition either for the obtaining of employment or its continuance, or
- provided for in a bona fide collective bargaining agreement between the contractor or subcontractor and representatives of its employees.