



Florida Department of Transportation

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ANANTH PRASAD, P.E.
SECRETARY

May 16, 2012

This Memo Has Expired

DCE MEMORANDUM 17-12
(FHWA Approved: 5/16/2012)

TO: DISTRICT CONSTRUCTION ENGINEERS
DISTRICT CONSTRUCTION COMPLIANCE MANAGERS

FROM: David A. Sadler, P.E., Director, Office of Construction 

COPIES: Tom Byron, Bob Burleson (FTBA), Chris Richter (FHWA), Chad Thompson, Rafiq Darji, Heather Dean, Rudy Powell, Susan Robeson

SUBJECT: ACCEPTANCE OF PHOTOCOPIES OF CERTIFIED PAYROLLS

In an effort to reduce cost and improve efficiency, the Florida Department of Transportation will accept the submission of photocopies of contractors' certified payrolls electronically as permitted in 29 CFR Parts 3 and 5. The Department believes this effort will decrease burden, increase the efficient use of resources and better ensure timely submission of certified payrolls to improve compliance.

The photocopies may be received by the Departments representatives via email or fax. The photocopies must be legible. The prime contractor is responsible to assure that all required payrolls are submitted for all subcontractors, rental companies and temporary employment agencies performing work.

The contractor shall maintain the certified payrolls and basic records relating thereto during the course of the work and preserved for a period of three years from the date of completion of the contract. The contractor shall make the records available for inspection, copying, or transcription by authorized representatives of the Florida Department of Transportation or the Department of Labor, and shall permit such representatives to interview employees during working hours on the job.

If you have any questions please contact Susan Robeson at 850-414-4492.

DAS/rh