

## Employee Pay Restitution Worksheet

1. Name of Company: \_\_\_\_\_

2. Name & Title of the  
Person Completing This Report: \_\_\_\_\_  
(Printed Name) (Title)

3. Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

4. Name of Project: \_\_\_\_\_ Project #: \_\_\_\_\_

5. Payroll Week Ending: \_\_\_\_\_

6. Discrepancy found by: \_\_\_\_ Labor Compliance Site Visit \_\_\_\_ Self-identified

7. Employee: \_\_\_\_\_  
Name Work Classification

8. Total Hours Worked: S/T: \_\_\_\_\_ OT:: \_\_\_\_\_

9. **Original** Payment Breakout (show what/how the worker was **previously paid**):

a. Straight Time Paid: \_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_  
Number Hours Pay Rate Sub-Total

b. Overtime Paid: \_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_  
Number Hours \*Pay Rate Sub-Total

\* - Must be no less than the "base rate" as listed in the Contract/Davis-Bacon Act for this work classification (amount not including fringes).

10. **Revised/Corrected** Payment Breakout (show what/how the worker **should have been paid**):

a. Straight Time Paid: \_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_  
Number Hours Pay Rate Sub-Total

b. Overtime Paid: \_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_  
Number Hours \*Pay Rate Sub-Total

10a. Amount Previously Paid to Employee: \$ \_\_\_\_\_ 10b. Revised Amount of Line 9: \$ \_\_\_\_\_

11. **TOTAL AMOUNT DUE TO EMPLOYEE:** (10b. minus 10a): \$ \_\_\_\_\_

**CERTIFICATION:** This is to certify that a check in the amount of \$ \_\_\_\_\_ was made out to \_\_\_\_\_ on \_\_\_\_\_. **A copy of this check 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 and the 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 will equal the full amount owed the employee.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date