



### ONLINE INSTRUCTIONS

1.	Check what Survey pertains to your business: Building Construction and Heavy/Highway Construction, or both.
2.	Complete the online survey relevant to your business: Building Construction and Heavy/Highway Construction, or both.
3.	Visit the online survey page. <ul style="list-style-type: none"> <li>• For Building Construction: <a href="https://www.surveymonkey.com/r/PVW-Building">https://www.surveymonkey.com/r/PVW-Building</a></li> <li>• For Heavy/Highway Construction: <a href="https://www.surveymonkey.com/r/Heavy-Highway">https://www.surveymonkey.com/r/Heavy-Highway</a></li> </ul>
4.	Electronically sign the Certification Pages, twice on both the Print and Signature field.
5.	Email the Payroll Reports to the following: Lorena Rodriguez at <a href="mailto:lorodriguez@epcounty.com">lorodriguez@epcounty.com</a> .

1. Period reported: The week you report must be between **January 1, 2014 and December 31, 2015**, regardless of the beginning or end date of the entire project.
2. Peak Week is the week you had the largest number of employees working on the project during the reporting period. There may be multiple peak weeks covering different classifications within a project. For examples of completed surveys go to “prevailing wage rates” at [epcounty.com](http://epcounty.com).
3. One project per survey. Each separate project should appear on a separate survey. There is no limit to the number of surveys you may submit. To start a new project you simply need to click on the Survey link that pertains to the project you are submitting: Building Construction and Heavy/Highway Construction.
4. Fill in only the worker classifications that you employ. Leave other classifications blank or indicate N/A as not applicable.
5. Number of Employees is the number of employees working in this classification during the reported week.
6. Base Wage: is the dollar amount you paid an employee, **per hour**, to work in this classification. Do not report payments required by state or federal law such as employer’s share of FICA or worker’s compensation and unemployment insurance.
7. Fringe Benefits: Enter a total, hourly dollar amount paid to an employee as compensation that is separate from and in addition to base wage. Do not report payments required by state or federal law such as employer’s share of FICA or worker’s compensation and unemployment insurance.
  - a. Fringe Benefits: Report only the costs or contributions incurred by your company, **NOT** those incurred by the employee.

- b. Fringe Benefits include medical or hospital care or insurance to provide such care, life insurance, long- or short-term disability, sickness, or accident insurance, retirement / 401 K, annuities, deferred profit sharing or insurance to provide such a benefit, payment for holidays or vacation, and other fringes that you may identify.
  - c. Fringe benefits should be provided in an hourly dollar amount.
8. Reporting multiple pay rates for a single labor classification: If the workers in one classification are paid more than one salary or different fringe benefits, please list them on separate lines.
  9. If you need more lines, please contact Lorena Rodriguez via email at [lorodriguez@epcounty.com](mailto:lorodriguez@epcounty.com), or you can also call at 915.546.2218 ext. 4329 to accommodate your request.
  10. Overtime Rate: Report the amount paid for overtime (more than forty work hours in a week).
  11. Holiday Rate: Report the amount paid for work performed on holidays.
  12. Certification Page: Electronically sign the Certification Pages, twice on both the Print and Signature field.
  13. Email scanned payroll reports to support your survey entries Lorena Rodriguez [lorodriguez@epcounty.com](mailto:lorodriguez@epcounty.com); you can also call 915.546.2218 ext. 4329. If you do not have access to a scanner, please mail the payroll reports in the enclosed return envelope to:
    - County of El Paso, Texas
    - County Administration Department
    - Attn: Prevailing Wage Rate Study
    - 500 E. San Antonio, Room 302A
    - El Paso, Texas 79901