INSTRUCTIONS

1. Period reported: The week you report must be between **January 1, 2018 and December 31, 2019,** 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.

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.

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, photocopy the page you need or attach additional sheets of your own.

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. Attach payroll reports to support your survey entries.