

Certified Payroll Submission Tracking Log

Use this log to track receipt and review of certified payrolls from all contractors.

Project Name:	
Contract Number:	
Tracking Period:	

Payroll #	Contractor	Week Ending	Date Received	Date Reviewed	Status	Notes
1					<input type="checkbox"/> OK <input type="checkbox"/> Issue	
2					<input type="checkbox"/> OK <input type="checkbox"/> Issue	
3					<input type="checkbox"/> OK <input type="checkbox"/> Issue	
4					<input type="checkbox"/> OK <input type="checkbox"/> Issue	
5					<input type="checkbox"/> OK <input type="checkbox"/> Issue	
6					<input type="checkbox"/> OK <input type="checkbox"/> Issue	
7					<input type="checkbox"/> OK <input type="checkbox"/> Issue	
8					<input type="checkbox"/> OK <input type="checkbox"/> Issue	
9					<input type="checkbox"/> OK <input type="checkbox"/> Issue	
10					<input type="checkbox"/> OK <input type="checkbox"/> Issue	
11					<input type="checkbox"/> OK <input type="checkbox"/> Issue	
12					<input type="checkbox"/> OK <input type="checkbox"/> Issue	

Status Codes

- OK = Payroll reviewed and approved, no issues
- Issue = Corrections needed (document in Notes and issue Correction Notice)

Log Maintained By: _____

