

WH-347 Certified Payroll Quick Reference

Form WH-347 is the U.S. Department of Labor's certified payroll form required for Davis-Bacon Act projects.

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Page 1: Header Information

Field	Description
Contractor/Subcontractor	Legal business name as registered
Address	Complete business address
Payroll Number	Sequential number starting with 1 for each project
Week Ending	Saturday date of pay period (MM/DD/YYYY)
Project/Contract Number	Federal project identifier from contract documents
Wage Determination	WD number from SAM.gov (e.g., OR20240001)

Page 1: Employee Data Columns

Column	Requirements
Name/Address/SSN	Full name, complete address, last 4 digits of SSN only
Work Classification	Must match wage determination exactly
Hours (S-M-T-W-Th-F-S)	Daily hours by classification; track split classifications separately
Total Hours	ST: Hours 1-40 OT: Hours over 40 per week
Rate of Pay	Hourly rate (must meet or exceed prevailing wage)
Fringe Benefits	Cash paid or bona fide plan contributions
Gross Wages	(ST Hours x Rate) + (OT Hours x 1.5 Rate) + Fringe
Deductions	Only legally authorized deductions with signed consent
Net Wages	Gross wages minus authorized deductions

Page 2: Statement of Compliance

Required certifications (check all that apply):

- Payroll is correct and complete
- Each worker paid full prevailing wage
- All classifications match work performed
- Apprentices registered in approved program
- No prohibited deductions made
- Fringe benefits paid as indicated

New 2025 Apprenticeship Documentation Section

- Apprenticeship program registration number
- Individual apprentice registration documentation
- Apprentice-to-journey worker ratios
- Progressive wage rates per apprentice agreement

Critical Reminders

- Submit within 7 days of pay date
- Authorized signature required on every submission
- Submit 'No Work' payrolls for weeks with no covered activity
- False statements are federal crimes (18 U.S.C. 1001)

Submission Requirements

Requirement	Details
Frequency	Weekly (within 7 days of pay period end)
Retention	Minimum 3 years after project completion
Submit To	Contracting agency or designated administrator

Resources

Form download: dol.gov/agencies/whd/forms/wh347

Wage determinations: sam.gov

DOL Helpline: 1-866-487-9243

