

## Memorandum

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a California Way of Life.*

**To:** DEPUTY DISTRICT DIRECTORS, Construction  
DEPUTY DIVISION CHIEF, Structure Construction  
CONSTRUCTION MANAGERS  
SENIOR CONSTRUCTION ENGINEERS  
RESIDENT ENGINEERS

**Date:** January 25, 2019

**File:** Division of Construction  
CPD 19-3

  
**From:** BOB FINNEY, Acting Chief  
Division of Construction

**Subject:** **ELECTRONIC TRANSMISSION OF CERTIFIED PAYROLL**

In accordance with Section 7-1.02K(3), "Certified Payroll Records (Labor Code § 1776)" of the *Standard Specifications*, contractors may submit certified payroll records electronically to the California Department of Transportation (Caltrans). The current electronic submittal process using district-specific electronic mailboxes will be replaced by a secure file transfer protocol (FTP) process. Electronic submittal of certified payroll records using the new FTP process must meet the following criteria:

- Submit records in a non-modifiable portable document format (PDF).
- Include all data elements required by the California Labor Code, Section 1776. Records must contain the full names, addresses, and complete social security numbers of employees.
- Include a signed Form CEM-2503, "Statement of Compliance," with each weekly record.
- Records must be received by close of business on the 15th day of the month for the previous month's work for the contractor and all subcontractors.
- Contractors must complete and sign the form, "Request for Electronic Submission of Certified Payroll Records," for each contract before submitting electronic payrolls. Blanket request forms for multiple contracts will not be accepted.
- Each file is named using the following format:

District-Contract Number-Week ending date-type of document. For example: 01-111114-WE071118-CP.PDF

Use the following codes for the type of document: CP for Certified Payroll, FB for Fringe Benefit Statement, or SC for Statement of Compliance.

Additional information can be found at the Labor Compliance website:

<http://www.dot.ca.gov/hq/construc/LaborCompliance/>

If you have questions or comments regarding this directive, please contact Kimberley Olson, Division of Construction, at [Kimberley.Olson@dot.ca.gov](mailto:Kimberley.Olson@dot.ca.gov) or (916) 653-3134.