Metro Parks Tacoma
Management & Budget Department - ATP Program
4702 South 19th Street
Tacoma WA, 98405
Phone (253) 305-1040
Fax (253) 305-1049

ATP
Weekly Payroll Report
(Instructions on back)

Prime / Sub-Contractor: _____   Union _____ Non-Union _____

Bid Number: _____   Contract Number: _____

Project Description: _____

Payroll Week Ending Date: _____   Payroll Number: _____

To the extent possible, Contractors shall recruit Apprentices from multiple trades or crafts. (ATP Regulations Section III)

Failure to submit this report attached to Weekly Certified Payrolls may result in Progress Payments being withheld.

1) Total Labor hours worked by all employees this payroll period on *this* job: _____

2) Total Wages paid *including benefits* to all employees this payroll period on this job: _____

The following employees have been identified as qualified ATP employees for the purpose of meeting the ATP Utilization Goal for this project *(please use additional sheets if necessary)*.

3) Employee Name	4) Social Security Number	5) Craft	6) Type of hours	7) Hours worked (this job)	8) Rate of pay
					$
					$
					$
					$
					$
					$
					$
					$

I, the undersigned, do hereby certify under penalty of perjury, that the information contained herein is true and correct.

_____   _____   _____
Signature of Responsible Officer   Title   Date

11/16/05

Instructions for completing the ATP Weekly Payroll Report

If no work was performed on this job for this week write **No Work Performed** on line # 1.

If work was performed on this job for this week complete the form using the following instructions.

1) Enter the number of hours worked on this job by **all** employees
2) Enter the total Gross wages paid to **all** employees, (including fringe benefits) for this job
3) Enter employee name for **ATP** qualified employees
4) Enter Social Security Number
5) Enter Craft
   - if this employee worked in more than one craft category, enter #5-#9 on separate lines
6) Enter type of hours (standard, overtime, double time) for this employee
   - for each change in type of hours enter #5-#9 on separate lines
7) Enter the hours worked by this employee
8) Enter the rate of pay (including fringe benefits) for this employee

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Sample

1) Total job gross pay for all employees working on this job $ 5412.91

2) Total hours worked on this job by all employees   142

The following employees have been identified as qualified ATP employees for the purpose of meeting the ATP Utilization Goal for this project.

3) Employee Name	4) Social Security Number	5) Craft	6) Type of hours	7) Hours worked (this job)	8) Rate of pay
Joe Smith	123-45-6789	Laborer	R	15	$23.24
		Laborer	O	5	$34.86
Tom Thompson	987-65-4321	Laborer	R	8	$23.24
		Power Equipment Operator	R	8	$30.33
Ken Swanson	654-59-7531	Electrician	R	32	$30.77