



**INSTRUCTION SHEET FOR LS-57  
(CONTRACTOR PAYROLL RECORDS)**

**Contractor or Subcontractor:** Fill in your firm's name and check appropriate box.

**Address:** Fill in your firm's address and noted information.

**Name of Public Body:** Name of public entity for which work is being performed or who issued contract.

**Address:** Address of public entity.

**Payroll No.:** Begin with payroll No. 1.

Payroll reports must be submitted each week. If work was not performed in specified week, note "No Work".

**For Week Ending:** List the workweek ending date.

**AWO:** Indicate Annual Wage Order Number.

**Project and Location:** Name of Project/Project Location.

**Project or Contract No.:** Indicate Project Number or Contract Number.

- 1. Name and Address of Employee:** List workers that worked on project for the listed week. Enter each worker's full name and address on weekly payroll. **Both the name and address must be listed.**
- 2. Occupational Title:** List the occupational title of each worker. A worker may perform work under different occupational titles. The employer must keep accurate records showing the breakdown of hours worked for each occupational title. For a list of occupational titles, visit <http://www.sos.mo.gov/adrules/csr/current/8csr/8c30-3.pdf>.
- 3. Day and Date:** List day of week in the top row (Su – M – Tu – W – Th – F – Sa), begin with the first day of the pay period. List calendar date in the bottom row (1, 2, 3, 4, 5, 6, 7...).
- Hours worked:** Record number of hours worked per day.  
Straight Time (ST), Overtime (OT), Double Time (DT), if applicable.
- 4. Total Hours:** Total hours worked for the listed week on this project.
- 5. Hourly Rate of Pay:** List the actual hourly rate paid for straight time worked. When overtime is worked, show the overtime hourly rate paid in the "Overtime" box for each worker.
- 6. Gross Amount Earned:** TOP CORNER – Project gross amount earned this pay period, on this project for the listed week. LOWER CORNER – Week total gross amount earned during week for work on all projects. If part of a worker's weekly wage was earned on projects other than the project described on given payroll, then the gross amount earned is gross earned for the week on all projects (example:

"\$163/\$420" would reflect a worker who earned \$163 on a public works construction project and a total of \$420 from all work performed for the listed week, including the public works project).

7. **Deductions:** Complete all required deductions. List any additional deductions in the "Other" column. Add all deductions, and place total in the "Total Deductions" column. On page 2 of the form, describe the deduction(s) contained in the "Other" columns in the space provided. If an individual worked on other jobs in addition to this project, show actual deductions from the weekly gross wage.
8. **Net Wages Paid for Week:** Net wages paid for the listed week on all projects. This is the take-home amount for the week.

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**Required Statement:** An authorized agent of the contractor or subcontractor must complete and sign the "statement of compliance." The entry of any false information in this form will result in the agent and the contractor or subcontractor being subject to criminal prosecution and penalties under §§ 290.340, 575.050, 575.060, and 575.080, RSMo.