



City of Tacoma
 LEAP Office
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LEAP Weekly Payroll Report

Prime / Subcontractor: _____ Union Non-Union

Specification Number: _____ Project: _____

Payroll Week Ending Date: _____ Payroll Number: _____

To the extent possible, Contractors shall recruit Apprentices from multiple trades or crafts. (LEAP 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*: _____

Please include below LEAP qualified employees that have been verified by the LEAP Office *only*. A LEAP employee is a City of Tacoma resident and/or a Washington State approved apprentice who is a resident of Pierce County.

(Use additional sheets if necessary)

3) LEAP Employee Name	4) Social Security Number	5) Craft	6) Class J / A	7) Type of hours	8) Hours worked (this job)	9) Hourly Rate of pay incl. F/B
						\$
						\$
						\$
						\$
						\$
						\$
						\$
						\$
						\$

I, the undersigned, affirm that the information contained herein is true and correct.

 Signature of Responsible Officer

 Title

 Date

Instructions for completing the LEAP 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 **LEAP** qualified employees
- 4) Enter Social Security Number
- 5) Enter Craft as listed on Labor & Industries Intent to Pay Prevailing Wage
 - if this employee worked in more than one craft category, enter 5) through 9) on separate lines
- 6) Enter the employee class, Journeyman (J) or Apprentice (A)
- 7) Enter type of hours (regular (R) , overtime (O), double time (DT), for this employee
 - for each change in type of hours enter 5) through 9) on separate lines
- 8) Enter the hours worked by this employee
- 9) Enter the rate of pay (including fringe benefits) for this employee

Sample

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

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

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

3) Employee Name	4) Social Security Number	5) Craft	6) Class J / A	7) Type of hours	8) Hours worked (this job)	9) Hourly Rate of pay incl. F/B
Joe Smith	123-45-6789	Laborer	J	R	15	\$31.34
		Laborer	J	O	5	\$47.01
Tom Thompson	987-65-4321	Laborer	J	R	8	\$31.34
		Power Equipment Operator	J	R	8	\$37.24
Ken Swanson	654-59-7531	Electrician	A	R	32	\$29.93