

CERTIFIED PAYROLL – MEURs

The **Monthly Employee Utilization Report** (MEUR) is required on most Prevailing Wage projects in the State of Connecticut. The MEUR records a sub's EEO data for onsite work for the project each month. The data should correspond exactly with the data reported in your Certified Payrolls for the same period. There are several different versions of the form in use. City projects may require the use of a city-specific form that includes tracking worker residency. A standard Commission on Human Rights & Opportunities form, CHRO cc-257, is available at www.ct.gov/chro/lib/chro/pdf/monthlyemployutil257.pdf

The following instructions are based on the cc-257 and some other commonly-used forms.

HEADINGS:

(1) Covered Area (MSA) is the statistical area of the location of the project, per the plan format. If you do not have this info, please enter the name of the city where the project is located.

(2) Employer's FEIN is your company's Federal Employer Identification Number.

(3) Project AAP Goals These goals were set when the contract was signed. If these figures are not available, just leave these fields blank.

(4) Reporting Period is the month being reported on – enter the month name if tracking by calendar month, enter the start and end date if tracking is offset from calendar month start & end.

Project Name is the name of the project.

Contract Number is the State or City's number for the project or their contract with the GC.

If this number is unknown, please enter the GC's project number.

Contract Awarding Agency is the DOL, DPW, etc. This field may also be used to indicate the company that accepted your company's bid for work on the project – your company is their sub.

Name/Address of (Sub) Contractor is the name and business address of your company.

Contractor or Sub of is the name of the company with which your company has the contract.

It is important to identify the hierarchy of contractor/subcontractor/sub-sub on the MEUR.

Some forms include only a "Contractor" box, with no "sub" area or indicator. In that case, your company info goes in the "Contractor" area. Please add "(sub of ____)", and fill-in the blank

with name of the company that has hired your company. Alternately, the “Contract Awarding Agency” field can be used to identify the company directly above yours in the hierarchy.

COLUMNS:

(5) Construction Trade or Occupation should be the DOL Work Classifications of the workers.

Worker Classification is a subdivision of Construction Trade – journeyman or apprentice.

(6) Work Hours are the hours your employees worked onsite during the reporting period.

6a is for total hours for all workers (M/F); other 6x columns identify ethnic heritage.

Most columns are divided in half to record male vs. female worker information.

(7) Minority % is total minority hours (male + female) divided by total employee hours (m+f).

(8) Female % is the total female hours divided by the total employee hours (male + female).

(9) Total Number of Employees is the number of different workers you have onsite that month.

(10) Total # of Minority Employees is the number of minority employees working onsite.

Please fill in the sub-totals and totals for each section and column.

Each percentage field must be calculated – DO NOT ADD PERCENTAGES.

City forms have additional columns for tracking city resident’s hours and/or numbers.

FOOTINGS:

Company Official’s Signature and Title requires the original signature, in non-black ink, of an officer or owner of your company.

Date Signed is the actual date that the official is signing the MEUR.

Telephone Number is for contact in case follow-up or clarification is required.

MEURs and other CP-related reports should be submitted as soon as possible after the end of each month. CHRO has stated that MEURs should be submitted to them no later than the fifteenth of the month following the month being reported. If each company takes only 3 days to process and transport the documentation to the next company, timing will still be a challenge. If a sub-sub creates and sends a MEUR on the 1st, the sub forwards it on the 4th, the contractor on the 7th, the GC on the 10th, and the CM on the 13th, then CHRO might get that MEUR by the 15th. Please make sure that all CP-related material is complete, correct, and submitted promptly.