KIT 07 · CERTIFIED PAYROLL

Certified Payroll

Weekly certified payroll that survives an audit.

10-MINUTE SETUP EXCEL OR GOOGLE SHEETS UPDATED OCT 2026

01 WHAT THIS KIT PROTECTS

Public work pays on paperwork. Missing WH-347s, wrong classifications and unpaid fringe are the three findings that turn a profitable job into a claim. This tracker keeps all three visible every week.

02 WHAT THE AUTOMATION WATCHES

- Weeks with payroll but no WH-347
- Workers paid below the classification rate
- Fringe not paid or not recorded

03 YOUR FILES

Workbook	Playbook	Setup guide
Weekly payroll · Summary · Classifications	This document — setup, ladder, emails	Deadline-365-Document-Pack.pdf

04 SET UP IN 10 MINUTES

1. Enter one row per worker per week with the exact classification.
2. Check the base rate and fringe against the wage determination.
3. Mark WH-347 filed the day it is submitted.
4. Reconcile the weekly total to your payroll provider.
5. Keep the signed statement and backup in the job folder.

05 WHAT CHANGES

DAY ONE

Every worker, every week, one row.

WEEK ONE

Unfiled WH-347s turn red on Monday.

MONTH ONE

Classifications match the wage determination.

QUARTER ONE

An audit is a folder, not a panic.

> **Included with every Deadline 365 account.** Nine workbooks, eight playbooks and the verified 57-jurisdiction rule set. Free accounts run every check in the app and see every result; email sending and extra recipients are Radar and All 8 features.

06 THE RHYTHM

WHEN	WHAT YOU DO	WHAT THE AUTOMATION DOES
Friday	Close the week	Calculates gross, fringe and total package
Monday	File WH-347	Flags any unfiled week in red
Monthly	Audit sample	Checks classifications against the determination

07 THE LADDER

TRIGGER	ACTION	WHO
Friday	Payroll closed	You
Monday	WH-347 filed	You
Same week	Backup saved to the job folder	You
Quarterly	Self-audit three weeks	You

08 THE EMAILS

WH-347 for week ending {date} — {project}

Attached is the certified payroll for the week ending {date} on {project}, with the signed statement and the classification backup. Please confirm receipt.

Classification question — {worker}

Hi {name}, the wage determination lists {classification} at {rate}. Our records show {worker} at {actual}. Please confirm the correct classification before we file.

09 GUARDRAILS

- This is a tracking template, not payroll software or legal advice.
- Use the exact classification language from the determination.
- Keep records for at least three years after completion.

Your next step. Open Deadline-365-Document-Pack.pdf, connect this workbook on the Connect page, and turn on the Certified Payroll check. Stuck? support@thermoneural.com answers in one business day.