

## EXPLANATION OF REGISTER OF ASSIGNED EMPLOYEES

- What it is used for:* To document contractors' employees working on the project.
- When it is used:* Prior to start of construction to document the initial workforce, and throughout the construction process. It is updated on an ongoing basis and submitted *at least* monthly.
- Where it goes:* The Owner files all submittals in their labor standards and equal opportunity project files.
- Instructions:\**
- COMPLETE THE "Month Covered" AND "Date Completed" IN THE TOP RIGHT CORNER.
  - SHOW EXACT AMOUNT.
  - NEW HIRES are registered as such one time and only on the original submittal or for the month in which it occurred; DO NOT DUPLICATE 'NEW HIRES' ON SUBSEQUENT SUBMITTALS.
  - Employees RECALLED by the contractor to work FOR THE FIRST TIME on the project are treated as NEW HIRES except that the date recalled is entered in e(2). Subsequent recalls of any employees, whether originally listed as a 'new hire' or a 'recall' are treated as 'modifications,' see below.
  - MODIFICATIONS affect ONLY the following items: (ONLY ITEM 'a' AND ITEM(S) BEING MODIFIED ARE COMPLETED FOR MODIFICATIONS.)
    - changes to employee's name, e.g. due to marriage (item a) (if change is to name, show both old and new name)
    - changes in trade and job classification (item c)
    - changes in rate of pay and benefits (item d)
    - changes in authorized payroll deductions (item f)
    - a recall of an employee previously registered (item e(2)).

**OWNER'S RESPONSIBILITIES:** For every procurement with a Prime Contractor, the Owner must complete item (1) of SECTION I and supply the Prime Contractor with enough copies for the duration of the contract.

**PRIME CONTRACTOR'S RESPONSIBILITIES:** The Prime Contractor must complete this prior to start of construction and provide updates on an ongoing basis. It must be submitted to the Owner *at least* monthly, along with submittals received from subcontractors.

The Prime Contractor must use the forms supplied by the Owner in which item (1) of Section I is already completed; item (2) remains blank. In SECTION II, the Prime Contractor completes items 'a' thru 'h' on 'new hires' and first time 'recalls', and only item 'a' and the item(s) being modified for modifications. The Prime Contractor is also responsible for assuring that subcontractors submit this form to the Prime Contractor.

For every procurement with a subcontractor, the Prime Contractor should complete item (2) of SECTION I (item (1) is already completed on the form) and supply the subcontractor with enough copies for the duration of the subcontract.

**SUBCONTRACTOR'S RESPONSIBILITIES:** The Subcontractor must complete this prior to start of construction, provide updated on an ongoing basis, and submit it to the Prime Contractor *at least* monthly. The Subcontractor must use the forms supplied by the Prime Contractor in which Section I is already completed. In SECTION II, the Subcontractor completes items 'a' thru 'h' on 'new hires' and first time 'recalls'; and only item 'a' and the item(s) being modified for modifications.

# Register of Assigned Employees

Month Covered: \_\_\_\_\_, 20\_\_

Date Completed: \_\_\_\_\_

*Submit initial list of workforce prior to start of construction; update throughout construction to show new hires/modifications*

**SECTION I: Identification of Level of Submittal, see instructions on back of form**

(1) Grantee \_\_\_\_\_ Grant Contract # \_\_\_\_\_ Project Location \_\_\_\_\_  
 Section 3 Area: \_\_\_\_\_ Area Employment Goals (if applicable): \_\_\_\_\_ # MINORITY \_\_\_\_\_ # FEMALE  
 Prime Contractor \_\_\_\_\_ Contracted Amount \$ \_\_\_\_\_

(2) Subcontractor \_\_\_\_\_ Contracted Amount \$ \_\_\_\_\_

**SECTION II: for NEW HIRES: complete items 'a' thru 'h' for MODIFICATIONS: complete only item 'a' and item(s) being modified**

| a. NAME OF EMPLOYEE<br>b. COUNTY OF RESIDENCE | c. TRADE & JOB CLASSIFICATION<br>d. RATE OF PAY & BENEFITS | e. (1). DATE HIRED or e (2). DATE RECALLED<br>f. AUTHORIZED PAYROLL DEDUCTIONS | g. MINORITY     | h. GENDER            |
|---|--|--|-----------------|----------------------|
| a.<br>b.                                      | c.<br>d.   | e (1) _____ or e(2) _____<br>f. _____  | ___yes<br>___no | ___female<br>___male |
| a.<br>b.                                      | c.<br>d.   | e (1) _____ or e(2) _____<br>f. _____  | ___yes<br>___no | ___female<br>___male |
| a.<br>b.                                      | c.<br>d.   | e (1) _____ or e(2) _____<br>f. _____  | ___yes<br>___no | ___female<br>___male |
| a.<br>b.                                      | c.<br>d.   | e (1) _____ or e(2) _____<br>f. _____  | ___yes<br>___no | ___female<br>___male |
| a.<br>b.                                      | c.<br>d.   | e (1) _____ or e(2) _____<br>f. _____  | ___yes<br>___no | ___female<br>___male |