

# DAILY EMPLOYEE SIGN-IN SHEET

Scan the QR Code below to view the DEP  
Prevailing Wage Worker Training Video



PRIME CONTRACTOR: \* \_\_\_\_\_

DATE IN: \_\_\_\_\_ DATE OUT: \_\_\_\_\_

COMPANY ADDRESS: \* \_\_\_\_\_

CONTRACT NAME: \* \_\_\_\_\_

TELEPHONE NUMBER: \* \_\_\_\_\_

CONTRACT ID/LOCATION: \* \_\_\_\_\_

SUBCONTRACTOR: \* \_\_\_\_\_

DEP/(CM) Site Rep Signature: \_\_\_\_\_

EMPLOYEE NAME *	S.S. # **	Trade Classification	Time in	EMPLOYEE SIGNATURE	Time Out	Initials

I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT AND REPRESENTS ALL PERSONS EMPLOYED BY MY FIRM ON THE ABOVE PROJECT ON THIS DATE.

**NOTE: WORKERS THEMSELVES MUST FILL IN THE TIMES THEY ARRIVE AND LEAVE AND SIGN THEIR OWN NAME. WORKERS MUST NOT SIGN IN AND OUT AT THE SAME TIME.**  
**NOTE: TRADE CLASSIFICATION MUST MATCH A TRADE FROM THE COMPTROLLER'S OFFICE SCHEDULE. A UNION LOCAL IS NOT ACCEPTABLE.**

\_\_\_\_\_  
SIGNATURE (Contractor Representative)

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
DATE

\* *This information may be filled in ahead of time (All other information must completed daily)*  
 \*\* *The last four digits of the workers' social security number is acceptable*

***Instructions:***

- *Contractors and subcontractors must maintain original daily site sign-in sheets at the jobsite.*
- *Any person performing trade work subject to payment of prevailing wages at the jobsite including but not limited to company owners and salaried employees is considered a worker who must complete the daily employee sign-in sheet for the time he or she performs trade work at the jobsite.*
- *The workers themselves must enter their own trade classification/s, enter their time in and provide their own signature when they begin their work shift. The workers themselves must also enter their time out and their initials when they complete their shift. Workers must not enter their time out and initials before they complete their shift.*
- *Trade classifications must correspond to a trade listed in the Comptroller's Office Schedule. Union Local is not acceptable.*
- *The prime contractor is to assure that each workday, the prime contractor and every subcontractor completes, signs and submits an original site sign-in sheet for the workers they employ.*
- *The prime contractor representative provides the site sign-in sheet (original, not a photocopy) for the workers they employ (including original subcontractor sign-in sheets) to the agency representative at the end of each workday.*
- *Make sure the completed sign-in sheet includes the date in and date out in the appropriate fields found at the top right hand side of the sign-in sheet.*
- *All contractors and subcontractors must also adhere to all labor law requirements in the prime contract.*