

## **City Controller's Notification to Covered Employers Filing of WH-347**

**Pursuant to Title I, Article VII, Section 161.38(IV)(B), The City of Pittsburgh Service Worker Prevailing Wage Ordinance, as a covered employer under the Ordinance, you are required to file annually, by January 31<sup>st</sup> of the following year, Federal Form WH-347.**

- Under the Prevailing Wage Ordinance, the covered employer is required to pay not less than the prevailing wage, including fringe benefits, as predetermined by the City Controller.
- The WH-347 provides for the covered employer to show on the face of the form all monies paid to each worker **on a weekly basis**. A package of all WH-347 forms kept by a covered employer over the course of a year must then be filed with the City Controller on the above date.
- Detailed instructions concerning the preparation of the form are as follows:

**The Prevailing Wage Ordinance requires the following information to be completed on the WH-347 form for each employee on a weekly basis.**

**All spaces provided for information NOT listed below may be ignored.**

1. The covered employer's name and address;
2. The employee's name;
3. The employee's address;
4. The employee's Social Security Number (kept confidential by the Controller);
5. Job/work classification;
6. Hourly wage rate paid\*;
7. Number of hours worked each day;
8. Number of hours worked each week;
9. All deductions made from gross pay; and
10. Net weekly pay

**\*In the first space provided for rate of pay, please input the straight rate of pay per hour that employee has been paid. In the second space provided for rate of pay, please state the additional hourly equivalent rates for benefits paid and paid time off.**

**Covered employers must sign the second page of the form as provided. Other than the signature of the covered employer, the second page of the WH-347 may be left blank.**



