



Request for Electronic Submission of Certified Payroll Records

Contract Number: _____

Contractor Name: _____

Title 8, California Code of Regulations, Section 16404 provides that certified payroll records required by Labor Code section 1776 may be maintained and submitted electronically. The Labor Code protections of private and confidential employee information apply to both paper and electronic payroll records.

California has adopted the federal requirements (Federal Information Security Management Act of 2002, P.L. 107-347) regarding security of electronic documents sent during the course of state business. Documents that include personal and confidential information must be transmitted securely to prevent interception of the data by third parties. This requirement applies to every electronic transmission of certified payrolls for both the prime contractor and any subcontractor working on the project.

Contractor's Acknowledgment

I am a contractor doing business with the State of California, Department of Transportation. I understand the requirement to securely transmit electronic documents that contain personal and confidential information. In addition, as the prime contractor, I agree to require all subcontractors to adhere to the secure electronic transmission requirement of said documents to the Department of Transportation. I acknowledge that the indemnity clause contained in Section 7 – 1.05, "Indemnification", of the *Standard Specifications* included as part of the contract extends to injury from any failure to electronically transmit documents securely.

Contractor's Representative	Title	Date
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I am a subcontractor performing work on the above contract. I agree to securely transmit all electronic documents that include personal and confidential information to the Department of Transportation.

Subcontractor's Representative	Title	Date
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Note: The subcontractor must provide a copy of this acknowledgment to the prime contractor.