




STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS
830 PUNCHBOWL STREET, ROOM 321
HONOLULU, HAWAII 96813
www.labor.hawaii.gov
Phone: (808) 586-8844 / Fax: (808) 586-9099
Email: dlir.director@hawaii.gov

July 10, 2017

MEMORANDUM NO. WSD 2017-01

TO: All State and County Governmental Contracting Agencies and Contractors

FROM: Linda Chu Takayama, Director
Department of Labor and Industrial Relations 

SUBJECT: Chapter 104, HRS, Wages and Hours of Employees on Public Works Law,
Certified Payroll Requirements

The Department of Labor and Industrial Relations (DLIR) would like to remind all contracting agencies and contractors of the information required to be reported on certified payrolls submitted under Chapter 104, Hawaii Revised Statutes (HRS). It has come to our attention that contractors are being told to not include the employee's home address and social security number on their certified payroll.

Under Section 104-3, HRS, and Section 12-22-10, Hawaii Administrative Rules (HAR), each contractor shall maintain accurate and complete payroll records in English containing the following information for each laborer and mechanic: 1) name in full; 2) home address; 3) job classification; 4) rate of pay; 5) the itemized fringe benefits on a fringe benefit reporting form; 6) hours worked each workday and total hours worked each workweek; 7) total weekly straight-time earnings; 8) total weekly overtime earnings; 9) total weekly gross earnings; 10) the amount and purpose of each deduction; 11) total net wages paid; and 12) date paid. A certified copy of all payrolls and fringe benefit reporting form shall be submitted weekly to the governmental contracting agency for review.

Under Section 92F-12(a)(9), HRS, of the Uniform Information Practices Act, certified payroll records on public works contracts, except social security numbers and home addresses, must be made available for public inspection and duplication. To clarify, since social security numbers and home addresses are deemed confidential and must not be disclosed to the public, we recommend that the contractor submit the last 4 digits of the employee's social security number and the employee's home address on a separate sheet from the certified payroll.

Memorandum No. WSD 2017-01
July 10, 2017
Page 2

To ensure compliance, contracting agencies should share this memo with all contractors. Contractors who are not in compliance should be advised to conduct a self-audit to correct any violations.

If you have any questions, please call the DLIR Wage Standards Division at (808) 586-8777. This document is available on the DLIR website at <http://labor.hawaii.gov/wsd/guidelines/>