

Instructions for Vendors/Contractors

EO 162 Workforce Utilization

Gross Wages Reporting

**VENDORS/CONTRACTOR AND SUBCONTRACTOR REPORTING
REQUIREMENTS**

These requirements will impact the April 10, 2019, Workforce Utilization Gross Wages Report submissions.

In accordance with the requirements pursuant to Executive Order No. 162 (“EO 162”), effective January 1, 2018, state agencies and Authorities are required to collect **Workforce Compensation Data** on all procurements subject to Executive Law Article 15-A, issued on or after June 1, 2017.

All Prime Vendors/Contractors and all Subcontractors (MWBE or Non-MWBE) to such prime, with contracts, in excess of \$25,000 for services and commodities that were executed on or after June 1, 2017, are required to report.

PRIME VENDORS/CONTRACTORS

Prime Vendors/Contractors must electronically submit reports (Excel Format)** employee workforce utilization and gross wages on a quarterly basis for their Firm and all of their Subcontractors. **All electronic submissions are due by the 10th of April, July, October and January for the preceding quarter.**

SUBCONTRACTORS

Workforce utilization, including gross wages reports for quarterly submission must be electronically submitted (Excel Format) to the **Prime Vendor/Contractor prior to the 10th of April, July, October and January for the preceding quarter.**

**EO 162 Reports for the Prime and all Subcontractors must be electronically submitted by the Prime in (Excel Format) and submitted to WorkforceUtilizationReportProcurement@newnybridge.com using the following naming convention: NYSTA_[insert contract number](e.g. NYSTA_CT12345)

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FORMS AND GUIDELINES

EO 162 Workforce Utilization Gross Wages Reports Forms for Prime Vendors/Contractors and Subcontractors are located on the Thruway website at <http://www.thruway.ny.gov/business/purchasing/index.html> under:

FORMS AND DOCUMENTS

EO 162 -Workforce Utilization/Quarterly Gross Wages Report

<http://www.thruway.ny.gov/business/dmwbe/eo-162-quarterly-contractors.xls>

All reports are in fillable Excel formats and must be submitted electronically by the Prime Vendor/Contractor.

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FORM INSTRUCTIONS

1. REPORTING ENTITY:

Check off the appropriate box to indicate if the entity completing the Report is the vendor/contractor or a subcontractor.

2. FEDERAL EMPLOYER IDENTIFICATION NUMBER:

Enter the Federal Employer Identification Number (FEIN) assigned by the IRS. Vendors/Contractors utilizing their social security number in lieu of an FEIN should leave this field blank.

3. Vendor/CONTRACTOR NAME and Vendor/CONTRACTOR ADDRESS:

Enter the primary business address for the entity completing the Report.

4. CONTRACT NUMBER: Enter the number of the contract to which the Report applies.

5. REPORTING PERIOD:

Check off the box that corresponds to the applicable quarterly reporting period for this Report. Only select one box.

6. WORKFORCE IDENTIFIED IN REPORT:

Check off the appropriate box to indicate if the workforce being reported is for the contract specific work performed or the vendor's/contractor's or subcontractors' total workforce.

7. OCCUPATION CLASSIFICATIONS and SOC JOB TITLE:

Select the occupation classification and job title that best describes each group of employees performing work on the Authority contract under columns A and B.

8. EEO JOB TITLE and SOC CODE:

These fields will populate automatically based upon the Occupation Classifications and SOC Job Titles selected. Do not modify the results generated in these fields.

9. NUMBER OF EMPLOYEES and NUMBER OF HOURS:

Enter the number of employees and total number of hours worked by such employees for each job title under the columns corresponding to the gender and racial/ethnic groups with which the employees most closely identify.

10. TOTAL GROSS WAGES:

Enter the total gross wages paid to all employees for each job code, and each gender and racial/ethnic group, identified in the Report. Vendors/Contractors and subcontractors should report only gross wages for work on the contract paid to employees during the period covered by the Report. "Gross wages" are those reported by employers to employees on their wage statements. Gross wages are defined more specifically by 20 NYCRR §2380.4 and typically include every form of compensation for employment paid by an employer to his, her or its employees, whether paid directly or indirectly by the employer, including salaries, commissions, bonuses, tips and the reasonable value of board, rent, housing, lodging or similar advantage received.

11. PREPARER'S INFORMATION:

Enter the name and title for the person completing the form, enter the date upon which the Report was completed, and check following boxes, as applicable:

- 1) I certify that I personally completed this document and I adopt the name typed above as my electronic signature under the NYS Electronic Signatures and Records Act, with like legal force and effect as if I had physically signed the document.
- 2) You request that the material included herein be withheld from disclosure pursuant to Article 6 of the Public Officers Law (Freedom of Information Law)
- 3) You are reporting that your firm had no workforce utilization for the reporting period.