

**Instructions for Contractors**  
**EO 162 Workforce Utilization/**  
**Gross Wages Reporting**

**CONSTRUCTION PRIME CONTRACTORS/SUBCONTRACTORS**  
**REPORTING REQUIREMENTS**

**Please Note: The TA-1017 Monthly Employment Utilization Report has been revised to meet EO 162, reporting requirement.**

**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, effective January 1, 2018, state agencies are required to collect **Workforce Compensation Data** on all contracts and procurements subject to Executive Law Article 15-A, issued on or after June 1, 2017.

All Prime Contractors and all Subcontractors (MWBE/Non-MWBE) to such prime with contracts in excess of \$100,000.00 for construction and \$25,000.00 for services and commodities that were executed on or after June 1, 2017, are required to report.

Prime Contractors must electronically report employee workforce utilization on a monthly basis and gross wages on a quarterly basis for their Firm and all of their subcontractors for electronic submission.

**All electronic submissions are due by the 10<sup>th</sup> of the month/quarter for the preceding month/quarter.**

**Instructions for Contractors**  
**EO 162 Workforce Utilization/**  
**Gross Wages Reporting**

**CONSTRUCTION PRIME CONTRACTORS' REPORTING**  
**REQUIREMENTS**

**The Prime is required to submit all EO 162 Monthly/Quarterly Gross Wages Reports for its firm and all of its subcontractors on a monthly and quarterly basis.**

**EO 162 (Monthly) - Workforce Utilization/Gross Wages Report**

The Prime is required to submit a monthly report of its firm's workforce utilization hours and the workforce utilization hours for all subcontractors for the previous month to the Authority on a monthly basis.

**EO 162 (Quarterly) - Workforce Utilization/Gross Wages Report**

The Prime is required to submit a quarterly report of its firm's workforce utilization/gross wages and the workforce utilization and gross wages for all subcontractors for the quarter.

**Instructions for Contractors**  
**TA-1017 Monthly Workforce Utilization**  
**Composite Reporting**

**MONTHLY WORKFORCE UTILIZATION COMPOSITE REPORTING**  
**(Construction Prime Contractors Only)**

**TA-1017 (Monthly) - Workforce Utilization Composite Report \***

Part 1 - Must reflect the monthly composite for the entire project workforce.

Part 2 - Must reflect the cumulative total work hours of employment for the prime and all subcontractors, throughout the life of the project.

**FOR CONSTRUCTION PRIME CONTRACTORS WITH CURRENT PROJECTS -**

Each month the Cumulative Grand Totals must be entered as the previous month's totals on Part 2 of the new TA-1017\* form.

**For example**, the total work hours from (row number 26. Grand Totals) on the February 2019, TA-1017 form must be entered in Part 2 ("Previous Month Total Work Hours of Employment), located on the new TA-1017 form.

**NEW CONSTRUCTION PRIME CONTRACTORS -**

Each month the Cumulative Grand Totals must be entered as the previous month's totals on Part 2 of the TA-1017 form.

**COMPOSITE REPORTS, MUST BE APPROVED BY THE THRUWAY PROJECT ENGINEER (TPE)/ ENGINEER IN-CHARGE (EIC) PRIOR TO SUBMISSION TO [COMPLIANCE@THRUWAY.NY.GOV](mailto:COMPLIANCE@THRUWAY.NY.GOV).**

**Instructions for Contractors**  
**EO 162 Workforce Utilization/**  
**Gross Wages Reporting**

**SUBCONTRACTORS' REPORTING REQUIRMENTS**

Subcontractors performing work under this contract/agreement are required to electronically report the preceding month's workforce utilization, and/or quarterly gross wages to the Prime, prior to the monthly and/or quarterly submission due date.

**(Monthly) Workforce** Utilization report for the preceding month must be submitted electronically, to the prime prior to the 10<sup>th</sup> of each month.

**(Quarterly)** - Workforce Utilization, including Gross Wages Reports for quarterly reporting must be electronically submitted in (Excel Format) to the Prime prior to the 10<sup>th</sup> of April, July, October and January.

**Instructions for Contractors**  
**EO 162 Workforce Utilization/**  
**Gross Wages & TA-1017 Reporting**

**SUBMISSION SCHEDULE – CONTRACTORS/SUBCONTRACTORS**

**CONSTRUCTION PRIME CONTRACTORS**

**(Monthly) Workforce** Utilization report for the preceding month must be submitted by the 10<sup>th</sup> of each month, for the Prime and All Subcontractors.

**(Quarterly)** - Workforce Utilization, including Gross Wages Reports for quarterly reporting must be submitted by 10<sup>th</sup> of April, July, October and January, for the Prime and All Subcontractors.

Monthly and/or Quarterly EO 162 Reports for the Prime and all subcontractors must be electronically submitted by the Prime in (Excel Format) and emailed to [WorkforceUtilizationReportConstruction@thruway.ny.gov](mailto:WorkforceUtilizationReportConstruction@thruway.ny.gov), using the following naming convention: **NYSTA\_D# (e.g. NYSTA\_D214134)**

**TA-1017 (Monthly) - Workforce Utilization Composite Report, must be completed for each calendar month, approved by the TPE/EIC, and submitted to [compliance@thruway.ny.gov](mailto:compliance@thruway.ny.gov). \***

**SUBCONTRACTORS**

**(Monthly) Workforce** Utilization report for the preceding month must be submitted to the Prime prior to the 10<sup>th</sup> of each month.

**(Quarterly)** - Workforce Utilization, including Gross Wages Reports for quarterly reporting must be submitted to the Prime prior to the 10<sup>th</sup> of April, July, October and January.

\* **TA – 1017 (Monthly)** - The Workforce Utilization Composite report must be completed and electronically submitted by the Prime to [compliance@thruway.ny.gov](mailto:compliance@thruway.ny.gov), reflecting the cumulative total work hours of employment to date for the entire workforce.

**Instructions for Contractors**  
**EO 162 Workforce Utilization/  
Gross Wages & TA-1017 Reporting**

**FORMS AND GUIDELINES**

EO 162 (Monthly/Quarterly) Workforce Utilization/Gross Wages Reports and TA-1017 Forms for Prime Contractors (subcontractors) are located on the Thruway website at [thruway.ny.gov/business/contractors/forms](http://thruway.ny.gov/business/contractors/forms) under:

**CONTRACTORS/SUBCONTRACTORS**

Click one of the following:

[thruway.ny.gov/business/dmwbe/eo-162-monthly-construction.xls](http://thruway.ny.gov/business/dmwbe/eo-162-monthly-construction.xls)

EO 162 - (Monthly) Workforce Utilization/Gross Wages Report

[thruway.ny.gov/business/dmwbe/ta-w1017.xls](http://thruway.ny.gov/business/dmwbe/ta-w1017.xls)

TA -1017 - Monthly Workforce Utilization Composite

[thruway.ny.gov/business/dmwbe/eo-162-quarterly-construction.xls](http://thruway.ny.gov/business/dmwbe/eo-162-quarterly-construction.xls)

EO 162 - (Quarterly) Workforce Utilization/Gross Wages Report

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

**Instructions for Contractors**  
**EO 162 Workforce Utilization/**  
**Gross Wages Reporting**

**FORM INSTRUCTIONS**

1. REPORTING ENTITY:

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

2. FEDERAL EMPLOYER IDENTIFICATION NUMBER:

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

3. CONTRACTOR NAME and 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 or monthly 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 just for the contract or the 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 state 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: [**TO BE REPORTED QUARTERLY**]

Enter the total gross wages paid to all employees for each job code, and each gender and racial/ethnic group, identified in the Report. 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 boxes:

- 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.