Attachment 4
MONTHLY EMPLOYMENT UTILIZATION REPORT

This report is due monthly. Refer to the project contract for the recurring monthly due date.

Please read instructions before completing this form. If no work was performed during the reporting period, complete only items 1-17 and 31-32. If work was performed during the reporting period, complete items 18-30 as well.

1. CONTRACTOR NAME	2. SUBCONTRACTOR TO	3. MULTCO CONTRACT #	4. SUBCONTRACT ID	5. REPORT FOR MO/YR	6. NEW/REVISED	7. FINAL ☐
8. ADDRESS	9. PROJECT NAME		10. BID #	11. COUNTY IN WHICH WORK WAS PERFORMED		
12. CITY	13. STATE	14. ZIP	15. PHONE	16. E-MAIL	17. NO WORK PERFORMED THIS MONTH ☐	

18. LAST NAME	19. FIRST NAME	20. M.I.	21. SSN (LAST 4)	22. CITY	23.. ZIP	24. ETHNICITY	25. GENDER	26. CONSTRUCTION TRADE	27. CLASSIFICATION	28. TOTAL HRS	29. BASE RATE	30. REPORTING MONTH

By entering my name in the signature block below, I certify that the information contained in this report is true and accurate to the best of my knowledge, and that I am authorized to submit this report on behalf of this firm. I further agree that typing my name in the signature block and submitting this report using a password-protected e-mail account is the equivalent of a manual signature for the purposes of this report.

31. SIGNATURE	32. PRINT TITLE	33. DATE

MONTHLY EMPLOYMENT UTILIZATION REPORT

The reporting period must be for one complete calendar month.

Prime Contractor - Ensure that each of the subcontractors working on the project submits an MEUR each reporting period (calendar month), and to verify that the information they have submitted is complete and accurate. In addition, the Prime Contractor is responsible for completing and submitting an MEUR for their workforce each calendar month from 1st note to the end of the project, including months of NO WORK PERFORMED. Complete and submit to the Project Manager's (PM) office.

Subcontractor - complete and submit to the controlling contractor. Electronic MEUR forms are due for *every project every calendar month from the first month of work to the last month of work*, including months of NO WORK PERFORMED. When a company works for multiple contractors on a project, MEURs must be submitted separately for each subcontract.

Box 1 [CONTRACTOR NAME] - Enter the name of the contactor submitting this report.

Box 2 [SUBCONTRACTOR TO] - Enter the name of the controlling contractor. Prime Contractor leave blank.

Box 3 [MULTCO CONTRACT NO.] - Enter the MULTCO contract number.

Box 4 [SUBCONTRACT ID] - Enter the subcontractor ID. (If Prime Contractor enter "00".) The Sub ID number is assigned by the Prime contractor when approving the subcontract. If the Sub ID is numbered 1 through 9, add a single "0" in front.

Box 5 [REPORT FOR MONTH / YEAR] - Use the drop-down box to select the year and month you are reporting. (YYYY-MM)

Box 6 [NEW/REVISED] - Use the drop-down box to select whether this is a new report for that month or a revised report for that month. Select the "Final" box if this is the final MEUR that will be submitted for the project.

Box 7 [FINAL] Select the "Final" box if this is the final MEUR that will be submitted for the project.

BOX 8 [ADDRESS] - Enter the local mailing address for the company submitting the report

Box 9 [PROJECT NAME] - _____

BOX 10 [BID #] - _____

Box 11 [COUNTY IN WHICH WORK WAS PERFORMED] - Select the county in which the work was performed. *Ensure the drop menu only has Multnomah County listed*

Box 12 [CITY] - Enter the city for the mailing address of the company submitting the report.

Box 13 [STATE] - Enter the state abbreviation for the mailing address of the company submitting the report.

Box 14 [ZIP] - Enter the zip code for the mailing address of the company submitting the report.

Box 15 [PHONE] - Enter the phone number of the company submitting the report

Box 16 [E-MAIL] Enter the email address of the person completing the report.

Box 17 [No work performed this month] Check this box if no work was performed during the reporting period.

Employee Detail Grid

Complete this grid for each employee/trade combination. For employees working more than one trade in a reporting period, report the data for each trade on separate rows.

Column 18 [LAST NAME] - Enter the last name of each employee performing work on this project during the reporting period.

Column 19 [FIRST NAME] - Enter the first name of each employee performing work on this project during the reporting period.

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Column 20 [M.I.] - Enter the middle initial of each employee performing work on this project during the reporting period.

Column 21 [SSN LAST 4] - Enter the last four digits of the social security number of each employee performing work on this project during the reporting period.

Column 22 [CITY] - Enter the home city of each employee performing work on this project during the reporting period.

Column 23 [ZIP] - Enter the home zip code of each employee performing work on this project during the reporting period.

Column 24 [ETHNICITY] - Enter the ethnicity of each employee performing work on this project during the reporting period.

Column 25 [GENDER] - Enter the gender of each employee performing work on this project during the reporting period.

Column 26 [CONSTRUCTION TRADE] - Enter the trade worked by each employee performing work on this project during the reporting period. For employees working more than one trade in a reporting period, report the data for each trade on separate rows.

Column 27 [CLASSIFICATION] - Enter the skill level for each employee performing work on this project during the reporting period.

Column 28 [HOURS TOTAL] - Enter the total hours worked by trade for each employee performing work on this project during the reporting period. Note: If employee has different base rates fill out the information on a separate row.

Column 29 [BASE RATE] - Enter the base rate of pay by trade for each employee performing work on this project during the reporting period. Note: If employee has different base rates fill out the information on a separate row.

Column 30 [REPORTING MONTH] - _____

Box 30 [SIGNATURE] - Enter the name of the person completing this report. This entry is the same as signing a paper form when submitted using a password-protected e-mail account.

Box 31 [PRINT TITLE] - Enter the position title of the person completing this report.

Box 32 [DATE] - Enter the date you are completing this report.

SUBMISSION INSTRUCTIONS

Contractor and all Subcontractors to upload Monthly Employment Utilization Reports by logging into LCP Tracker at www.lcptracker.net.