Form POP-5

City of Houston
Pay or Play Program
Contractor/Subcontractor Reporting Form (Pay Option)

Reporting For: ☐ Prime Contractor ☐ Sub-Contractor

Reporting Period : _____ (Start Date) _____ (End Date)

_____ **Prime Contractor Name** _____ **Contract Number**

_____ **Subcontractor Name** _____ **Vendor Number** _____ **GFS Number**

Contract Description: _____

Contact Person: _____ **Phone:** _____ **Email:** _____

Employee Name			Employee ID Or Last 4 Digits of SSN	Pay or Exempt	All Hours Employee Worked for Contractor in Reporting Period				Total Hour Analysis		Amount Due
NEW	Last Name	First Name			Week 1	Week 2	Week 3	Week 4	Total Hours Employee Worked for Contractor	Total Hours Employee Worked on the City Project	
			TOTAL								

_____ **Authorized Representative Print** _____ **Department POP Liaison**

_____ **Authorized Representative Sign and Date**