

PWIA CERTIFIED PAYROLL REPORTS



Step-by-step instructions

Access and navigate through this secured system to file your certified payroll reports for public works projects.

Prevailing Wage Program

360.902.5335

PW1@Lni.wa.gov



Washington State Department of
Labor & Industries

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Introduction

From understanding what information is needed, to submitting to the awarding agency, to storing reports; certified payroll reports on public work projects are burdensome for all parties. The Department of Labor & Industries (L&I) wants to help make the process easier for the contractor, prime contractor, and awarding agency to create, submit, view, and store the weekly reports. The following step-by-step instructions will help guide you through this new feature now available within your existing PWIA account.

Feedback

Let us know how the system and/or these instructions work for you by completing a [three-minute survey](#). Your feedback is greatly appreciated and will help us improve the system.

Assistance

Contact the Prevailing Wage Program at PW1@Lni.wa.gov or 360.902.5335 if assistance is needed with accessing or using the new features.

General Requirements for Certified Payroll Reports

Employers on public works projects are required to keep certain records *in addition* to the pay statement. Certified payroll records must be kept for each employee on the project and include the following information:

- Full Name,
- Address,
- Social Security Number,
- Trade or Occupation,
- Straight-Time Rate,
- Hourly Rate of Usual Benefits,
- Overtime Hours Worked Each Date and Week,
- Ten Hour Workday (4-10) Agreement, **and**
- Actual Rate of Wages Paid

The awarding agency or prime contractor may require you to provide certified payroll records and/or additional information directly to them. Certified payroll records are only required to be filed with L&I if requested by L&I or by an interested party. For additional information visit the following links:

- [RCW 39.12.010\(4\)](#) – Definitions
- [WAC 296-127-320](#) – Payroll
- [WAC 296-127-014](#) & [WAC 296-127-01410](#) – Usual Benefits
- [Usual Benefits Calculation Policy](#)
- [RCW 49.28.010](#), [RCW 49.28.040](#), [RCW 49.28.050](#), [RCW 49.28.060](#) – Eight Hour Day
- [RCW 49.28.065](#) – Ten Hour Day
- [Overtime Policy](#)

Access Certified Payroll Online

The new feature has been added to the *Prevailing Wage Intent and Affidavit (PWIA)* system for contractors.

Do you have an existing PWIA account?

No – [Learn how to get started here.](#)

Yes – [Log in to your account.](#) The *Certified Payroll Actions* column has been added to the list of filed intents for your firm.

Intent ID	Project Name	Submit Date	Status (all) ▼	Intent Actions	Certified Payroll Actions
000000	Training Full Contract Report	9/21/2015	Approved ✓	View Create Affidavit	Create Report View All Manage Access
000000	Training PWIA	8/25/2015	Approved ✓	View Create Affidavit	Create Report View All

Create A Weekly Certified Payroll Report

Once your intent has an **Approved** status for the project, click **Create Report** under the *Certified Payroll Actions* column.

Intent ID	Project Name	Submit Date	Approved	Intent Actions	Certified Payroll Actions
		2/23/2015	Approved <input checked="" type="checkbox"/>	View Create Affidavit	Create Report
		2/23/2015	Approved <input checked="" type="checkbox"/>	View Create Affidavit	Create Report

1. Under **For the week ending:** enter or select the week ending date for the payroll you are entering. A pop-up calendar will appear.

Important: The ending day of the week (Saturday, Sunday, etc.) is set with the first report that is entered for the project and may not be changed.

Create Certified Payroll Report

For the week ending:

Was any work performed this week?

Yes No

Oct 2015

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

2. If work was performed for the week selected, continue to the next step. Otherwise, go to [Create No Work Performed Report](#).

3. Select **Yes** that work was performed during the week and select **Confirm**. Go to [Step 1: Add employees and rates of pay](#).

Was any work performed this week?

Yes No

Step 1: Add employees and rates of pay

Step 1 allows you to add employees to the **project**. Once an employee is added to the project, they will remain on the project for all other reports filed or until removed. Your screen should look similar to the following illustration:

The screenshot shows the 'Create Certified Payroll Report' interface. At the top, there is a navigation bar with a link to 'back to view all certified payroll reports'. Below this is a progress bar with three steps: 'STEP 1. Add employees and rates of pay', 'STEP 2. Enter hours worked and deductions', and 'STEP 3. Review totals and sign'. The current step is Step 1. Below the progress bar, it says 'For the week ending: Saturday, October 3, 2015'. There are two options to add employees: 'Add a new employee' and 'Choose existing employees'. Below these options is a table of 'Employees on this project'. The table has columns for Name, Address, Job Title, Hourly Rate, Total Benefits, and Action (Edit/Remove). There are callout boxes pointing to various elements: 'Go back to view reports on the project.' points to the top navigation link; 'Add employees to the project.' points to the 'Add a new employee' and 'Choose existing employees' options; 'Edit employee's info, wage rates, etc.' points to the 'Edit' link for Art Carpenter; 'Remove employee from the project.' points to the 'Remove' link for Art Drywall; 'Go to Step 2.' points to the 'Next: Enter hours' button; and 'Go back to view reports on the project.' points to the 'Back to view all reports' button.

Employee Name	Address	Job Title	Hourly Rate	Total Benefits	Action
Carpenter, Cal	123 123rd St Olympia, WA 98555	Carpenters, Carpenter (Lewis)	\$40.00/hr	\$11.00/hr total benefits	Edit Remove
Carpenter, Art	123 3rd st ne Olympia, WA 98888	Carpenters, Apprentice Carpenter/Western WA, Step 5 (Lewis)	\$25.00/hr	\$8.00/hr total benefits	Edit Remove
Drywall, Dean	141 Drywall St DW Olympia, WA 98888	Drywall Applicator, Journey Level (Lewis)	\$40.00/hr	\$11.00/hr total benefits	Edit Remove
Drywall, Art	123 12th st ne Olympia, WA 98888	Drywall Applicator, Apprentice Gypsum Drywall Systems Installer/Western WA/Indentured Prior To 1/1/2010, Step 1 (Lewis)	\$25.00/hr	\$8.00/hr total benefits	Edit Remove
Painter, Pat	123 100th St NE Olympia, WA 98888	Painters, Journey Level (Lewis)	\$28.00/hr	\$9.00/hr total benefits	Edit Remove
Painter, Art	123 4th ave ne Olympia, WA 97777	Painters, Apprentice Painter and Decorative Painter (Lewis)	\$25.00/hr	\$8.00/hr total benefits	Edit Remove

1. Verify that all employees that worked during the week are shown under **Employees on This Project**. Employees shown here have already been selected as working on the project.

If an employee is not shown in this list, see instructions on [How Do I Add A New Employee?](#) or [How Do I Choose Existing Employees?](#)

Important: Removing employees removes them from the entire project, **NOT** just the week of the report.

2. Verify all of the employees' information is correct. If changes need to be made, select **Edit** for the employee, make the changes, and select **Save**.

Employees on this project:					
Carpenter, Cal	123 123rd St Olympia, WA 98555	Carpenters, Carpenter (Lewis)	\$40.00/hr	\$11.00/hr total benefits	Edit Remove

3. When all information on this page is correct, select **Next: Enter Hours** to continue to [Step 2: Enter hours worked and deductions](#).

Step 2: Enter hours worked and deductions

Step 2 is where you will enter the hours worked by each employee during the selected week for the project. Any deductions, standard and non-standard, will also be added in this step. Your screen should look similar to the following illustration:

« back to view all certified payroll reports

Create Certified Payroll Report

Testing Full Certified Payroll (Contract No. Certified Payroll Test)

STEP 1. Add employees and rates of pay > **STEP 2.** Enter hours worked and deductions > **STEP 3.** Review totals and sign >

For the week ending: Saturday, October 3, 2015

Hours worked and deductions:

Carpenter, Cal < Back to edit employee	123 123rd St Olympia, WA 98555	Total Hours 0	Net Pay \$0	Edit hours
Carpenter, Art < Back to edit employee	Olympia, WA 98888	Total Hours 0	Net Pay	Edit hours
Drywall, Dean < Back to edit employee	141 Drywall St DW Olympia, WA 98888	Total Hours 0	Net Pay	Edit hours
Drywall, Art < Back to edit employee	123 12th st ne Olympia, WA 98888	Total Hours 0	Net Pay \$0	Edit hours
Painter, Pat < Back to edit employee	123 100th St NE Olympia, WA 98888	Total Hours 0	Net Pay \$0	Edit hours
Painter, Art < Back to edit employee	123 4th ave ne	Total Hours	Net Pay	Edit hours

Back to view all reports Back to edit employees **Next: Review totals**

1. Select **Edit Hours** for an employee. The section will expand to allow input of the employee's hours and deductions. The system automatically calculates the *Total Hours*, *Rate of Pay* and *Gross Earned* based upon hours entered for the week. Your screen should look similar to the following illustration:

Carpenter, Cal		123 123rd St Olympia, WA 98555							Edit hours		
Work classification	Public hours worked	Sun 9/27	Mon 9/28	Tue 9/29	Wed 9/30	Thu 10/1	Fri 10/2	Sat 10/3	Total hours	Rate of pay	Gross earned
Carpenters, Carpenter Lewis	Regular	<input type="text"/> hr	<input type="text"/> hr	<input type="text"/> hr	<input type="text"/> hr	<input type="text"/> hr	<input type="text"/> hr	<input type="text"/> hr	0 hr	\$40.00/hr	\$0.00
	Overtime (1.5x)	<input type="text"/> hr	<input type="text"/> hr	<input type="text"/> hr	<input type="text"/> hr	<input type="text"/> hr	<input type="text"/> hr	<input type="text"/> hr	0 hr	\$60.00/hr	\$0.00
	Double time (2x)	<input type="text"/> hr	<input type="text"/> hr	<input type="text"/> hr	<input type="text"/> hr	<input type="text"/> hr	<input type="text"/> hr	<input type="text"/> hr	0 hr	\$80.00/hr	\$0.00
Project total									0 hr		\$0.00
									Gross payroll		\$ 0.00
									(including this project and all other wages)		
									FICA		\$
									Withholding		\$
									+ Add another deduction		
									Total deductions		\$0.00
									Net pay		\$0.00
									Cancel	5	Save

2. Enter hours worked by the employee on the project for the week.

3. Enter total payroll for the employee to include the project **and** all other wages earned for the week.

4. Enter **all** of the employee's deductions for the week.

Select **+Add Another Deduction** if the employee has more deductions than the required FICA and Federal Withholding Tax.

5. Select **Save** to save the information, close the section, and move to the next employee or step.

6. Repeat **Steps 1-5** for all employees. If an employee did not have any project hours for the week, skip them and move on to the next employee.

7. Once all project hours have been entered for the week, select **Next: Review totals** to continue to [Step 3: Review totals and sign](#).

Yes, I AFFIRM the following: **3**

1. All information contained in this Certified Payroll Report, including any addenda, is correct and complete.
2. The wage rates for workers, laborers or mechanics as reported above are not less than the applicable wage rates contained in any wage determination related to the contract; and the classifications as reported above for each worker, laborer or mechanic conform with the actual work performed by such worker, laborer or mechanic.
3. The payment of usual benefits as listed above have been or will be made to appropriate approved plans, funds or programs for the benefit of such employees.
4. All persons employed on the above-referenced project(s) have been paid the full weekly wages earned, and no rebates have been or will be made either directly or indirectly to or on behalf of the above-named contractor or subcontractor from the weekly wages earned by any person. No deductions, other than those which are legally permissible, have been made by any person either directly or indirectly from the full wages earned.
5. Any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with the Washington State Apprenticeship and Training Council.

Falsification of any of the above statements is a violation of RCW 39.12.050 subject to prosecution, sanctions, and penalties.

Type your name: **4** Your job title: **5**

[Back to view all reports](#) [Back to edit employee hours](#) **6** [Sign & Submit to L&I](#)

3a. If everything is correct, select the checkbox for **Yes, I AFFIRM the following**.

3b. If everything is *not* correct, select **Back to view all reports** at the top or bottom of the page to cancel the report and go back to the *View All Certified Payroll Reports* screen for the project.

4. Enter your name in the box for **Type Your Name**.

5. Enter your job title in the box for **Your Job Title**.

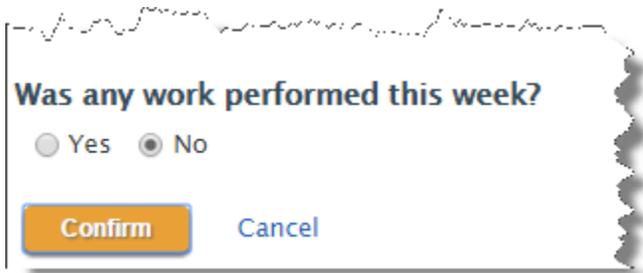
6. Select **Sign & Submit to L&I** to finish the report. You will be rerouted back to the main certified payroll page for the project.

7. A box will appear at the top of the page confirming that the report was submitted. Select **View** to view the report. Select **Download as pdf** to save the report or send to interested parties.

 **Certified payroll report submitted!**
You have affirmed a certified payroll report for Testing Full Certified Payroll (Certified Payroll Test) for the week ending 10-03-2015.
[View](#) [Download as pdf](#) 

Create No Work Performed Report

Continuing from [How Do I Create a Weekly Certified Payroll Report](#), select **No** and **Confirm**.



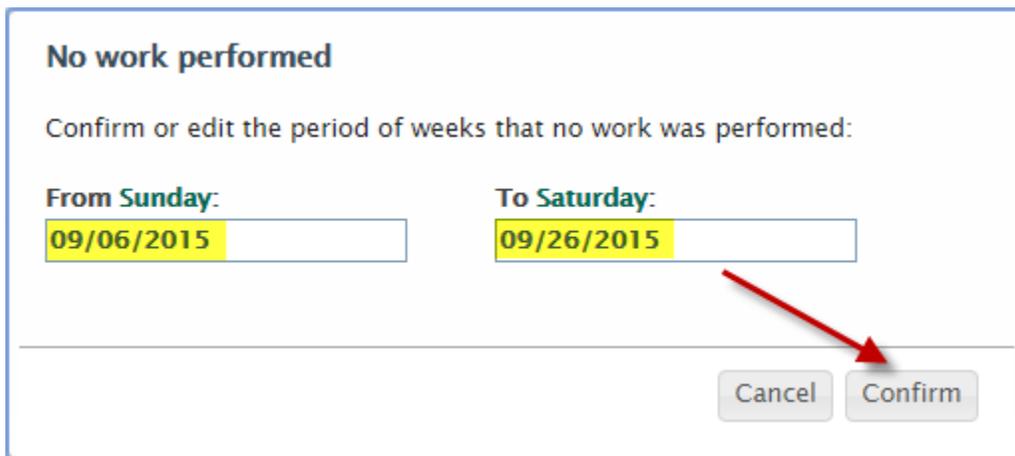
Was any work performed this week?

Yes No

Confirm Cancel

1. A pop-up box will appear. Edit the period of time that no work was performed and/or select **Confirm**.

Example: If no work was performed from 9/6/2015 – 9/26/2015, edit the period of time.



No work performed

Confirm or edit the period of weeks that no work was performed:

From Sunday: To Saturday:

Cancel Confirm

2. Review the Affirm page to make sure that everything is correct for the report.

Optional: Input notes about the payroll report in the **Notes regarding this report** section.

Yes, I AFFIRM the following: **3**

1. All information contained in this Certified Payroll Report, including any addenda, is correct and complete.
2. The wage rates for workers, laborers or mechanics as reported above are not less than the applicable wage rates contained in any wage determination related to the contract; and the classifications as reported above for each worker, laborer or mechanic conform with the actual work performed by such worker, laborer or mechanic.
3. The payment of usual benefits as listed above have been or will be made to appropriate approved plans, funds or programs for the benefit of such employees.
4. All persons employed on the above-referenced project(s) have been paid the full weekly wages earned, and no rebates have been or will be made either directly or indirectly to or on behalf of the above-named contractor or subcontractor from the weekly wages earned by any person. No deductions, other than those which are legally permissible, have been made by any person either directly or indirectly from the full wages earned.
5. Any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with the Washington State Apprenticeship and Training Council.

Falsification of any of the above statements is a violation of RCW 39.12.050 subject to prosecution, sanctions, and penalties.

Type your name: **4** Your job title: **5**

[Back to view all reports](#) [Back to edit employee hours](#) **6** [Sign & Submit to L&I](#)

3a. If everything is correct, select the checkbox for **Yes, I AFFIRM the following**.

3b. If everything is *not* correct, select **Back to view all reports** at the top or bottom of the page to cancel the report and go back to the *View All Certified Payroll Reports* screen for the project.

4. Enter your name in the box for **Type Your Name**.

5. Enter your job title in the box for **Your Job Title**.

6. Select **Sign & Submit to L&I** to finish the report. You will be rerouted back to the main certified payroll page for the project.

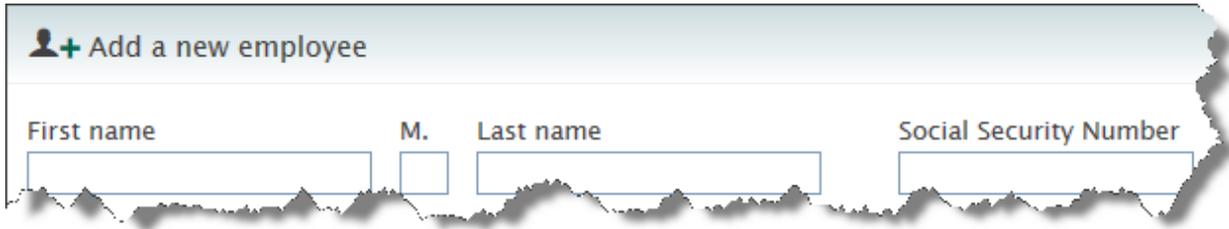
7. A box will appear at the top of the page confirming that the report was submitted. Select **View** to view the report. Select **Download as pdf** to save the report or send to interested parties.

 **Certified payroll report submitted!**
You have affirmed a certified payroll report for Testing Full Certified Payroll (Certified Payroll Test) for the week ending 10-03-2015.
[View](#) [Download as pdf](#) 

Add a New Employee

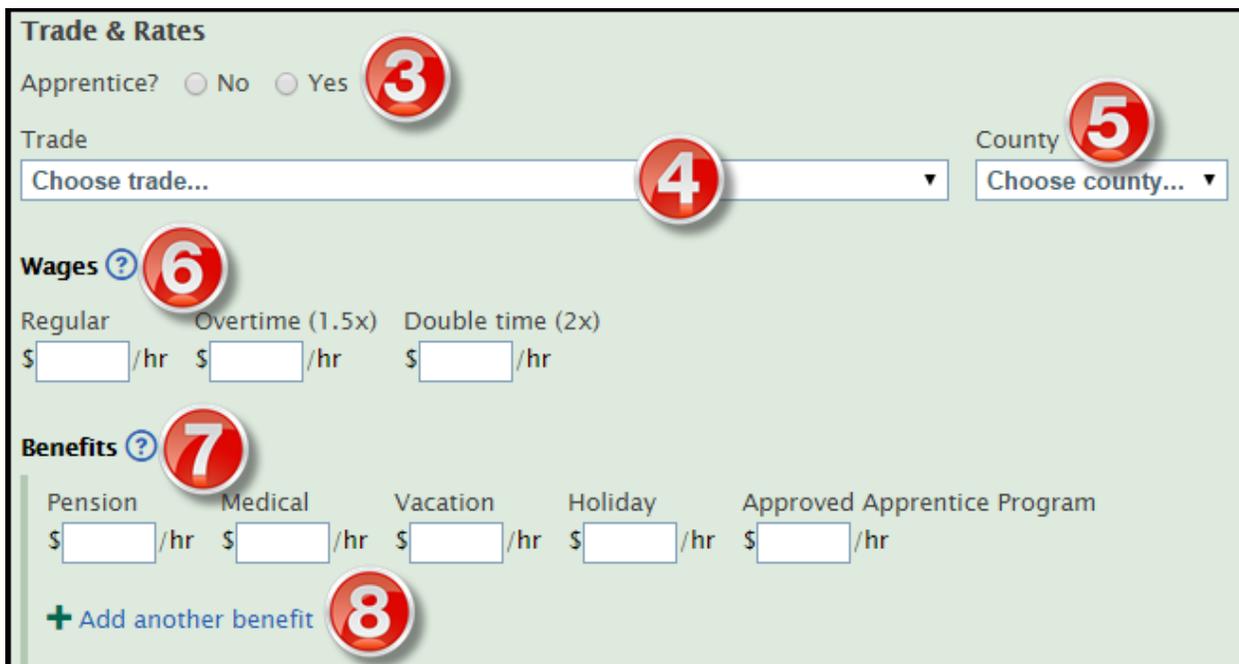
When creating a certified payroll report, you can add employees to your account at any time.

1. Go to *Step 1* and select **Add a New Employee**. The box will expand for you to enter the employee's information.



2. Enter the employee's personal information.

Note: The Social Security Number will show as asterisks once the employee's information is saved.



3. Select **Yes** or **No** if the employee is in an approved apprenticeship program. If **Yes**, two additional fields (State & Apprenticeship ID) will appear.
4. Choose the type of work the employee performed on the project in the *Trade* dropdown box.
5. Choose the county where the work was performed in the *County* dropdown box.

Important: Only counties selected on the intent for the project are available to select in the dropdown box.

6. Enter the regular wages for the employee. The system will auto-calculate overtime and double time wages – make sure they are accurate.

Wages ?

Regular	Overtime (1.5x)	Double time (2x)
\$ 47.32 /hr	\$ 70.98 /hr	\$ 94.64 /hr

We've calculated your overtime rates. Please check them for accuracy.

7. Enter benefits deducted from the employee's payroll.

8. Select **Add Another Benefit** if the employee receives additional benefits from the ones listed. Enter the benefit information.

As information is entered, the system auto-calculates the minimum wage rate, total benefits, and the total wage entered for the employee.

Trade & Rates

Apprentice? No Yes

Trade: Carpenters County: Lewis

Work Classification: Carpenter

Minimum Wage Rate

Prevailing Wage: \$50.82

Wages ?

Regular	Overtime (1.5x)	Double time (2x)
\$ 47.32 /hr	\$ 70.98 /hr	\$ 94.64 /hr

Benefits ?

Pension	Medical	Vacation	Holiday	Approved Apprentices Program
\$ 0.86 /hr	\$ 2.50 /hr	\$ 0.50 /hr	\$ 0.50 /hr	\$ /hr

[+ Add another benefit](#)

Total Benefits Entered

Total Wage Entered

Total benefits
\$4.36/hr

✓ Entered Wage (Regular + Benefits): \$51.68

Choose Existing Employees

When creating a certified payroll report, you can add existing employees to the project at any time.

1. Go to *Step 1* and select **Choose Existing Employees**. The box will expand for you to search and select the employee(s) already entered on your account and add them to the project.

Choose existing employees

First name M. Last name [Reset](#)

Select / deselect all **Address**

<input type="checkbox"/>	Chips, Ruffle	7563 Potato Dr, Spud, CO 56214
<input type="checkbox"/>	Chocolate, Hersheys	5867 Nestle Lane, Hershey, PA 12345
<input checked="" type="checkbox"/>	LouWhoo, Cindy	4756 North Grinch Ave, WhooVille, WY...
<input type="checkbox"/>	McGrinchers, Grinch	7890 Grinch Mountain Rd, WhooVille,...
<input type="checkbox"/>	Rainbow, Skittles	4567 Taste the Rainbow Dr, Artificial,...

Selected Employees

LouWhoo, Cindy

2. Select the checkbox next to employee(s) that have worked on the project. As employees are selected they are moved to the *Selected Employees* box.
3. Verify the employee(s) in the *Selected Employees* box are correct.
4. Select **Choose Employees** to add them to the project.
5. Added employees will now show in the Employees On This Project section.
6. Select **Edit** for the newly added employee to enter their trades, rates, and benefits for the payroll week.

LouWhoo, Cindy	4756 North Grinch Ave WhooVille, WY 88888	Please enter trades, rates and benefits for this payroll week.	<input type="button" value="Edit"/> <input type="button" value="Remove"/>
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Trade & Rates

Apprentice? No Yes **7**

Trade **8** Choose trade... ▾

County **9** Choose county... ▾

Wages **10**

Regular Overtime (1.5x) Double time (2x)

\$ /hr \$ /hr \$ /hr

Benefits **11**

Pension Medical Vacation Holiday Approved Apprentices Program

\$ /hr \$ /hr \$ /hr \$ /hr \$ /hr

12 + Add another benefit

7. Select **Yes** or **No** if the employee is in an approved apprentice program. If **Yes**, two additional fields (State & Apprentice ID) will appear.

8. Choose the type of work the employee performed on the project in the *Trade* dropdown box.

9. Choose the county where the work was performed in the *County* dropdown box.

Important: Only counties selected on the intent for the project are available to select in the dropdown box.

10. Enter the regular wages for the employee. The system will auto-calculate overtime and double time wages – make sure they are accurate.

Wages **?**

Regular Overtime (1.5x) Double time (2x)

\$ 47.32 /hr \$ 70.98 /hr \$ 94.64 /hr

We've calculated your overtime rates. Please check them for accuracy.

11. Enter benefits deducted from the employee's payroll.

12. Select **Add Another Benefit** if the employee receives additional benefits from the ones listed. Enter the benefit information.

As information is entered, the system will auto-calculate the minimum wage rate, total benefits, and the total wage entered for the employee.

Trade & Rates

Apprentice? No Yes

Trade: County:

Work Classification:

Wages

Regular	Overtime (1.5x)	Double time (2x)
\$ 47.32 /hr	\$ 70.98 /hr	\$ 94.64 /hr

Benefits

Pension	Medical	Vacation	Holiday	Approved Apprentice Program
\$ 0.86 /hr	\$ 2.50 /hr	\$ 0.50 /hr	\$ 0.50 /hr	\$ /hr

[+ Add another benefit](#)

Total benefits \$4.36/hr

Minimum Wage Rate (Callout): \$50.82 (Prevailing Wage)

Total Benefits Entered (Callout): \$4.36/hr

Total Wage Entered (Callout): \$51.68 (Entered Wage (Regular + Benefits))

Repeat steps 6 – 12 for each employee added to the project.

View My Reports

Once reports have been started or submitted for a project, they are viewable in the **View All Certified Payroll Reports** page for the project.

1. From the main page or *View Intent History* page, find the approved intent for the project.
2. In the *Certified Payroll Actions* column, select **View All**.

8/25/2015	Approved <input checked="" type="checkbox"/>	View Create Affidavit	Create Report View All Manage Access
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3. The project information is in the top section of the page and all filed reports are in the bottom section. Your screen should look similar to the following illustration:

[« back to intents and affidavits dashboard](#)

View All Certified Payroll Reports

Testing Full Certified Payroll (Contract No. Certified Payroll Test) Project Name & Contract #

Project Information

Project name Testing Full Certified Payroll	Awarding agency name CHEHALIS, CITY OF	Prime contractor PYRAMID GRINDING LLC
County Lewis	Awarding agency phone 360-902-4974	Phone 425-254-1820
Contract No. Certified Payroll Test	Awarding agency address PO BOX 871 CHEHALIS WA 98532	Address PO BOX 2377 RENTON, WA 98056
Job site 1234 Certified Payroll Way		

Create Report Create a Certified Payroll Report Manage Employee Information

Certified Payroll reports

Currently showing

STATUS

All

Saved (In Progress)

Affirmed

Amendment Saved (In Progress)

DATE RANGE

From:

To:

Clear Filters

Show 5 rows Showing 1 to 5 of 6 records

For the week ending	Status	Actions
10-10-2015	Saved (In Progress)	Continue Delete
10-03-2015	<input checked="" type="checkbox"/> Affirmed 11-09-2015	View Create amendment
09-19-2015	<input checked="" type="checkbox"/> Affirmed 10-26-2015	View Create amendment
09-12-2015	<input checked="" type="checkbox"/> Affirmed 10-26-2015	View Create amendment

Next >

Manage your:

- Employees
- Ten Hour Workday (4-10) Agreements

Filter Reports
Continue or Delete a Saved Report
View or Amend the Report
View Next Page of Reports

View different sections of this manual for further instructions on the actions available on this page.

Amend a Report

1. From the **View All Certified Payroll Reports** page for the project, find the report you need to amend.
2. Select **Create Amendment** in the *Actions* column. This will take you back through the [Step 1](#), [Step 2](#), and [Step 3](#) that is similar to creating a report.

Note: Go to [How Do I Create A Weekly Certified Payroll Report?](#) for detailed information on each of these steps.

For the week ending	Status	Actions
06-27-2015	 Affirmed 09-21-2015	View Create amendment

3. Review [Step 1](#) to ensure the correct employees are selected for the project. If information is not correct, select **Amend** to edit the employee's information or select **Remove** to remove the employee from the project.

Carpenter, Cal	123 123rd St Olympia, WA 98555	Carpenters, Carpenter (Lewis)	\$40.00/hr	\$11.00/hr total benefits	<div style="border: 1px solid red; padding: 2px; display: inline-block;"> Amend Remove </div>
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4. Select **Next: Amend Hours** to go to [Step 2](#).
5. Review [Step 2](#) to ensure that the correct hours for each employee were entered for the project. Select **Amend Hours** to edit the employee's hours and/or payroll information.
6. Select **Next: Review Total** to go to [Step 3](#).
7. Review [Step 3](#) to ensure that the correct employees have the correct hours and payroll information for the week.
8. Review *Benefits Distribution* information to make sure the information is correct.
9. Scroll down to **What's the reason for this amendment?** In the box provided, explain why the report was amended.

Optional: Input notes about the payroll report in the **Notes regarding this report** section.

- 10a. If everything is correct, select the checkbox for **Yes, I AFFIRM the following**.
 - 10b. If everything is **not** correct, select **Back to view all reports** at the top or bottom of the page to cancel the report and go back to the *View All Certified Payroll Reports* screen for the project.
11. Enter your name in the box for **Type Your Name**.
 12. Enter your job title in the box for **Your Job Title**.

13. Select **Sign & Submit to L&I** to finish the report. You will be rerouted back to the main certified payroll page for the project.

14. A box will appear at the top of the page confirming that the report was submitted. Select **View** to view the report. Select **Download as pdf** to save the report or send to interested parties.



Certified payroll report submitted!
You have affirmed a certified payroll report for Testing Full Certified Payroll (Certified Payroll Test) for the week ending 10-03-2015.

[View](#) [Download as pdf](#)

Manage My Employees

Once reports have been started or submitted for a project, you have the option to manage your employee list. This option allows you to add, delete, or edit employees' information from the main list for your account.

Important: To edit an employee's payroll information for the project, go to [Step 1: Add employees and rates of pay](#) on the weekly report.

1. From the main page or *View Intent History* page, find the approved intent for the project.
2. In the *Certified Payroll Actions* column, select **View All**.

	8/25/2015	Approved <input checked="" type="checkbox"/>	View Create Affidavit	Create Report View All Manage Access
--	-----------	--	--------------------------	--

3. Select **Employees** on the right-hand side, below the project information.

Certified Payroll reports Create a Certified Payroll Report

Currently showing

STATUS

All

Saved (In Progress)

Affirmed

Show rows Showing 1 to 4 of 4 records

For the week ending	Status	Actions
09-12-2015	Saved (In Progress)	Continue Delete
10-17-2015	Saved	Continue Delete

Manage your:

[Employees](#)

Ten Hour Workday (4-10) Agreements

4. Select **View/Edit** for an employee to edit their information or select **Add Employee** to add an employee to your account.

Certified Payroll Employees

Manage Employees

Employee Last Name Search

Show 10 rows Showing 1 to 5 of 5 records

Employee	Address	
Chips, Ruffle	7563 Potato Dr Spud, CO 56214	View/Edit
Chocolate, Hersheys	5867 Nestle Lane Hershey, PA 12345	View/Edit
LouWhoo, Cindy	4756 North Grinch Ave WhooVille, WY 88888	View/Edit
McDonchairs, Grinch	5890 Grinch Mount Rd	View/Edit

Add an employee to your account.

Edit employee's information.

5. Once information is updated or added, select **Save** to save the information and go back to the *Manage Employees* page.

Note: The Social Security Number will show as asterisks once the employee's information is saved.

First name M. Last name Social Security Number

Gender Race, ethnicity or culture United States veteran

Address

City State Zip code

Manage Ten Hour Workday (4-10) Agreements

Agreements with an employee allowing them to work up to 10 hours in a calendar must be kept on file. Once certified payroll reports have been started or submitted for a project, you have the option to manage your agreements.

1. From the main page or *View Intent History* page, find the approved intent for the project.
2. In the *Certified Payroll Actions* column, select **View All**.

8/25/2015	Approved <input checked="" type="checkbox"/>	View Create Affidavit	Create Report View All Manage Access
-----------	--	--	--

3. Select **Ten Hour Workday (4-10) Agreements** on the right-hand side, below the project information.

Certified Payroll reports Create a Certified Payroll Report

Currently showing Show 5 rows Showing 1 to 4 of 4 records

STATUS

- All
- Saved (In Progress)
- Affirmed

For the week ending	Status	Actions
09-12-2015	Saved (In Progress)	Continue Delete
10-17-2015	Saved	Continue Delete

Manage your:

- Employees
- Ten Hour Workday (4-10) Agreements

4. Select **View** to view previous/existing agreements.

Certified Payroll 4-10 Agreements

Manage Ten Hour Workday (4-10) Agreements Upload agreement Upload 4-10 Agreement

Show 10 rows Showing 1 to 2 of 2 records

Agreement	Comments	Expires	
Chips 4-10 Agreement 2014.docx Ruffle		12-31-2015	View
LouWhoo 4-10 Agreement - WhooVille City Project 2014.docx Cindy		16	View

View agreement

Upload 4-10 Agreement

1. From the Manage 4-10 Agreements page, select **Upload 4-10 Agreement** to upload a new agreement. Your screen should look similar to the following illustration:

Certified Payroll 4-10 Agreements
Upload Ten Hour Workday (4-10) Agreement

Upload File **2**
Browse...
(pdf, doc, or dox format up to 3MB in size)

Type **3** Choose one... Expires on Date **4** mm/dd/yyyy

Comments **5**

Cancel **6** Save

Choose one...
4-10 Agreement for this Project
Annual 4-10 Agreement
Collective Bargaining Agreement (Relevant Pages Only)

2. Select **Browse** to browse your files and select the 4-10 agreement you want to upload.
3. Choose the type of agreement you are uploading.

4. Select the date the agreement expires.

5. Add notes/comments about the agreement (*Optional*)

6. Select **Save** to save the agreement and go back to the *Manage 4-10 Agreements* page.

Submit Reports to Interested Parties

Submit Report to the Awarding Agency

As soon as a weekly report is affirmed, the awarding agency can view the report within their Awarding Agency Portal. If the awarding agency has not set up their account, follow the instructions in the next section on how to submit the report to them.

Submit Report to the Prime Contractor, L&I, or Other Interested Parties

You will need to download a PDF copy of each weekly report to submit them to the prime contractor, L&I, or interested party. There are two ways to access a PDF copy of weekly reports:

1. Once the weekly report is filed, a box will appear at the top of the page confirming that the report was submitted. Select **Download as pdf** to view and download a copy that can be emailed to the requesting party.

 **Certified payroll report submitted!**
 You have affirmed a certified payroll report for Testing Full Certified Payroll (Certified Payroll Test) for the week ending 10-03-2015.
[View](#) [Download as pdf](#) 

2. From the **View All Certified Payroll Reports** page for the project, find the report you need to send to the requesting party.

- 2a. Select **View** in the *Actions* column.

For the week ending	Status	Actions
06-27-2015	 Affirmed 09-21-2015	View Create amendment

- 2b. Select the **PDF** icon in the top right-hand of the page to view and download a copy that can be emailed to the requesting party.

View Certified Payroll Report
 Testing Full Certified Payroll (Contract No. Certified Payroll Test)

[PDF](#) 

Project Name

Why Can I Not See the Social Security Number?

To protect the employee's personal information, their Social Security Number will not be visible once entered and saved in our system. Asterisks will replace the numbers wherever the SSN is displayed. If you think the SSN was inputted incorrectly, you will need to re-input the entire SSN to make sure it is correct in the system.

How Do I Go Back to Search Projects?

Whether you are viewing a project, creating a project, or managing users, you can navigate back to the main search screen at any time. Select **back to...** in the top-left hand of any screen to go back to the previous screen.

