

# PREVAILING WAGE INTENT & AFFIDAVIT SYSTEM



## Step-by-step instructions

Access and navigate through this secured system to streamline your interactions with L&I on public works projects.

*Last Updated: January 2020*

Prevailing Wage Program

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Washington State Department of  
Labor & Industries

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## Introduction

Public works contracts in Washington State require each and every business on the project file a *Statement of Intent to Pay Prevailing Wages* (intent), and *Affidavit of Wages Paid* (affidavit) forms. The forms are filed with L&I and, once they are approved, are submitted by the business to the agency administering the contract. Find more information about the requirements for filing these forms [here](#).

The following instructions will help you file your intent and affidavit forms online using L&I's **Prevailing Wage Intent and Affidavit** (PWIA) system.

## Feedback

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

## Assistance

Contact the Prevailing Wage Program at [PW1@Lni.wa.gov](mailto:PW1@Lni.wa.gov) or 360.902.5335 if assistance is needed with accessing or using this system.

## Revision History

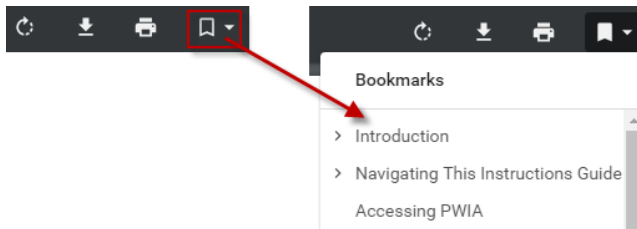
Date	Summary of Changes	Page(s)
January 2020	Updated <a href="#">My Certified Payroll</a> section to reflect the new law	31, 52
December 2019	Add <a href="#">Owners with No Employees</a> section	50
June 2019	Updated <a href="#">Utilization Tab</a> section	21
May 2019	Updated <a href="#">Complete Setup</a> section	4-6
	Added <a href="#">Required Training</a> section	12
	Added <a href="#">Verify Workers' Comp Coverage</a> section	14
April 2019	Added <a href="#">Messages Tab</a> section	18
	Added <a href="#">Files Tab</a> section	23
	Updated images	Multiple
February 2019	Added <a href="#">Utilization Tab</a> section	17

## Navigating This Instructions Guide

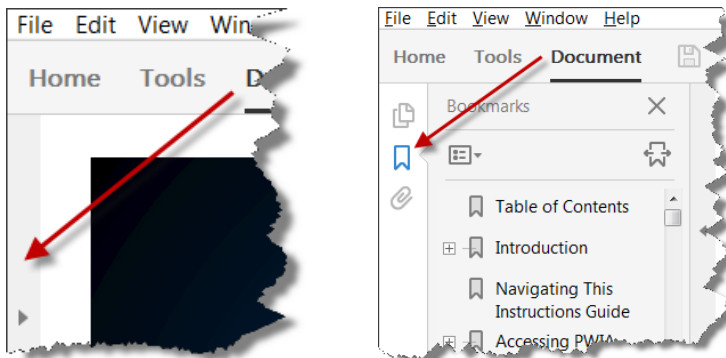
We have created three different ways for you to quickly and easily find instructions on a particular feature within your PWIA system:

1. Select a feature/topic within the [Table of Contents](#) on the previous page to navigate to that section.
2. Use **Bookmarks** to navigate to different sections.
  - A. If you are viewing these instructions on our website, move your mouse to the top right-hand corner of the page and a black bar will appear.

Select the flag and then the topic/feature you wish to learn more about.



- B. If you saved these instructions to your computer, select the panel on the right-hand side. Select the flag and then the topic/feature you wish to learn more about.



3. Press CTRL+F to open a dialog box to search this guide. Type in the feature/topic you wish to learn about and then either press ENTER or select the Previous, Next, or arrows within the dialog box to navigate through the results.

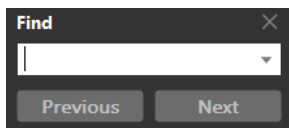
### Google



### Internet Explorer



### Adobe Acrobat



Select underlined text in light blue to go to that section of this guide.



## Accessing PWIA

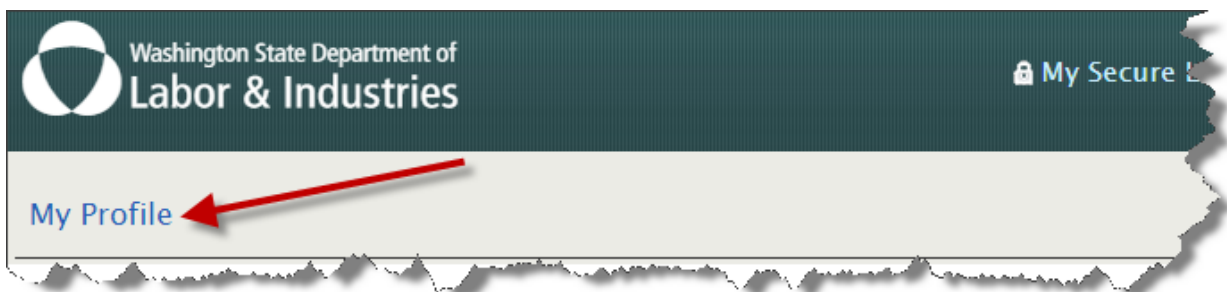
The **Prevailing Wage Intent & Affidavit (PWIA)** system is easily accessible through **My L&I** or **SecureAccess Washington (SAW)**.

Do you have an existing [My L&I](#) or [SecureAccess Washington \(SAW\)](#) account? Select your answer below to view further instructions:

[YES](#)   [NO](#)   [I Have a PWIA Account](#)

*Yes, I have an existing account.*

1. Use your login information from either system to log in to [My L&I](#).
2. Select **My Profile** in the top-right hand corner.



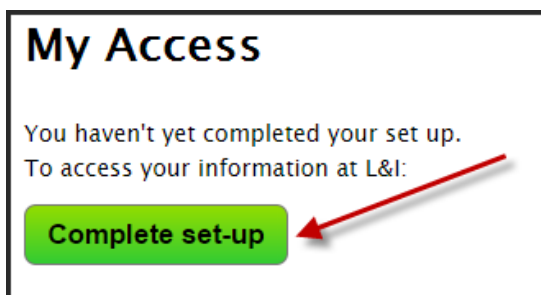
3. Select **Get more access**.



4. Go to the [Complete Set Up](#) section below for instructions on how to complete set up.

*No, I don't have any existing accounts.*

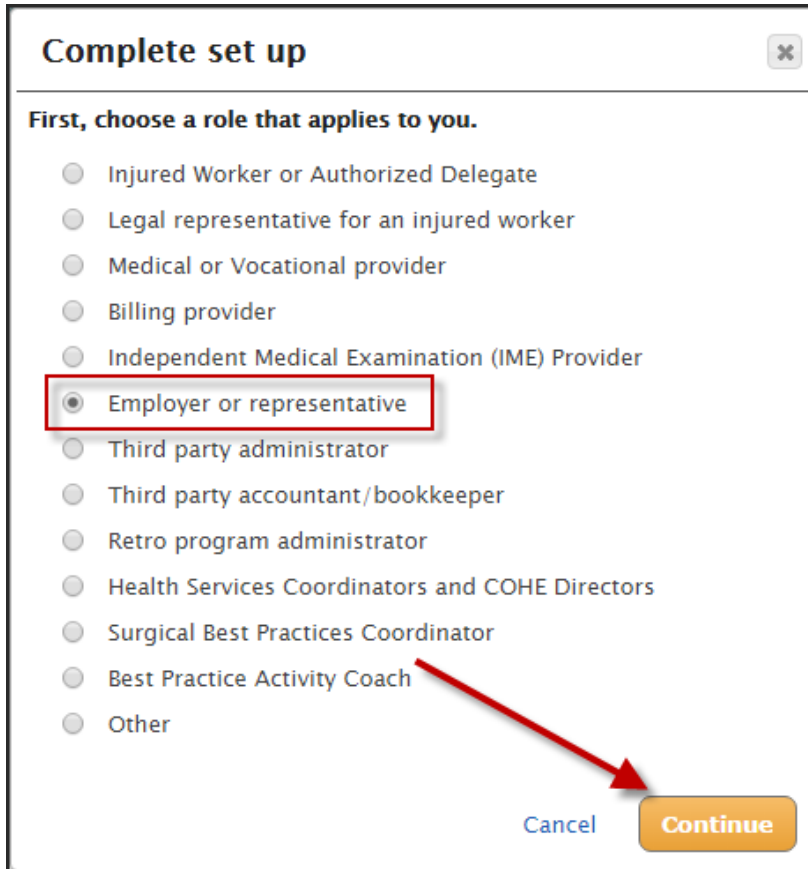
1. Go to [My L&I](#) to set up your account and activate your profile.
2. Log back into [My L&I](#) and select **Complete set-up**.



3. Go to the [Complete Set Up](#) section below for instructions on how to complete set up.

### Complete Set Up

1. Select **Employer or representative** in the pop-up menu, then click **Continue**.

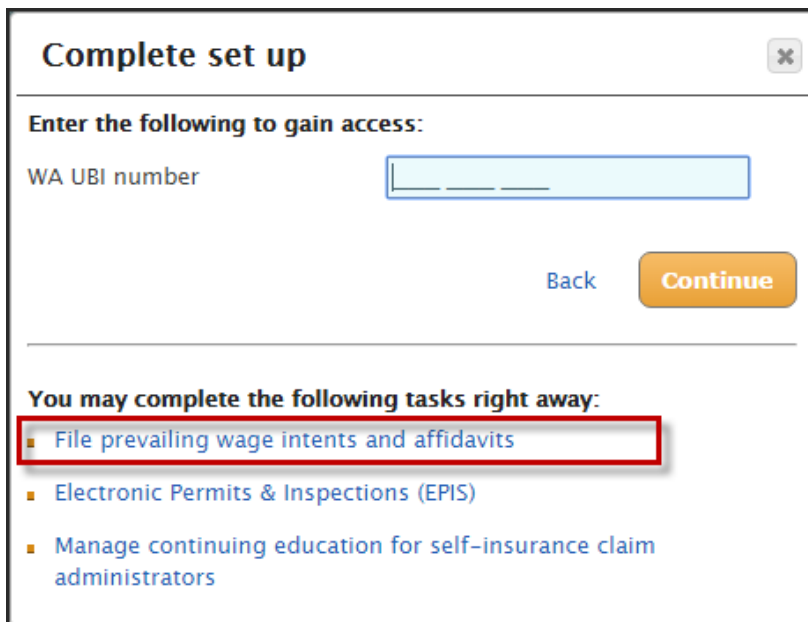


The screenshot shows a dialog box titled "Complete set up" with a close button (X) in the top right corner. Below the title is the instruction "First, choose a role that applies to you." followed by a list of radio button options:

- Injured Worker or Authorized Delegate
- Legal representative for an injured worker
- Medical or Vocational provider
- Billing provider
- Independent Medical Examination (IME) Provider
- Employer or representative
- Third party administrator
- Third party accountant/bookkeeper
- Retro program administrator
- Health Services Coordinators and COHE Directors
- Surgical Best Practices Coordinator
- Best Practice Activity Coach
- Other

At the bottom of the dialog box are two buttons: "Cancel" and "Continue". A red arrow points from the "Employer or representative" option to the "Continue" button.

2. Select **File prevailing wage intents and affidavits**.



The screenshot shows a dialog box titled "Complete set up" with a close button (X) in the top right corner. Below the title is the instruction "Enter the following to gain access:" followed by a text input field labeled "WA UBI number".

At the bottom of the input field are two buttons: "Back" and "Continue".

Below a horizontal line is the instruction "You may complete the following tasks right away:" followed by a list of task options:

- File prevailing wage intents and affidavits
- Electronic Permits & Inspections (EPIS)
- Manage continuing education for self-insurance claim administrators


**3. Select *Continue* to complete your security profile.**

**Complete your security profile** ✕

---

We added a 2nd layer of security to our online services. In addition to your user ID and password, we will collect another piece of information when you log in to verify your identity.

You must complete your security profile to enable this 2nd layer of security. You will only have to do this once.



**4. Enter a back-up email address then select *Continue*.**

**Complete your security profile** ✕

---

**Back-up contact information (highly recommended)**


When you log in, we may ask you to enter a security code. You will have the choice to use either email or phone to complete this step.

**Email address**

If you choose email, we will send a security code to your choice of your primary or back-up email address. We will only ever use your back-up email address on your request to send a security code.

Primary email address:            Bob\_Vance@mail.com

Back-up email address  
(Optional):                   



**5. Enter in a back-up phone number then select *Continue*.**

**Complete your security profile** ✕

---

**Back-up contact information (highly recommended)**


When you log in, we may ask you to enter a security code. You will have the choice to use either email or phone to complete this step.

**Phone number**

If you choose phone, we will call you at your choice of your primary or back-up phone number and ask you to enter the security code displayed on your screen. We will only ever use your back-up phone number on your request to collect the security code from you.

Primary phone:                    (360) 888-9898

Back-up phone (Optional):     ext:





6. Confirm the use of your computer then select **Continue** to complete your security profile.

Complete your security profile ✕

You have successfully set up the following login information:

**Phone Numbers**

Primary: +1 - 3608889898  
Back-up: +1 - 3609998989

**Email Addresses**

Bob\_Vance@mail.com  
Vance\_Construction@mail.com

**Would You Like Us to Remember this Computer?**

Yes. I plan to use this computer in the future to access my account.

No. This is a public computer or one I do not plan on using often to access my account.

[edit](#) **Continue**

7. Complete all required information to include your *Contractor Registration Number*, if your company is a licensed contractor.

**PWIA Registration**

First Name *(required)*

Middle Name

Last Name *(required)*

Phone Number *(required)*  Ext

Email Address *(required)*

Company Name *(required)*

Company UBI *(required)*

Company Registration Number


**Cancel** **Register**

8. Select **Register**.

9. Review the *Disclaimer* and select **Accept**.

By accepting below, I

- Certify that I am an authorized representative of the company for which I submit Intents and Affidavits through the Prevailing Wage Intent & Affidavit system.
- Certify that all information I provide is correct and that all workers are paid no less than the prevailing wage rate as determined by the industrial statistician of the Department of Labor & Industries.
- Understand that contractors who violate prevailing wage laws, i.e. incorrect classification/scope of work, improper payment of prevailing wages, etc., are subject to fines and/or debarment and will be required to pay back wages due to workers.
- Approval of Intents and Affidavits will be based on the information provided by you. It does not signify approval of the classifications of labor used by the contractor.



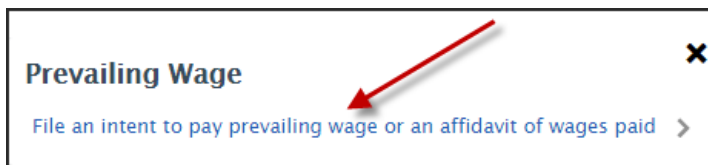
10. You are now ready to use the PWIA system!

*I have a PWIA account.*

1. Log in to your account and select **My tasks**.




2. Select **View My Public Works Projects**.



3. Review the *Disclaimer* and select **Accept**

By accepting below, I

- Certify that I am an authorized representative of the company for which I submit Intents and Affidavits through the Prevailing Wage Intent & Affidavit system.
- Certify that all information I provide is correct and that all workers are paid no less than the prevailing wage rate as determined by the industrial statistician of the Department of Labor & Industries.
- Understand that contractors who violate prevailing wage laws, i.e. incorrect classification/scope of work, improper payment of prevailing wages, etc., are subject to fines and/or debarment and will be required to pay back wages due to workers.
- Approval of Intents and Affidavits will be based on the information provided by you. It does not signify approval of the classifications of labor used by the contractor.



4. You are now ready to use the PWIA system!

## Navigating the PWIA System

### Left-Hand Section

Use the quick actions located on the left-hand side of PWIA to help you quickly file intents, affidavits, and certified payroll reports plus review apprentice utilization reports and verify your workers' compensation coverage. We have also included links to key websites at L&I to help you on public works projects.

**Quick File Actions**

**File New Intent**

I am the prime contractor for the project

I am a subcontractor for the project

**Create Intent**

**File Affidavit**

**File Certified Payroll**

**Upload Certified Payroll**  
Submit Payroll in XML File

**Quick Navigation Actions**

**Additional Tasks**

[Check Contractor Status](#)

[Look up an Apprentice](#)

[Contractor Apprentice Utilization Report](#)

[Prime Contractor Apprentice Utilization Report](#)

[Verify Workers' Comp Coverage](#)

**View Project Structure**

### Middle Section

Use the middle section to view pending actions, view intents and affidavits, access project information, and file/view certified payroll reports.

**Items Awaiting Your Action** ! 6 +

**My Intents and Affidavits** 24 +

**My Projects** 12 +

**My Certified Payroll** 8 +

## Search Options

We have included more search areas and options to help you find a form, project, awarding agency, etc. Use partial words/numbers to get more results. Use exact/full names or numbers to get less results.

### Search My Intents and Affidavits

Intent or Affidavit ID	Search Intents or Affidavits	Intent or Affidavit Status
<input type="text" value="Intent or Affidavit Id"/>	<input type="text" value="Both Intents and Affidavits"/>	<input type="text" value="Any"/>
Project Name or Contract No.	Awarding Agency	Submitted From To
<input type="text" value="Project Name or Contract"/>	<input type="text" value="Awarding Agency"/>	<input type="text" value="mm-dd-yyyy"/> <input type="text" value="mm-dd-yyyy"/>

## Sort Options

Select a column header to sort the information in ascending or descending order. The arrow next to the column identifies which column is currently sorted and if it is sorted in ascending or descending order.

Form	Project	Submit Date	Form Status	Related Forms & Actions
Affidavit 123456	Tower Repairs ISLAND COUNTY PUBLIC WORKS Contract No: 2017-ABCD	2/3/2017	Approved	<a href="#">View Intent 987654 (Approved)</a>
Intent 654321	Tower Dock Replacement ISLAND COUNTY PUBLIC WORKS Contract No: 2016-XYZ	2/2/2017	Approved	<a href="#">View Intent 123456 (Approved)</a>

This column has been sorted in ascending order.

## Show More Rows

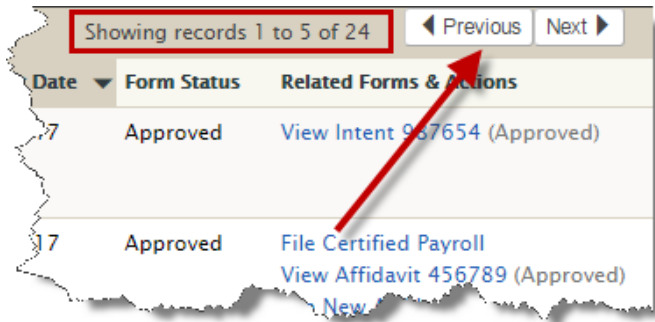
Select the drop down above the search results to show more rows.

Show  rows

Form	Project
Affidavit 123456	Tower Repairs ISLAND COUNTY PUBLIC WORKS Contract No: 2017-ABCD
Intent 654321	Tower Dock Replacement ISLAND COUNTY PUBLIC WORKS Contract No: 2016-XYZ

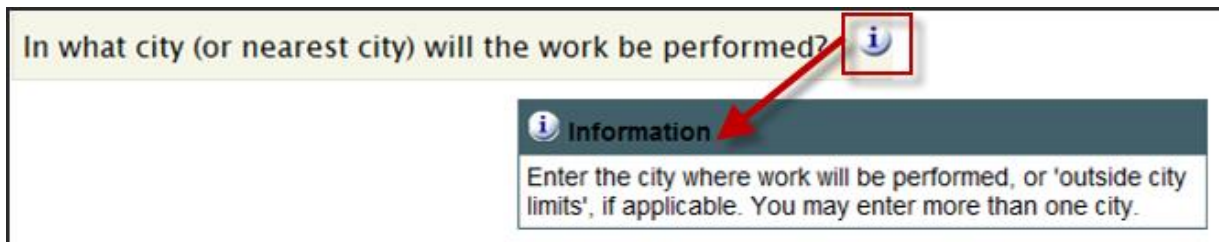
## Show Next/Previous Page of Records

Select the **Next** or **Previous** buttons above the search results to show additional pages of records.




## Information Buttons


Hover over or select  to display help text.




## Orange Exclamation Marks

 These orange exclamation marks mean there are alerts or actions that need to be viewed and/or addressed. Additional information may need to be gathered to substantiate the alert.

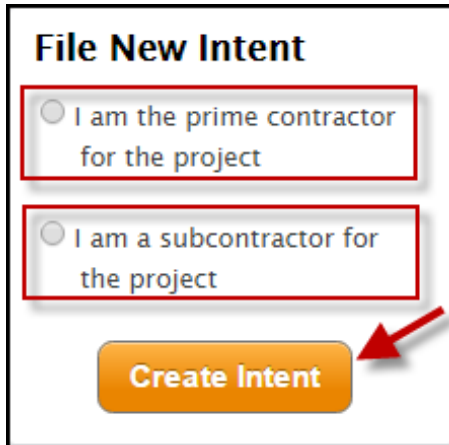
## Plus or Minus Signs

 Select the plus sign to expand the section and see more information.

 Select the minus sign to collapse the section and hide the information.

## File a Statement of Intent to Pay Prevailing Wages

Before filing your *Statement of Intent to Pay Prevailing Wages* (intent) form, you will first need to determine if you are the prime contractor or subcontractor on the project. Prime contractors will first need to review their [Items Awaiting Your Action](#) to see if the awarding agency has already begun the intent for you. If it has been started, then select **File Intent** next to the project details to finish filing the form. Otherwise, go to the quick action *File New Intent* box, select the appropriate option, and then select **Create Intent**.



**File New Intent**

I am the prime contractor for the project

I am a subcontractor for the project

**Create Intent**

## File an Affidavit of Wages Paid

The system now has two different ways to file your *Affidavit of Wages Paid* form. It also alerts you if there is already an affidavit filed for the intent to prevent any duplicate forms being filed by accident.

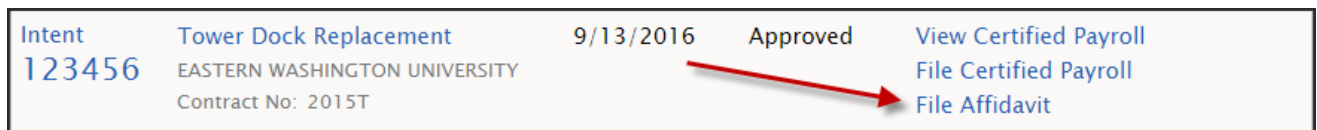
1. Use the quick action [File Affidavit](#) box on the left-hand side. Input your intent number and select **Create**.



**File New Affidavit**

Intent ID **Create**

2. Go to [My Intents & Affidavits](#) section, search for the intent, and select **File Affidavit**.



Intent 123456	Tower Dock Replacement EASTERN WASHINGTON UNIVERSITY Contract No: 2015T	9/13/2016	Approved	<a href="#">View Certified Payroll</a> <a href="#">File Certified Payroll</a> <a href="#">File Affidavit</a>
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## Required Training

Businesses who are required to have training before bidding and/or performing work on public works projects can easily take online training at their own pace to meet the requirement. You must watch and complete all 5 videos to meet the requirement. [Learn more about this training requirement](#)


**Tip:** If you are exempt or have already completed this training, feel free to still take this training to learn about prevailing wage and public works.



1. Select **View Training** to view the online training videos.
2. Hover over each module to play the video.
3. Watch all 5 videos to complete the training and meet the requirement.
4. Select **View User Status** to see those within your company that have started and/or completed the training.


**Company Status:** Needs to complete this training **4** View User Status

Your company doesn't need to complete this training. You are welcome to still view these modules at any time to learn more about prevailing wage and public works projects. [Learn more about this training requirement.](#)




**Status:** Completed  
**Duration:** 30 minutes

**Description:** Introduces you to the Public Works Act, who the major parties are on public works projects, and the different types of work that will require prevailing wages.



**Status:** Completed  
**Duration:** 40 minutes

**Description:** Focuses on the criteria you will to identify the correct prevailing wage rates, how to look up the wage rates, and what you need to know about usual benefits and overtime.



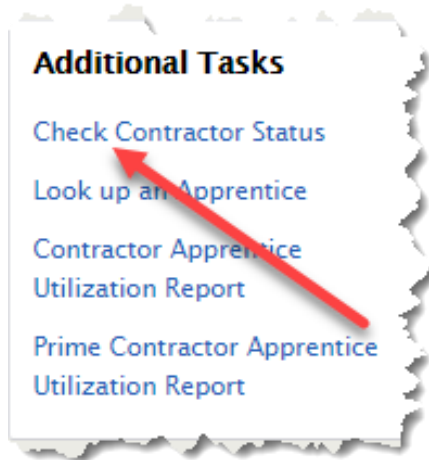
**Status:** In Progress  
**Duration:** 20 minutes

## Check Contractor Status

This great tool allows you to check the status of multiple contractors at the same time to make sure that they are/were in good standing with L&I either today or on a specific date in the past. This tool checks their contractor's license, workers' compensation insurance, and debarment status with a direct link to each contractor's *Verify* page for more information.

**Tip:** Use the bid due date to see if the contractors were in good standing at the time of bid submittals.

1. From the main page, select the quick navigation **Check Contractor Status** link on the left-hand side.

A screenshot of the 'Check Contractor Status' form. The form has a white background with a black border. At the top left, there is a label 'As of Date:' followed by a text input field containing '03-19-2017'. A red circle with the number '2' is overlaid on the date field. Below this is a label 'Enter one or more UBI numbers (separated by a comma or line):' followed by a large text input field. A red circle with the number '3' is overlaid on the input field. At the bottom right of the form is an orange button with the text 'Check Contractors'. A red circle with the number '4' is overlaid on the button.

2. If you want to use a date in the past, enter/select the date in the **As of Date** box. Otherwise, leave the date as of today's date.
3. Enter one or multiple UBI numbers for the contractors you want to check. Separate multiple UBI numbers with a comma or input one per line.
4. Select **Check Contractors**.



5. Your contractor list will appear below giving you a highlight of each contractor's status.

Contractor Status as of 03-16-2017				Total Results: 5
UBI	Company Name	Contractor's License	Worker's Comp	Debarred
600 111 222	JOHN D	ZYXWVUT878OR ACTIVE	Account Open	Not Debarred
611 222 333	JOHN S	ABCDEFC901CR ACTIVE	Account Open	Not Debarred

Select the license to view the contractor's Verify page.

**Tip:** Print this page and keep for your records.

## Verify Workers' Comp Coverage

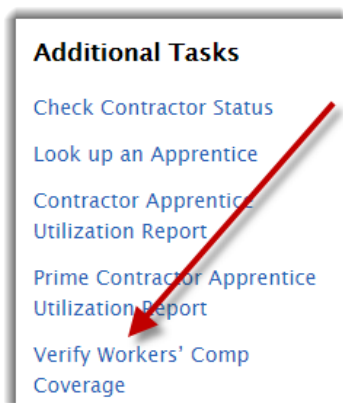
This tool allows you to quickly verify you have the correct **workers' compensation** risk classifications when bidding and reporting work performed on public works projects. The tool uses your Prevailing Wage Trade and Occupation and your company's assigned workers' compensation risk classifications and rates. Quickly identify if you have the correct risk classification or if you need to have one assigned for the type of work you will be performing.

Here are a few examples on how you might use this tool to assist with **workers' compensation** insurance for your project:

- Bid more accurately by verifying you have the correct risk classifications prior to bidding.
- Report hours in the correct risk classification during the project to reduce time to release retainage at closeout.

Contact your Workers' Compensation Account Manager to verify you have the correct risk classifications assigned to your account.

1. From the main page, select the quick navigation **Verify Workers' Comp Coverage** link on the left-hand side.



**Verify workers' compensation insurance for your project**

Use this tool to find and understand the insurance risk classification to pay for the trade and occupations that you are utilizing on your project.

**Note:** Workers' compensation risk classifications are determined by the nature of your contract, nature of business or phase of construction.

Learn more about how to report and pay.

Workers' Comp Account ID

County

Journey Level Trade

2. Select your **Workers' Comp Account ID** from the dropdown.
3. Select the **County** the work will be performed in.
4. Select the Prevailing Wage **Journey Level Trade** for the work being performed.

Occupation	Workers' Comp Insurance
Acoustical Worker	Verify Coverage
Bridge, Dock And Wharf Carpenters	Verify Coverage
Carpenter	Verify Coverage
Carpenters on Stationary Tools	Verify Coverage
Creosoted Material	Verify Coverage
Floor Finisher	Verify Coverage
Floor Layer	Verify Coverage
Scaffold Erector	Verify Coverage

5. Select **Verify Coverage** next to the Prevailing Wage Occupation for the work being performed.

Select the category that best matches the nature of your contract

Building Construction (New, Remodel)

Other

Road (Asphalt, Concrete)

6. This step may or may not appear depending on the Trade/Occupation combo you have selected. If needed, select the category that best matches the nature of your contract.

Risk Class		Rate/Hour
+ <a href="#">Bridge, Bulkhead and Tunnel Construction (0201)</a>		\$3.1051
+ <a href="#">Pile Driving with Water Hazard (0202)</a>		Not Assigned
+ <a href="#">Concrete Work - Streets and Roads (0214)</a>		\$2.7145
+ <a href="#">Concrete Work - Foundations and Sidewalks (0217)</a>		\$2.3109

If you have questions pertaining to risk classification, please contact Employer Services (360) 902-4817.

This shows that you have this Risk Class assigned and your rate per hour.

This shows that you DON'T have the Risk Class assigned and will need to contact Employer Services if you're performing this type of work.

7. Verify you have the correct risk classification or if you need to have one assigned for the type of work you will be performing.
8. Contact your Workers' Compensation Account Manager to verify you have the correct risk classifications assigned to your account.

## Items Awaiting Your Action

In this section, you will find intent and combined forms that have been initiated by your awarding agency and ready for you to complete, intents or affidavits forms needing corrections, and requests for certified payroll reports from your awarding agency, prime contractor, or L&I. Use the **Action** column to resolve these items.

Items Awaiting Your Action <span style="float: right;">! 6 -</span>			
Show <input type="text" value="5"/> rows		Showing records 1 to 5 of 6 <span style="float: right;">◀ Previous Next ▶</span>	
Project	Details	Bid Due Date	Action
Tower Dock Replacement EASTERN WASHINGTON UNIVERSITY	The awarding agency has requested that you file an intent for this project..  Requested On Date: 9/7/2016	9/7/2016	<a href="#">File Intent</a>
Tower Repairs ISLAND COUNTY	The awarding agency has requested that you file an intent for this project..  Requested On Date: 9/22/2016	9/1/2016	<a href="#">File Intent</a>

## My Intents & Affidavits

In this section, you will find intents, affidavits, and combined forms all together in one spot. Check out all of the options below to help you quickly find what you are looking for and take action.

**My Intents and Affidavits** 37

**Search My Intents and Affidavits**

Intent or Affidavit ID:  Search Intents or Affidavits:  Intent or Affidavit Status:

Project Name or Contract No.:  Submitted From:  To:

Showing records 1

Form	Project	Submit Date	Form Status	Related Forms & Actions
Intent 123456	Tower Repairs ISLAND COUNTY PUBLIC WORKS Contract No: 2017-1-ABC	2/2/2017	Approved	View Certified Payroll File Certified Payroll View Affidavit 987654 (Approved) File New Affidavit
Affidavit 654321	Tower De ISLAND C Contract N	7	Approved	View Intent 456789 (Approved)

Callouts:

- Select the form to view it.
- Select to search only intents or only affidavits.
- Select the project name to view project information.
- See related forms and take additional actions.

### Show only Intents/Affidavits/Combined Forms

To see only one type of form, select the **Search Intents or Affidavits** dropdown box to only view intents, only affidavits, or only combined forms.

Search Intents or Affidavits

- Both Intents and Affidavits
- Both Intents and Affidavits**
- Only Affidavits
- Only Intents
- Only Combined Forms

## Search Status of My Intents & Affidavits

To find all intents and affidavits in a certain status, select the **Intent or Affidavit Status** dropdown box and select the status.

## My Projects

In this section, you can find and view all of your public works projects based on filed intents for your business. Select the project to view details about the project. Details include who hired whom on the project, missing intent and affidavit forms for the project, and L&I's status for releasing retainage.

**My Projects** 7 -

**Search My Projects**

Project Name or Contract No.  Bid Due From  To  Prime Contractor  Only where I am the prime

Awarding Agency  Retainage Status  Clear Search

Show  Showing records 1 to 5 of 7 ◀ Previous Next ▶

Project	Bid Due Date	Prime Contractor	Retainage
Tower Repairs ISLAND COUNTY PUBLIC WORKS Contract No: 2017-ABCD	5/4/2015	SMITH MASONRY	Released 5/24/2017 <a href="#">View Certificate</a>

## Viewing a Project

Information about the project is divided into five tabs; [Project](#), [Contractor Alerts](#), [Intents Not Filed](#), [Affidavits Not Filed](#), and [Utilization](#). Each tab is explained in more detail below. Lower tier subs on the project may not be able to see some of the tabs/details.

## Project Tab

This first tab contains basic information about the selected project including the [Project Overview](#) and [Project Structure](#).

### Project Overview

Information found in the shaded box is the main information about the project.

Project	Contractor Alerts	Intents Not Filed	Affidavits Not Filed	Utilization	Messages	Files
<b>Project Overview</b>						
Project name Stadium Roof Repairs	Contract no. Test2019.1	Award Date 7/10/2018	Prime Contractor Name ABC CONSTRUCTION COMPANY			
Job site Bellevue HS Stadium	Project cost \$1,236,785.59	Bid Date 7/9/2018	Phone number 360-902-1234			
Description Repair roof for BHS Stadium	Awarding Agency BELLEVUE SCHOOL DISTRICT #405		L&I Account ID 65432100	WA UBI Number 601234567		
L&I Notice of Completion Status NOC Not Filed	Awarding Agency Contact Name Mark Sawyer, 360-902-4859		Contractor License no. ABCCONST219Q9			
L&I Certificate of Release Not Released	Apprentice Utilization Required Yes					

### Project Structure

Immediately below [Project Overview](#) box is the [Project Structure](#). Beginning with the prime contractor, the [Project Structure](#) shows each contractor on the project that has at least filed their intent, been listed as a hiring contractor, or been listed as a subcontractor.

Project Structure + expand | - collapse

- TUNDRA MECHANIC
  - Intents (1)
    - 000012 \$33,000.00
  - Affidavits (1)
    - 000011 \$55,000.00
  - Requests for Certified Payroll
    - No requests found for Intent
    - [Create a New Payroll Request](#)
  - Subcontractors (1)
    - KELLY COATINGS INC
      - Intents (1)
        - 000099 \$45,000.00 · Approved 5-22-2017
      - Affidavits (1)
        - 000098 \$45,000.00 · Approved 5-22-2017
      - Certified Payroll Reports
        - [View All for Intent 000099](#) 1 weeks Affirmed through 5-16-2015
      - Requests for Certified Payroll
        - No requests found for Intent
        - [Create a New Payroll Request](#)
      - Subcontractors (1)
        - + ACME ROOFING INC + 1 subcontractor

Select the intent or affidavit ID to view the form.

Shows the # of contractors hired by the contractor.

## Contractor Alerts Tab

This tab allows you to view status changes for contractors that have filed their intent for the project. Status changes may include recent debarment from bidding on public works projects, no workers' compensation account, missing workers' compensation Account ID, and/or contractor license suspensions/expirations. Additional information may need to be gathered to substantiate the alert.

Contractor	Alert Type	Description
SMITH MASONRY	Account not found.	Your company Industrial Insurance Account Id is not found in our system.
SMITH MASONRY	License	This contractor license number is not valid for work on this project; the license is either suspended or expired

### Email Notifications

In addition to viewing the alerts in the tab, you will also receive an email with the information as soon as we are aware of a potential issue for a contractor on your project. Currently, you will receive these notifications for all of your projects.

## Intents Not Filed Tab

This tab allows you to view contractors who haven't filed their intent for the project. Contractors shown here were either listed as a hiring contractor on a subcontractor's intent or listed as a subcontractor on the hiring contractor's affidavit.

Contractor	WA UBI No.	License ID	Description
SMITH MASONRY	600111222	ABCDMN*1123XY	Based on the affidavit 433038 this contractor did not file an intent

## Affidavits Not Filed Tab

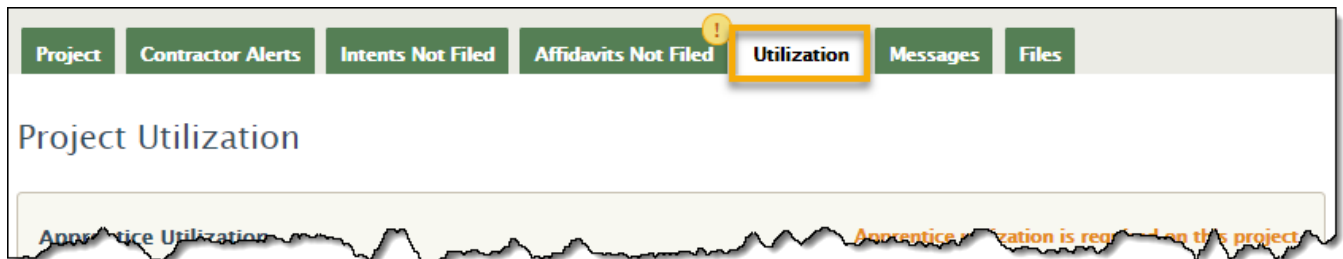
This tab allows you to view contractors who haven't filed their affidavit for the project. Every contractor that files an intent is required to file an affidavit for that intent. Select on the blue intent or affidavit ID to view the form.

Contractor	Intent ID	WA UBI No.	License ID	L&I Account ID
SMITH MASONRY	123456	600111222	ABCDMN*1123XY	12345678

**Important:** If a contractor files two intents for the project, but only one affidavit, they will show on this list as having an affidavit not filed. You may request incorrect or duplicate forms be deleted from the system by contacting the Prevailing Wage Program at [PW1@Lni.wa.gov](mailto:PW1@Lni.wa.gov) or 360.902.5335.

## Utilization Tab

This tab allows you to easily track and manage your apprentice and OMWBE utilization on public works projects when required.



### Apprentice Utilization

When indicated as required on your project, go to the Utilization tab to view, manage, track, and report apprentice utilization. Apprentice utilization on public works projects creates opportunities for training and experience that helps ensure we have a trained workforce in the future.

[Review frequently asked questions](#) for more information about apprentice utilization requirements.

**Apprentice Utilization** Apprentice utilization is required on this project.

---

**Certified Payroll Reports** provide *real-time data* during the project. **Affidavits** provide *final utilization data* once all forms have been filed.  
**Note:** For *real-time data*, all contractors on the project must file their certified payroll reports on a weekly basis using L&I's online system.  
[Learn more about the apprentice utilization requirement.](#)

<b>Based On Certified Payroll Reports:</b> ⓘ	Journey Level Hours	647
	Apprentice Hours	114
	Apprentice Utilization Percentage	14.98%
<b>Based On Affidavits:</b> ⓘ	Journey Level Hours	482
	Apprentice Hours	63
	Apprentice Utilization Percentage	11.56%
<b>Reports:</b>	<a href="#">Project Apprentice Utilization By Contractor</a> <a href="#">Project Apprentice Utilization By Trade</a>	

#### BASED ON CERTIFIED PAYROLL REPORTS

This options allows you to monitor *real-time utilization rates* during your project based on certified payroll reports that are filed using L&I's system.

**Important:** Certified payroll reports are only required to be filed with L&I if required by contract with the awarding agency or prime contractor or if requested by L&I. For additional information go to [General Requirements for Certified Payroll Reports](#).

#### BASED ON AFFIDAVITS

This option provides *final utilization rates* once the project is completed and all affidavits are filed.



REPORTS

These reports break down apprentice utilization on the project by each contractor and each trade utilized on the project. Each report compares utilization rates based on certified payroll reports and affidavits that have been filed for the project.

**OMWBE Utilization**

L&I and the Office of Minority & Women’s Business Enterprises (OMWBE) have partnered together to display a contractor’s OMWBE certifications as of the date the contractor’s Intent is filed for a project. Certifications are matched on the business’s UBI number and no additional information is needed. Utilization data is then provided on the number of contractors that are certified for a project.

**Important:** Certifications and utilization data are only available on forms and projects filed on or after June 23, 2019.

Over the next 12 months, we’ll be adding reports to help contractors and awarding agencies track utilization during the project.

OMWBE certifies small, minority, and women-owned businesses to facilitate their participation in public contracting and procurement. [Learn more about OMWBE certifications.](#)

Minority, Women, & Disadvantaged Business Utilization		OMWBE utilization is required on this project.
<p>The Office of Minority and Women’s Business Enterprises (OMWBE) certifies small, minority and women-owned businesses to facilitate their participation in public contracting and procurement. The information below will help you manage utilization of these businesses when required by law. <a href="#">Learn more about OMWBE certified businesses.</a></p>		
Based on # of Contractors: ⓘ	Total # of Contractors	47
	# Certified Contractors	14
	# Non-Certified Contractors	33
	% Certified Contractors Utilized	29.79%

**Messages Tab**

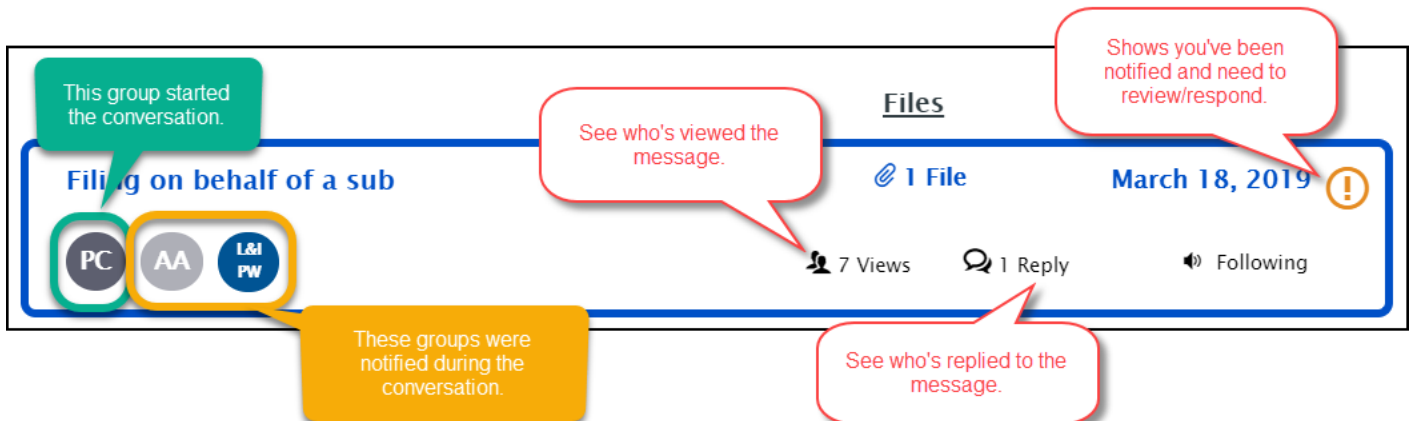
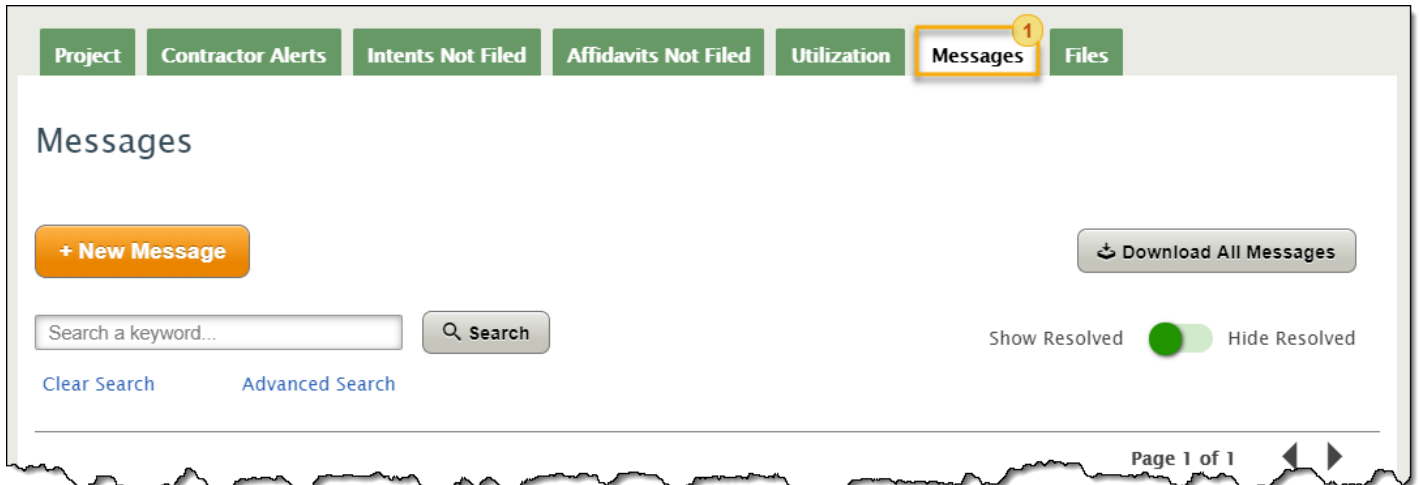
This tab allows you to quickly message the awarding agency, L&I Prevailing Wage, and/or L&I Contract Release on your public works project. Maintain messages in one spot, save time, and minimize phone calls throughout the project. You can view all messages for a project whether you’ve been notified or not on the message.

**Important:** Messages are subject to public disclosure and cannot be deleted.

Here are some examples of how you may use this tool:

- Request details from the awarding agency about the contracted work.
- Ask L&I Prevailing Wage about the scope of work for a trade/occupation.
- Request the status of the *Notice of Completion* from L&I Contract Release.

**Tip:** You can loop in other parties during the middle of an existing conversation



### Create a New Message

1. Select **+ New Message**.



**New Message**

Message Subject (required) **2**

**3** **Notify: (required)**  All Parties  L&I Prevailing Wage  L&I Contract Release  Prime Contractor

Message Body (required)

Type your message here...

**4** Add File

**5** Cancel **6** Post Message

2. Give your message a title.
3. Select which parties you want to notify about the message.
4. Type your message.

**Important:** Messages are subject to public disclosure and cannot be deleted.

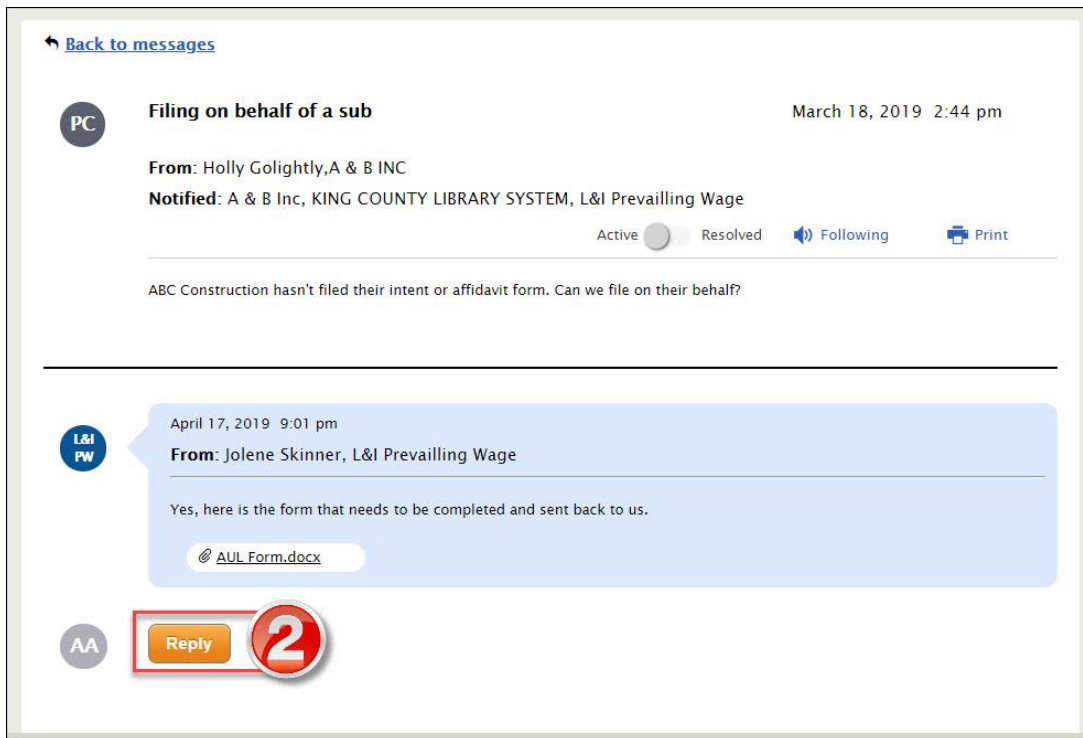
5. *Optional:* Add a file to the message. See [Files Tab](#) to see examples on what types of files can be included.
6. Select **Post Message** to add the message to the project.

### Reply to a Message

1. Select the message you want to respond to.

Subject	Files	Date
Filing on behalf of a sub <div style="display: flex; align-items: center; gap: 10px;"> <span>PC</span> <span>AA</span> <span>L&amp;I PW</span> </div>	1 File <div style="display: flex; align-items: center; gap: 10px;"> <span>8 Views</span> <span>1 Reply</span> <span>Following</span> </div>	March 18, 2019
Question about next steps <div style="display: flex; align-items: center; gap: 10px;"> <span>PC</span> <span>AA</span> <span>L&amp;I PW</span> </div>	Resolved <div style="display: flex; align-items: center; gap: 10px;"> <span>4 Views</span> <span>1 Reply</span> <span>Following</span> </div>	March 18, 2019

2. Select **Reply** to join the conversation.



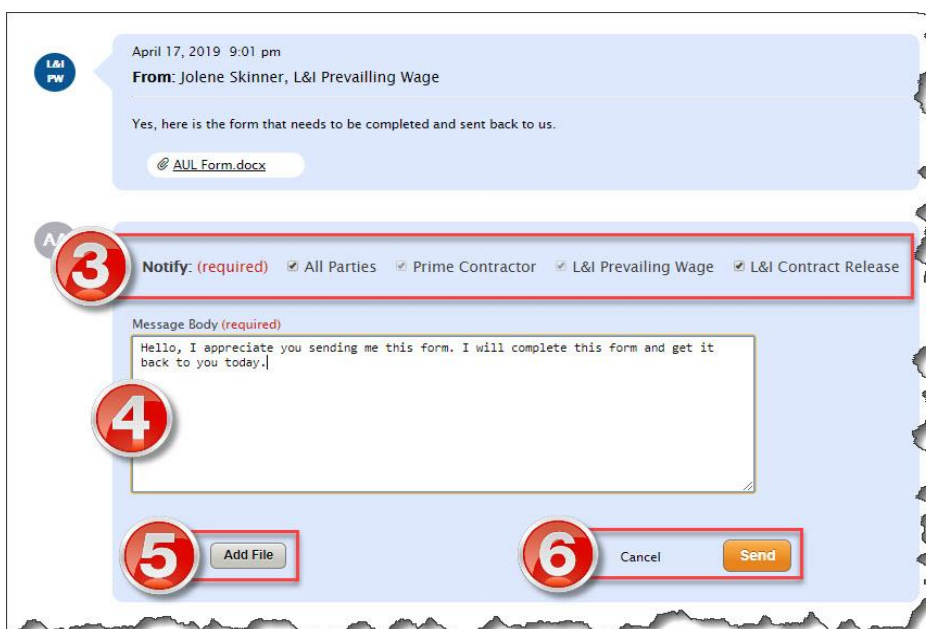
3. Select which parties you want to notify about the message.

4. Type your message.

**Important:** Messages are subject to public disclosure and cannot be deleted.

5. *Optional:* Add a file to the message. See [Files Tab](#) to see examples on what types of files can be included.

6. Select **Send** to add your reply to the conversation.



### Search All Messages

Use the **Search a keyword** feature to locate a prior message or conversation that you would like to review.

The screenshot shows the 'Messages' search interface. At the top left is a '+ New Message' button. Below it is a search bar with the placeholder text 'Search a keyword...' and a 'Search' button. To the right of the search bar are 'Clear Search' and 'Advanced Search' links. Further right are 'Show Resolved' and 'Hide Resolved' toggle switches. At the top right is a 'Download All Messages' button. Below the search bar is a list of messages. The first message has the subject 'Filing on behalf of a sub', one file, and is dated March 18, 2019. It includes icons for 'PC', 'AA', and 'L&I PW', and shows '8 Views', '1 Reply', and 'Following' status. A second message is partially visible with the subject 'Question about next steps' and the date 'March 18, 2019'. Two red callout boxes provide instructions: one points to the search bar with the text 'Use keywords within this box to find prior messages that you would like to review.', and the other points to the 'Advanced Search' link with the text 'Select Advanced Search for additional search options.'

### Unfollow a Message

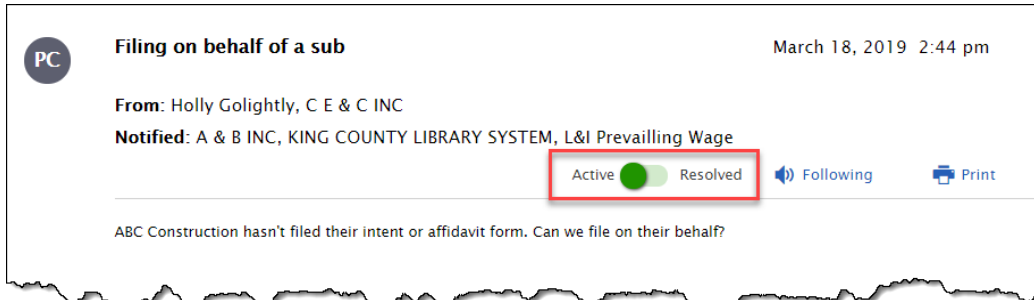
You are automatically set to follow all messages where your agency has been notified. While following, each user for your agency will receive an email notification each time a reply is posted plus the message will be added to your [Items Awaiting Your Action](#).

If you want to stop receiving notifications about a message because your co-worker is handling it, you can stop following the conversation. Select **Following** while you're reviewing a message and you'll be prompted to confirm you want to stop receiving notifications. Simply click here again to start following the conversation again.

The screenshot shows the details of a message. At the top left is a 'Back to messages' link. The message is from 'PC' and has the subject 'Filing on behalf of a sub', dated 'March 18, 2019 2:44 pm'. The 'From' field is 'Holly Golightly, A & B INC' and the 'Notified' field is 'A & B INC, KING COUNTY LIBRARY SYSTEM, L&I Prevailling Wage'. Below the message content are three status buttons: 'Active' (disabled), 'Resolved' (disabled), and 'Following' (active and highlighted with a red box). A 'Print' button is also visible. The message content reads: 'ABC Construction hasn't filed their intent or affidavit form. Can we file on their behalf?'

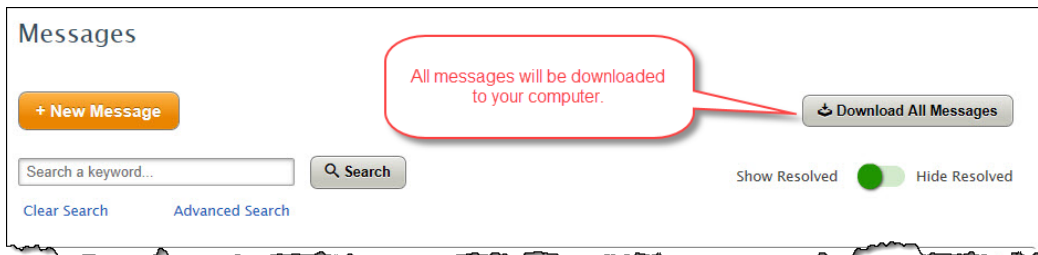
### *Resolve a Message*

Use this option if you're the creator of a message and have determined that your original message has been answered and all communications have ended. Select the **Active** toggle to **Resolved** to close the conversation. Everyone can still view the conversation but can no longer reply to it.



### *Download All Messages*

Use this option if you have received a public records request and must disclose project information and communications. Select **Download All Messages** to download all messages for the project into separate PDF files. All project information, messages, and files are stored for 3+ years after the project is completed.



## Files Tab

This tab allows you to view and upload files to the project.

**Tip:** Go to the [Project tab](#) to view intents, affidavits, and certified payroll for the project.

The screenshot shows the 'Files' section of a project page. At the top, there is a '+ Add File' button and a 'Download All Files' button. Below these is a search bar with the placeholder 'Search a keyword...', a dropdown menu set to 'All files', and a 'Search' button. A 'Clear Search' link is also present. The main area contains a table with the following columns: File Name, Description, Category, Upload, and Action.

File Name	Description	Category	Upload	Action
<a href="#">AUL Form.docx</a>	AUL	Bid Documents	L&I PW 4/17/2019	<a href="#">View Message</a>
<a href="#">Design Specs.pdf</a>	Designs for culverts	Design Specifications	PC 3/14/2019	<a href="#">Edit</a>
<a href="#">JLB Earthwork - Feb 22 17.jpg</a>	Picture of JLB working on the project	Picture		<a href="#">Edit</a>

Two callouts are present: one pointing to the 'View Message' link in the first row, stating 'View the message the file was attached to.'; and another pointing to the 'Edit' link in the third row, stating 'Edit the Description and Category of files you've uploaded.'

### Add a File

Add a file to the project. Here are some examples of files that can be uploaded:

- 4/10 agreements
- Bid Documents
- Bonds
- Contract Documents
- Design Specifications
- Emails
- Good Faith Effort for apprentice utilization
- Pictures

**DON'T** include any certified payroll records or any other files that contain personal identifiable information such as social security numbers.

**Important:** Files cannot be deleted and are subject to public disclosure.

1. Select **+ Add File**. A pop-up box will appear.

This screenshot is identical to the one above, but with a red arrow pointing to the '+ Add File' button to highlight it.

The screenshot shows the 'Add File (50 MB Limit)' dialog box. At the top, it lists 'Accepted File Types: Word, Excel, PDF, JPG, MSG' with a red circle '2' next to it. Below this is a dotted box containing instructions: 'To attach files, drag & drop here or select files from your computer...' and 'Do not upload personally identifiable information such as Social Security numbers, payroll records, etc.' Below the dotted box is a 'Select a Category (required)' section with a red circle '3' next to it. The categories listed are: 4/10 Agreement, Bid Documents, Bond, Contract, Design Specifications, Email, Good Faith Effort, Picture, and Other. Below the categories is a text input field for a description with a red circle '4' next to it. At the bottom right, there are 'Cancel' and 'Done' buttons with a red circle '5' next to the 'Done' button.

2. Attach a file by dragging and dropping the file into the dotted box or select **select files from your computer...** to browse your computer.

**Important:** Don't include personal information such as Social Security Numbers.

3. Select a category that best matches the file your uploading.
4. Provide a brief description about the file.
5. Select **Done** to upload the file.

### Edit a File

Update the Category or Description of a file you've uploaded.

1. Select **Edit**.

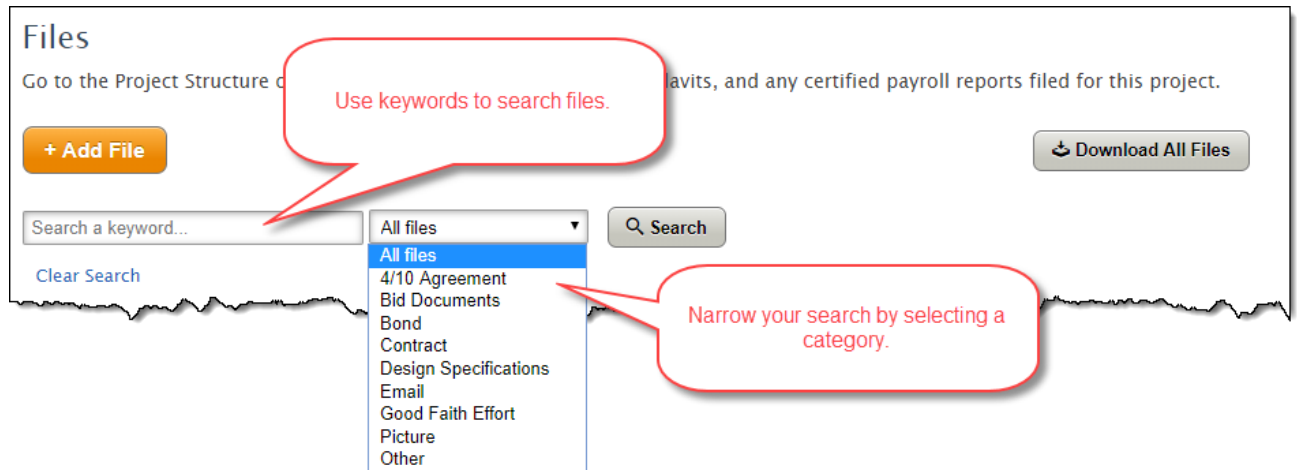
The screenshot shows the 'Edit File' dialog box. At the top, it says 'Select a Category' with a red circle '2' next to it. The categories listed are: 4/10 Agreement, Bid Documents, Bond, Contract, Design Specifications, Email, Good Faith Effort, Picture, and Other. Below the categories is a text input field for the description with a red circle '3' next to it. The description field contains the text 'Designs for culverts'. At the bottom right, there are 'Cancel' and 'Update' buttons with a red circle '4' next to the 'Update' button.

2. Update the **Category**.
3. Update the **Description**.
4. Select **Update**.



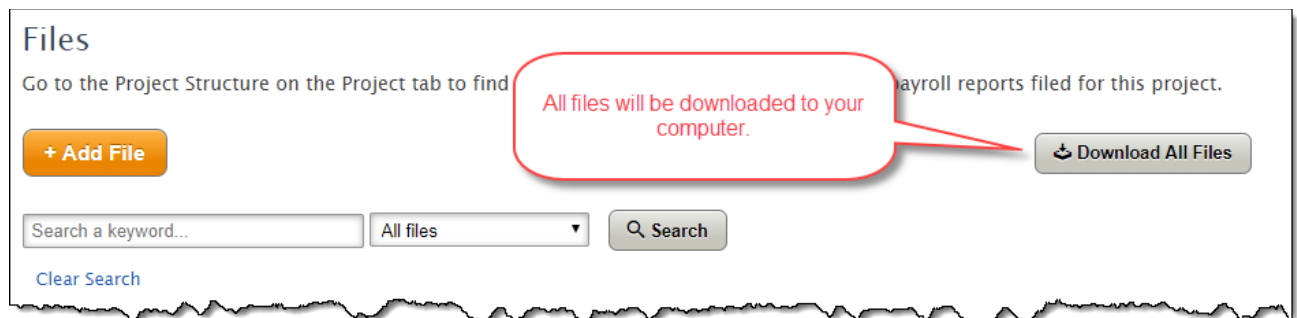
### Search All Files

Use the **Search a keyword** feature to locate files that you would like to review.



### Download All Files

Use this option if you have received a public records request and must disclose project information and files. Select **Download All Files** to download all files for the project.



## My Certified Payroll

In this section, you can view any projects where certified payroll reports have already been started/filed via our online system. Go to the [Actions](#) column to either view all reports or file additional weekly reports.

### My Certified Payroll

8
-

Intent ID

Last Week From

Last Week To

Project Name or Contract No.

Awarding Agency

Clear Search

Q Search

Show 5 rows
Showing records 1 to 5 of 8
◀ Previous
Next ▶

Intent Id	Project	Last Week Filed	Actions
123456	Tower Repairs ISLAND COUNTY PUBLIC WORKS Contract No: 2017-ABCD	1/14/2017	<a href="#">View All Reports</a> <a href="#">File Certified Payroll</a>

## General Requirements for Certified Payroll Reports

Employers on public works projects are required to maintain and keep certain records *in addition* to the pay statements for each worker. Certified payroll reports are required to be filed online with L&I at least once a month for all public works projects. Each contractor must file their certified payroll using L&I's online system at least once a month. Please note, contractors can be penalized for failing to file. The awarding agency or prime contractor may require you to provide certified payroll records and/or additional information directly to them or to a third party vendor.

Certified payroll reports must 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

For additional information visit the following links:

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

 [Watch training videos on how to file your reports online.](#)

### Create a Weekly Certified Payroll Report

Once your intent has an **Approved** status for the project, go to **My Intents & Affidavits** and select **File Certified Payroll** under the *Related Forms & Actions* column.

Intent 654321	Tower Dock Replacement ISLAND COUNTY PUBLIC WORKS Contract No: 2016-XYZ	2/2/2017	Approved	<a href="#">File Certified Payroll</a> <a href="#">View Affidavit 456789 (Approved)</a> <a href="#">File New Affidavit</a>
------------------	---	----------	----------	--

OR

Use the quick action [File Certified Payroll](#) box on the left-hand side. Input your intent number and select **Create**.

**File Certified Payroll**

Intent ID

OR

If certified payroll reports have already been filed for the project, go to **My Certified Payroll** and select **File Certified Payroll** under the *Actions* column.

123456	Tower Repairs ISLAND COUNTY PUBLIC WORKS Contract No: 2017-ABCD	1/14/2017	<a href="#">View All Reports</a> <a href="#">File Certified Payroll</a>
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- Under **For the week ending:** enter or select the week ending date for the payroll you are entering. A pop-up calendar will appear.

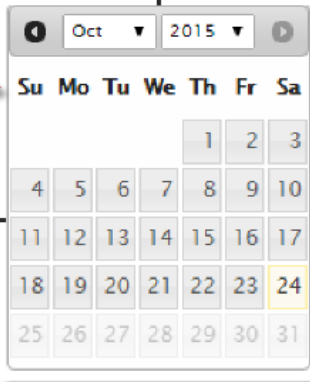
**Important:** The ending day of the week (Saturday, Sunday, etc.) is set with the first report that is entered for the project and may not be changed.

**Create Certified Payroll Report**

For the week ending:

Was any work performed this week?

Yes  No



- If work was performed for the week selected, continue to the next step. Otherwise, go to [Create No Work Performed Report](#).
- Select **Yes** that work was performed during the week and select **Confirm**. Go to [Step 1: Add employees and rates of pay](#).

### 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:

Go back to view reports on the project.

Go back to view reports on the project.

Add employees to the project.

Employees shown below have or will work on the project.

Edit employee's info, wage rates, etc.

Remove employee from the project.

Go to Step 2.

Go back to view reports on the project.

Employee Name	Address	Occupation	Hourly Rate	Total Benefits	Actions
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 De	\$25.00/hr	\$8.00/hr total benefits	Edit Remove

Back to view all reports

Next: Enter hours

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:

<b>Carpenter, Cal</b>	123 123rd St Olympia, WA 98555	Carpenters, Carpenter (Lewis)	\$40.00/hr	\$11.00/hr total benefits	<a href="#">Edit</a> <a href="#">Remove</a>
-----------------------	-----------------------------------	-------------------------------	------------	------------------------------	--

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:

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

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:

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
<b>Project total</b>									<b>0 hr</b>		<b>\$0.00</b>
										<b>Gross payroll</b>	\$ <input type="text"/> 0.00
										FICA	\$ <input type="text"/>
										Withholding	\$ <input type="text"/>
										<a href="#">+ Add another deduction</a>	
										<b>Total deductions</b>	<b>\$0.00</b>
										<b>Net pay</b>	<b>\$0.00</b>

Cancel **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](#).

**Step 3: Review totals and sign**

In Step 3, you will review and affirm that all of the information entered for the week is correct.

1. Review each employee's payroll information. Scroll down the page to go to the next employee.

Carpenter, Cal		122-122-15-01-10-10-08555								
Work classification	Public works	Mon 9/28	Tue 9/29	Wed 9/30	Thu 10/1	Fri 10/2	Sat 10/3	Gross earned		
Carpenters, Carpenter Lewis	Regular	8 hr	3 hr	2 hr	4 hr	6 hr		23 hr	\$40.00/hr	\$920.00
	Overtime (1.5x)							0 hr	\$60.00/hr	\$0.00
	Double time (2x)							0 hr	\$80.00/hr	\$0.00
<b>Project total</b>								<b>23 hr</b>		<b>\$920.00</b>
									<b>Gross payroll</b>	<b>\$1000.00</b>
(including this project and all other wages)										
									FICA	\$50.00
									Withholding	\$50.00
									<b>Total deductions</b>	<b>\$100.00</b>
									<b>Net pay</b>	<b>\$900.00</b>

2. Review the *Benefits Distribution* information to make sure the information is correct.

Work classification	Pension	Medical	Vacation	Holiday	Approved apprentice program	Other benefits	Total hourly benefits
Carpenter, Cal Carpenters, Carpenter Lewis	\$4.00/hr	\$4.00/hr	\$2.00/hr	\$1.00/hr	\$0.00/hr		\$11.00/hr
Carpenter, Art Carpenters, Apprentice Carpenter/Western WA, Step 5 Lewis	\$2.00/hr	\$4.00/hr	\$2.00/hr	\$1.00/hr	\$0.00/hr		\$9.00/hr
Drywall, Dean Drywall Applicator, Journey Level Lewis	\$4.00/hr	\$4.00/hr	\$2.00/hr	\$1.00/hr	\$0.00/hr		\$11.00/hr
Drywall, Art Drywall Applicator, Apprentice Gypsum Drywall Systems Installer/Western WA/Indentured Prior To 1/1/2010, Step 1 Lewis	\$2.00/hr	\$3.00/hr	\$2.00/hr	\$0.00/hr	\$0.00/hr		\$7.00/hr
Painter, Pat Painters, Journey Level Lewis	\$3.00/hr	\$3.00/hr	\$2.00/hr	\$1.00/hr	\$0.00/hr		\$9.00/hr
Painter, Art Painters, Apprentice Painter and Decorator, Lewis	\$2.00/hr	\$3.00/hr	\$2.00/hr	\$1.00/hr	\$0.00/hr		\$8.00/hr

**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](#) 



## Create a No Work Performed Report

Continuing from [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: 09/06/2015 To Saturday: 09/26/2015

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**

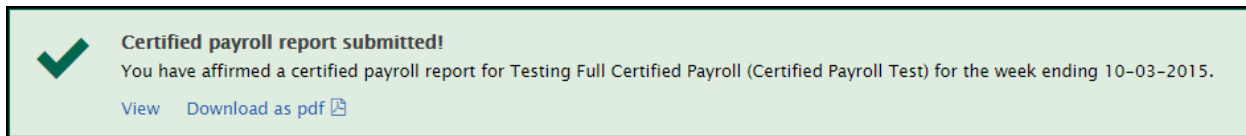
1. All information contained in this Certified Payroll Report, including any addenda, is correct and complete.
2. The wage rates for workers, laborers or mechanics as reported above are not less than the applicable wage rates contained in any wage determination related to the contract; and the classifications 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.



## Add a New Employee to My Certified Payroll Report

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.

A screenshot of a web form titled "Add a new employee" with a person icon and a plus sign. Below the title are four input fields: "First name", "M.", "Last name", and "Social Security Number". Each field has a corresponding empty text box below it. The form has a decorative, torn-edge bottom border.

2. Enter the employee's personal information.

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

**Trade & Rates**

Apprentice?  No  Yes **3**

Trade **4** Choose trade... ▾

County **5** Choose county... ▾

**Wages** **6**

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

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

**Benefits** **7**

Pension Medical Vacation Holiday Approved Apprentices Program

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

**8** + Add another benefit

3. Select **Yes** or **No** if the employee is in an approved apprenticeship program. If **Yes**, two additional fields (State & Apprentices 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:  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 Apprentices 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: \$50.82

Total Wage Entered: \$51.68

Entered Wage (Regular + Benefits): \$51.68

## Choosing Existing Employees for My Certified Payroll Report

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

<input type="checkbox"/> 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	<span style="color: red;">!</span> Please enter trades, rates and benefits for this payroll week.	<a href="#">Edit</a> <a href="#">Remove</a>
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### Trade & Rates

Apprentice?  No  Yes 7

Trade 8 County 9

**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

[+ Add another benefit](#) 12

7. Select **Yes** or **No** if the employee is in an approved apprenticeship program. If **Yes**, two additional fields (State & Apprentices 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** 10

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

\$  /hr \$  /hr \$  /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 Apprentices Program
\$ 0.86 /hr	\$ 2.50 /hr	\$ 0.50 /hr	\$ 0.50 /hr	\$ /hr

+ Add another benefit

Total benefits: \$4.36/hr

Entered Wage (Regular + Benefits): \$51.68

Callouts: Minimum Wage Rate, Total Benefits Entered, Total Wage Entered

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

## View Filed Certified Payroll Reports

Once reports have been started or submitted for a project, go to My Certified Payroll section and select **View All Reports** under the *Actions* column.

123456	Tower Repairs ISLAND COUNTY PUBLIC WORKS Contract No: 2017-ABCD	1/14/2017	<a href="#">View All Reports</a> <a href="#">File Certified Payroll</a>
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- 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 Information**

Project name: Testing Full Certified Payroll

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

**Certified Payroll reports**

Currently showing: **STATUS**

- All
- Saved (In Progress)
- Affirmed
- Amendment Saved (In Progress)

**DATE RANGE**

From:

To:

[Clear Filters](#)

Showing 1 to 5 of 6 records

For the week ending	Status	Actions
10-10-2015	Saved (In Progress)	Continue Delete
10-03-2015	✓ Affirmed 11-09-2015	View Create
09-19-2015	✓ Affirmed 10-26-2015	View Create amendment
09-12-2015	✓ Affirmed 10-26-2015	View Create amendment

[Next >](#)

**Manage your:**

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


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



## Amend a Certified Payroll 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 [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	<a href="#">View</a> <a href="#">Create amendment</a>


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.



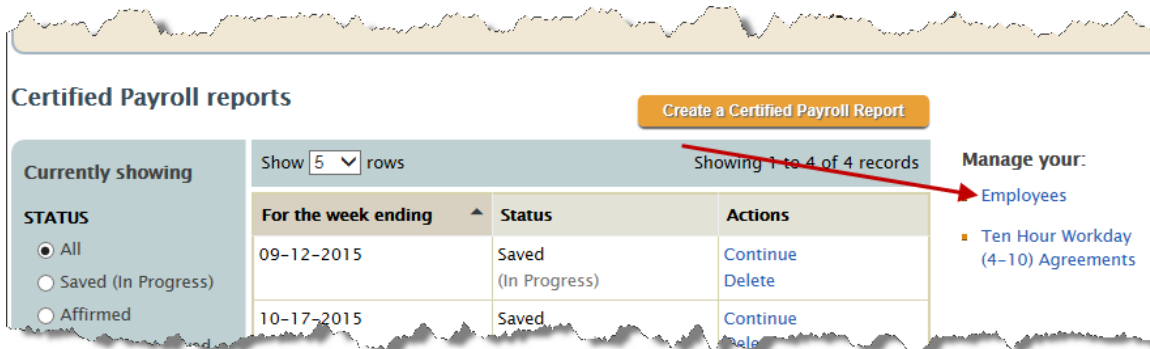
**Certified payroll report submitted!**  
You have affirmed a certified payroll report for Testing Full Certified Payroll (Certified Payroll Test) for the week ending 10-03-2015.  
[View](#)   [Download as pdf](#)

## Manage My Employees for Certified Payroll Reports

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 **View All Certified Payroll Reports** page for the project, select **Employees** on the right-hand side, below the project information.



**Certified Payroll reports**

Create a Certified Payroll Report

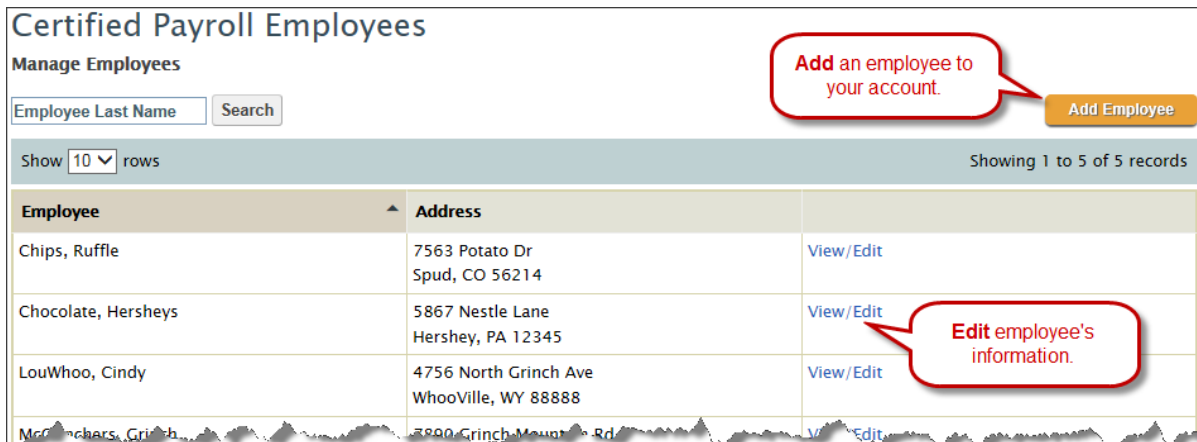
Currently showing: Show 5 rows   Showing 1 to 4 of 4 records

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

2. 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	Actions
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
McDonkers, Grinch	5890 Grinch Mountain Rd	View/Edit

Add an employee to your account.   [Add Employee](#)

Edit employee's information.

3. 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 Blitz	M. <input type="checkbox"/>	Last name Seahawk	Social Security Number 121-21-2120
Gender Prefer not to answer	Race, ethnicity or culture Other	United States veteran Prefer not to answer	
Address 1212 Beastmode Lane			
City Seattle	State Washington	Zip code 98888	
			<input type="button" value="Cancel"/> <input type="button" value="Save"/>

### 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"/>	<a href="#">View</a> <a href="#">Create Affidavit</a>	<a href="#">Create Report</a> <a href="#">View All</a> <a href="#">Manage Access</a>
-----------	--	--	--

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

For the week ending	Status	Actions
09-12-2015	Saved (In Progress)	<a href="#">Continue</a> <a href="#">Delete</a>
10-17-2015	Saved	<a href="#">Continue</a> <a href="#">Delete</a>

**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			
Show <input type="text" value="10"/> rows		Showing 1 to 2 of 2 records	
Agreement	Comments	Expires	
C:\Users\ADMINISTRATOR\Desktop\Ruffle Chips 4-10 Agreement 2014.docx		12-31-2015	<a href="#">View</a>
C:\Users\ADMINISTRATOR\Desktop\Cindy LouWhoo 4-10 Agreement - WhooVille City Project 2014.docx		16	<a href="#">View</a>

### 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 docx format up to 3MB in size)

Type 3

Choose one...
▼

Expires on Date 4

mm/dd/yyyy

Comments

5

Cancel 6 Save

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.

Choose one...

4-10 Agreement for this Project

Annual 4-10 Agreement

Collective Bargaining Agreement (Relevant Pages Only)

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.

## Owners with No Employees

This option is only available when you've added owners to your intent and selected "No" to having employees perform work on the project.

1. Once your intent has an **Approved** status for the project, go to **My Intents & Affidavits** and select **File Certified Payroll** under the *Related Forms & Actions* column.

Intent 654321	Tower Dock Replacement ISLAND COUNTY PUBLIC WORKS Contract No: 2016-XYZ	2/2/2017	Approved		File Certified Payroll View Affidavit 456789 (Approved) File New Affidavit
------------------	---	----------	----------	--	--

2. Select **Download the paper form for this project**.
3. Print the form.
4. Select **Upload Report**.
5. Select the week ending date.
6. Identify if any work was performed during the week selected.
7. Select **Confirm**.

Choose from the options below to continue instructions.

### *Yes: Work was performed*

1. Complete the printed form with the owners' information that worked on the project during the week and sign. Scan the form and save it to your computer.
2. Select **Choose File** and find the form from Step 1.
3. Select **Open** and then select **Upload**.

### *No: Work was not performed*

1. Select the date range for the weeks no work was performed.
2. Select **Confirm**.
3. Review and affirm the report.
4. Select **Sign & Submit to L&I**.

## Submit Certified Payroll Reports to Interested Parties

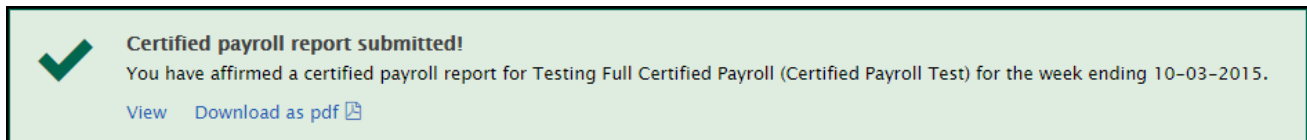
### Submit Report(s) to the Awarding Agency, Prime Contractor, and L&I

As soon as a weekly report is affirmed, the awarding agency, prime contractor, and L&I can view the report within their online systems with L&I. If the awarding agency or prime contractor has not set up their account, follow the instructions in the next section on how to submit the report to them.

### Submit Report to Other Interested Parties

You will need to download a PDF copy of each weekly report to submit them to interested parties. 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.



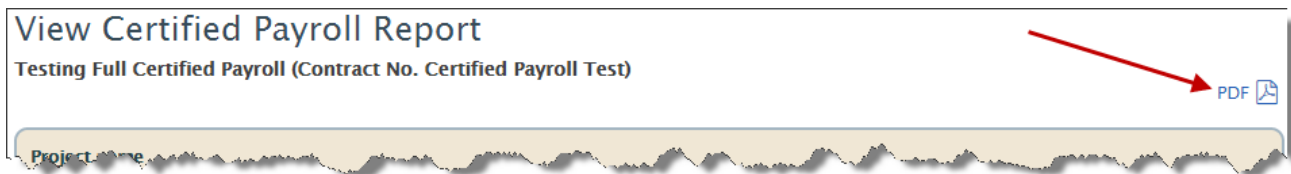
2. From the **View All Certified Payroll Reports** page for the project, find the report you need to send to the requesting party.

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

For the week ending	Status	Actions
06-27-2015	Affirmed 09-21-2015	<a href="#">View</a> <a href="#">Create amendment</a>

A red arrow points from the "View" link in the Actions column to the "View" link in the Actions column of the table row.

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.



## Social Security Number on Certified Payroll Reports

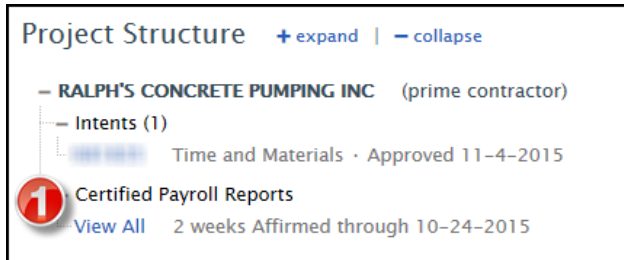
To protect the employee's personal information, their Social Security Number will not be visible once entered and saved in our system. Asterisks will replace the numbers wherever the SSN is displayed. If you think the SSN was inputted incorrectly, you will need to re-input the entire SSN to make sure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

## View My Subcontractor's Certified Payroll Reports – Prime Contractors Only

This function allows prime contractors to easily review the reports filed by their subcontractors. Awarding agencies using L&I's *Awarding Agency Portal* also have this same view.

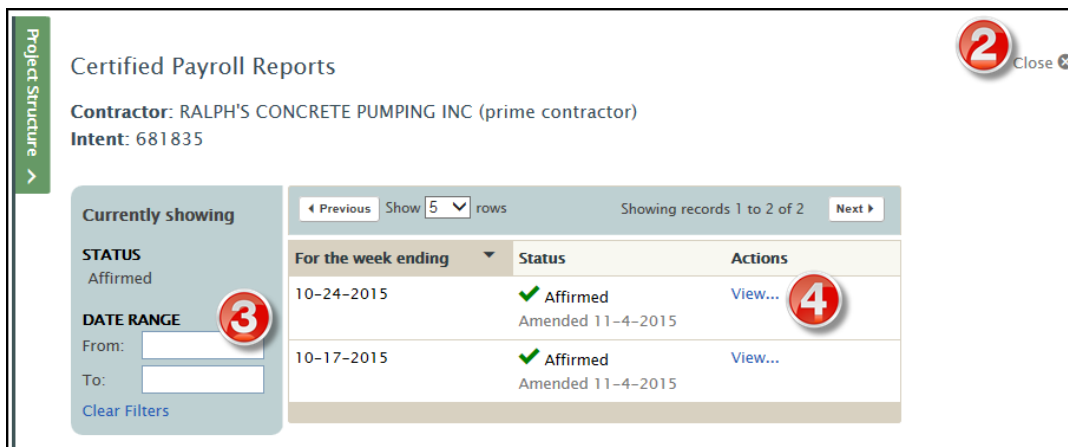
**Important:** You still need to validate the payroll information meets the minimum requirements for prevailing wage. Our system provides validation but allows contractors to enter information that may not meet the minimum requirements.

Once a contractor has submitted their weekly report it will be available in the [Project Structure](#) ready for your review.



1. Select **View All** to view reports submitted for the project by the contractor.

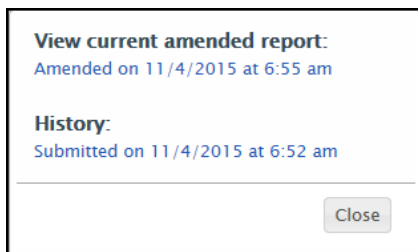
The [Project Structure](#) will hide to reveal the list of reports filed by the contractor.



2. Select **Close** to close the *Certified Payroll Reports* view and go back to the *Project Structure*.

3. **Filter** reports by date range.

4. Select **View** to view the reports. If the report was amended, a pop-up box will appear allowing you to choose which version of the report you want to review.



The report will open up to show you all payroll information for each employee. Your screen should look similar to the following illustration:

Certified Payroll Report Close

**Contractor:** RALPH'S CONCRETE PUMPING INC (prime contractor)  
**Intent:** XXXXXX

**For the week ending:** Saturday, October 24, 2015

Now viewing: Current report (Affirmed on 11/4/2015 at 6:55 am)

Download report

Collapse employee information

**Barnes, E**

Work classification	Public hours worked	Sun 10/18	Mon 10/19	Tue 10/20	Wed 10/21	Thu 10/22	Fri 10/23	Sat 10/24	Total hours	Rate of pay	Gross earned
Truck Drivers, Asphalt Mix Yakima	Regular		10 hr	10 hr	10 hr	10 hr			40 hr	\$19.45/hr	\$778.00
	Overtime (1.5x)								0 hr	\$29.17/hr	\$0.00
	Double time (2x)								0 hr	\$38.90/hr	\$0.00
<b>Project total</b>									<b>40 hr</b>		<b>\$778.00</b>
										<b>Gross payroll</b>	<b>\$900.00</b>
(including this project and all other wages)											
										FICA	
										Withholding	
										<b>Total deductions</b>	<b>\$0.00</b>
										<b>Net pay</b>	<b>\$900.00</b>

**Bowles, M**

5. Scroll down the page to review each employee's payroll information.

6. Scroll to the *Benefits Distribution* information to review.

Benefits distribution							
Work classification	Pension	Medical	Vacation	Holiday	Approved apprentice program	Other benefits	Total hourly benefits
<b>Barnes, Eric D</b> Truck Drivers, Asphalt Mix Yakima	\$0.00/hr	\$0.00/hr	\$0.00/hr	\$0.00/hr	\$0.00/hr		<b>\$0.00/hr</b>
<b>Bowles, Michael D</b> Truck Drivers, Asphalt Mix Yakima	\$0.00/hr	\$0.00/hr	\$0.00/hr	\$0.00/hr	\$0.00/hr		<b>\$0.00/hr</b>
<b>Cervantes, Julian</b> Elevator Constructors, Apprentice Elevator Constructor Mechanic, Yakima	\$0.00/hr	\$0.00/hr	\$0.00/hr	\$0.00/hr	\$0.50/hr		<b>\$0.50/hr</b>
<b>Cervantes, J M</b> Truck Drivers, Apprentice E. WA-690 (Truck Driver/Pasco Region Group 4), Yakima	\$2.00/hr	\$0.00/hr	\$0.00/hr	\$0.00/hr	\$5.00/hr		<b>\$7.00/hr</b>

7. If the report was amended, *What's the reason for this amendment?* section will be available with notes explaining why it was amended.



**What's the reason for this amendment?**

missed apprentice hours

8. At the bottom of the page is the *Affirmation* that includes who filed the report and their title.

**Yes, I AFFIRM the following:**

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.

Affirmed by **Ralph (owner)** on 11/4/2015 6:55:10 AM.

**8**

**9**  
[Back to view all reports](#)

9. Select **Back to view all reports** to exit the weekly report.

## Request Certified Payroll Reports from Subcontractors – Prime Contractors Only

As of February 9, 2017, prime contractors may request certified payroll reports from any contractor on their projects. Once submitted, the contractor will receive an email notification navigating them to their online system to file the certified payroll reports in order to satisfy your request. Once the contractor has filed all of the requested reports, you will receive an email notification alerting you that your request has been satisfied.

**Important:** Contractors are not required to file certified payroll reports online and may still submit their reports directly to you via paper, email, etc.

From the [Project Structure](#), the option to request certified payroll reports has been added for any contractor with a filed intent on the project.



1. Select **Create a New Payroll Request**.
2. A pop-up box will appear. Input the dates of your request and select **Submit Request**.

**New Request for Certified Payroll Reports**

This request will be sent to the contractor to complete certified payroll for the dates you specify.

Contractor Name:  
C JOHNSON CONSTRUCTION INC

Intent Id:  
INTENTID

From Date: mm-dd-yyyy

Until Date: mm-dd-yyyy

Cancel Submit Request

## View Requests for Certified Payroll Reports – Prime Contractors Only

Any requests for certified payroll reports made by you, the awarding agency, or L&I will appear under the [Project Structure](#). As the prime contractor, you have access to view all requests you have made in addition to requests made by the awarding agency and L&I.

### 1. Select **View Requests**.

Project Structure [+ expand](#) | [- collapse](#)

- C JOHNSON CONSTRUCTION INC (prime contractor)
  - Intents (1)
    - INTENT \$277,873.80 · Approved 8-3-2016
  - Requests **3** Certified Payroll
    - [View Requests](#) 1 open out of 1 total
    - [Create a New Payroll Request](#)
  - Subcontractors (1)
    - + PIONEER TREE SRVC/LNDSCPG INC

### 2. The [Project Structure](#) will hide to reveal the list of certified payroll reports filed by the contractor and any pending requests. Select **View or Update Request** to view additional details about the request.

Requests for Certified Payroll to Be Filed [Create a New Request](#)

Requests made to Contractor: C JOHNSON CONSTRUCTION INC (prime contractor)  
For Intent: INTENT

Requested By	Payroll Period	Status	Request Date	Action
INTENT	10-1-2016 to 1-1-2017	Not Reported	1-28-2017	<a href="#">View or Update Request</a>

### Satisfy My Requests for Certified Payroll Reports – Prime Contractors Only

You may satisfy your online requests for certified payroll in instances where your subcontractor submits them to you via paper, email, etc.

1. Follow the steps above for viewing requests for certified payroll reports.
2. Once you've selected **View or Update Request**, a pop-up will appear showing the details of the request.

#### Request for Certified Payroll Reports

Requested By [Redacted] on 1-28-2017	Status Not Reported
Pay Period 10-1-2016 to 1-1-2017	Due Date 2-7-2017

#### Certified Payroll Reports Matching this Request

No records

All certified payroll reports for this request have been received.

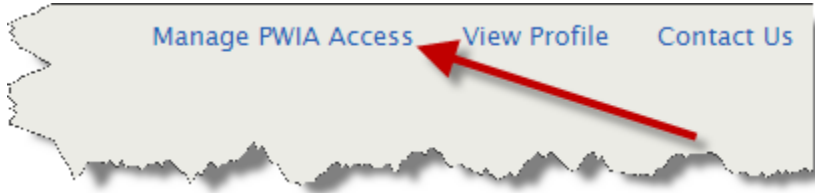
**3** **4**

3. Select the check box indicating all certified payroll reports for the request have been received.
4. Select **Mark Request as Complete**.

## Manage PWIA Access

When you have multiple users linked to your business in *PWIA*, each of you start off with only being able to view your own filed intents, affidavits, and certified payroll reports. In order for other users to see any items you have filed, you will need to grant them access.

1. Select **Manage PWIA Access** at the top of the main dashboard page.



2. Select which users you want to grant access to view your intents, affidavits, or certified payroll reports and/or gain access to view intents and affidavits filed by another user.

**Important:** Only other users can grant you access to view their certified payroll reports filed online.

Name	Company Name	Who can view the intents & affidavits I filed	I can view the intents & affidavits filed by ...	Who can view the certified payroll reports I filed	I can view the certified payroll reports filed by ...
Fred Weasley	Anderson Masonry	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Princess Leia	ANDERSON MASONRY	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sheev Palpatine	Anderson Masonry	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Zorra Zabawski	Anderson Masonry	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

3. Select **Save** to save your selections and return to the main dashboard page.

**Important:** Both you and the other user(s) will receive an email summarizing the change in accesses.