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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

Washington State Department of
Labor & Industries

Table of Contents

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 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 [My Certified Payroll](#) section to reflect the new law	31, 52
December 2019	Add [Owners with No Employees](#) section	50
June 2019	Updated [Utilization Tab](#) section	21
May 2019	Updated [Complete Setup](#) section Added [Required Training](#) section Added [Verify Workers' Comp Coverage](#) section	4-6 12 14
April 2019	Added [Messages Tab](#) section Added [Files Tab](#) section Updated images	18 23 Multiple
February 2019	Added [Utilization Tab](#) 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.
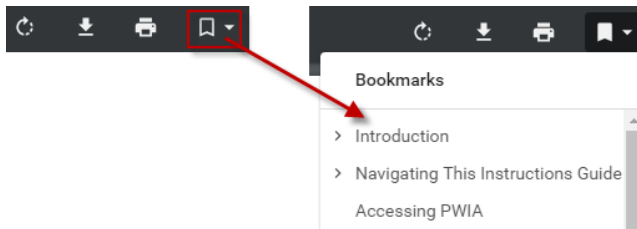
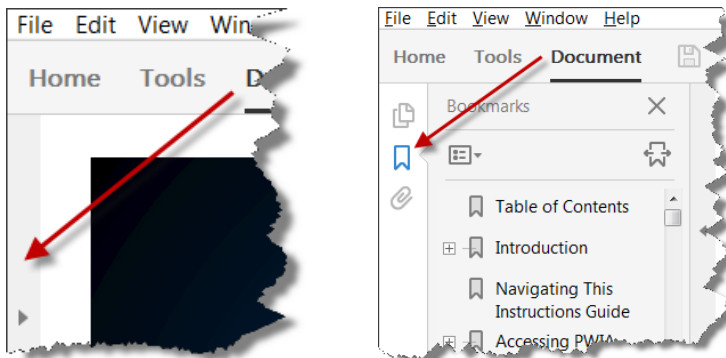   B. If you saved these instructions to your computer, select the panel on the right-hand side.

        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.
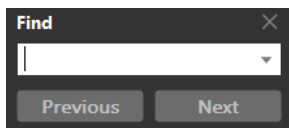
    Google

    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.
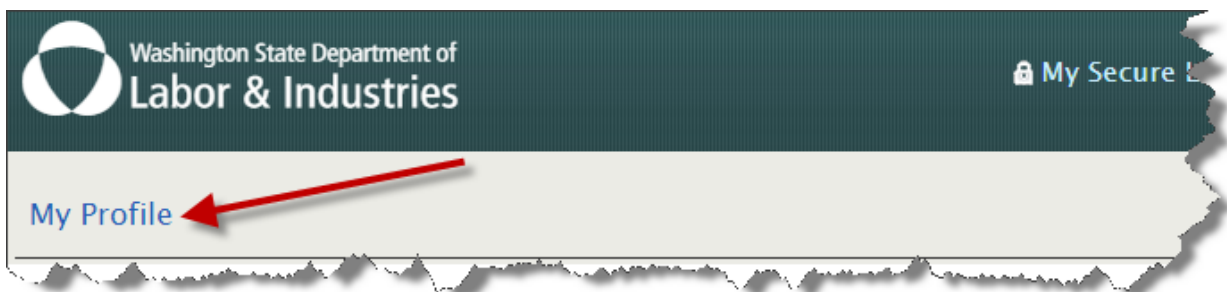
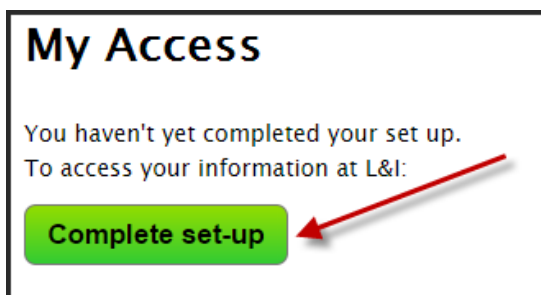**3.** Select **Get more access**.

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.

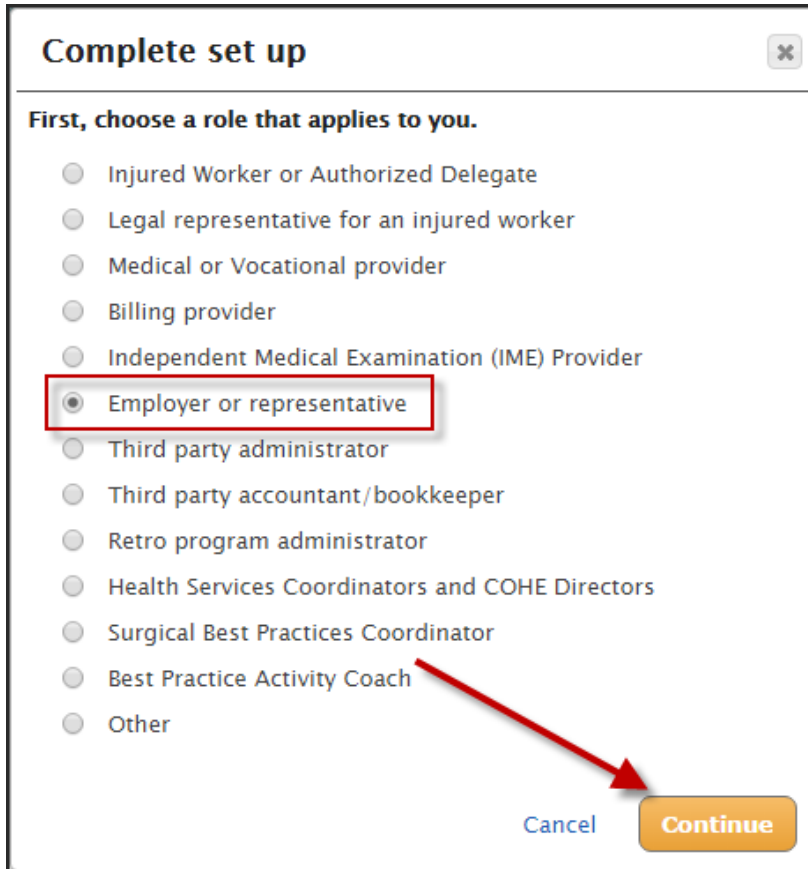**1.** Go to My L&I to set up your account and activate your profile.

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**.

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

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

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

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

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

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

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.

Accept   **Decline**

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.**

My tasks

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

Prevailing Wage   ✖

File an intent to pay prevailing wage or an affidavit of wages paid >

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.

Accept   **Decline**

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
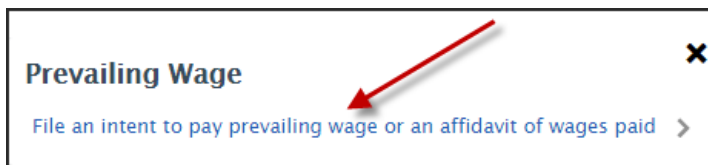
File Affidavit

[Intent ID]   **Create**

File Certified Payroll

[Intent ID]   **Create**

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

[Intent ID]   **View**

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.

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.

Show More Rows

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

Show Next/Previous Page of Records

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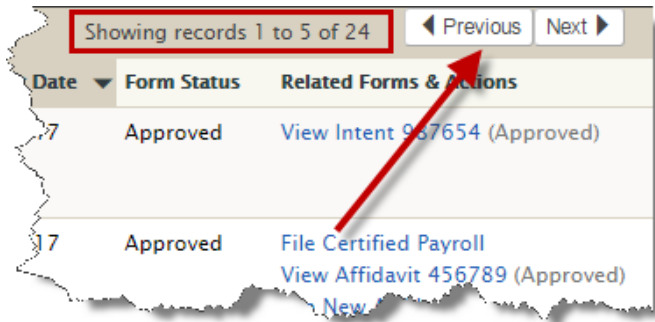
Information Buttons

Hover over or select to display help text.
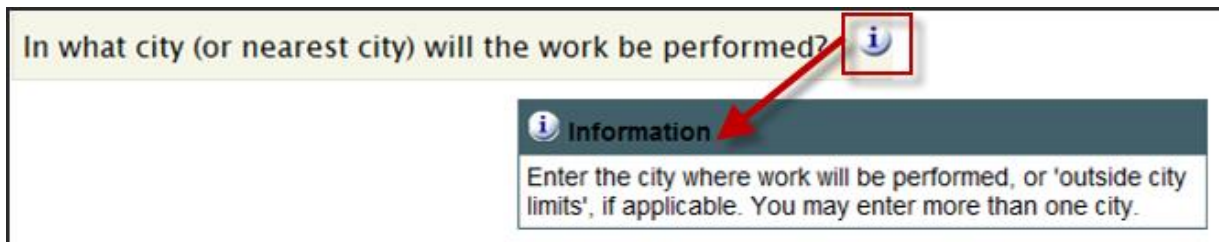
Orange Exclamation Marks

 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.
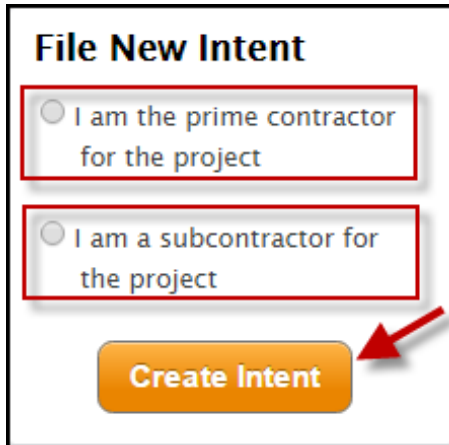
Plus or Minus Signs

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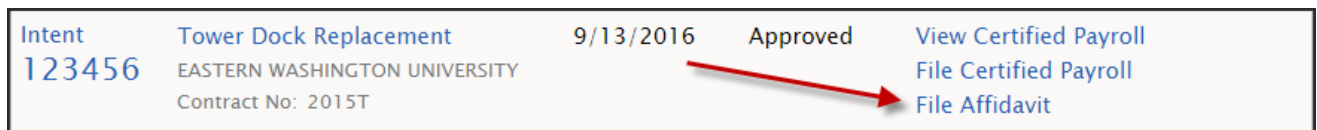
1. Use the quick action File Affidavit box on the left-hand side. Input your intent number and select **Create**.

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 | View Certified Payroll File Certified Payroll File Affidavit |

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.

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.
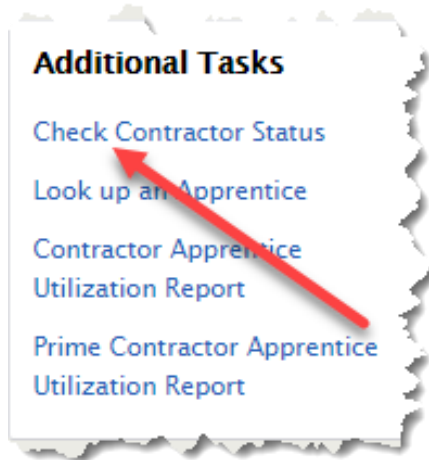
2. If you want to use a date in the past, enter/select the date in the **As of Date** box. Otherwise, leave the date as of today's date.

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 N**	**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.

Additional Tasks

Check Contractor Status

Look up an Apprentice

Contractor Apprentice
Utilization Report

Prime Contractor Apprentice
Utilization Report

Verify Workers' Comp
Coverage
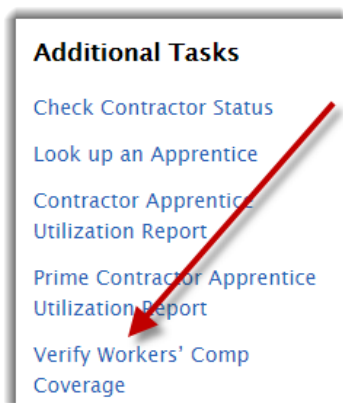
Verify workers' compensation insurance for your project

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 ② select ...

County ③ select ...

Journey Level Trade ④ select ...

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

select ...
select ...
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.

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

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 imitated 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.

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.

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 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.

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 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.

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
████████████████████	Account not found.	Your company Industrial Insurance Account Id is not found in our system.
████████████████████	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
████████████████		████████████	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 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.
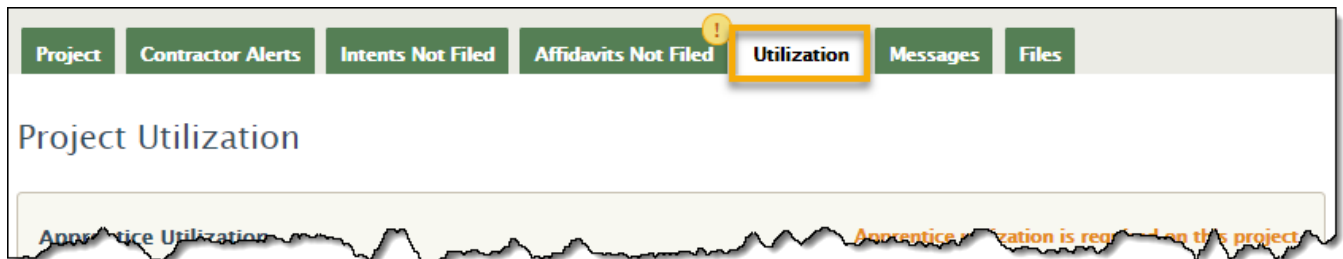
Apprentice Utilization

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.

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.

The Office of Minority and Women's Business Enterprises (OWMBE) 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. Learn more about OMWBE certified businesses.

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
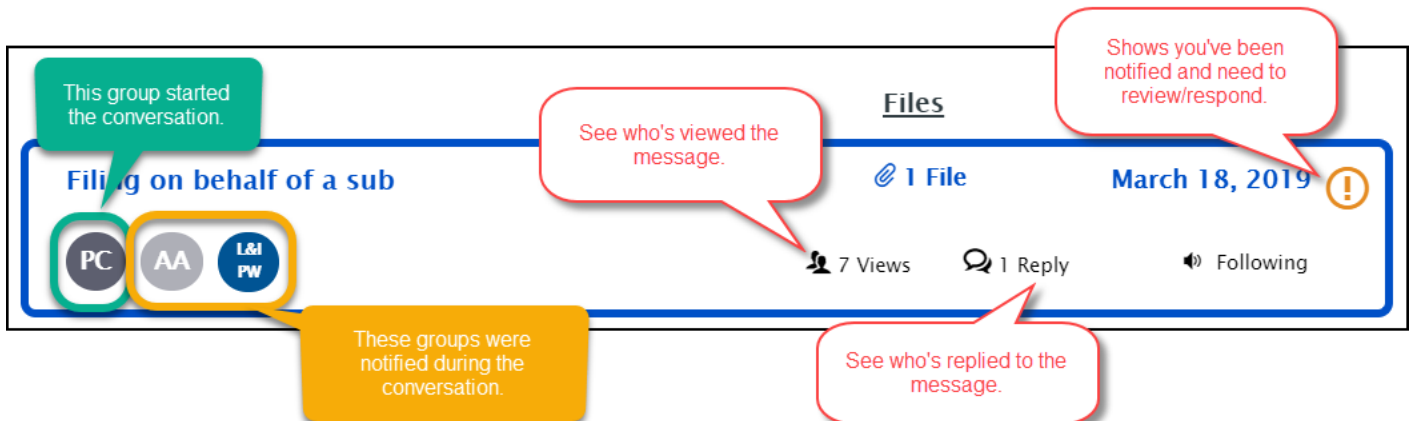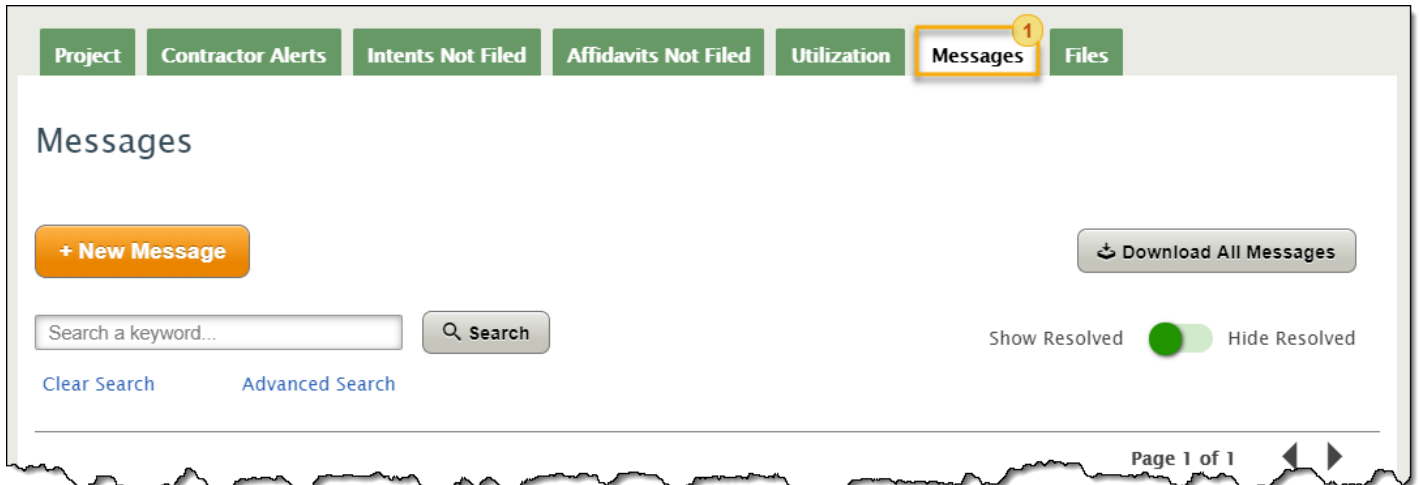
Create a New Message

1. Select **+ New Message**.

2. Give your message a title.

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

4. Type your message.

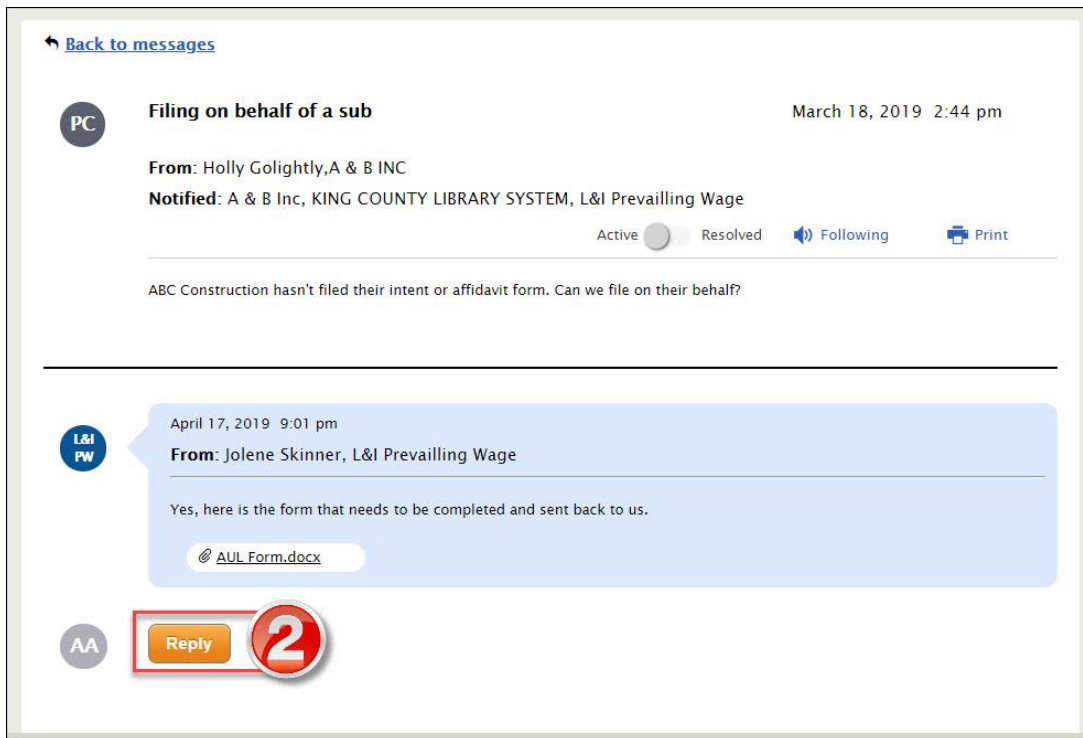> **Important:** Messages are subject to public disclosure and cannot be deleted.

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.

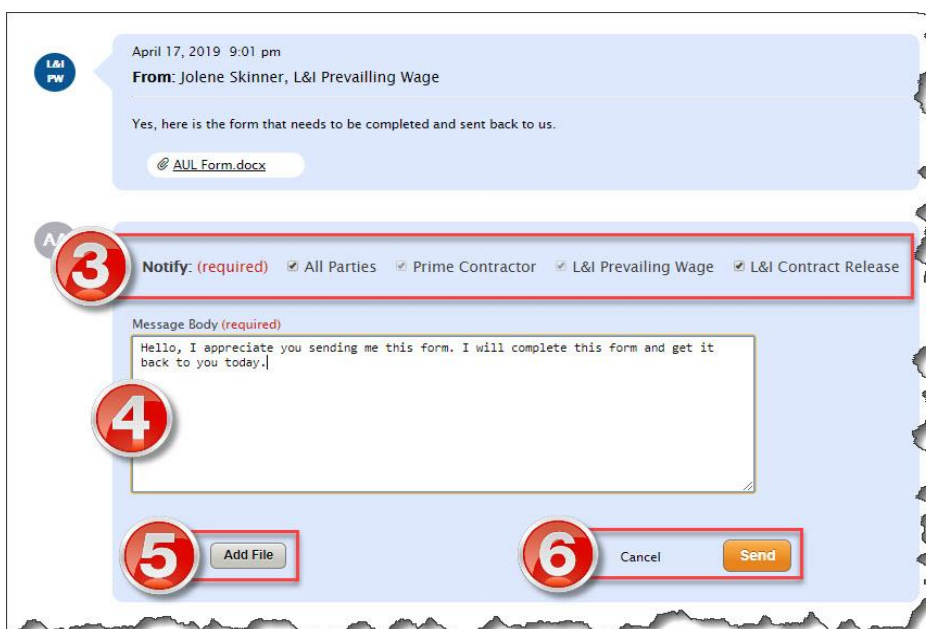2. Select **Reply** to join the conversation.

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.


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.

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.
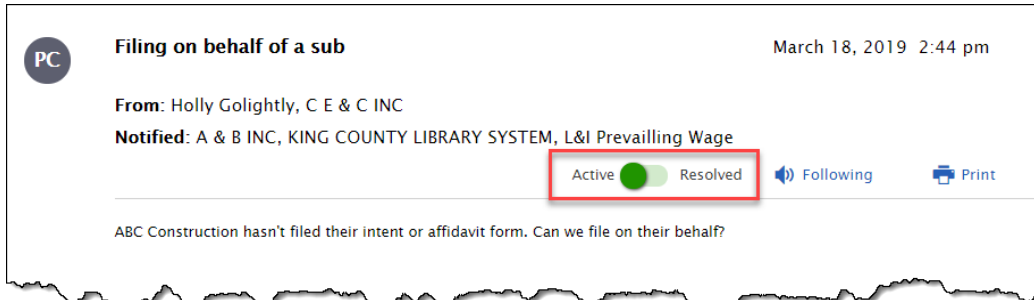
Download All Messages

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.
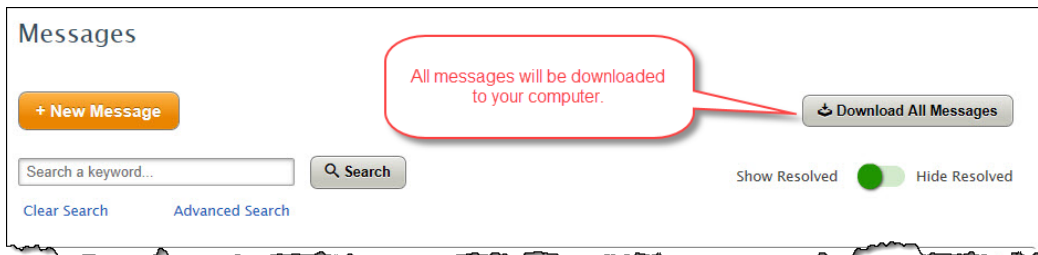
Files Tab

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.

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.

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**.

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.
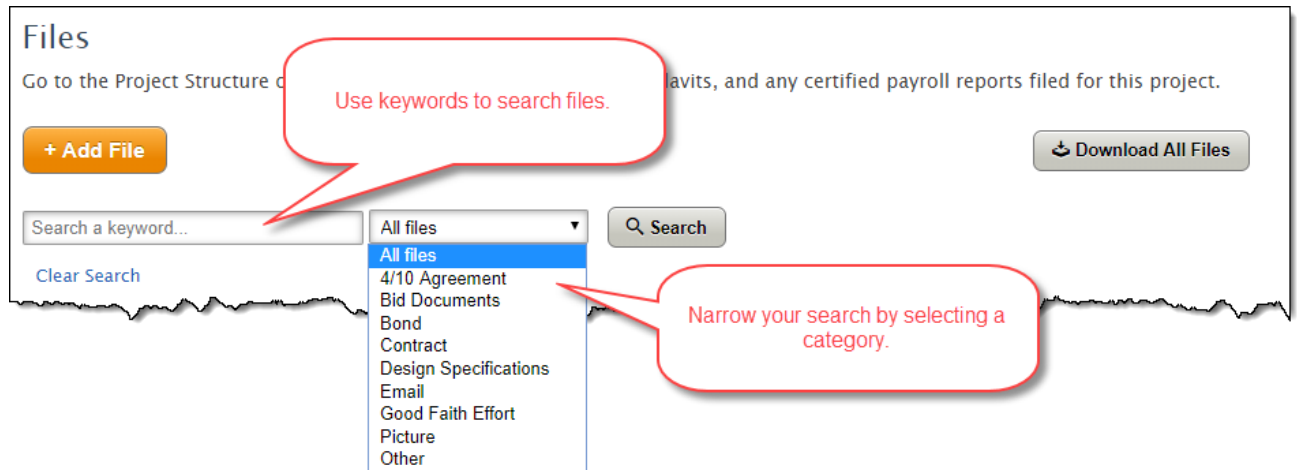
Download All Files

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 were certified payroll reports have already been started/filed via our online system. Go to the <u>Actions</u> column to either view all reports or file additional weekly reports.

General Requirements for Certified Payroll Reports

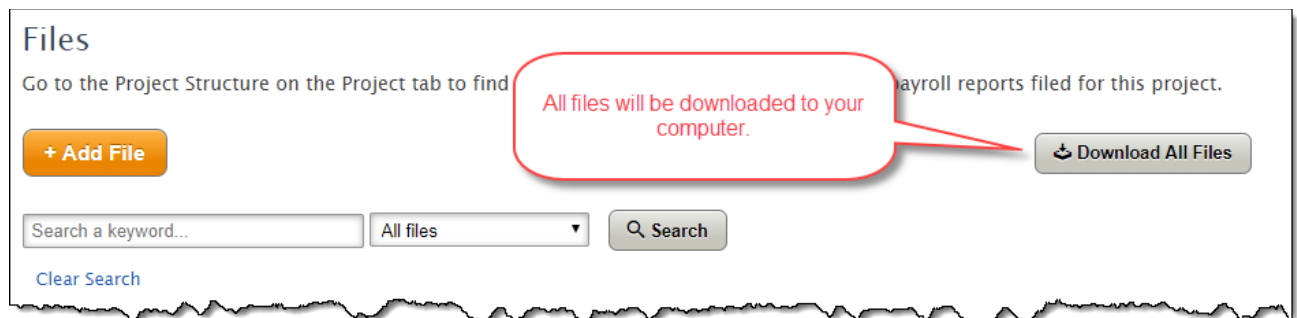Employers on public works projects are required to maintain and keep certain records *in addition* to the pay statements for each worker. Certified payroll reports are required to be filed online with L&I at least once a month for all public works projects. Each contractor must file their certified payroll 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: <u>RCW 39.12.010(4)</u>
- Payroll: <u>WAC 296-127-320</u>
- Usual Benefits: <u>Calculation Policy,</u> <u>WAC 296-127-014</u>, <u>WAC 296-127-01410</u>
- Eight Hour Day: <u>RCW 49.28.010</u>, <u>RCW 49.28.040</u>, <u>RCW 49.28.050</u>, <u>RCW 49.28.060</u>
- Ten Hour Day: <u>RCW 49.28.065</u>
- <u>Overtime Policy</u>

▶ **[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	File Certified Payroll View Affidavit 456789 (Approved) File New Affidavit

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	**Create**

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	View All Reports File Certified Payroll

1. Under **For the week ending:** enter or select the week ending date for the payroll you are entering. A pop-up calendar will appear.
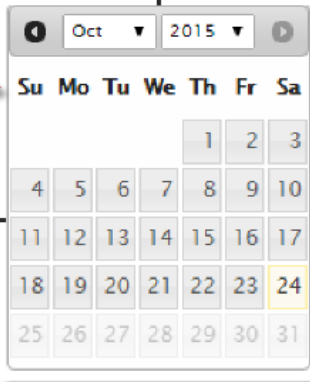
   Important: The ending day of the week (Saturday, Sunday, etc.) is set with the first report that is entered for the project and may not be changed.

Create Certified Payroll Report

For the week ending:

mm/dd/yyyy

Was any work performed this week?
○ Yes ○ No

Confirm   Cancel

| ◀ | Oct ▼ | 2015 ▼ | ▶ |

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

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

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

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:

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 <u>How Do I Add A New Employee?</u> or

<u>How Do I Choose Existing Employees?</u>

> *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**.

3. When all information on this page is correct, select **Next: Enter Hours** to continue to <u>Step 2: Enter hours worked and deductions</u>.

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:

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:

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.

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.

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.

Create a No Work Performed Report

Continuing from Create a Weekly Certified Payroll Report, select **No** and **Confirm**.

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.

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.

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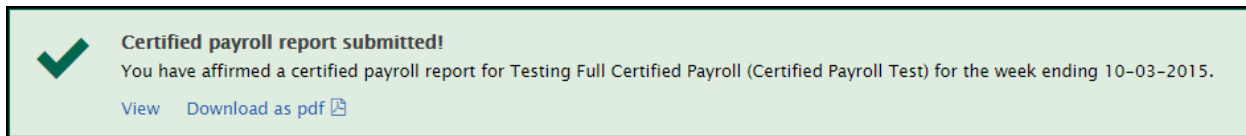
3b. If everything is *not* correct, select **Back to view all reports** at the top or bottom of the page to cancel the report and go back to the *View All Certified Payroll Reports* screen for the project.

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.

2. Enter the employee's personal information.

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

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

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.

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.

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.

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

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

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

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

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

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.

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 <u>My Certified Payroll</u> section and select **View All Reports** under the *Actions* column.

123456	Tower Repairs	1/14/2017	View All Reports
	ISLAND COUNTY PUBLIC WORKS		File Certified Payroll
	Contract No: 2017–ABCD		

1. 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:

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	View Create amendment

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

Carpenter, Cal	123 123rd St Olympia, WA 98555	Carpenters, Carpenter (Lewis)	$40.00/hr	$11.00/hr total benefits	Amend Remove

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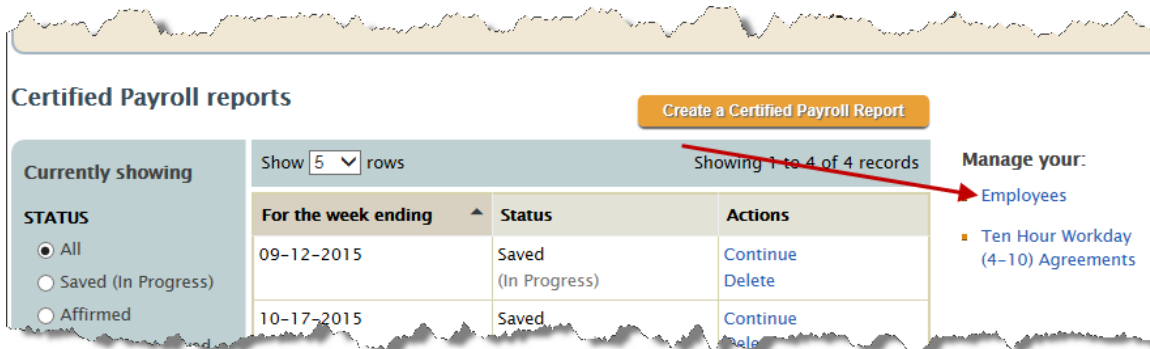
> ✓ **Certified payroll report submitted!**
> You have affirmed a certified payroll report for Testing Full Certified Payroll (Certified Payroll Test) for the week ending 10-03-2015.
> View   Download as pdf 🗎

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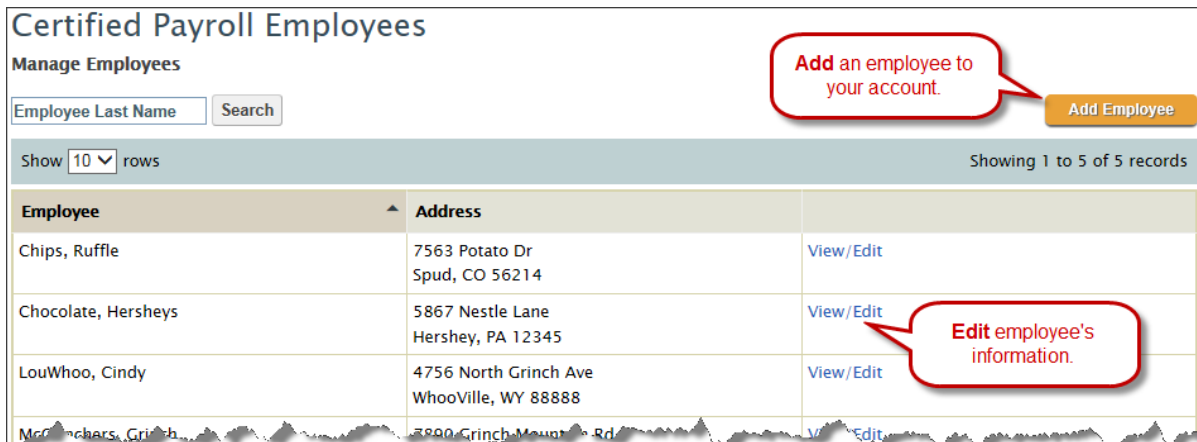
2. Select **View/Edit** for an employee to edit their information or select **Add Employee** to add an employee to your account.

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.

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**.

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

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

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:

2. Select **Browse** to browse your files and select the 4-10 agreement you want to upload.

3. Choose the type of agreement you are uploading.

4. Select the date the agreement expires.

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

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

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.

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**.

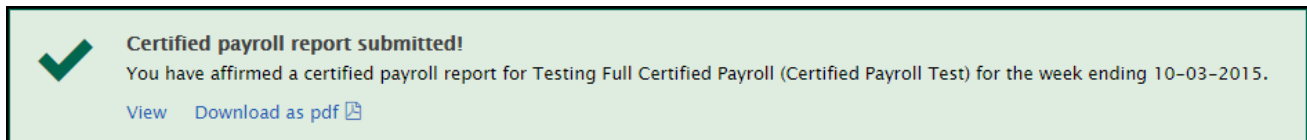## Submit Certified Payroll Reports to Interested Parties

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.

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

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

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

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

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

View Certified Payroll Report
Testing Full Certified Payroll (Contract No. Certified Payroll Test)   PDF
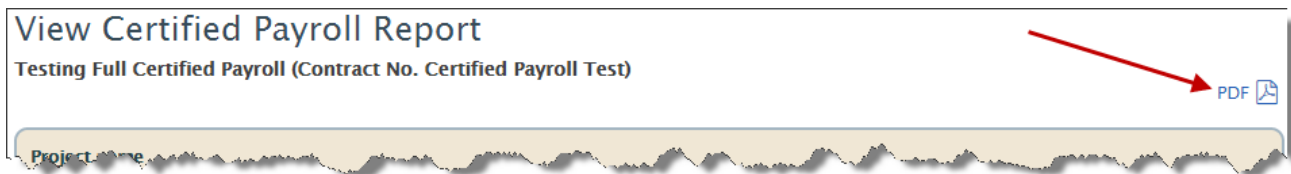
Social Security Number on Certified Payroll Reports

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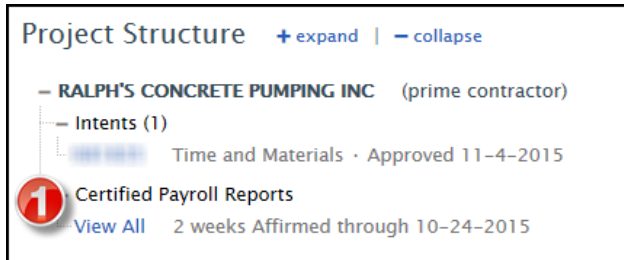
> ***Important:*** You still need to validate the payroll information meets the minimum requirements for prevailing wage. Our system provides validation but allows contractors to enter information that may not meet the minimum requirements.

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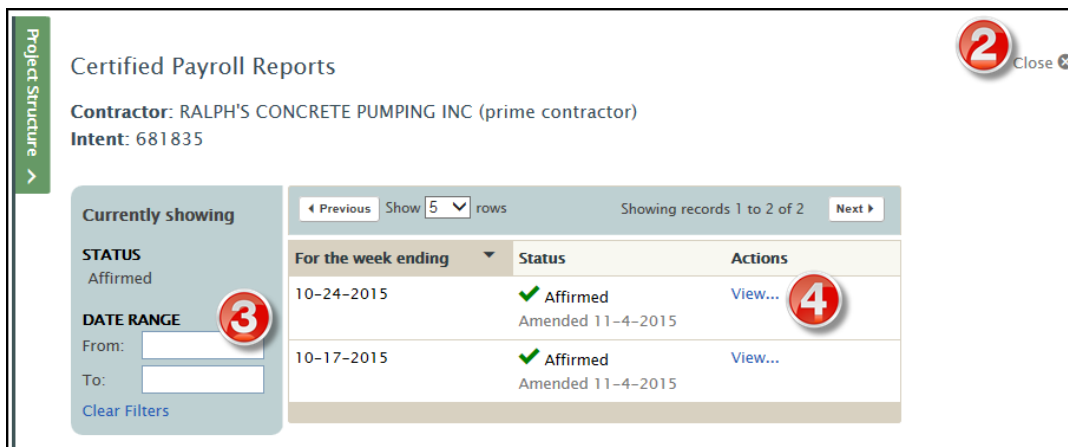
2. Select **Close** to close the *Certified Payroll Reports* view and go back to the *Project Structure*.

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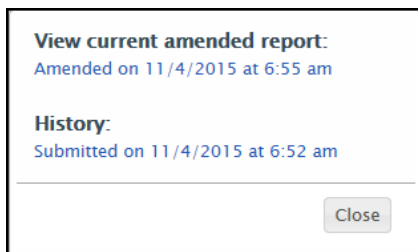
The report will open up to show you all payroll information for each employee. Your screen should look similar to the following illustration:

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

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

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 violati **(8)** CW 39.12.050 subject to prosecution, sanctions, and penalties.

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

(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**.

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**.

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.

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.

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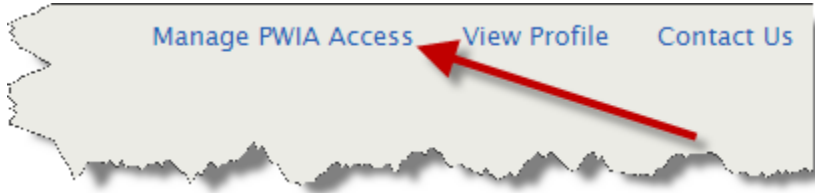
2. Select which users you want to grant access to view your intents, affidavits, or certified payroll reports and/or gain access to view intents and affidavits filed by another user.

    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	☐	☑	☐	☑
Princess Leia	ANDERSON MASONRY	☐	☑	☐	☐
Sheev Palpatine	Anderson Masonry	☐	☑	☐	☐
Zorra Zabawski	Anderson Masonry	☑	☑	☐	☑

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.