

# 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: March 2026*

Prevailing Wage Program

360.902.5335

PW1@Lni.wa.gov



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.

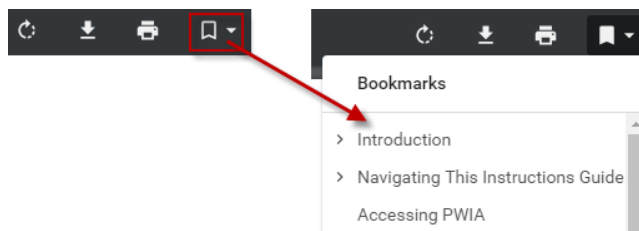
## Navigating This Instructions Guide

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.

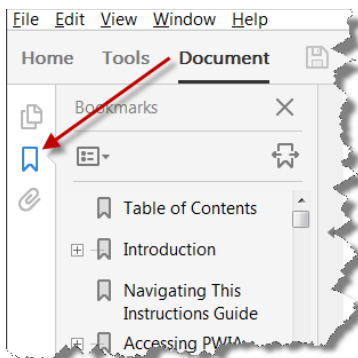
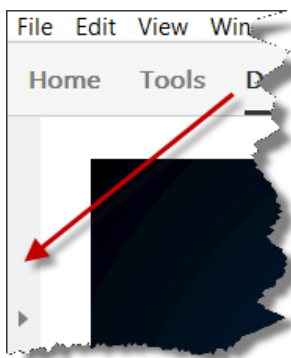
- A. If you are viewing these instructions on our website, move your mouse to the top right-hand corner of the page and a black bar will appear.

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.



- 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

Find:  Previous Next

#### Adobe Acrobat

Find

Previous Next

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**.

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

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

*Yes, I have an existing account.*

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



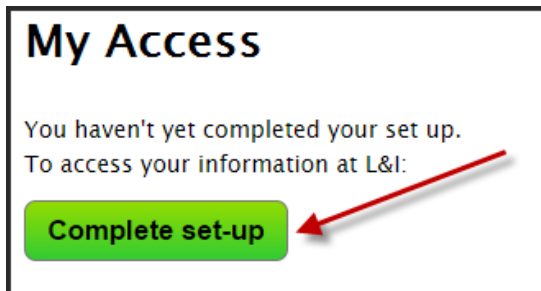
3. Select **Get more access**.



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.*

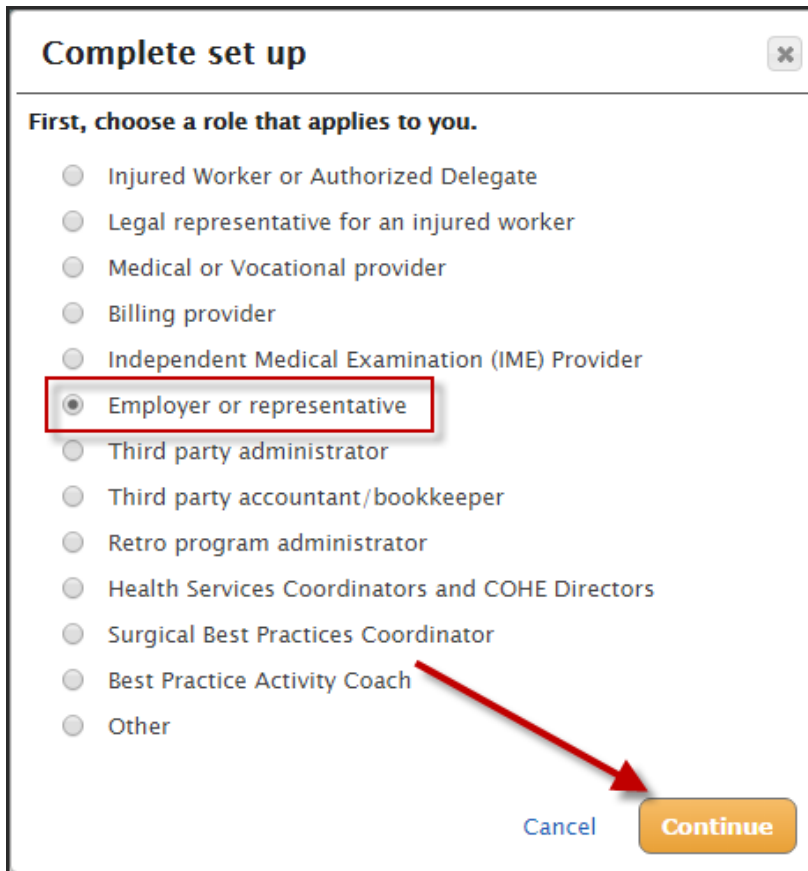
1. Go to [My L&I](#) to set up your account and activate your profile.
2. Log back into [My L&I](#) and select **Complete set-up**.



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**.



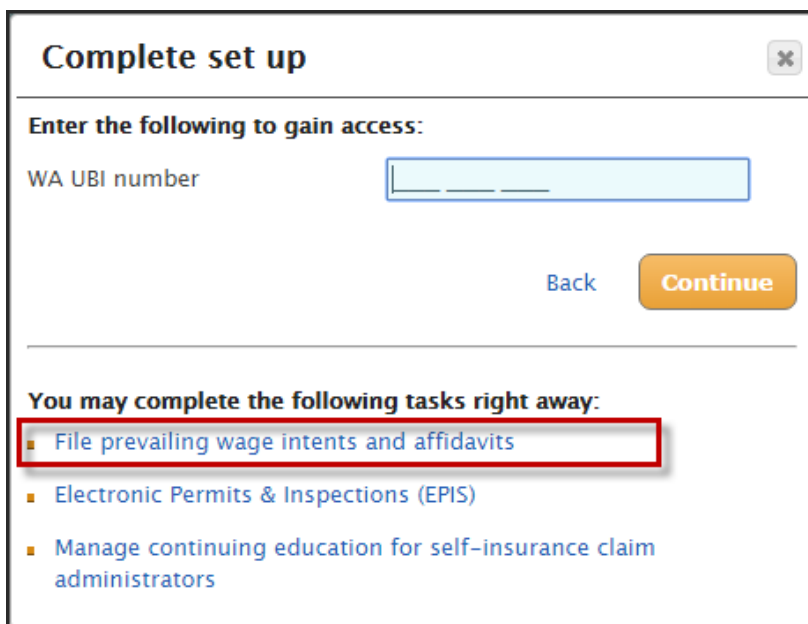
**Complete set up**

First, choose a role that applies to you.

- ☐ 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

[Cancel](#) [Continue](#)

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



**Complete set up**

Enter the following to gain access:

WA UBI number

[Back](#) [Continue](#)

---

You may complete the following tasks right away:

- ☒ **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.

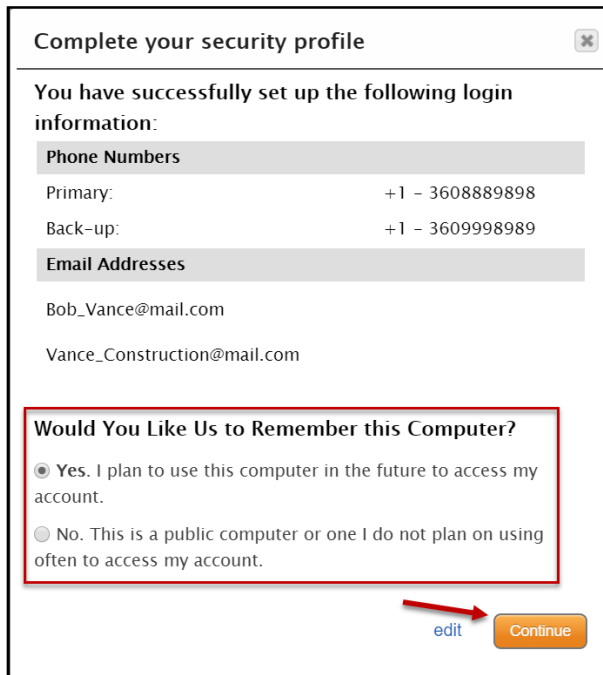
Primary phone: (360) 888-9898

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

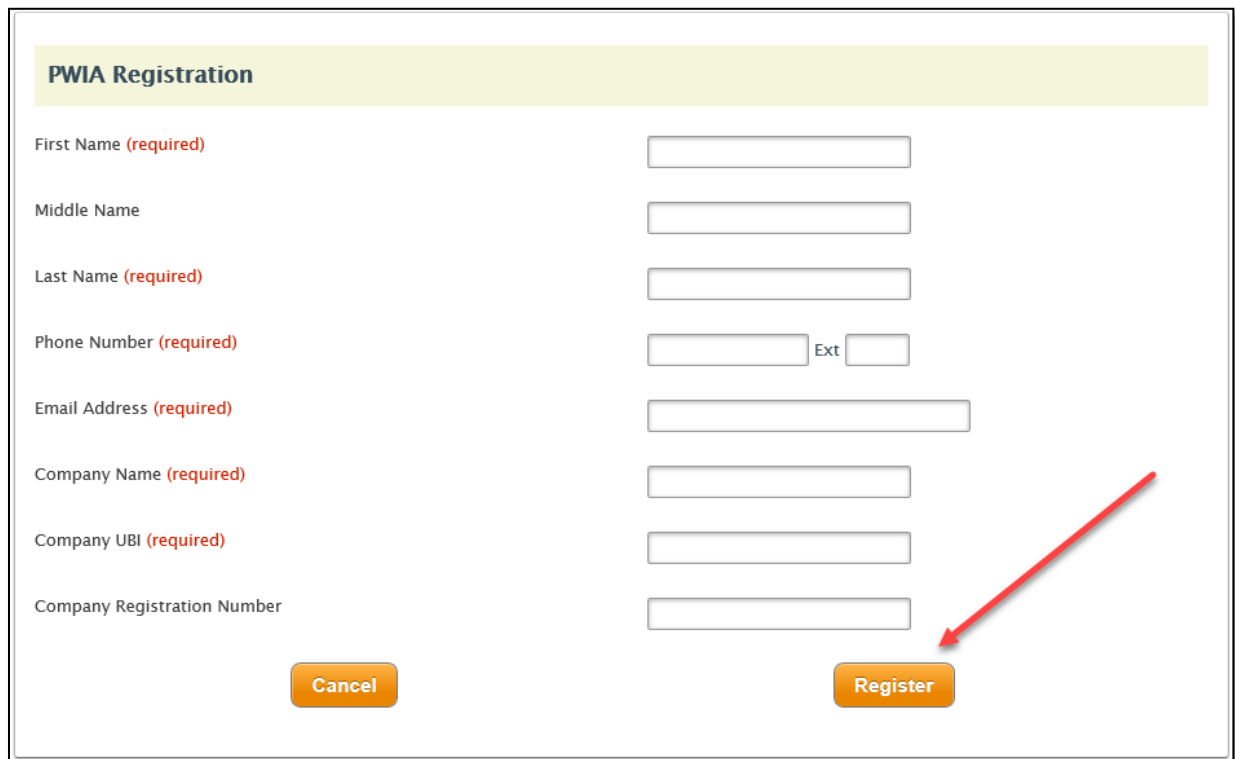
**Would You Like Us to Remember this Computer?**

☒ 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.

 **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**.**



**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.

 **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                                                                                                                                                                       |                                                                                        | Quick Navigation Actions                                                                                                                                                                                                                                                                   |                                                                                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| <b>File New Intent</b><br><input type="radio"/> I am the prime contractor for the project<br><input type="radio"/> I am a subcontractor for the project<br><a href="#">Create Intent</a> | <b>File Affidavit</b><br><input type="text" value="Intent ID"/> <a href="#">Create</a> | <b>Additional Tasks</b><br><a href="#">Check Contractor Status</a><br><a href="#">Look up an Apprentice</a><br><a href="#">Contractor Apprentice Utilization Report</a><br><a href="#">Prime Contractor Apprentice Utilization Report</a><br><a href="#">Verify Workers' Comp Coverage</a> | <b>View Project Structure</b><br><input type="text" value="Intent ID"/> <a href="#">View</a> |
| <b>File Certified Payroll</b><br><input type="text" value="Intent ID"/> <a href="#">Create</a><br><hr/> <b>Upload Certified Payroll</b><br><a href="#">Submit Payroll in XML File</a>    |                                                                                        |                                                                                                                                                                                                                                                                                            |                                                                                              |

### Middle Section

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

|                                   |       |
|-----------------------------------|-------|
| <b>Items Awaiting Your Action</b> | ! 6 + |
| <b>My Intents and Affidavits</b>  | 24 +  |
| <b>My Projects</b>                | 12 +  |
| <b>My Certified Payroll</b>       | 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

Project Name or Contract No.

Awarding Agency

Submitted From To

## 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<br>123456 | Tower Repairs<br>ISLAND COUNTY PUBLIC WORKS<br>Contract No: 2017-ABCD         | 2/3/2017    | Approved    | View Intent 987654 (Approved) |
| Intent<br>654321    | Tower Dock Replacement<br>ISLAND COUNTY PUBLIC WORKS<br>Contract No: 2016-XYZ | 2/2/2017    | Approved    | View Intent 987654 (Approved) |

This column has been sorted in ascending order.

## Show More Rows

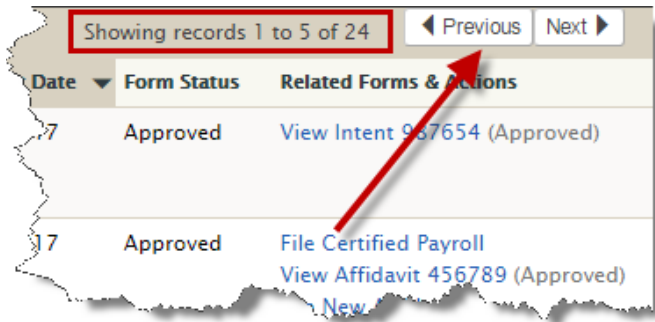
Select the drop down above the search results to show more rows.

Show  rows

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

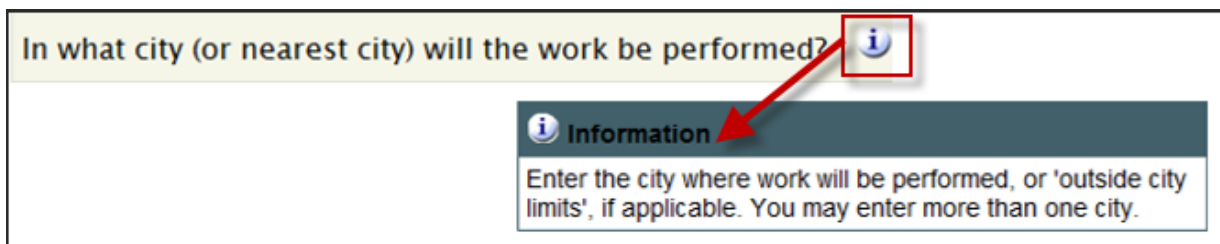
## Show Next/Previous Page of Records

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

If you are the Prime Contractor, you will need to verify if Apprentice Utilization is required, and if an Apprentice Utilization Plan is required. If an Apprentice Utilization Plan is required, then you have the option to *Add a File* during the filing of the intent.

Is apprentice utilization required? (required)

☒ Yes
 ☐ No

Is apprentice utilization plan required? (required)

☒ Yes
 ☐ No

Add File

## 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.

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

### File New Affidavit

Create

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

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

## 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.

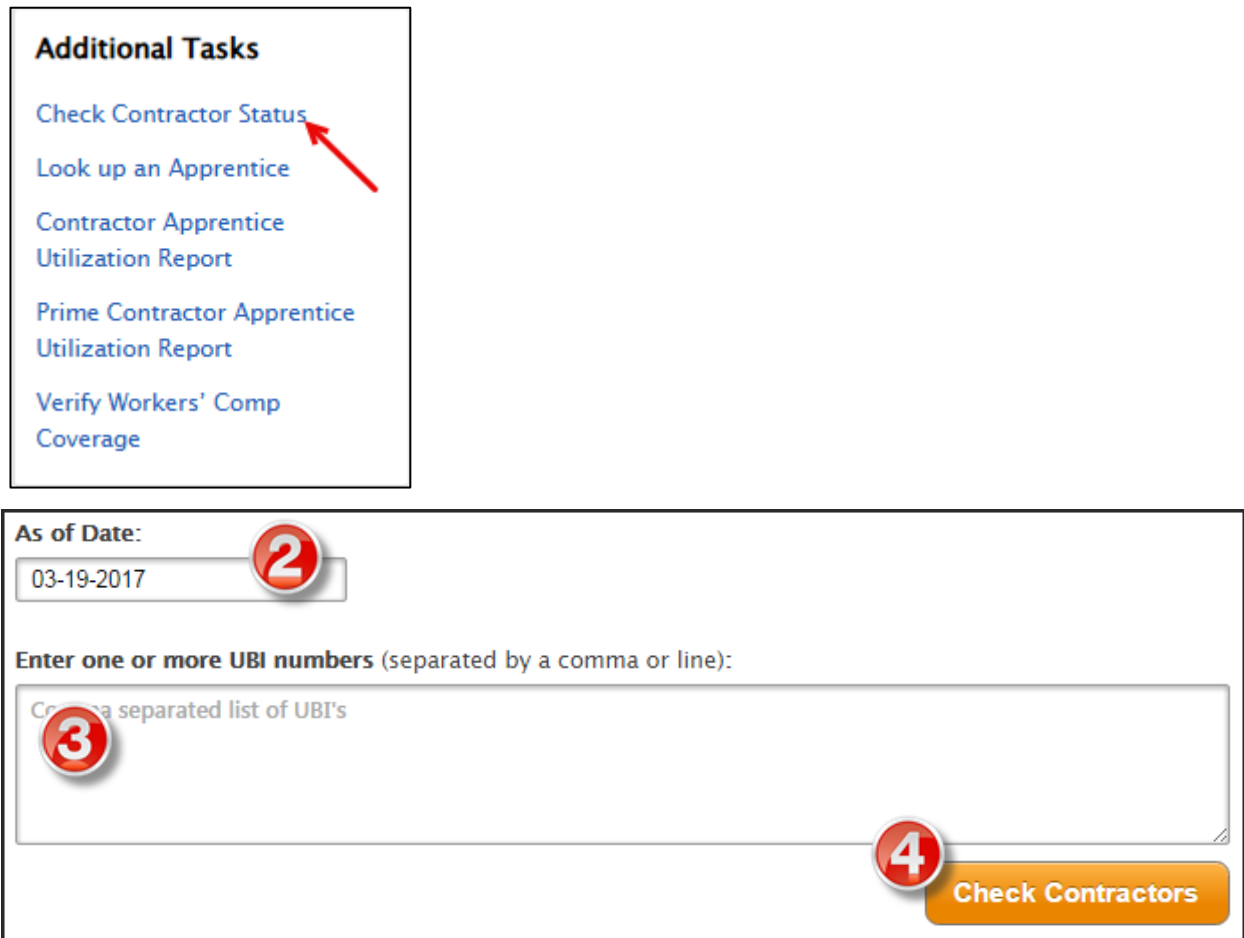
**Status:** In Progress  
**Duration:** 20 minutes

## 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.



The screenshot shows the 'Check Contractor Status' tool interface. A red arrow points to the 'Check Contractor Status' link in the 'Additional Tasks' sidebar. The main form has four numbered callouts: 1 points to the 'As of Date' dropdown (showing 03-19-2017), 2 points to the 'Enter one or more UBI numbers' text input field (containing a placeholder 'Comma separated list of UBI's'), 3 points to the 'Check Contractors' button, and 4 points to the 'Check Contractors' 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**.

- 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       | <a href="#">ZYXWVUT878OR</a> ACTIVE | Account Open  | Not Debarred     |
| 611 222 333                        | JOHN S       | <a href="#">ABCDEF901CR</a> 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

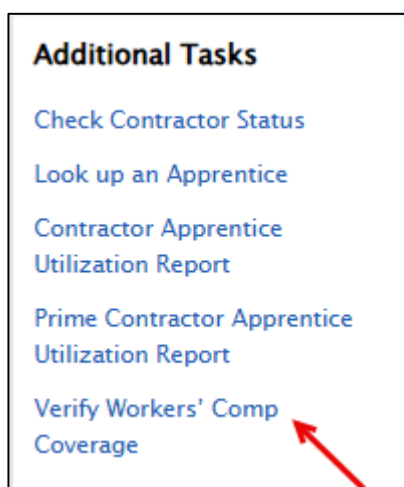
This tool allows you to quickly verify you have the correct **workers' compensation** risk classifications when bidding and reporting work performed on public works projects. The tool uses your Prevailing Wage Trade and Occupation and your company's assigned workers' compensation risk classifications 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.

- 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                 | <a href="#">Verify Coverage</a> |
| Bridge, Dock And Wharf Carpenters | <a href="#">Verify Coverage</a> |
| Carpenter                         | <a href="#">Verify Coverage</a> |
| Carpenters on Stationary Tools    | <a href="#">Verify Coverage</a> |
| Creosoted Material                | <a href="#">Verify Coverage</a> |
| Floor Finisher                    | <a href="#">Verify Coverage</a> |
| Floor Layer                       | <a href="#">Verify Coverage</a> |
| Scaffold Erector                  | <a href="#">Verify Coverage</a> |

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

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                                         |  | 7 | Rate/Hour    |                                                                                                                                           |
|----------------------------------------------------|--|---|--------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| + Bridge, Bulkhead and Tunnel Construction (0201)  |  |   | \$3.1051     | This shows that you have this Risk Class assigned and your rate per hour.                                                                 |
| + Pile Driving with Water Hazard (0202)            |  |   | Not Assigned |                                                                                                                                           |
| + Concrete Work – Streets and Roads (0214)         |  |   | \$2.7145     |                                                                                                                                           |
| + Concrete Work – Foundations and Sidewalks (0217) |  |   | \$2.3109     | 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. |

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

- Verify you have the correct risk classification or if you need to have one assigned for the type of work you will be performing.
- 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                              |                                                                                                                  |                             |                             |
|---------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|-----------------------------|-----------------------------|
| Show 5 rows                                             |                                                                                                                  | Showing records 1 to 5 of 6 |                             |
| Project                                                 | Details                                                                                                          | Bid Due Date                | Action                      |
| Tower Dock Replacement<br>EASTERN WASHINGTON UNIVERSITY | The awarding agency has requested that you file an intent for this project..<br><br>Requested On Date: 9/7/2016  | 9/7/2016                    | <a href="#">File Intent</a> |
| Tower Repairs<br>ISLAND COUNTY                          | The awarding agency has requested that you file an intent for this project..<br><br>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: **Both Intents and Affidavits** Intent or Affidavit Status: **Any**

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

**Select to search only intents or only affidavits.**

**Select the form to view it.**

**Select the project name to view project information.**

**See related forms and take additional actions.**

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

### 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.

Intent or Affidavit Status

Any ▼

Any

Approved

Correction Notice Sent

Draft

Pending

Submitted

Unfunded

## 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** 346

**Search My Projects**

Project Name or Contract No. Bid Due From To Prime Contractor

Project Name or Contract mm/dd/yyyy mm/dd/yyyy ☐ Only where I am the prime

Awarding Agency L&I's Retainage Status ☐ Hide projects with final payroll

Awarding Agency All ☐ Hide projects with final payroll

Clear Search Search

Show 5 Showing records 1 to 5 of 346 Previous Next

| Project                                                              | Bid Due Date | Prime Contractor | Retainage Status          |
|----------------------------------------------------------------------|--------------|------------------|---------------------------|
| Testing 1213<br>NASELLE SCHOOL DISTRICT #150<br>Contract No: 9191213 | 8/1/2024     | PEASE / SONS INC | NOC Pending<br>Acceptance |

Quickly view projects where you are the prime

Select to view project information

Select to hide projects with final payroll

## 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 | Payroll |
|--------------------------------------------------------------|---------------------------------------------------------|----------------------------------------|-------------------------------------------------------|-------------|----------|-------|---------|
| <b>Project Overview</b>                                      |                                                         |                                        |                                                       |             |          |       |         |
| Project name<br>Test Int 03142025                            | Contract no.<br>Test Int 03142025                       | Award Date<br>3/14/2025                | Prime Contractor Name<br>BEAVER VALLEY ELECTRICAL LLC |             |          |       |         |
| Job site<br>Test Int 03142025                                | Project cost<br>\$500,000.00                            | Bid Date<br>3/14/2025                  | Phone number<br>509-763-4344                          |             |          |       |         |
| Description<br>Test Int 03142025                             | Contract Type<br>Bid-Build (Traditional)                | L&I Account ID<br>64367500             | WA UBI Number<br>604109044                            |             |          |       |         |
| L&I Notice of Completion Status<br>NOC Received on 4/22/2025 | Awarding Agency<br>TRANSPORTATION, WASH STATE DEPT OF   | Contractor License no.<br>BEAVEVE834JM |                                                       |             |          |       |         |
| L&I Certificate of Release<br>Not Released                   | Awarding Agency Contact Name<br>Test User, 111-111-1111 | Federally Funded Project<br>Yes        |                                                       |             |          |       |         |
| Apprentice Utilization Required<br>Yes                       |                                                         |                                        |                                                       |             |          |       |         |
| OMWBE Utilization Required<br>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

- DAWSON CONSTRUCTION LLC (prime contractor)
  - Intents (1)
    - 876209 \$55,000,000.00 - Approved 1-16-2025

Select the Intent ID or Affidavit ID to view the form
  - Affidavits (1)
    - 752260 \$55,000,000.00 - Approved 1-16-2025
  - Certified Payroll Reports
    - View All 4 weeks Affirmed through 1-11-2025

Select to view Certified Payroll Reports
  - Requests for Certified Payroll (2)
    - View Requests 1 open out of 2 total

Select to View Requests or Create a New Payroll Request
    - Create a New Payroll Request
  - 4/10 agreements (1)
    - For intent 876209

Select to View 4-10 Agreements
  - Subcontractors (1)
    - CHAMP CONSTRUCTION INC

Shows the # of subcontractors hired by the contractor

      - Intents (1)
        - 876211 \$25,000,000.00 - Approved 1-16-2025
      - Affidavits (1)
        - 752258 \$25,000,000.00 - Approved 1-16-2025
      - Certified Payroll Reports
        - View All 4 weeks Affirmed through 1-11-2025
      - Requests for Certified Payroll (1)
        - View Requests 1 open out of 1 total
        - Create a New Payroll Request

## 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 |            |            | 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.

Project
Contractor Alerts
Intents Not Filed
Affidavits Not Filed
**Utilization**
Messages
Files
Payroll

Project Utilization

### Apprentice Utilization

When indicated as required on your project, go to the Utilization tab to view, manage, track, and report apprentice utilization. The Awarding Agency and Prime Contractor are able to upload *Approved Apprentice Utilization Plans* throughout the life of the project.

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.

Project
Contractor Alerts
Intents Not Filed
Affidavits Not Filed
**Utilization**
Messages
Files
Payroll

Project Utilization

Apprentice Utilization

Apprentice utilization is required on this project.

Approved Plan

Add File

| File Name       | Uploaded By | Date      | Revised? |
|-----------------|-------------|-----------|----------|
| Test AUP 2.docx | AA          | 3/10/2026 | No       |

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.](#)

Based On Certified Payroll Reports: ⓘ

Journey Level Hours: 0  
Apprentice Hours: 0  
Apprentice Utilization Percentage: 0%

Based On Affidavits: ⓘ

**Not all affidavits have been filed.**  
Journey Level Hours: 0  
Apprentice Hours: 0  
Apprentice Utilization Percentage: 0%

Reports:

Project Apprentice Utilization By Contractor  
Project Apprentice Utilization By Trade

#### 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

The screenshot shows the 'Messages' tab selected in the top navigation bar. Below the navigation bar, the 'Messages' section includes a '+ New Message' button, a 'Download All Messages' button, a search bar with 'Search a keyword...' and a 'Search' button, and a toggle for 'Show Resolved' (currently on) and 'Hide Resolved'.

This screenshot shows a message conversation titled 'Filing on behalf of a sub'. It includes callouts explaining various features: 'This group started the conversation.' points to the group icons (PC, AA, LM, PW); 'See who's viewed the message.' points to the '7 Views' indicator; 'See who's replied to the message.' points to the '1 Reply' indicator; and 'Shows you've been notified and need to review/respond.' points to the date 'March 18, 2019' and a warning icon. A 'Files' section shows '1 File'. A callout also points to the group icons, stating 'These groups were notified during the conversation.'

### Create a New Message

1. Select **+ New Message**.

This screenshot shows the 'Messages' section with a red arrow pointing to the '+ New Message' button. The interface includes the same search bar, 'Search' button, and 'Show Resolved'/'Hide Resolved' toggle as the previous screenshot.

The screenshot shows a 'New Message' form. At the top is a 'Message Subject (required)' field with a red circle '2' next to it. Below this is a 'Notify: (required)' section with four checkboxes: 'All Parties', 'L&I Prevailing Wage', 'L&I Contract Release', and 'Prime Contractor', with a red circle '3' next to the entire section. Below the notification section is a 'Message Body (required)' text area with the placeholder 'Type your message here...' and a red circle '4' next to it. At the bottom left is an 'Add File' button with a red circle '5' next to it. At the bottom right are 'Cancel' and 'Post Message' buttons, with a red circle '6' next to the 'Post Message' button.

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.

The screenshot shows a list of messages. The first message is 'Filing on behalf of a sub' with a red circle '1' next to it. It has '1 File' and 'March 18, 2019' listed. Below the message title are three circular icons: 'PC', 'AA', and 'L&I PW'. To the right of the icons are '8 Views' and '1 Reply'. The second message is 'Question about next steps' with 'March 18, 2019' listed. It has the same three circular icons, a green checkmark and the word 'Resolved', '4 Views', and '1 Reply'.

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.

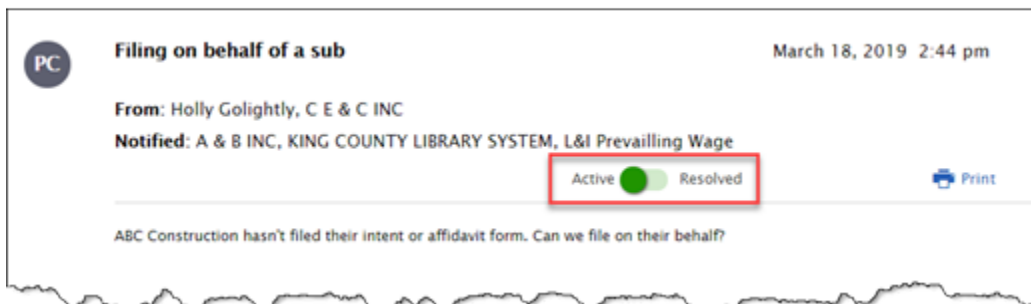
### Search All Messages

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



### 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.

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

### Add a File

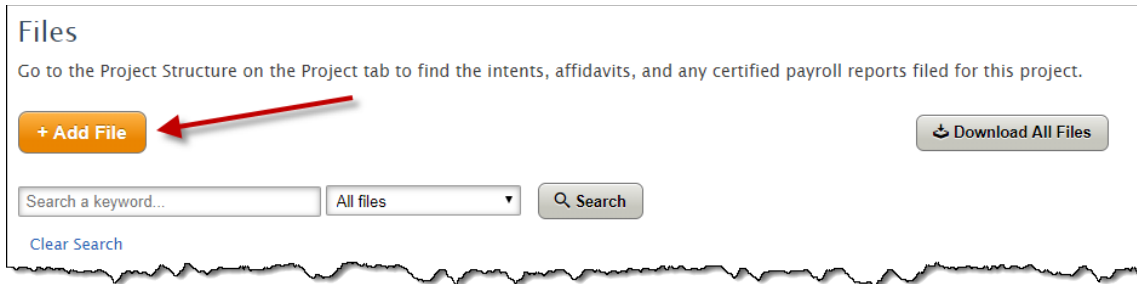
Add a file to the project. Here are some examples of files that can be uploaded:

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

**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.



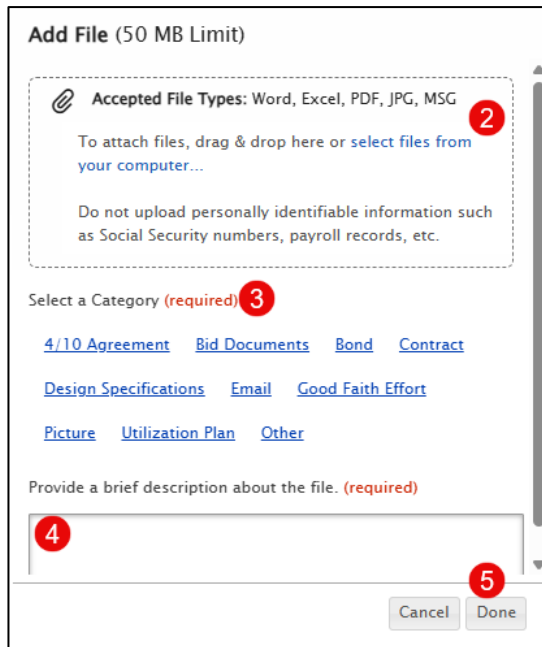
**Files**

Go to the Project Structure on the Project tab to find the intents, affidavits, and any certified payroll reports filed for this project.

[+ Add File](#) [Download All Files](#)

Search a keyword... All files [Search](#)

[Clear Search](#)



**Add File (50 MB Limit)**

**Accepted File Types:** Word, Excel, PDF, JPG, MSG

To attach files, drag & drop here or [select files from your computer...](#)

Do not upload personally identifiable information such as Social Security numbers, payroll records, etc.

Select a Category **(required)**

[4/10 Agreement](#) [Bid Documents](#) [Bond](#) [Contract](#)  
[Design Specifications](#) [Email](#) [Good Faith Effort](#)  
[Picture](#) [Utilization Plan](#) [Other](#)

Provide a brief description about the file. **(required)**

[Cancel](#) [Done](#)

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.

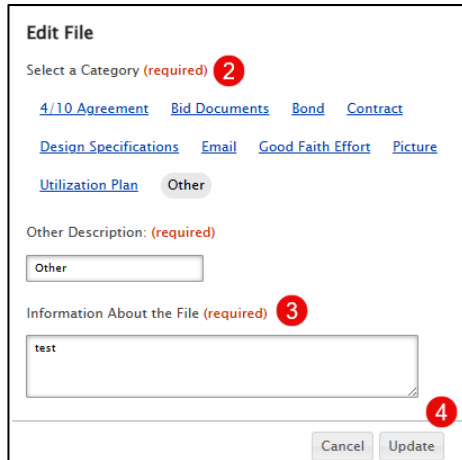
4. Provide a brief description about the file.

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 'Edit File' form contains the following elements:

- Select a Category (required)** 2: A group of buttons for file categories: 4/10 Agreement, Bid Documents, Bond, Contract, Design Specifications, Email, Good Faith Effort, Picture, Utilization Plan, and Other.
- Other Description: (required)**: A text input field with the placeholder text 'Other'.
- Information About the File (required)** 3: A larger text input field containing the text 'test'.
- Buttons** 4: 'Cancel' and 'Update' buttons at the bottom right.

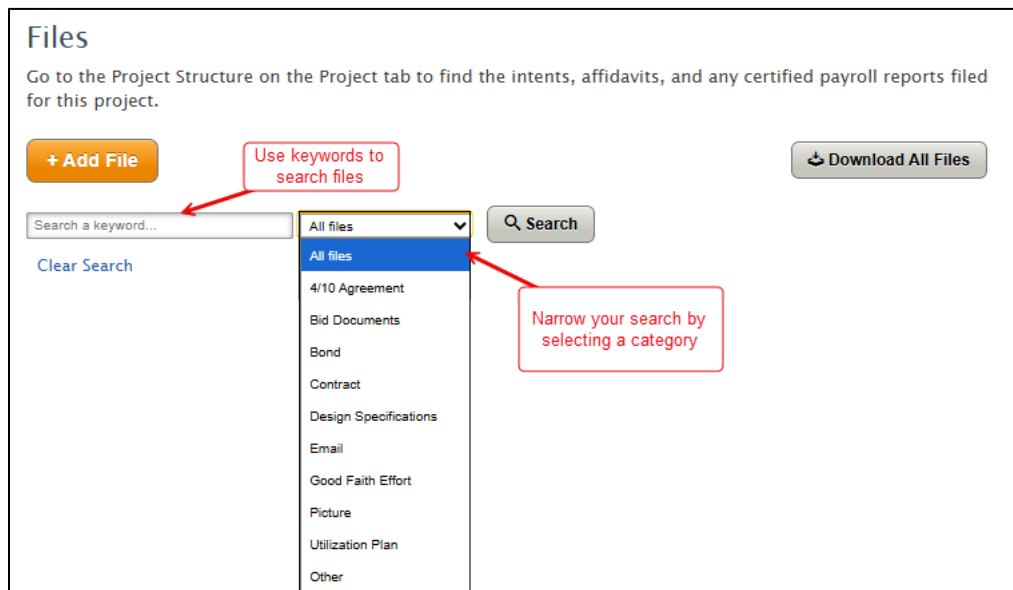
2. Update the **Category**.

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.



The 'Files' section includes the following components:

- + Add File**: An orange button to add new files.
- Download All Files**: A button with a download icon to download all project files.
- Search Interface**: A search bar with the placeholder 'Search a keyword...' and a 'Clear Search' link below it.
- Category Dropdown**: A dropdown menu currently showing 'All files'. It lists categories: All files, 4/10 Agreement, Bid Documents, Bond, Contract, Design Specifications, Email, Good Faith Effort, Picture, Utilization Plan, and Other.
- Search Button**: A button with a magnifying glass icon and the text 'Search'.

Annotations with red arrows point to:

- The search bar: 'Use keywords to search files'.
- The category dropdown: 'Narrow your search by selecting a category'.

### *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.

## Files

Go to the Project Structure on the Project tab to find

All files will be downloaded to your computer.

Payroll reports filed for this project.

+ Add File

Download All Files

Search a keyword... All files Search

Clear Search

## Payroll Tab

This tab allows you Download all project certified payroll.

Project Contractor Alerts Intents Not Filed Affidavits Not Filed Utilization Messages Files **Payroll**

## Project Certified Payroll Report

[Download all project certified payroll reports](#) from all contractors.

## 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 [Actions](#) column to either view all reports or file additional weekly reports.

### My Certified Payroll

89

Form ID  
Form ID

Select Form Type  
Both Intents & Combined For

Last Week From  
mm/dd/yyyy

Last Week To  
mm/dd/yyyy

Project Name or Contract No.  
Project Name or Contract

Awarding Agency  
Awarding Agency

☐ Hide projects with final payroll

Clear Search Search

Show 5 rows Showing records 1 to 5 of 89 Previous Next

| Form Id | Project                                                                                   | Last Week Filed       | Actions                                    |
|---------|-------------------------------------------------------------------------------------------|-----------------------|--------------------------------------------|
| 1021074 | TestCombinedForm112425<br>TUMWATER SCHOOL DISTRICT<br>Contract No: TestCombinedForm112425 | 12/24/2025<br>✓ FINAL | View All Reports<br>File Certified Payroll |
| 1140546 | Test11032025<br>TUMWATER SCHOOL DISTRICT<br>Contract No: Test11032025                     | 11/13/2025            | View All Reports<br>File Certified Payroll |

## 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 Intent & Affidavits** and select **File Certified Payroll** under the *Related Forms & Actions* column.

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


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<br>ISLAND COUNTY PUBLIC WORKS<br>Contract No: 2017-ABCD | 1/14/2017 | <a href="#">View All Reports</a><br><a href="#">File Certified Payroll</a> |
|--------|-----------------------------------------------------------------------|-----------|----------------------------------------------------------------------------|

- 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 |

- 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](#).

Was any work performed this week?

☒ Yes ☐ No

[Confirm](#) [Cancel](#)

### 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:

[« back to view all certified payroll reports](#)

## Create Certified Payroll Report

For the week ending: Saturday, October 3, 2015

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

[Add a new employee](#) [Choose existing employees](#)

**Employees on this project:**

|                       |                                        |                                                                                                                                  |            |                              |                                                |
|-----------------------|----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|------------|------------------------------|------------------------------------------------|
| <b>Carpenter, Cal</b> | 123 123rd St<br>Olympia, WA 98555      | Carpenters, Carpenter (Lewis)                                                                                                    | \$40.00/hr | \$11.00/hr<br>total benefits | <a href="#">Edit</a><br><a href="#">Remove</a> |
| <b>Carpenter, Art</b> | 123 3rd st ne<br>Olympia, WA 98888     | Carpenters, Apprentice<br>Carpenter/Western WA, Step 5<br>(Lewis)                                                                | \$         |                              | <a href="#">Edit</a><br><a href="#">Remove</a> |
| <b>Drywall, Dean</b>  | 141 Drywall St DW<br>Olympia, WA 98888 | Drywall Applicator, Journey Level<br>(Lewis)                                                                                     | \$40.00/hr | \$11.00/hr<br>total benefits | <a href="#">Edit</a><br><a href="#">Remove</a> |
| <b>Drywall, Art</b>   | 123 12th st ne<br>Olympia, WA 98888    | Drywall Applicator, Apprentice<br>Gypsum Drywall Systems<br>Installer/Western WA/Indentured<br>Prior To 1/1/2010, Step 1 (Lewis) | \$2        |                              | <a href="#">Edit</a><br><a href="#">Remove</a> |
| <b>Painter, Pat</b>   | 123 100th St NE<br>Olympia, WA 98888   | Painters, Journey Level (Lewis)                                                                                                  | \$28.00/hr | \$9.00/hr<br>total benefits  | <a href="#">Edit</a><br><a href="#">Remove</a> |
| <b>Painter, Art</b>   | 123 4th ave ne<br>Olympia, WA 97777    | Painters, Apprentice Painter and<br>De                                                                                           | \$25.00/hr | \$8.0<br>total               | <a href="#">Edit</a><br><a href="#">Remove</a> |

[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<br>Olympia, WA 98555 | Carpenters, Carpenter (Lewis) | \$40.00/hr | \$11.00/hr<br>total benefits | <a href="#">Edit</a><br><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:

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

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

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

**Carpenter, Cal** 123 123rd St  
Olympia, WA 98555 [Edit hours](#)

[Back to edit employee](#)

| 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>                    | \$                   | 0.00          |
|                             |                     |                         |                         |                         |                         |                         |                         |                         | <b>FICA</b>                             | \$                   |               |
|                             |                     |                         |                         |                         |                         |                         |                         |                         | <b>Withholding</b>                      | \$                   |               |
|                             |                     |                         |                         |                         |                         |                         |                         |                         | <a href="#">+ Add another deduction</a> |                      |               |
|                             |                     |                         |                         |                         |                         |                         |                         |                         | <b>Total deductions</b>                 |                      | <b>\$0.00</b> |
|                             |                     |                         |                         |                         |                         |                         |                         |                         | <b>Net pay</b>                          |                      | <b>\$0.00</b> |
|                             |                     |                         |                         |                         |                         |                         |                         |                         | <a href="#">Cancel</a>                  | <a href="#">Save</a> |               |

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                               |                  |          |          |          |          |          |          |              |            |
| < Back to edit employee hours                |                  |          |          |          |          |          |          |              |            |
| 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 |
|                                              | Overtime (1.5x)  |          |          |          |          |          |          | 0 hr         | \$60.00/hr |
|                                              | Double time (2x) |          |          |          |          |          |          | 0 hr         | \$80.00/hr |
| Project total                                |                  |          |          |          |          |          |          | 23 hr        | \$920.00   |
| Gross payroll \$1000.00                      |                  |          |          |          |          |          |          |              |            |
| (including this project and all other wages) |                  |          |          |          |          |          |          |              |            |
| FICA                                         |                  |          |          |          |          |          |          |              | \$50.00    |
| Withholding                                  |                  |          |          |          |          |          |          |              | \$50.00    |
| Total deductions                             |                  |          |          |          |          |          |          |              | \$100.00   |
| Net pay                                      |                  |          |          |          |          |          |          |              | \$900.00   |

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<br>Carpenters, Carpenter Lewis                                                                                         | \$4.00/hr | \$4.00/hr | \$2.00/hr | \$1.00/hr | \$0.00/hr                   |                | \$11.00/hr            |
| Carpenter, Art<br>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<br>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<br>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<br>Painters, Journey Level Lewis                                                                                         | \$3.00/hr | \$3.00/hr | \$2.00/hr | \$1.00/hr | \$0.00/hr                   |                | \$9.00/hr             |
| Painter, Art<br>Painters, Apprentice Painter and Decorator, Lewis                                                                     | \$2.00/hr | \$3.00/hr | \$2.00/hr | \$1.00/hr | \$0.00/hr                   |                | \$8.00/hr             |

3. Review the Trade Summary List

| Trade Summary List |            |                           |                 |         |             |
|--------------------|------------|---------------------------|-----------------|---------|-------------|
| County             | Trade      | Classification/Occupation | Apprentice Step | Rate    | Total Hours |
| King               | Carpenters | Carpenter                 |                 | \$57.18 | 400         |

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

**State Affirmation**

☐ Yes, I AFFIRM the following: **4**

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:  **5** Your job title:  **6**

[Back to view all reports](#)
[Edit employee hours](#)
[Sign & Submit to L&I](#) **7**

**4a.** If everything is correct, select the checkbox for **Yes, I AFFIRM the following**.

**4b.** 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.

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

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

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

**8.** 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:

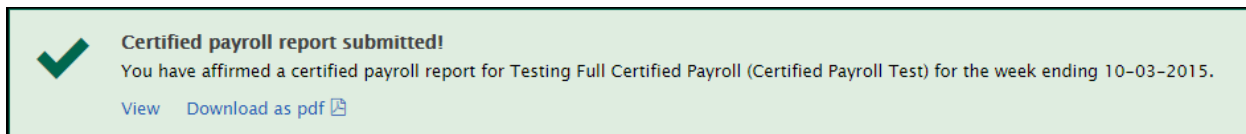
1. All information contained in this Certified Payroll Report, including any addenda, is correct and complete.
2. The wage rates for workers, laborers or mechanics as reported above are not less than the applicable wage rates contained in any wage determination related to the contract; and the classifications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

Back to view all reports Back to edit employee hours 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 light blue header bar with a person icon and the text "Add a new employee". Below the header is a form with four input fields: "First name", "M." (a small square checkbox), "Last name", and "Social Security Number".

2. Enter the employee's personal information.

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

**Optional:** Assign additional 4-10 agreements to this employee

A box titled "Assign additional 4-10 agreements to this employee (optional):". Inside, there is a "Type" dropdown menu with a "Choose one..." placeholder. The dropdown is open, showing three options: "Project", "Annual", and "Collective Bargaining Agreement (Relevant Pages Only)". To the right of the dropdown is an "Expires on" field with a date input "mm/dd/yyyy" and a calendar icon.

**Trade & Rates**

Apprentice? ☐ No ☐ Yes **3**

Trade **4**  
Choose trade... ▾

County **5**  
Choose county... ▾

**Wages** **6**

|                             |                             |                             |
|-----------------------------|-----------------------------|-----------------------------|
| Regular                     | Overtime (1.5x)             | Double time (2x)            |
| \$ <input type="text"/> /hr | \$ <input type="text"/> /hr | \$ <input type="text"/> /hr |

**Benefits** **7**

|                             |                             |                             |                             |                              |
|-----------------------------|-----------------------------|-----------------------------|-----------------------------|------------------------------|
| Pension                     | Medical                     | Vacation                    | Holiday                     | Approved Apprentices Program |
| \$ <input type="text"/> /hr | \$ <input type="text"/> /hr | \$ <input type="text"/> /hr | \$ <input type="text"/> /hr | \$ <input type="text"/> /hr  |

**8** + Add another benefit

3. Select **Yes** or **No** if the employee is in an approved apprentices 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.

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

**Benefits** ?

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

+ Add another benefit

Total benefits: \$4.36 /hr

Prevailing Wage: \$50.82

Entered Wage (Regular + Benefits): \$51.68

## Add Multiple Employee to My Certified Payroll Report

When creating a certified payroll report, you can add multiple employees to your account.

1. Go to *Step 1* and select **Add a New Employee**. The box will expand, select Download button to download the CSV template.
2. Select Choose File to select the CSV file with employee information.

**Add a new employee**

First name\*  M.  Last name\*

Gender:  Race, ethnicity or culture:  United States veteran:

Address\*

City\*  State:

Zip code\*

**Add Multiple Employees**

1. Download the CSV template to ensure that you import the correct information.

Download

2. Upload your completed CSV file to quickly add multiple employees at one time.

Choose File Add Employ... Data (9).xlsx

File uploaded successfully!

|   | A         | B             | C        | D                    | E      | F                      | G          | H       | I    | J     | K       |
|---|-----------|---------------|----------|----------------------|--------|------------------------|------------|---------|------|-------|---------|
| 1 | FirstName | MiddleInitial | LastName | SocialSecurityNumber | Gender | RaceEthnicityOrCulture | USAVeteran | Address | City | State | Zipcode |
| 2 |           |               |          |                      |        |                        |            |         |      |       |         |
| 3 |           |               |          |                      |        |                        |            |         |      |       |         |

## 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 Search Reset

☐ Select / deselect all Address

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

Selected Employees

✕ LouWhoo, Cindy

Cancel Choose Employees

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

LouWhoo, Cindy 4756 North Grinch Ave WhooVille, WY 88888

⚠ Please enter trades, rates and benefits for this payroll week.

Edit Remove

**Optional:** Assign additional 4-10 agreements to this employee

Assign additional 4-10 agreements to this employee (optional):

Type Choose one... Expires on mm/dd/yyyy

Choose one...

Project

Annual

Collective Bargaining Agreement (Relevant Pages Only)

**Trade & Rates**

Apprentice? ☐ No ☐ Yes **7**

Trade **8** Choose trade... ▼

County **9** Choose county... ▼

**Wages** **10**

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

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

**Benefits** **11**

Pension Medical Vacation Holiday Approved Apprentices Program

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

+ Add another benefit **12**

7. Select **Yes** or **No** if the employee is in an approved apprentices 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** **?**

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

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

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

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

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

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

### Trade & Rates

Apprentice? ☒ No ☐ Yes

Trade: Carpenters County: Lewis

Work Classification: Carpenter

**Minimum Wage Rate**

Prevailing Wage: **\$50.82**

### Wages

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

### Benefits

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

[+ Add another benefit](#)

**Total benefits**: \$4.36/hr

**Total Benefits Entered**

**Total Wage Entered**

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

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<br>ISLAND COUNTY PUBLIC WORKS<br>Contract No: 2017-ABCD | 1/14/2017 | <a href="#">View All Reports</a><br><a href="#">File Certified Payroll</a> |
|--------|-----------------------------------------------------------------------|-----------|----------------------------------------------------------------------------|

- 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 All Certified Payroll Reports**  
AA/CT Portal Testing 1.16.25 (Contract No. 1.16.25)

**Project Information**

|                                              |                                                         |                                                 |
|----------------------------------------------|---------------------------------------------------------|-------------------------------------------------|
| Project name<br>AA/CT Portal Testing 1.16.25 |                                                         |                                                 |
| Form Id<br>876211                            | Awarding agency name<br>ALGONA, CITY OF                 | Prime contractor<br>DAWSON CONSTRUCTION LLC     |
| County<br>King                               | Awarding agency phone<br>509-111-1111 x11111            | Phone<br>360-812-6825                           |
| Contract No.<br>1.16.25                      | Awarding agency address<br>402 WARDE ST ALGONA WA 98001 | Address<br>405 32nd St.<br>Bellingham, WA 98225 |
| Job site<br>123 W Test Ave                   |                                                         |                                                 |

**Certified Payroll Reports**

Recent Download Requests  
No pending requests. Select weeks below that you want to download.

Download selection

Currently showing: ☐ Select All ☐ Download Selected ☐ Download All

Show 5 rows Showing 1 to 4 of 4 records

| For the week ending                            | Status                           | No Work Performed | Actions                     |
|------------------------------------------------|----------------------------------|-------------------|-----------------------------|
| <input type="checkbox"/> 01-11-2024            | No Work Performed                |                   | View<br>Create amendment    |
| <input checked="" type="checkbox"/> 01-11-2024 | ✓ FINAL                          |                   |                             |
| <input checked="" type="checkbox"/> 12-28-2024 | ✓ Affirmed<br>Amended 01-16-2025 |                   | View...<br>Create amendment |
| <input type="checkbox"/> 12-28-2024            | ✓ Affirmed<br>01-16-2025         | X                 | View<br>Create amendment    |
| <input type="checkbox"/> 12-21-2024            | ✓ Affirmed<br>01-16-2025         |                   | View<br>Create amendment    |

**Filter Reports**

**DATE RANGE**  
From:   
To:   
Clear Filters

**Manage your:**  
☒ Employees  
☐ Ten Hour Workday (4-10) Agreements

Total Number of Missing Weeks: 0

Continue or Delete a Saved Report

View or Amend the report

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<br>09-21-2015 | <a href="#">View</a><br><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<br>Olympia, WA 98555 | Carpenters, Carpenter (Lewis) | \$40.00/hr | \$11.00/hr<br>total benefits | <a href="#">Amend</a><br><a href="#">Remove</a> |
|----------------|-----------------------------------|-------------------------------|------------|------------------------------|-------------------------------------------------|

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.

Currently showing STATUS: ☒ All, ☐ Saved (In Progress), ☐ Affirmed, ☐ Amendment Saved (In Progress)

Select All Download Selected Download All

Show 5 rows Showing 1 to 4 of 4 records

| For the week ending                 | Status                   | No Work Performed | Actions                                                  |
|-------------------------------------|--------------------------|-------------------|----------------------------------------------------------|
| <input type="checkbox"/> 01-11-2025 | ✓ Affirmed<br>01-16-2025 |                   | <a href="#">View</a><br><a href="#">Create amendment</a> |

Manage your: [Employees](#), [Ten Hour Workday \(4-10\) Agreements](#)

Total Number of Missing Weeks: 0

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<br>Spud, CO 56214             | <a href="#">View/Edit</a> |
| Chocolate, Hersheys | 5867 Nestle Lane<br>Hershey, PA 12345        | <a href="#">View/Edit</a> |
| LouWhoo, Cindy      | 4756 North Grinch Ave<br>WhooVille, WY 88888 | <a href="#">View/Edit</a> |
| McDonaghers, Grinch | 8890 Grinch Mountain Rd                      | <a href="#">View/Edit</a> |

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

## 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 *My Intents and Affidavits*, select View Certified Payroll or from *My Certified Payroll*, select View All Reports.
2. In the *Certified Payroll Actions* column, select **View All**.

| Form              | Project | Submit Date | Form Status | Related Forms & Actions                                                                                            |
|-------------------|---------|-------------|-------------|--------------------------------------------------------------------------------------------------------------------|
| Intent            |         | 11/4/2025   | Approved    | <a href="#">View Certified Payroll</a><br><a href="#">File Certified Payroll</a><br><a href="#">File Affidavit</a> |
| Contract No: 1549 |         |             |             |                                                                                                                    |

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

Currently showing

**STATUS**

☒ All

☐ Saved (In Progress)

☐ Affirmed

☐ Amendment Saved (In Progress)

☐ Select All   Download Selected   Download All

Show 5 rows   Showing 1 to 4 of 4 records

| For the week ending                 | Status                   | No Work Performed | Actions                                                  |
|-------------------------------------|--------------------------|-------------------|----------------------------------------------------------|
| <input type="checkbox"/> 01-11-2025 | ✓ Affirmed<br>01-16-2025 |                   | <a href="#">View</a><br><a href="#">Create amendment</a> |

**Manage your:**

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

**Total Number of Missing Weeks: 0**

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

### Certified Payroll 4-10 Agreements

Manage Ten Hour Workday (4-10) Agreements

Upload agreement

Upload 4-10 Agreement

Show 10 rows Showing 1 to 2 of 2 records

| Agreement                                                       | Comments | Expires    |                      |
|-----------------------------------------------------------------|----------|------------|----------------------|
| Ruffle Chips 4-10 Agreement 2014.docx                           |          | 12-31-2015 | <a href="#">View</a> |
| Cindy LouWhoo 4-10 Agreement - WhooVille City Project 2014.docx |          | 16         | <a href="#">View</a> |

View agreement

### Upload 4-10 Agreement

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

### Certified Payroll 4-10 Agreements

Upload Ten Hour Workday (4-10) Agreement

Type 2 Expires on Date 3

Choose one... mm/dd/yyyy

Comments 4

Upload File 5

Choose File No file chosen

(pdf, doc, or docx format up to 3MB in size)

Cancel 6 Save

2. 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)

3. Select the date the agreement expires.
4. Add notes/comments about the agreement (*Optional*)
5. Select **Browse** to browse your files and select the 4-10 agreement you want to upload.
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 Intent & Affidavits** and select **File Certified Payroll** under the *Related Forms & Actions* column.

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



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

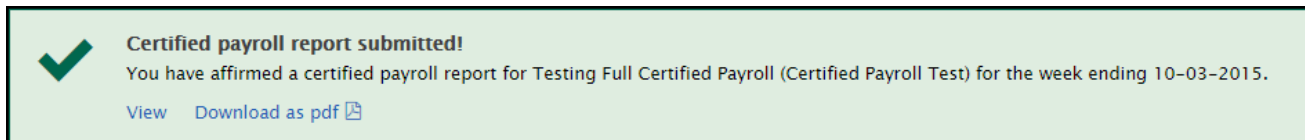
### Submit Report(s) to the Awarding Agency, Prime Contractor, and L&I

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                   | No Work Performed | Actions                  |
|-------------------------------------|--------------------------|-------------------|--------------------------|
| <input type="checkbox"/> 11-01-2025 | ✓ Affirmed<br>11-04-2025 |                   | View<br>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.



## 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.

The screenshot shows the 'Project Structure' interface. At the top, there are links for '+ expand' and '- collapse', and a 'Print' button. The main content is a tree view. Under 'BEAVER VALLEY ELECTRICAL LLC (prime contractor)', there are sections for 'Intents (1)', 'Certified Payroll Reports (8)', 'Requests for Certified Payroll (0)', and 'Subcontractors (1)'. Under 'Subcontractors (1)', there is 'DAWSON CONSTRUCTION LLC'. Under 'DAWSON CONSTRUCTION LLC', there are sections for 'Intents (1)', 'Certified Payroll Reports (5)', 'Requests for Certified Payroll (0)', and a link to 'Create a New Payroll Request'. A red arrow points to the 'View All Payroll' link under 'DAWSON CONSTRUCTION LLC'.

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.

The screenshot shows the 'Certified Payroll Reports' view for 'DAWSON CONSTRUCTION LLC' and 'Intent: 1140530'. At the top right, there is a 'Close Document' button with a red circle and the number 2. Below this, there is a section for 'Total Number of Missing Weeks: 11' and a 'Recent Download Requests' section. The main content is a table of payroll reports. On the left, there is a sidebar with filters for 'STATUS' (All, Affirmed, Missing Weeks) and 'DATE RANGE' (From, To). A red circle and the number 3 point to the 'Affirmed' status filter. The table has columns for 'For the week ending', 'Status', 'No Work Performed', and 'Actions'. A red circle and the number 4 point to the 'View' link in the 'Actions' column for the first row.

| For the week ending | Status                  | No Work Performed | Actions |
|---------------------|-------------------------|-------------------|---------|
| 10-11-2025          | ✓ Affirmed<br>11/4/2025 |                   | View    |
| 10-04-2025          | ✓ Affirmed<br>11/4/2025 |                   | View    |
| 09-27-2025          | ✓ Affirmed              |                   | View    |

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.

**View current amended report:**  
Amended on 11/4/2015 at 6:55 am

**History:**  
Submitted on 11/4/2015 at 6:52 am

Close

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**

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

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

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

Select the report you want to review (if there are amends).

Download report PDF

Collapse employee information

| 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<br>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       |
| Project total                                              |                     |           |           |           |           |           |           |           | 40 hr       |             | \$778.00     |
| Gross payroll (including this project and all other wages) |                     |           |           |           |           |           |           |           |             |             | \$900.00     |
| FICA                                                       |                     |           |           |           |           |           |           |           |             |             |              |
| Withholding                                                |                     |           |           |           |           |           |           |           |             |             |              |
| Total deductions                                           |                     |           |           |           |           |           |           |           |             |             | \$0.00       |
| Net pay                                                    |                     |           |           |           |           |           |           |           |             |             | \$900.00     |

**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><br>Truck Drivers, Asphalt Mix<br>Yakima                                                  | \$0.00/hr | \$0.00/hr | \$0.00/hr | \$0.00/hr | \$0.00/hr                   |                | \$0.00/hr             |
| <b>Bowles, Michael D</b><br>Truck Drivers, Asphalt Mix<br>Yakima                                               | \$0.00/hr | \$0.00/hr | \$0.00/hr | \$0.00/hr | \$0.00/hr                   |                | \$0.00/hr             |
| <b>Cervantes, Julian</b><br>Elevator Constructors, Apprentice<br>Elevator Constructor Mechanic,<br>Yakima      | \$0.00/hr | \$0.00/hr | \$0.00/hr | \$0.00/hr | \$0.50/hr                   |                | \$0.50/hr             |
| <b>Cervantes, J M</b><br>Truck Drivers, Apprentice E. WA-690<br>(Truck Driver/Pasco Region Group 4),<br>Yakima | \$2.00/hr | \$0.00/hr | \$0.00/hr | \$0.00/hr | \$5.00/hr                   |                | \$7.00/hr             |

7. Scroll to the *Trades Summary List* information to review.

| Trade Summary List |            |                           |                 |         |             |
|--------------------|------------|---------------------------|-----------------|---------|-------------|
| County             | Trade      | Classification/Occupation | Apprentice Step | Rate    | Total Hours |
| King               | Carpenters | Carpenter                 |                 | \$57.18 | 400         |

8. 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.

**State Affirmation**

☒ Yes, I AFFIRM the following:

- All information contained in this Certified Payroll Report, including any addenda, is correct and complete.
- 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.
- 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.
- 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.
- 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 **bonnie (test)** on 3/4/2026 7:48:46 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

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 required to file certified payroll reports using L&I's online system, per [RCW 39.12.120\(2\)](#).

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

The screenshot shows the 'Project Structure' interface. It features a tree view with the following structure:

- BEAVER VALLEY ELECTRICAL LLC** (prime contractor)
  - Intents (1)
    - 1140529 \$25,000,000.00 · Approved 11/4/2025
  - Certified Payroll Reports (8)
    - [View All Payroll](#) 8 weeks through 11/1/2025
  - Requests for Certified Payroll (0)
    - No requests found for Intent 1140529
- Subcontractors (1)**
  - DAWSON CONSTRUCTION LLC**
    - Intents (1)
      - 1140530 \$2,500,000.00 · Approved 11/4/2025
    - Certified Payroll Reports (5)
      - [View All Payroll](#) 5 weeks through 10/11/2025
    - Requests for Certified Payroll (0)
      - No requests found for Intent 1140530 [Create a New Payroll Request](#)

A red circle with the number 1 is placed over the 'Create a New Payroll Request' link.

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

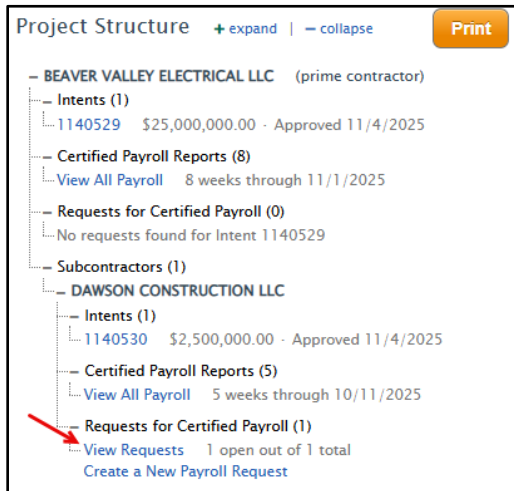
The screenshot shows a pop-up box titled 'New Request for Certified Payroll Reports'. It contains the following information:

- This request will be sent to the contractor to complete certified payroll for the dates you specify.
- Contractor Name: **DAWSON CONSTRUCTION LLC**
- Intent Id: **1140530**
- From Date** and **To Date** fields, both with placeholder text 'mm/dd/yyyy'. These fields are highlighted with a red rectangle.
- Cancel** and **Submit Request** buttons at the bottom.

## 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](#) [Print](#)

- BEAVER VALLEY ELECTRICAL LLC (prime contractor)
  - Intents (1)
    - 1140529 \$25,000,000.00 - Approved 11/4/2025
  - Certified Payroll Reports (8)
    - [View All Payroll](#) 8 weeks through 11/1/2025
  - Requests for Certified Payroll (0)
    - No requests found for Intent 1140529
  - Subcontractors (1)
    - DAWSON CONSTRUCTION LLC
      - Intents (1)
        - 1140530 \$2,500,000.00 - Approved 11/4/2025
      - Certified Payroll Reports (5)
        - [View All Payroll](#) 5 weeks through 10/11/2025
      - Requests for Certified Payroll (1)
        - [View Requests](#) 1 open out of 1 total
        - [Create a New Payroll Request](#)

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: DAWSON CONSTRUCTION LLC  
For Intent: 1140530

| Requested By     | Payroll Period           | Status       | Request Date | Action                                 |
|------------------|--------------------------|--------------|--------------|----------------------------------------|
| Prime Contractor | 10/12/2025 to 10/18/2025 | Not Reported | 12/29/2025   | <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  
Prime Contractor on 12/29/2025

Status  
Not Reported

Dates Requested  
10/12/2025 to 10/18/2025

Due Date  
1/8/2026

**Certified Payroll Reports Matching this Request**  

Show 5 rows Showing records 1 to 2 of 2 Previous Next

| For the week ending                 | Status       | No Work Performed | Actions |
|-------------------------------------|--------------|-------------------|---------|
| <input type="checkbox"/> 10-18-2025 | Missing Week |                   |         |
| <input type="checkbox"/> 10-25-2025 | Missing Week |                   |         |

☐ All certified payroll reports for this request have been received.

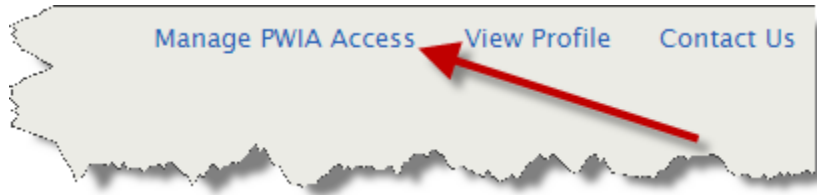
3 4 Cancel Mark Request as Complete

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.

## Contractor Email Settings

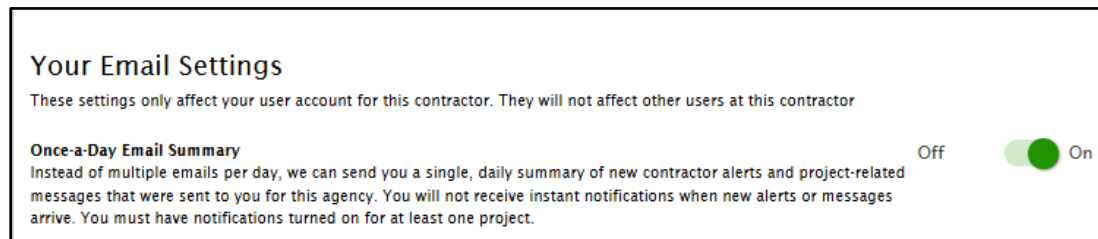
Users can select the email settings for their user account.

1. Select Contractor Email Settings



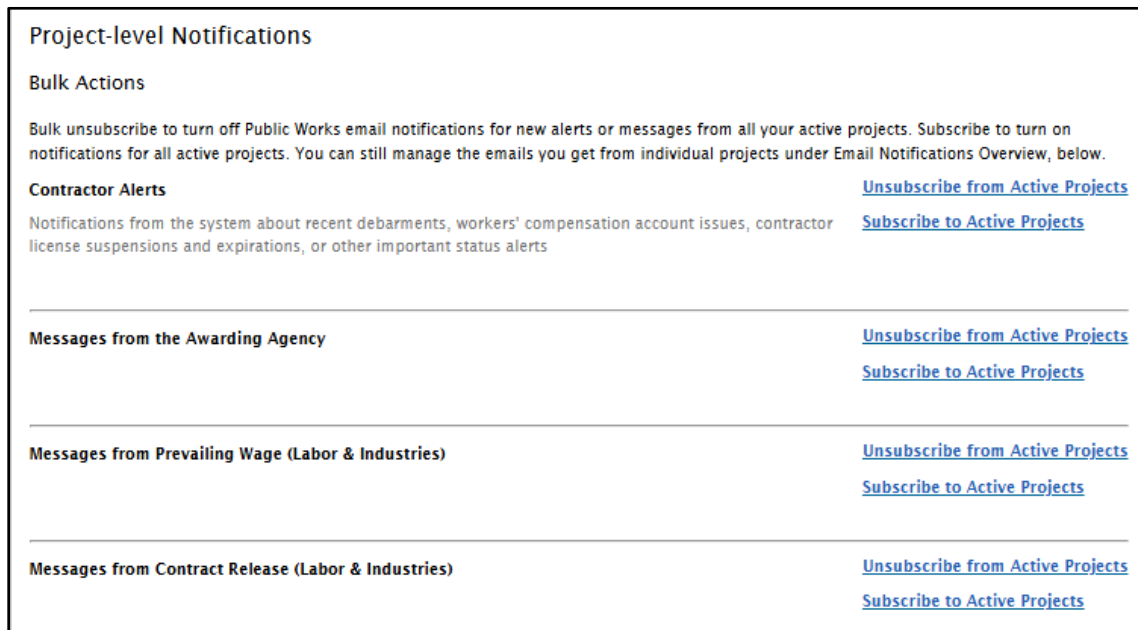
The screenshot shows the 'Public Works Dashboard' header. In the top right corner, there is a navigation bar with links: 'Contractor Email Settings' (highlighted with a gear icon), 'Manage PWIA Access', 'View Profile', and 'Contact Us'. Below the header, there is a 'Welcome' message and fields for 'UBI:' and 'License:'.

2. Instead of receiving multiple emails per day, you have the option to receive a single daily summary. Select toggle to *On* if you would like to receive a Once-a-Day email summary.



The screenshot shows the 'Your Email Settings' section. It states: 'These settings only affect your user account for this contractor. They will not affect other users at this contractor'. Under the heading 'Once-a-Day Email Summary', it explains: 'Instead of multiple emails per day, we can send you a single, daily summary of new contractor alerts and project-related messages that were sent to you for this agency. You will not receive instant notifications when new alerts or messages arrive. You must have notifications turned on for at least one project.' To the right of this text is a toggle switch labeled 'Off' and 'On', with the 'On' position being selected (indicated by a green circle).

3. You have the option to select Project-level Notifications in Bulk for active projects. Select to Unsubscribe or Subscribe to Project-Level Notifications for Contractor Alerts, Awarding Agency, Prevailing Wage (Labor & Industries), and Contract Release (Labor & Industries).
  - a. By Unsubscribing, you will no longer receive notifications.
  - b. By Subscribing, you will receive notifications.



The screenshot shows the 'Project-level Notifications' section. It includes a 'Bulk Actions' section with instructions: 'Bulk unsubscribe to turn off Public Works email notifications for new alerts or messages from all your active projects. Subscribe to turn on notifications for all active projects. You can still manage the emails you get from individual projects under Email Notifications Overview, below.' Below this, there are four categories of notifications, each with 'Unsubscribe from Active Projects' and 'Subscribe to Active Projects' links:

- Contractor Alerts**: Notifications from the system about recent debarments, workers' compensation account issues, contractor license suspensions and expirations, or other important status alerts.
- Messages from the Awarding Agency**
- Messages from Prevailing Wage (Labor & Industries)**
- Messages from Contract Release (Labor & Industries)**

4. To view Project Email settings, enter information into any of the filters and select Apply filters.
  - a. Overview of project email settings will show what you are subscribed to, and if the project is shared with another agency.
  - b. By selecting the project, the system will take you to the Project Email Settings screen

**Overview of All Your Project Email Settings**

See which email notifications you're receiving for each of your active projects. Visit the project to turn on and off notifications for that project.

|                                                                       |                                                                 |                                                            |
|-----------------------------------------------------------------------|-----------------------------------------------------------------|------------------------------------------------------------|
| Project Name<br><input type="text" value="Project Name"/>             | Contract Number<br><input type="text" value="Contract Number"/> | Contract Amount<br><input type="text" value="All"/>        |
| Prime Contractor Name<br><input type="text" value="Contractor Name"/> | Bid Due Date From<br><input type="text" value="mm-dd-yyyy"/>    | Bid Due Date To<br><input type="text" value="mm-dd-yyyy"/> |

Show  rows Showing records 1 to 15 of 137

**CT- AUP Test 1**

- ✓ Contractor Alerts
- ✓ Messages from Contract Release (Labor & Industries)
- ✓ Messages from Prevailing Wage (Labor & Industries)
- ✓ Messages from Awarding Agency

## Project Email settings

Users can select the project email settings for the user account. Additional users will need to set the project email settings for their user accounts.

1. Select toggle on or off for the notifications you prefer for this project

**Project** **Contractor Alerts** **Intents Not Filed** **Affidavits Not Filed** **Utilization** **Messages** **Files** **Payroll**

[← Back to Messages](#)

**Project Email Settings** [⚙ Contractor Email Settings](#)

Select which email notifications you prefer to receive for this project:

|                                                                                                                                                                       |                                            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|
| <b>Contractor Alerts</b><br>Recent debarments, workers' compensation account issues, contractor license suspensions and expirations, or other important status alerts | Off <input checked="" type="checkbox"/> On |
| <b>Messages from the Awarding Agency</b>                                                                                                                              | Off <input checked="" type="checkbox"/> On |
| <b>Messages from Prevailing Wage (Labor &amp; Industries)</b>                                                                                                         | Off <input checked="" type="checkbox"/> On |
| <b>Messages from Contract Release (Labor &amp; Industries)</b>                                                                                                        | Off <input checked="" type="checkbox"/> On |