Step-by-step instructions

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

Last Updated: May 2017
# Table of Contents

**INTRODUCTION** ......................................................................................................................................................................................... 1

**FEEDBACK** ........................................................................................................................................................................................................ 1

**ASSISTANCE** ........................................................................................................................................................................................................... 1

**NAVIGATING THIS INSTRUCTIONS GUIDE** ........................................................................................................................................... 2

**ACCESSING PWIA** .................................................................................................................................................................................................. 3

  Yes, I have an existing account................................................................................................................................................................. 3
  No, I don’t have any existing accounts................................................................................................................................................. 3
  Complete Set Up...................................................................................................................................................................................... 4
  I have a PWIA account........................................................................................................................................................................... 6

**NAVIGATING THE PWIA SYSTEM** .......................................................................................................................................................... 7

  **LEFT-HAND SECTION** .......................................................................................................................................................................... 7
  **MIDDLE SECTION** .................................................................................................................................................................................. 7
  **SEARCH OPTIONS** ................................................................................................................................................................................ 7
  **SORT OPTIONS** ..................................................................................................................................................................................... 8
  **SHOW MORE ROWS** ............................................................................................................................................................................. 8
  **SHOW NEXT/PREVIOUS PAGE OF RECORDS** ........................................................................................................................................ 8
  **INFORMATION BUTTONS** ..................................................................................................................................................................... 8
  **ORANGE EXCLAMATION MARKS** ..................................................................................................................................................... 9
  **PLUS OR MINUS SIGNS** ..................................................................................................................................................................... 9

**FILE A STATEMENT OF INTENT TO PAY PREVAILING WAGES** ................................................................................................................. 9

**FILE AN AFFIDAVIT OF WAGES PAID** .......................................................................................................................................................... 9

**CHECK CONTRACTOR STATUS** ............................................................................................................................................................... 10

**ITEMS AWAITING YOUR ACTION** .......................................................................................................................................................... 11

**MY INTENTS & AFFIDAVITS** .............................................................................................................................................................. 12

  **SHOW ONLY INTENTS/AFFIDAVITS/COMBINED FORMS** .................................................................................................................. 12
  **SEARCH STATUS OF MY INTENTS & AFFIDAVITS** ........................................................................................................................... 13

**MY PROJECTS** .............................................................................................................................................................................. 13

  **VIEWING A PROJECT** ........................................................................................................................................................................... 13
  **PROJECT TAB** ...................................................................................................................................................................................... 14
    **Project Overview** ........................................................................................................................................................................... 14
    **Project Structure** ........................................................................................................................................................................... 14
  **CONTRACTOR ALERTS TAB** ............................................................................................................................................................... 15
    **Email Notifications** ......................................................................................................................................................................... 15
  **INTENTS NOT FILED TAB** .................................................................................................................................................................. 15
  **AFFIDAVITS NOT FILED TAB** ............................................................................................................................................................ 16
MY CERTIFIED PAYROLL..............................................................................................................................................16

GENERAL REQUIREMENTS FOR CERTIFIED PAYROLL REPORTS.................................................................................................................................16
CREATE A WEEKLY CERTIFIED PAYROLL REPORT ..........................................................................................................................17
  Step 1: Add employees and rates of pay........................................................................................................................................19
  Step 2: Enter hours worked and deductions.................................................................................................................................20
  Step 3: Review totals and sign.........................................................................................................................................................22
CREATE A NO WORK PERFORMED REPORT ..........................................................................................................................................24
ADD A NEW EMPLOYEE TO MY CERTIFIED PAYROLL REPORT ....................................................................................................................25
CHOOSING EXISTING EMPLOYEES FOR MY CERTIFIED PAYROLL REPORT ........................................................................................................28
VIEW FILED CERTIFIED PAYROLL REPORTS.........................................................................................................................................31
AMEND A CERTIFIED PAYROLL REPORT .............................................................................................................................................32
MANAGE MY EMPLOYEES FOR CERTIFIED PAYROLL REPORTS..................................................................................................................33
MANAGE TEN HOUR WORKDAY (4-10) AGREEMENTS...........................................................................................................................34
  Upload 4-10 Agreement.....................................................................................................................................................................35
SUBMIT CERTIFIED PAYROLL REPORTS TO INTERESTED PARTIES........................................................................................................36
  Submit Report(s) to the Awarding Agency, Prime Contractor, and L&I............................................................................................36
  Submit Report to Other Interested Parties........................................................................................................................................36
SOCIAL SECURITY NUMBER ON CERTIFIED PAYROLL REPORTS...........................................................................................................36
VIEW MY SUBCONTRACTOR’S CERTIFIED PAYROLL REPORTS – PRIME CONTRACTORS ONLY.................................................................37
REQUEST CERTIFIED PAYROLL REPORTS FROM SUBCONTRACTORS – PRIME CONTRACTORS ONLY .................................................................40
VIEW REQUESTS FOR CERTIFIED PAYROLL REPORTS – PRIME CONTRACTORS ONLY......................................................................................41
SATISFY MY REQUESTS FOR CERTIFIED PAYROLL REPORTS – PRIME CONTRACTORS ONLY ........................................................................42
MANAGE PWIA ACCESS.............................................................................................................................................................................43

Prevailing Wage Intent & Affidavit Instructions
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.

   ![Bookmarks example]

   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.

   ![Bookmarks panel example]

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

   **Google**
   ![Google search bar]

   **Internet Explorer**
   ![Internet Explorer find function]

   **Adobe Acrobat**
   ![Adobe Acrobat find function]

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

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

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

YES  NO  I Have a PWIA Account

Yes, I have an existing account.

1. Use your login information from either system to log in to My L&I.

2. Select My Profile in the top-right hand corner.

3. Select Get more access.

4. Go to the Complete Set Up section below for instructions on how to complete set up.

No, I don’t have any existing accounts.

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

2. Log back into My L&I and select Complete set-up.

4. 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](image1)

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

![Complete set up](image2)
3. Complete all required *User Information* to include your Contractor Registration Number, if your company is a licensed contractor.

4. Select *Link Accounts*?

5. A box will appear listing all other users attached to the company you identified. Select each user you would like to be linked with then select *Register*.

   *Important*: By selecting other users, you will be able to view intents created by other users and file affidavits for those intents.
6. Review the *Disclaimer* and select **Accept**

By accepting below, I

1. Certify that I am an authorized representative of the company for which I submit Intents and Affidavits through the Prevailing Wage Intent & Affidavit system.

2. 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.

3. 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.

4. 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]

7. 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

   1. Certify that I am an authorized representative of the company for which I submit Intents and Affidavits through the Prevailing Wage Intent & Affidavit system.

   2. 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.

   3. 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.

   4. 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. We have also included links to key websites at L&I to help you on public works projects.

**Quick File Actions**
- File New Intent
  - I am the prime contractor for the project
  - I am a subcontractor for the project
- File Affidavit
- File Certified Payroll

**Quick Navigation Actions**
- Additional Tasks
  - Verify a Contractor
  - Check Contractor Status
  - Look up Contractor Strikes (Violations)
  - Look up Contractors Not Allowed to Bid (Debarred)
  - Look up an Apprentice
- View Project Structure

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

**Items Awaiting Your Action**
- 1 of 6

**My Intents and Affidavits**
- 24

**My Projects**
- 12

**My Certified Payroll**
- 8

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

**Search My Intents and Affidavits**
- Intent or Affidavit ID
- Search Intents or Affidavits
  - Both Intents and Affidavits
- Intent or Affidavit Status
  - Any
- Project Name or Contract No.
- Awarding Agency
- Submitted From
- Submitted To
  - mmm-dd-yyyy
  - mmm-dd-yyyy
Sort Options
Select a column header to sort the information in ascending or descending order. The arrow next to the column identifies which column is currently sorted and if it is sorted in ascending or descending order.

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

Show Next/Previous Page of Records
Select the Next or Previous buttons above the search results to show additional pages of records.

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

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

Plus or Minus Signs

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

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

File a Statement of Intent to Pay Prevailing Wages

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

File an Affidavit of Wages Paid

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

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

2. Go to My Intents & Affidavits section, search for the intent, and select File Affidavit.
Check Contractor Status

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

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

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

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

3. Enter one or multiple UBI numbers for the contractors you want to check. Separate multiple UBI numbers with a comma or input one per line.

4. Select **Check Contractors**.
5. Your contractor list will appear below giving you a highlight of each contractor’s status.

<table>
<thead>
<tr>
<th>Contractor Status as of 03-16-2017</th>
<th>Contractor’s License</th>
<th>Worker's Comp</th>
<th>Debarred</th>
</tr>
</thead>
<tbody>
<tr>
<td>600 111 222</td>
<td>JOHN D GAGE</td>
<td>ZYYXVUS678OR</td>
<td>ACTIVE</td>
</tr>
<tr>
<td>611 222 333</td>
<td>JOHN S MILLER</td>
<td>ABCDEFC901CR</td>
<td>ACTIVE</td>
</tr>
</tbody>
</table>

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

**Items Awaiting Your Action**

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

<table>
<thead>
<tr>
<th>Project</th>
<th>Details</th>
<th>Bid Due Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tower Dock Replacement&lt;br&gt;Eastern Washington University</td>
<td>The awarding agency has requested that you file an intent for this project...&lt;br&gt;Requested On Date: 9/7/2016</td>
<td>9/7/2016</td>
<td>File Intent</td>
</tr>
<tr>
<td>Tower Repairs&lt;br&gt;Island County</td>
<td>The awarding agency has requested that you file an intent for this project...&lt;br&gt;Requested On Date: 9/22/2015</td>
<td>9/1/2016</td>
<td>File Intent</td>
</tr>
</tbody>
</table>
My Intents & Affidavits

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

Show only Intents/Affidavits/Combined Forms
To see only one type of form, select the Search Intents or Affidavits dropdown box to only view intents, only affidavits, or only combined forms.
Search Status of My Intents & Affidavits
To find all intents and affidavits in a certain status, select the Intent or Affidavit Status dropdown box and select the status.

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

Viewing a Project
Information about the project is divided into four tabs; Project, Contractor Alerts, Intents Not Filed, and Affidavits Not Filed. Each tab is explained in more detail below. Lower tier sub 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.

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Contract No.</th>
<th>Award Date</th>
<th>Prime Contractor Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tower Dock Repairs</td>
<td>2017-ABCD</td>
<td>5/4/2015</td>
<td>Smith Masonry</td>
</tr>
<tr>
<td>Job Site</td>
<td>Project Cost</td>
<td>Bid Date</td>
<td>Phone Number</td>
</tr>
<tr>
<td></td>
<td>$45,000.00</td>
<td>5/4/2015</td>
<td>360-902-5335</td>
</tr>
<tr>
<td>Notice of Completion</td>
<td>Awarding Agency</td>
<td>L&amp;I Account</td>
<td>WA UBI Number</td>
</tr>
<tr>
<td>Status</td>
<td>Island County Public Works</td>
<td></td>
<td>600111222</td>
</tr>
<tr>
<td>Certificate of Release</td>
<td>Awarding Agency Contact</td>
<td>Contractor License No.</td>
<td>ABCDMN1123XY</td>
</tr>
</tbody>
</table>

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.

Select the intent or affidavit ID to view the form.

Shows the # of contractors hired by the contractor.
When viewing an intent or affidavit, select the green **Project Structure** bar to easily view the entire list of contractors involved in a project, without completely navigating away from the form you are currently viewing.

---

**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.

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Alert Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Account not found.</td>
<td>Your company Industrial Insurance Account ID is not found in our system.</td>
</tr>
<tr>
<td></td>
<td>License</td>
<td>This contractor license number is not valid for work on this project; the license is either suspended or expired</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Contractor</th>
<th>WA UBI No.</th>
<th>License ID</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Based on the affidavit 433038 this contractor did not file an intent</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Intent ID</th>
<th>WA UBE No.</th>
<th>License ID</th>
<th>L&amp;I Account ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>SMITH MASONRY</td>
<td>123456</td>
<td>600111222</td>
<td>ABCDMN*1123XY</td>
<td>12345678</td>
</tr>
</tbody>
</table>

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

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.

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

- Full Name,
- Address,
- Social Security Number,
- Trade or Occupation,
- Straight-Time Rate,
- Hourly Rate of Usual Benefits,
- Overtime Hours Worked Each Date and Week,
- Ten Hour Workday (4-10) Agreement, and
- Actual Rate of Wages Paid
The awarding agency or prime contractor may require you to provide certified payroll records and/or additional information directly to them. Certified payroll records are only required to be filed with L&I if requested by L&I or by an interested party. For additional information visit the following links:

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

### Create a Weekly Certified Payroll Report

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

**OR**

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

**OR**

If certified payroll reports have already been filed for the project, go to *My Certified Payroll* and select **File Certified Payroll** under the *Actions* column.
1. Under **For the week ending**: enter or select the week ending date for the payroll you are entering. A pop-up calendar will appear.

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

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

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

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

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

If an employee is not shown in this list, see instructions on [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.

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:
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:

![Image of Prevailing Wage Intent & Affidavit Instructions](image)

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

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

4. Enter all of the employee’s deductions for the week.

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

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

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

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

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

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

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

   Optional: Input notes about the payroll report in the Notes regarding this report section.
3a. If everything is correct, select the checkbox for **Yes, I AFFIRM the following**.

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

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

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

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

7. A box will appear at the top of the page confirming that the report was submitted. Select **View** to view the report. Select **Download as pdf** to save the report or send to interested parties.
Create a No Work Performed Report
Continuing from Create a Weekly Certified Payroll Report, select No and Confirm.

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

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

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

   Optional: Input notes about the payroll report in the Notes regarding this report section.
3a. If everything is correct, select the checkbox for **Yes, I AFFIRM the following**.

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

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

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

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

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

---

**Add a New Employee to My Certified Payroll Report**

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

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

2. Enter the employee’s personal information.

   **Note:** The Social Security Number will show as asterisks once the employee’s information is saved.
3. Select **Yes** or **No** if the employee is in an approved apprentice program. If **Yes**, two additional fields (State & Apprentice ID) will appear.

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

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

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

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

   ![Wages Table]

   **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.
## Prevailing Wage Intent & Affidavit Instructions

### Trade & Rates

- **Apprentice?**
  - ⬜️ No  ⬜️ Yes
- **Trade**
  - Carpenters
- **Work Classification**
  - Carpenter
- **County**
  - Lewis

### Wages

<table>
<thead>
<tr>
<th></th>
<th>Regular</th>
<th>Overtime (1.5x)</th>
<th>Double time (2x)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$47.32/hr</td>
<td>$70.98/hr</td>
<td>$94.64/hr</td>
</tr>
</tbody>
</table>

**Prevailing Wage:** $50.82

### Benefits

<table>
<thead>
<tr>
<th>Benefits</th>
<th>Pension</th>
<th>Medical</th>
<th>Vacation</th>
<th>Holiday</th>
<th>Approved Apprentice Program</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$0.86/hr</td>
<td>$2.50/hr</td>
<td>$0.50/hr</td>
<td>$0.50/hr</td>
<td></td>
</tr>
</tbody>
</table>

**Total Benefits:** $4.36/hr

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

---

### Minimum Wage Rate

- Total Benefits Entered
- Total Wage Entered
Choosing Existing Employees for My Certified Payroll Report

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

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

2. Select the checkbox next to employee(s) that have worked on the project. As employees are selected they are moved to the **Selected Employees** box.

3. Verify the employee(s) in the **Selected Employees** box are correct.

4. Select **Choose Employees** to add them to the project.

5. Added employees will now show in the Employees On This Project section.

6. Select **Edit** for the newly added employee to enter their trades, rates, and benefits for the payroll week.
7. Select **Yes** or **No** if the employee is in an approved apprentice program. If **Yes**, two additional fields (State & Apprentice ID) will appear.

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

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

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

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

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

12. Select **Add Another Benefit** if the employee receives additional benefits from the ones listed. Enter the benefit information.
As information is entered, the system will auto-calculate the minimum wage rate, total benefits, and the total wage entered for the employee.

Repeat steps 6 – 12 for each employee added to the project.
View Filed Certified Payroll Reports

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

1. The project information is in the top section of the page and all filed reports are in the bottom section. Your screen should look similar to the following illustration:

View different sections of this manual for further instructions on the actions available on this page.
Amend a Certified Payroll Report

1. From the View All Certified Payroll Reports page for the project, find the report you need to amend.

2. Select Create Amendment in the Actions column. This will take you back through the Step 1, Step 2, and Step 3 that is similar to creating a report.

   Note: Go to Create A Weekly Certified Payroll Report for detailed information on each of these steps.

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.

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.
Manage My Employees for Certified Payroll Reports

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

**Important:** To edit an employee’s payroll information for the project, go to Step 1: Add employees and rates of pay on the weekly report.

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

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

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

   **Note:** The Social Security Number will show as asterisks once the employee’s information is saved.
Manage Ten Hour Workday (4-10) Agreements

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

1. From the main page or View Intent History page, find the approved intent for the project.

2. In the Certified Payroll Actions column, select View All.

3. Select Ten Hour Workday (4-10) Agreements on the right-hand side, below the project information.
4. Select **View** to view previous/existing agreements.

![Certified Payroll 4-10 Agreements](image)

**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](image)

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

3. Choose the type of agreement you are uploading.

![Choose one...](image)

4. Select the date the agreement expires.

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

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

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

While state law doesn’t require contractors to submit certified payroll reports online; this function allows prime contractors to easily collect, review, and store the reports. Awarding agencies using L&I’s Awarding Agency Portal also have this same view.

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

Once a contractor has submitted their weekly report it will be available in the *Project Structure* ready for your review.

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

The *Project Structure* will hide to reveal the list of reports filed by the contractor.

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

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

4. Select **View** to view the reports. If the report was amended, a pop-up box will appear allowing you to choose which version of the report you want to review.
The report will open up to show you all payroll information for each employee. Your screen should look similar to the following illustration:

5. Scroll down the page to review each employee’s payroll information.
6. Scroll to the Benefits Distribution information to review.

7. If the report was amended, *What’s the reason for this amendment?* section will be available with notes explaining why it was amended.
8. At the bottom of the page is the Affirmation that includes who filed the report and their title.

9. Select Back to view all reports to exit the weekly report.
Request Certified Payroll Reports from Subcontractors – Prime Contractors Only

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

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

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

1. Select **Create a New Payroll Request**.
2. A pop-up box will appear. Input the dates of your request and select **Submit Request**.
View Requests for Certified Payroll Reports – Prime Contractors Only

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

1. Select View Requests.

2. The Project Structure will hide to reveal the list of certified payroll reports filed by the contractor and any pending requests. Select View or Update Request to view additional details about the request.
Satisfy My Requests for Certified Payroll Reports – Prime Contractors Only

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

1. Follow the steps above for viewing requests for certified payroll reports.

2. Once you’ve selected View or Update Request, a pop-up will appear showing the details of the request.

3. Select the check box indicating all certified payroll reports for the request have been received.

4. Select Mark Request as Complete.
Manage PWIA Access

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

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

   ![Manage PWIA Access button]

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.

   ![Access management table]

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.