



Prevailing Wage – Online Wage and Hour Survey Instructions

Introduction

Prevailing Wage rates in Washington State are established through the wage and hour survey process. The Department of Labor & Industries (L&I) invites contractors and employers to report hours worked and wages paid to employees who performed work for a particular trade, such as carpenters, electricians and laborers. We request the hourly wage and benefits to be reported for all hours worked during the survey period.

The following instructions will help you submit a survey using the online Wage Survey program. Paper forms and instructions are also available at the following web page: www.Lni.wa.gov/PWSurvey

Explanation of trades and job classifications

At the [survey web page](#) you will find scope of work descriptions for each trade being surveyed. You will also find a list of job classifications (or categories) specific to the trade. Be sure to review the scope of work description and job classification before filling out your survey.

Wage rates established for each county

L&I is required to gather all hours worked in each county separately. Additionally, the hours worked outside the largest city must be gathered separately from the hours worked inside the largest city for each county where work was performed. The counties and largest cities are listed in a table on the final page of these instructions.

Participation and Privacy

Filling out an electronic survey will take at least ten minutes. If you have multiple wage rates and counties to report, it will take longer. You may save your work and return later to complete the survey by copying the link provided.

Participation in surveys is voluntary. Information provided may be made available for public review if requested. L&I may contact you to ask for clarification if it appears your survey data contains an error.

Employers and labor unions are invited to participate

L&I identifies companies who likely employed workers in the trade being surveyed and mails these companies a letter to request the company file a survey. If your company did not receive a survey letter, but you performed the applicable work in Washington State during the survey period, you may still participate in the survey process.

Labor unions are allowed to report data on behalf of signatory contractors. Labor unions and interested parties may also submit survey data on behalf of non-signatory contractors when valid data is found on approved Affidavits of Wages Paid or certified payroll reports. The source documents must be provided to L&I in hard copy or as attachments to emails sent to PWSurvey@lni.wa.gov.

Feedback and assistance

You may contact the Prevailing Wage Program at PWSurvey@lni.wa.gov or 360-902-4626 if you need assistance or to report a problem. Also please feel free to let us know how the system and/or these instructions work. We appreciate your feedback.

Wage and hour data to be included in your survey:

Below are instructions for the type of survey data you may submit. Please read the instructions carefully.

- **Report all hours worked and wages paid** to employees who performed the work described in the scope of work description for the trade being surveyed.
- **Report all hours worked on both public and private projects.**
- **Report only hours worked during the survey period.** Survey forms ask employers to report wages and hours worked over a specific period of time. The survey period (or reporting period) can be found on the online survey screens and the paper survey form.
- **If employees earned different wages for the same scope of work at various times during the survey period**, each rate must be reported on a separate line with the number of hours paid at each of those specific hourly rates.
- **Include hours and wages for journey-level workers and supervisors who perform manual labor.** This includes lead workers, supervisors (also referred to as “journey-level in charge”) or foremen who perform physical work, but only when those hours are spent performing manual or physical labor.
- **State all wages in hourly terms.** All wages and benefits must be reported as hourly rates. If you paid workers on a salary, or other non-hourly basis, you will need to mathematically calculate the

hourly rate. A calculator is available inside the survey program to help determine the hourly wage.

- **Report all hours worked in each county separately.**
- **Separate the hours worked outside the largest city from the hours worked inside the largest city** for each county where the work was performed. The counties and largest cities are listed in a table on the final page of this document.

Wage and hour data to NOT include in your survey:

Do NOT report hours of work, wages, or benefits paid to or for:

- **Owner/operators.** “Owner/operators” includes (1) sole owners and their spouses, (2) any partner who owns 30% or more interest in the partnership, and (3) a president, vice-president or treasurer of a corporation who owns at least 30% of the corporation.
- **Apprentices, helpers, or trainees.**
- **Supervisors** who did not perform manual labor.
- **Independent contractors** that may have performed work for you.
- **Work falling outside the scope of work description.**
- **Payroll deductions** such as worker’s comp premiums, unemployment insurance or other mandated payroll deductions.
- **Any other benefits or fees required by federal, state or local law.**

How Do I Access the Wage Survey Program?

The Wage Survey Program may be accessed through [Wage and Hour Survey](#) web page. Find the link to the Online Wage Survey for the trade you are participating in.

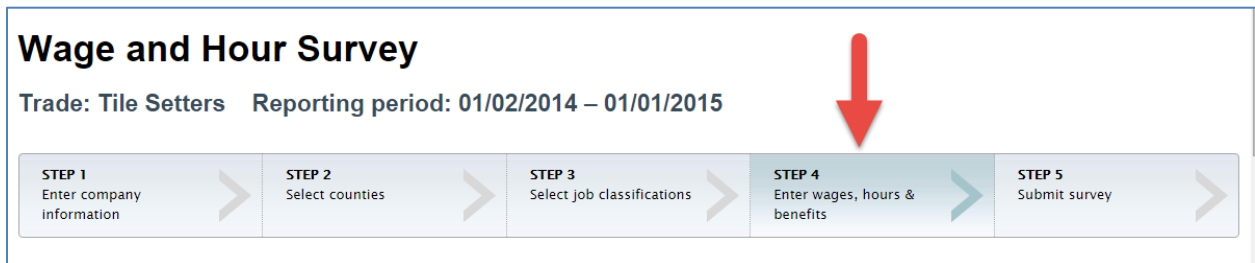
Key features of the Wage Survey system

Several features of the Wage Survey system appear on all or most of the screens. This section explains how to use some of these common features.

Navigating through the screens

The Wage Survey system is separated into five steps in which customers fill out related information, then move on to the next step. Use the ribbon near the top of the screen to move forward and backwards. For example, to navigate to Step 4 Enter wages, hours & benefits, after you have started your survey, simply click on the Step 4 box, (see the image below.) You may navigate forwards and backwards through the screens and the information you've already entered will be saved in your current internet session. But if you close your internet session without saving, you cannot retrieve your work. (See the next section on saving a survey.)

You will also find navigation buttons at the bottom of each screen.

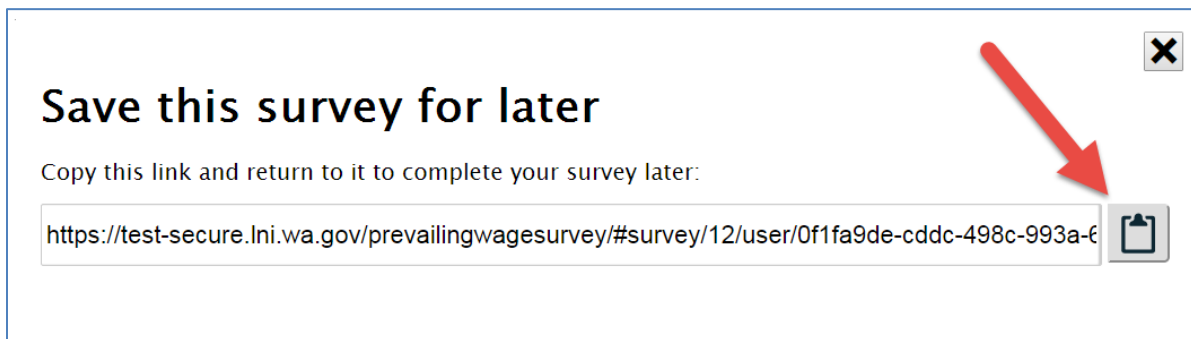


Save and finish later

At the bottom of each screen between the navigation buttons, you will find a Save and finish later option.



When you select the save option, a pop-up box will appear with a link for you to return to your survey at a later time. When you click on the clipboard icon, your computer will copy the link. Make sure to paste this link into a location you can access later, such as your desktop, a Word document or an email you send to yourself. If you close the survey without saving the specific link, you will need to start your survey over from the beginning.

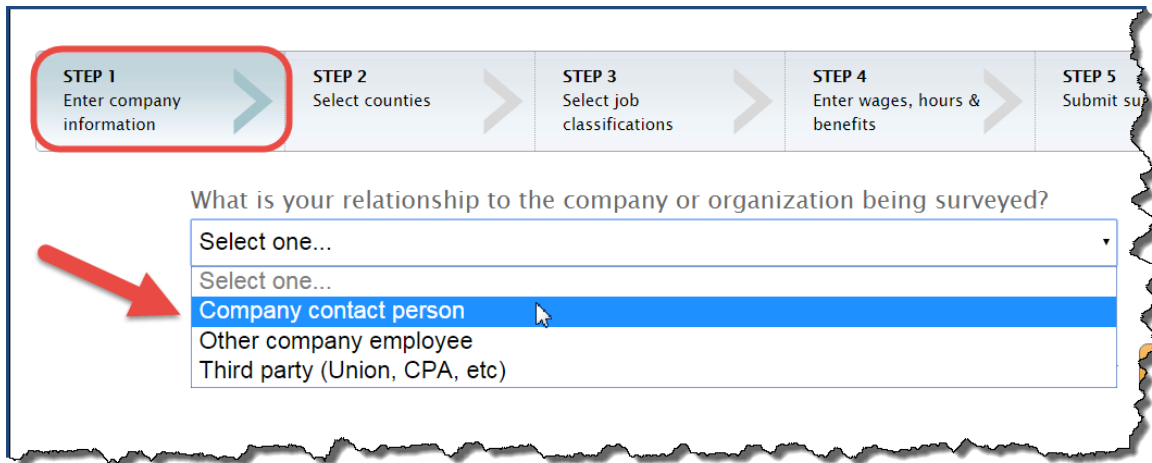


Begin Filling Out a Wage-and-Hour Survey

Below you will find specific instructions for each of the five steps.

Step 1. Enter Company Information

At Step 1 Enter company information: Identify your relationship to the company. If you are not the **company contact person**, you will be asked to identify yourself and the organization you represent.



Step 2. Select Counties

At Step 2 Select counties: Check the box for each county in which you will report employee hours and wages. You may return to this screen later to make an adjustment, if you missed a county or added an extra county by mistake.

STEP 1 Enter company information > **STEP 2** Select counties > **STEP 3** Select job classifications > **STEP 4** Enter wages, hours & benefits > **STEP 5** Submit survey >

Counties

Please select all counties where employees worked in this trade between April 11, 2015 - March 11, 2016.

[Select all](#) | [Deselect all](#)

<input type="checkbox"/> Adams	<input type="checkbox"/> Franklin	<input type="checkbox"/> Lewis	<input type="checkbox"/> Snohomish
<input type="checkbox"/> Asotin	<input type="checkbox"/> Garfield	<input type="checkbox"/> Lincoln	<input checked="" type="checkbox"/> Spokane
<input type="checkbox"/> Benton	<input type="checkbox"/> Grant	<input type="checkbox"/> Mason	<input type="checkbox"/> Stevens
<input type="checkbox"/> Chelan	<input type="checkbox"/> Grays Harbor	<input type="checkbox"/> Okanogan	<input type="checkbox"/> Thurston
<input type="checkbox"/> Clallam	<input type="checkbox"/> Island	<input type="checkbox"/> Pacific	<input type="checkbox"/> Wahkiakum
<input type="checkbox"/> Clark	<input type="checkbox"/> Jefferson	<input type="checkbox"/> Pend Oreille	<input type="checkbox"/> Walla Walla
<input type="checkbox"/> Columbia	<input checked="" type="checkbox"/> King	<input checked="" type="checkbox"/> Pierce	<input type="checkbox"/> Whatcom
<input type="checkbox"/> Cowlitz	<input type="checkbox"/> Kitsap	<input type="checkbox"/> San Juan	<input type="checkbox"/> Whitman
<input type="checkbox"/> Douglas	<input type="checkbox"/> Kittitas	<input type="checkbox"/> Skagit	<input type="checkbox"/> Yakima
<input type="checkbox"/> Ferry	<input type="checkbox"/> Klickitat	<input type="checkbox"/> Skamania	

[Back to previous step](#) [Save and finish later](#) [Continue](#)

Step 3. Select Job Classifications

Depending on the trade being surveyed, we may ask you to separate the wage rates between different “job classification” (or sub-classification) categories. For example, L&I sets separate wage rates for commercial work and residential work in the Tile Setters trade. See the scope of work description and special instructions, which are published specifically for each trade being surveyed. This information will be posted on the web page www.lni.wa.gov/PWSurvey.

STEP 1 Enter company information	STEP 2 Select counties	STEP 3 Select job classifications	STEP 4 Enter wages, hours & benefits	STEP 5 Submit survey
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Job classifications

Please select job classifications for hours worked between January 1, 2015 – December 31, 2015 by employees of Jane's Tile and Kitchen. **Do not include apprentices.**

[Select all](#) | [Deselect all](#)

- Commercial
- Residential

Step 4. Enter wages, hours & benefits

Step 4 Enter wages, hours & benefits is the most complex screen, with several help features. The counties you have chosen at Step 2 will automatically appear in alphabetical order. For each county, you will need to choose one or more job classifications from the drop down menu, as in the image below. The job classifications available to you will match what you have chosen at Step 3. You may return to Step 2 or 3 to add or remove a county or job classification.

STEP 1
Enter company information

STEP 2
Select counties

STEP 3
Select job classifications

STEP 4
Enter wages, hours & benefits

STEP 5
Submit survey

Wages & Hours

Please enter wages, benefit, and hours worked between January 10, 2015 - December 10, 2015 by employees of test.

Do not report an average.

Report all wages and benefits as hourly rates even if you paid workers salaries or piece rates.

Add a new row of information for each wage and benefit combination. If several workers received the same combination, add their hours together and report the total hours worked.

- ▼ [What wage and hour data do I need to include?](#)
- ▼ [What wage and hour data should I not include?](#)

Franklin County Hours and Wages

Choose job classifications and levels for Franklin county

Choose job classifications an... ▾

- Commercial Journey Level
- Residential Journey Level

Use the button [Add another row of hours and wages for this job classification](#), if you have more than one set of wages and benefits for the county and job classification. If multiple workers were paid the exact same base wage rate and benefits, you may combine their hours in one row.

Pierce County Hours and Wages

Choose job classifications and levels for Pierce county Commercial Journey Level ▾

Commercial Journey Level in Pierce County ▲

Hourly rate paid for...					Hours Worked...	
Base Wage Rate ?	Insurance (medical, dental, life, etc.) ?	Pension or retirement plans ?	Apprenticeship Fund ?	Other Benefits ?	Inside Tacoma	Outside Tacoma
\$ 21.25 /hr	\$ 4.75 /hr	\$ 3.85 /hr	\$ 1.05 /hr	\$ 0 /hr	525 hrs	440 hrs
\$ 22.15 /hr	\$ 4.75 /hr	\$ /hr	\$ /hr	\$ 0. /hr	hrs	hrs

+ Add another row of hours and wages for this job classification

Step 4. Instructions and Help Buttons

At Step 4, you will find help text that can be displayed or hidden. Click on questions that have a small triangle icon to display or hide help text.

Wages & Hours

Please enter wages, benefit, and hours worked between January 1, 2015 - December 31, 2015 by employees of Jane's Tile and Kitchen.

Do not report an average.

Report all wages and benefits as hourly rates even if you paid workers salaries or piece rates.

Add a new row of information for each wage and benefit combination. If several workers received the same combination, add their hours together and report the total hours worked.

▲ [What wage and hour data do I need to include?](#)

- Hours worked and wages paid during the survey period.
- Public and private projects.
- Journey-level workers and supervisors who performed manual labor.
- Hourly base wage rates even if you paid workers salaries, piece rates, overtime or double-time.

▼ [What wage and hour data should I not include?](#)

Another helpful feature is the definitions for base wage rate and each of the four fringe benefit categories. Click on the question mark icons to display the help information.

Commercial Journey Level in Pierce County				
Hourly rate paid for...				
Base Wage Rate ?	Insurance (medical, dental, life, etc.) ?	Pension or retirement plans ?	Apprenticeship Fund ?	Other Benefits ?
\$ 28.00 /hr	\$ 4.75 /hr	\$ 5.25 /hr	\$ 0.75 /hr	\$ 0.25 /hr

A pop up box will appear with a definition of the benefit, as well as a calculator to help you determine the hourly wage rate to report.

✕

Hourly Contribution Paid to Apprenticeship Fund

Include payments to a benefits trust, plan, or program to pay the costs toward apprenticeship, or other similar training programs. "Apprenticeship" means a program registered with L&I and approved by the Washington State Apprenticeship Training Council. The apprenticeship benefit is often a pre-established hourly contribution paid by the employer.

Other times, apprenticeship and training programs are funded through a periodic (such as monthly) fee. You may need to calculate the hourly rate by dividing the total contribution for the survey period by the total hours worked (by journey level and apprentice/trainee workers).

For example: Company X paid a total of \$5,000 to an apprenticeship fund during the survey period. Three journey level workers and two apprentices worked a combined total of 9,000 hours during the same period. The hourly contribution would be:

\$5,000	÷	9,000	=	1.31
Total Paid		Total Hours Worked		Hourly Rate

Feel free to use the rate calculator below (rounds to the nearest cent).

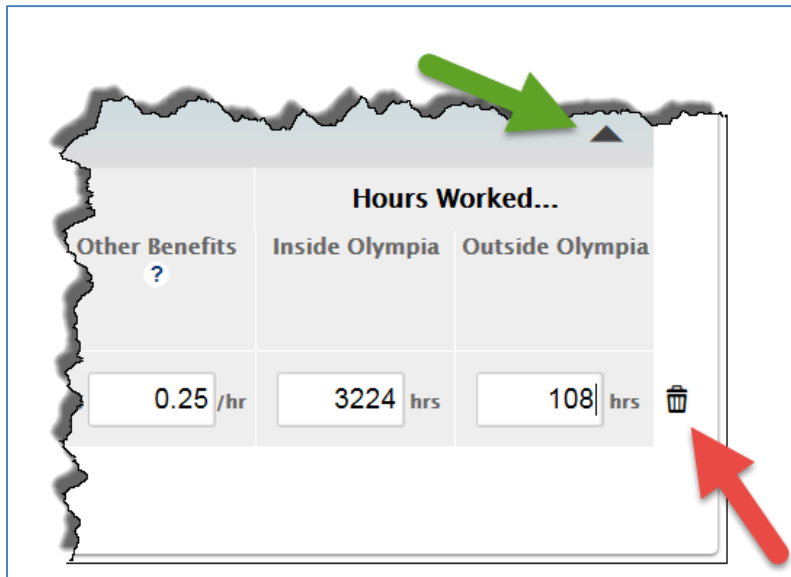
3320	÷	2540	=	1.31
Total Paid		Total Hours Worked		Hourly Rate

Close

Step 4. Hide and Delete buttons

The small triangle in the upper right corner will hide or unhide the section. (See the green arrow in the image below.) Hiding the information is helpful when you want to focus on a specific section.

You may delete a row of data using the small trash can icon (see the red arrow in the image below.) You will be asked to confirm whether you really want to delete the row, in case you click the trash can icon by mistake.



Step 5. Submit Survey

The final screen in the Wage Survey is the review and submit screen. You will have the opportunity to review your data prior to submitting it to L&I. If you find a mistake, simply navigate back to the previous screens using the navigation ribbon.

When you are ready to submit your survey data, please check the box on the lower left portion of the screen, acknowledging that the information you are submitting is true and accurate. Then select the Submit button at the lower right portion of the screen.

Once your survey is submitted, you will not be able to return to earlier steps to make a correction or see your responses.

Wage and Hour Survey

Trade: Painters Reporting period: January 10, 2015 — December 10, 2015
Please complete by May 27, 2016

STEP 1 Enter company information > STEP 2 Select counties > STEP 3 Select job classifications > STEP 4 Enter wages, hours & benefits > **STEP 5 Submit survey >**

Please review and submit your survey. Once it is submitted, you will not be able to return to earlier steps to make corrections or see your responses.

[Download or print a PDF of your survey data](#)

Job Classification	County	Base Wage	Insurance	Retirement	Vacation	Apprenticeship Fund	Hours Inside Largest City	Hours Outside Largest City
Commercial Journey Level	King	21.25	4.75	3.85	0.00	1.05	525	440
Commercial Journey Level	King	22.15	4.75	3.85	0.00	1.05	415	158
Commercial Journey Level	Pierce	21.25	4.75	3.85	0.00	1.05	48	0
Residential Journey Level	Spokane	18.15	3.75	2.55	0.00	1.05	68	24

I attest that to the best of my knowledge the information provided in this survey is accurate and true.

[Back to previous step](#) [Save and finish later](#) [Submit](#)

Largest City of each County

The survey asks for hours to be reported in the county worked and separated between work performed inside and outside the largest city a particular county. Please refer to the list below to find the largest city in each of Washington State's counties.

Washington Counties and Largest Cities					
County	Largest City	County	Largest City	County	Largest City
Adams	Othello	Grays Harbor	Aberdeen	Pierce	Tacoma
Asotin	Clarkston	Island	Oak Harbor	San Juan	Friday Harbor
Benton	Kennewick	Jefferson	Port Townsend	Skagit	Mount Vernon
Chelan	Wenatchee	King	Seattle	Skamania	Stevenson
Clallam	Port Angeles	Kitsap	Bremerton	Snohomish	Everett
Clark	Vancouver	Kittitas	Ellensburg	Spokane	Spokane
Columbia	Dayton	Klickitat	Goldendale	Stevens	Colville
Cowlitz	Longview	Lewis	Centralia	Thurston	Olympia
Douglas	East Wenatchee	Lincoln	Davenport	Wahkiakum	Cathlamet
Ferry	Republic	Mason	Shelton	Walla Walla	Walla Walla
Franklin	Pasco	Okanogan	Omak	Whatcom	Bellingham
Garfield	Pomeroy	Pacific	Raymond	Whitman	Pullman
Grant	Moses Lake	Pend Oreille	Newport	Yakima	Yakima