



AWARDING AGENCY PORTAL UPDATES

CERTIFIED PAYROLL UPDATES

- New column added to quickly identify if the Prevailed Wages were met for each weekly certified payroll report filed
 - o  means wages did not meet the Prevailed Wage rate
 - o  means wages did meet the Prevailed Wage rate

Currently showing

STATUS

☒ All

☐ Affirmed

☐ Missing Weeks

☐ Not met wage

DATE RANGE









From:

To:

[Clear Filters](#)

☐ Select All [Download Selected](#) [Download All](#) [View Log](#)

◀ Previous Showing records 1 to 4 of 4 Next ▶

For the week ending	Status	No Work Performed	Met wage rate	Actions
<input type="checkbox"/> 1-11-2025	 Affirmed 1-16-2025			View
<input type="checkbox"/> 1-4-2025	 Affirmed 1-16-2025	X		View
<input type="checkbox"/> 12-28-2024	 Affirmed 1-16-2025			View
<input type="checkbox"/> 12-21-2024	 Affirmed 1-16-2025			View

- Download and export CSV file for Certified Payroll log when meeting with State Auditor's Office
 1. Select View Log
 2. This will display a pop up including the user, date and time the certified payroll week was accessed. Select Export to save and download

Currently showing

STATUS

☒ All

☐ Affirmed

☐ Missing Weeks

☐ Not met wage

DATE RANGE





From:

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<input type="checkbox"/> 1-11-2025	 Affirmed 1-16-2025			View
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<input type="checkbox"/> 12-28-2024				
<input type="checkbox"/> 12-21-2024				

Certified Payroll Report Log

For Intent 876209

Week ending	Accessed
1/11/2025	Liam Neeson - 01/16/2025 at 11:11:09 AM
12/28/2024	Liam Neeson - 01/16/2025 at 11:13:15 AM
1/11/2025	Liam Neeson - 01/21/2025 at 02:50:00 PM
12/21/2024	Liam Neeson - 01/21/2025 at 03:02:57 PM
1/11/2025	Liam Neeson - 01/21/2025 at 03:13:04 PM

[Export](#)


- When viewing a certified payroll report (also within PDF version) a list will be displayed at the bottom of the report that provides a summary of all trades, classifications and rates with their total hours.

Trade Summary List

County	Trade	Classification/Occupation	Step	Rate	Total Hours
King	Carpenters	Carpenter		\$62.02	624
King	Carpenters	Carpenter		\$73.19	35
King	Carpenters	Carpenter	Step 1	\$62.02	52
King	Electricians – Powerline Construction	Construction Lineman	Step 1	\$49.5	40
King	Ironworkers	Ironworker/Western WA	Step 2	\$87.49	52
King	Ironworkers	Ironworker/Western WA	Step 3	\$49.5	40
King	Plumbers & Pipefitters	Plumber/Western WA	Step 1	\$62.02	52
King	Power Equipment Operators	Constr Equipment Operator	Step 1	\$62.02	52
King	Sheet Metal Workers	Sheet Metal Worker/Western WA	Step 1	\$70.54	52

NOTICE OF COMPLETION UPDATES

SAVE THE NOTICE OF COMPLETION, NOC, AS A “DRAFT”

- At the bottom of the NOC, select  to save a draft
 - The draft will be saved to access later.
- Select Continue to open the draft and resume the Notice of Completion. make changes or Send the Notice of Completion to the department(s)

Draft Notice of Completion

Draft	1/24/2025	Continue
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- Please note: There are no validations when the Notice of Completion is saved as draft. Validations only occur when the Send the  button is selected.

ADD A PENALTY OR INCENTIVE AMOUNT BASED ON THE APPRENTICE UTILIZATION % WHEN APPRENTICE UTILIZATION IS REQUIRED.

- If the Apprentice Utilization percentage is equal to or greater than 15% the system will allow for an Incentive amount to be entered

Apprentice Utilization Information

Apprentice utilization is required on this project.

Utilization % 24.24 %

*Engineer's Estimate

Incentive Amount:

- If the Apprentice Utilization does not reach 15%, the system will allow for a penalty amount to be entered

Apprentice Utilization Information

Apprentice utilization is required on this project.

Utilization % 0.00 %

*Engineer's Estimate

*Was a Good Faith Effort approved? ☐ Yes ☒ No

Penalty Amount:

- If the Apprentice Utilization does not reach 15%, but a “Good Faith Effort” was approved, then the system will not allow a penalty or incentive to be entered.

Apprentice Utilization Information

Apprentice utilization is required on this project.

Utilization % 0.00 %

*Engineer's Estimate

*Was a Good Faith Effort approved? ☒ Yes ☐ No

REPORTS

TWO NEW AWARDING AGENCIES REPORTS

- **Agency Apprentice Diversity** - Provides details on the diversity of apprentices for the agency based on certified payroll reports filed using L&I's system. Demographic data is only available if the contractor decided to provide it for each of their workers as these fields currently are not required within L&I's system. As the awarding agency, on future projects, you may require contractors to provide the demographic information in L&I's system in order to populate this report.

17
Action Items
Public Works
Combined Form Projects
Utilization Reports

Utilization Reports

Set up and download a custom report for a project or date range.

Report

Date range
 From To

- **Certified Payroll Compliance** - Provides details on employees whom were not paid the required Prevailing Wage rate.

Action Items17Public WorksCombined Form ProjectsUtilization Reports

Utilization Reports

Set up and download a custom report for a project or date range.

Report

Certified Payroll Compliance

Intent

Download