

CONTRACTOR PORTAL UPDATES

AFFIDAVIT UPDATES

- When filing the Affidavit, Contractors who choose to “import wages and hours from certified payroll”, are now able to remove apprentices.
 - o Select **Yes** to import wages when starting the affidavit
 - o On Step 4, select **Remove** next to the apprentice that needs to be removed.

File Affidavit: Certified Payroll Wages and Hours

Certified Payroll Wages and Hours Information

Do you want to import wages and hours from certified payroll? 1 Yes No

Show Notes (0 notes exist)

Add Note ⓘ

Normal B I U

Add new note...

Cancel
Continue to Next Step

File Affidavit: Apprentice Wages and Hours

STEP 1 Update Actual Project Information
STEP 2 Enter Subcontractors Information
STEP 3 Enter Actual Journey Level Wages And Hours
STEP 4 Enter Actual Apprentice Wages And Hours
STEP 5 Review of Affidavit of Wages Paid
STEP 6 Payment Details

Apprentice Information

Apprentice Registration ID ⓘ (required)

In which state is the apprentice registered? (required)

Trade That Apprentice Worked On (required)

County Where Apprentice Worked (required)

Apprentice's First Day at This Step ⓘ (required) Apprentice's Last Day at This Step ⓘ (required)

Add Apprentice
Clear All

Step#	Step Begin Hour	Step End Hour	Name	Reg Id	First Day	Last Day	State	Prevailing Wage	Wage	Fringe	Hours	Action
Program/Occupation Name: Carpenter							Trade: Carpenters			County: King		
1	1	1000	Test, EE13	183607	7/29/2024	8/3/2024	WA	\$37.57	\$ 40.00	\$ 36.02	52 2	Remove
Program/Occupation Name: Ironworker/Western WA							Trade: Ironworkers			County: King		
2	751	1500	Test, EE14	192378	7/29/2024	8/3/2024	WA	\$42.00	\$ 65.47	\$ 36.02	52	Remove
Program/Occupation Name: Plumber/Western WA							Trade: Plumbers & Pipefitters			County: King		
1	1	2000	Test, EE8	156421	7/29/2024	8/3/2024	WA	\$47.95	\$ 40.00	\$ 36.02	52	Remove

MY PROJECTS & MY CERTIFIED UPDATES

ABILITY TO HIDE PROJECTS WITH FINAL PAYROLL FROM THE MY PROJECTS AND MY CERTIFIED PAYROLL SECTIONS BY SELECTING “HIDE PROJECTS WITH FINAL PAYROLL”

1. Select the check box
2. Select **Search** to update the results

My Projects

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Search My Projects

Project Name or Contract No. Bid Due From To Prime Contractor Only where I am the prime

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

MY PROJECTS SECTION AND PROJECT OVERVIEW WILL NOW DISPLAY THE NOC RECEIVED DATE

- **All** contractors, Prime and Subcontractors, can view the NOC Received date under My Projects and the Project Overview

My Projects

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Search My Projects

Project Name or Contract No. Bid Due From To Prime Contractor Only where I am the prime

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

Project	Bid Due Date	Prime Contractor	Retainage Status
Penalty Test PALOUSE, CITY OF Contract No: 12162024	11/4/2024	BEAVER VALLEY ELECTRICAL LLC	NOC Received 12/16/2024
Penalty Test 2 PALOUSE, CITY OF Contract No: 24.16.12	11/1/2024	BEAVER VALLEY ELECTRICAL LLC	NOC Received 12/16/2024

CERTIFIED PAYROLL RECORDS

AMENDING A “NO WORK PERFORMED” CERTIFIED PAYROLL REPORT WILL POPULATE THE PRIOR ENTERED CERTIFIED PAYROLL REPORTS EMPLOYEES ON THE PROJECT

1. Select **Create Amendment**
2. On Step 1, select **Remove** next to the employee that needs to be removed.
Reminder: if the employee didn’t perform work that week but will continue working on the project, you can leave them on the payroll and just not enter any hours for them.

Currently showing

STATUS

All

Saved (In Progress)

Affirmed

Amendment Saved (In Progress)

Missing Weeks

DATE RANGE

From:

To:

[Clear Filters](#)

Select All [Download Selected](#) [Download All](#)

Show rows Showing 1 to 4 of 4 records

For the week ending	Status	No Work Performed	Actions
<input type="checkbox"/> 08-24-2024	✓ Affirmed Amended 01-08-2025		View... Create amendment
<input type="checkbox"/> 08-17-2024	✓ Affirmed 01-08-2025	X	View Create amendment
<input type="checkbox"/> 08-10-2024	✓ Affirmed 01-08-2025		View Create amendment
<input type="checkbox"/> 08-03-2024	✓ Affirmed Amended 12-11-2024		View... Create amendment

Manage your:

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

Total Number of Missing Weeks: 21

Amend Certified Payroll Report

AA/CT Portal Testing (Contract No. 121024)

STEP 1.
Amend employees and rates of pay

STEP 2.
Amend hours worked and deductions

STEP 3.
Review totals and sign

For the week ending: Saturday, August 17, 2024

[Watch Step 1 Video](#)

[+ Add a new employee](#)

[Choose existing employees](#)

Employees on this project:

Test, EE1 A	Alabaster Avenue Apartment A Aberdeen, WA 98123	Carpenters, Carpenter (King)	\$40.00/hr	\$36.02/hr total benefits	Amend Remove
Test, EE2 C	CCC Capitol Boulevard Apartment C Chehalis, WA 98123	Carpenters, Carpenter (King)	\$64.94/hr	\$22.25/hr total benefits	Amend Remove