AFFIDAVIT UPDATES

- When filing the Affidavit, Contractors who choose to "import wages and hours from certified payroll", are now able to remove apprentices.
 - 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 P	ayroll Wages and Hours Information					
you want to	import wages and hours from certified payroll					
ow Notes (0 n	lotes exist)					
d Note	Normal + BIU					
	Add new note					
Cancel	Continue to Next Step					
	File Affidavit: Apprentice Wages and Hours					
	STEP 1 STEP 2 STEP 3 STEP 4 STEP 5 STEP 6 Update Actual Project Information Enter Actual Subcontractors Information Enter Actual Journey Level Wages And Hours STEP 4 Enter Actual Appentice Wages And Hours STEP 5 STEP 6					
	Apprentice Information					
	Apprentice Registration ID (i) (required)					
	In which state is the Select Apprentice State apprentice registered? (required)					
	Trade That Apprentice select 🗸					
	County Where Apprentice select Worked (required)					
	Apprentice's First Day at This mm/dd/yyyy Apprentice's Last Day at This mm/dd/yyyy Step (i) (required) Step (i) (required)					
	Add Apprentice Clear All					
	Step# Step Name Reg Id First Day Last Day State Prevailing Wage Fringe Hours Action Begin End Wage Hour Hour					
	Program/Occupation Name: Carpenter Trade: Carpenters County: King					

 2
 751
 1500
 Test, EE14
 192378
 7/29/2024
 8/3/2024
 WA
 \$42.00
 \$ 65.47
 \$ 38.02
 52

 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
 \$ 38.02
 52

Remove

Remove

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		103 -	
Search My Projects			
Project Name or Contract No. Project Name or Contract	Bid Due From To mm/dd/yyyy mm/dd/yyyy	Prime Contractor Only where I am the prime 	
Awarding Agency Awarding Agency	L&I's Retainage Status	 Hide projects with final payroll 	
		CI 2 Q Search	

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				3 -
Search My Projects				
Project Name or Contract No.	Bid Due From	То	Prime Contracto	or
penalty	mm/dd/yyyy	mm/dd/yyyy	Only where I	am the prime
Awarding Agency	L&I's Retainage S	itatus	Hide project	s with final
Awarding Agency	All	∨ (i)	payroll	5 With final
			Clear Search	Q Search
Show 5 🗸 rows		Showing	records 1 to 3 of 3	Previous Next
Project	Bid Due Date	Prime Contractor		Retainage Status
Penalty Test	11/4/2024	BEAVER VALLEY	ELECTRICAL LLC	NOC Received
PALOUSE, CITY OF Contract No: 12162024			-	12/16/2024
Penalty Test 2	11/1/2024	BEAVER VALLEY	ELECTRICAL LLC	NOC Received
PALOUSE, CITY OF Contract No: 24.16.12				12/16/2024

ject Overview	NOT FILED AMIDAVITS NOT	Filed Otilization	Messages Files	Payroll
roject name enalty Test	Contract no. 12162024	Award Date 11/5/2024	Prime Contractor Na	me
ob site Test	Project cost \$15,000,000.00	Bid Date 11/4/2024	Phone number 509-763-4344	
lescription lest	Contract Type Bid-Build (Tradition	al)	L&I Account ID	WA UBI Number
&I Notice of Completion Status IOC Received on 12/16/2024	Awarding Agency PALOUSE, CITY OF		Contractor License n	0.
&I Certificate of Release Not Released	Awarding Agency Co Ted, 509-222-222	Awarding Agency Contact Name Ted, 509-222-2222 Apprentice Utilization Required Yes		ject
	Apprentice Utilization Yes			
	OMWBE Utilization Re Yes	quired		

BULK UPLOAD CERTIFIED PAYROLL EMPLOYEES

UPLOAD BULK EMPLOYEES INTO THE SYSTEM BY DOWNLOADING AND COMPLETING THE CSV TEMPLATE PRIOR TO UPLOADING THE FILE.

- 1. Select Download to download the CSV template
- 2. Complete the file with all employee information and save your changes
- 3. Select Choose File to upload your CSV file

Add Employee						
First name*	M. Last name*	Social Security Number	Add Multipl	le Employees		
Gender Choose one 🗸	Race, ethnicity or culture Choose one	United States vetera Choose one	you import the o	correct information	n.	
Address*			2 Upload your	rompleted CSV file	to quickly a	łd
			3 2. Opioad your of multiple employ	rees at one time.	to quickly a	30
City*	State Washington	~	Choose File I			
Zip code*						
				Cancel	Save	

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	Select All Dow	nload Selected Downloa	ad All		Manage your:
STATUS	Show 5 v rows Showing 1 to 4 of 4 records		 Employees 		
 All Saved (In Progress) 	For the week * ending	Status	No Work Performed	Actions	 Ten Hour Workday (4-10) Agreements
 Affirmed Amendment Saved (In Progress) 	08-24-2024	✓ Affirmed Amended 01-08-2025		View Create amendment	Total Number of Missing Weeks: 21
Missing Weeks	08-17-2024	✓ Affirmed 01-08-2025	x	View Create amendment	1
DATE RANGE From:	08-10-2024	✓ Affirmed 01-08-2025		View Create amendment	
To: Clear Filters	08-03-2024	✓ Affirmed Amended 12-11-2024		View Create amendment	
AA/CT Portal Testing (Contrac STEP 1. Amend employees and rates of pay	t No. 121024) STEP 2 Aman and di	2. d hours worked aductions	STE Revi and	P 3. ew totals sign	>
For the week ending: Saturday	, August 17, 2024			🕟 Watch	n Step 1 Video
L+Add a new employee					۲
A ✓ Choose existing employees					\odot
Employees on this project:					
Test, EEI A Alabast Apartm Aberde	er Avenue (ent A en, WA 98123	Carpenters, Carpenter (King)	\$40.00/hr	\$36.02/hr total benefits	Amend Remove
Test, EE2 C CCC Ca Apartm Chehali	pitol Boulevard (ent C is, WA 98128	Carpenters, Carpenter (King)	\$64.94/hr	\$22.25/hr total benefits	Amend Remove