

To Whom It May Concern:

UPDATED MARCH 2020

INFORMATION REGARDING CHANGES TO APPRENTICESHIP UTILIZATION REPORTING AND CERTIFIED PAYROLL COLLECTION

Purpose

Communicate upcoming changes affecting all WSDOT construction projects for the following processes:

- Apprenticeship utilization reporting
- Certified payroll collection
- Statement of Intent and Affidavit of Wages Paid submittals

Background

RCW 39.12.120 requires every Contractor, Subcontractor, or employer to submit a copy of their certified payroll monthly to the Department of Labor and Industries (LNI) when working on a public works project.

This new requirement takes effect on January 1, 2020, and will affect all WSDOT construction contracts performing work after the effective date.

LNI's online reporting system – Prevailing Wage Intents & Affidavits (PWIA), will be the repository for certified payroll collection for work performed after January 1, 2020. PWIA will calculate apprentice utilization using the journeymen and apprentice hours reported on certified payrolls.

PWIA system upgrades are complete to include incorporation of Federal Certified Payroll requirements. The system will retroactively apply the Federal requirements to all payrolls that are submitted on federally funded projects. The project must be identified as federally funded on the Project Overview screen in PWIA.

Timely federal payroll submittal and federal wage requirements remain in effect for federally funded projects. PWIA is not capable of verifying the federal prevailed wage.

Guidance

Certified Payroll

Submittal to the Project Engineer using PWIA for all work performed after January 1, 2020, regardless of funding source or delivery method. Required for every week, including weeks that no work was performed, until Affidavits of Wages Paid are [approved in PWIA](#), or you have identified the last certified payroll for the project has been submitted.

Certified Payrolls (CPR) or no work performed statements will be required from the date each contractor begins work on the project until each contractor has identified a certified payroll as their last in the notes field of the CPR, or the affidavit is approved by LNI, whichever occurs first.

WSDOT staff has begun entering all contracts into PWIA for statewide consistency. Initial entry will include indicating apprenticeship requirements, and funding source (federal or state funding).

Penalties are outlined in Standard Specification 1-07.9(5) if payrolls are not received within the prescribed deadlines.

State Funded Projects:

- PWIA will verify the State prevailed wage based on the bid opening date entered when the contract is created in PWIA for design bid build contracts
 - Design-build contracts will use the award date
- Certified payroll submission is required monthly, but will report for every week
- Statements are required for weeks when no work was performed

Federal Funded Projects:

- WSDOT Contract language requires weekly certified payroll submission
- No leniency on late submittals
 - If there are any issues with uploading or entering information into PWIA, the Contractor is required to submit timely by sending copies directly to the Project Office
- If federal labor classifications differ from those listed in PWIA, the contractor must note the labor classifications, including group numbers in the notes/comments field of the certified payrolls
- Certified payrolls will automatically redact the first five digits of the social security number and employee home address
- Federal Statement of Compliance is included automatically and is retroactive to include all payrolls submitted on the project – contractors are no longer required to upload a separate document
- Federal wage verification required using the Wage Determination included in the Contract
 - PWIA will alert users if the State prevailed wage is not met
 - LNI provides guidance on proper steps if this message is received
 - PWIA will not alert users if the federal prevailed wage is not met
 - Entry without an alert does not indicate federal requirements are satisfied
 - WSDOT will enforce all federal requirements on federally funded projects

Statement of Intent and Affidavits of Wages Paid

Copies of approved Statement of Intent and Affidavits of Wages Paid will no longer need to be sent to the Project Office. Project Office staff will use PWIA to verify LNI approval.

Apprenticeship Utilization

- Apprenticeship utilization for work performed after January 1, 2020 will be calculated using the information submitted on certified payrolls
- Monthly reporting will no longer be required in WSDOT's Apprenticeship Utilization Reporting (AUR) system for work performed after January 1, 2020
 - Contractors will be allowed to enter or update apprenticeship hours worked prior to January 1, 2020 until February 1, 2020
- Contracts that have apprenticeship hours in WSDOT's AUR system and PWIA will require a manual calculation to determine overall project utilization

- Apprenticeship utilization plan and good faith effort documentation are still required and will be uploaded directly into PWIA
- Three strikes disciplinary actions remain in place as outlined WSDOT's Construction Manual
- When WSDOT creates contracts in PWIA, it will be determined if apprenticeship utilization is required
 - This will activate the apprenticeship reports in PWIA

Implementation Plan

The changes outlined in this bulletin are effective on January 1, 2020.

Resources

[WSDOT Standard Specifications](#)

[LNI Contractor Portal User Manual](#)

Contact Information

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