Uploading Owner/Operator only certified payroll

1) The Contractor will need to log into their My L&I account and access the Public Works Dashboard in their PWIA service. There the contractor can start filing by either clicking on the File Certified Payroll link next to the intent under My Intents and Affidavits or by accessing the File Certified Payroll box on the left hand side. If accessing under File Certified Payroll on the left, the contractor will need to select Intent and enter the intent number in the Form ID field and click Create.

coverage	Complete By: 3/30/2020				
File New Affidavit	My Intents and Affidavits	;	62 -		
Intent ID Create	Search My Intents and Affidavit	s			
	Intent or Affidavit ID	Search Intents or Affidavits	Intent or Affidavit Status		
File Certified Payroll	Intent or Affidavit Id	Both Intents and Affidavits	Any		
○ Intent	Project Name or Contract No.	Awarding Agency	Submitted From To		
Combined Form	Project Name or Contract	Awarding Agency	mm/dd/yyyy mm/dd/yyyy		
Form ID Create			Clear Search Q Search		
	Show 5 Trows	Showing reco	rds 11 to 15 of 62 Previous Next		
Jpload Certified Payroll	Form Project	Submit Date V Form Status	Related Forms & Actions		
Submit Payroll in XML File					
View Project Structure					
Intent ID					
View					
	Intent sidewalks 874494 LACEY FIRE DISTRICT Contract No: 4567891	1/16/2020 soved	View Certified Payroll File Certified Payroll File Affidavit		
	My Projects	only way a contractor can file	36 +		
	Cer Alve Contified Davids III alre	tified Payroll here is if they've			
	My Certified Payroll	ady started ning.			

Please note, that a contractor cannot start filing certified payroll under the My Certified Payroll section. They can only access this once they have already started filing certified payroll on the project using one of the other starts listed above.

2) Since this intent only listed an owner/operator on this project, they will need to click on the Download the paper form for this project.

Washington State Department of Labor & Industries	Prevailing Wage Intent & Affidavit	1	🔻 🛛 Log out
« back to prevailing wage dashboard Upload Certified Payroll Report sidewalks (Contract No. 4567891)			
Upload report Upload a copy of your certified payroll report. Upload Report			
Download the paper form for this project			
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3) This will download the Owner Only Certified Payroll Report. The contractor will need to print this out, fill it out including signature, and then scan it back into their computer.

Otympia WA 98504.4540 (360) 902-5335	Prime C	Contractor 🛛	Project Name sidewalks	County Thurston	Contract# 4567891	
		Subo	contractor	Project Address	City	State
Awarding Agency Name LACEY FIRE DISTRICT		Phone		Company Name ARTISTRY STONEW	ORKS	Phone
Address	City	State	Zip	Address	City	State Zip
For Week Ending:						Final Payroll?
Owner Name	%	of Ownership		Trade	Classification	Total Hours
The party signing be	low AFFIRMS that	t all information	contained in this	Certified Payroll Re	port, including any addenda, is correct	and complete.
Falsification of ar	iy of the above st	atements is a v	violation of RC	W 39.12.050 subje	ect to prosecution, sanctions, and	penalties.
Today's Date	Printed name of party	signing this report			Title	
Signature						

4) Once the form is filled out and scanned, the contractor will now need to upload their report. This can be done by clicking on Upload Report.

Washington State Department of Labor & Industries	Prevailing Wage Intent & Affidavit	▼ Log out
< back to prevailing wage dashboard		
Upload Certified Payroll Report sidewalks (Contract No. 4567891)		
Upload report		
Upload a copy of your certified syroll report. Upload Report		
 Download the paper form for this project 		
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5) The system will then ask For the week ending: and Was any work performed this week?



Note: If no work was performed, the contractor does not need to download the form. They would need to enter the week ending date and answer No to the question Was any work performed this week, and then click Confirm.

6) Enter in the information and click Confirm.

Washington State Department of Labor & Industries	Prevailing Wage Intent & Affidavit	▼ Log out
 back to view all certified payroll reports Upload Certified Payroll Report sidewalks (Contract No. 4567891) For the week ending: Od/12/2020 Monday, April 6, 2020 through Sunday, April 12, 2020 Was any work performed this week? Yes No Confirm Cancel 		
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7) The contractor would then need to click on Choose File.





8) This will allow to contractor to navigate to their scanned file, click on it and click Open.

9) Click Upload.



10) The owner only certified payroll has been submitted.

« back to prevailing wage day	shboard						
View All Certifie	ed Payroll Repo	rts					
sidewalks (Contract No.)						
Project name							
sidewalks							
Intent Id	Award	Awarding agency name			Prime contractor		
874494	LACEY	LACEY FIRE DISTRICT			ARTISTRY STONEWORKS		
County		Awarding agency phone		Phone			
Inurston							
Contract No.		Awarding agency address			Address		
Job site							
Cartified Payroll Ran	orts	_					
Certified Payron Rep	0105		Create a Certified P	ayroll Report			
Currently showing Show 5 • rows		Showing 1 to		5 of 9 records	Manage your:		
STATUS	For the week ending	Status	Actions		 Ten Hour Workday 		
• All	04-12-2020	✓ Affirmed	View		(4–10) Agreements		
 Saved (In Progress) Affirmed 		04-16-2020	Create am	endment			