



Purpose

Communicate guidance and summarize changes made to the Construction Manual that affect both current and upcoming projects regarding collection and verification of certified payrolls through Labor & Industries (LNI) Prevailed Wage Intents and Affidavits (PWIA) system.

Certified Payrolls are required to be submitted to the Project Engineer through PWIA by Contractors and subcontractors performing work on public works projects, regardless of funding source or delivery type. Project Offices are tasked with verifying timely submittal of payrolls and on federally funded projects, verifying wages paid meet the minimum amounts specified in the Federal Wage Determination for Highway Construction included in each contract.

Background

The requirements for certified payroll verification differs depending on funding. The changes clarify the differing requirements for state and federally funded projects to ensure compliance with prevailing wage laws.

Guidance

State Funded Contracts:

Contractors and subcontractors are required to submit certified payrolls for each week, even if no work is performed. The payrolls are required to be submitted monthly; however, each week must be reported individually. The Project Office is required to verify submittals monthly, beginning when each firm begins performing Work, until the last working day indicated on the Affidavit of Wages Paid, or the "Final Week of Payroll" box is checked in PWIA on a certified payroll.

Notifications for missing certified payrolls are required once each month after each contractor begins work. For example:

Contractor performs work beginning on February 10. Certified payrolls are required for each week after February 10, regardless of whether work was performed. If any of the February certified payrolls are missing in March, a notification for the missing week(s) must be made before April 1.

A tracking sheet is available on the State Construction Office SharePoint site that allows the Project Office to track payroll submittals and to record when receipt is verified. Other tracking sheets may be used, provided they contain the same information. A tracking sheet is not necessary on State funded projects if all requests are made timely and in PWIA.



Federal Funded Contracts:

Contractors and subcontractors are required to submit certified payrolls for each week that work is performed. The Project Office is required to verify submittals each week after each firm begins work, beginning when each firm begins Work, until the last working date indicated on the Affidavit of Wages Paid, or the "Final Week of Payroll" box is checked in PWIA on a submitted certified payroll.

Notifications for missing certified payrolls must be made each week when verifying weekly submittals and are required within 60 days after each week in which Work was performed.

Certified payroll received in excess of 90 days late will require withholding on the next progress estimate or documentation showing the reasons payments were not withheld.

A tracking sheet is available on the State Construction Office SharePoint site for use to track certified payroll submittals and when federal wage rates are verified. The same tracking sheet can be used to record verification of federal prevailing wage rates. Other tracking sheets may be used, provided they contain the same information.

Both State and Federal Funded Contracts:

Notifications for missing certified payroll can be made using any method the Project Engineer chooses to include, but not limited to:

- Notification tool in PWIA
- Email correspondence
- Notifications during weekly meetings (include this action in the meeting minutes)

Request for missing certified payroll made outside of PWIA should be kept in a single location, accessible by all project staff, for easy retrieval.

Resources

Standard Specifications 1-07.9(1) – Wages; General

Construction Manual 1-07.9(5) – Required Documents

Certified Payroll Tracking Sheet – Available on the State Construction Office SharePoint Site

LNI's Prevailed Wage Intents and Affidavits (PWIA) System



State Construction Office
Multimodal Development & Delivery

Certified Payroll Requirements
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Implementation Plan

Updated information was added to the Construction Manual on February 5, 2025, and is effective immediately for all projects. This guidance is also applicable to projects that were in progress when the update was made and should be followed for the remainder of the project.

For active Design-Build projects, the expanded notification and verification requirements should be followed, regardless of which Construction Manual was in effect when the DB contract was advertised.

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