

Section 5. Public Works Payroll Reporting Form

Enter Payroll Information

To begin creating a *Public Works Payroll Reporting Form (Payroll Form)*, go to the My Contracts area and select the desired contract from the list of Contracts With LAUSD.

LAESD Facilities Services Division
Building the Learning Community

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Mr. User :: Friday, Jan 22, 2010

Contractor's Certified Payroll Reporting System

Open Contracts with LAUSD

Home : My Contracts

Contract List:(4)

Contract Status [[Current Contracts](#) | [Archived Contracts](#) | [All Contracts](#)]

Contract No	School Name	Latest Payroll Date	Association
0910352	SOUTH REGION EL #6	None Submitted	2 - Subcontractor
0930000	various	None Submitted	2 - Subcontractor
1010001	COLDWATER CYN EL	None Submitted	Prime Contractor
1010011	WESTCHESTER SH	None Submitted	3 - Subcontractor

[Request to Add Contract](#)

Proceed to the New Payroll Form section and choose the project location/school for which you wish to report. *Job Order Contracts*: you must also choose a project number. If you have previously reported payroll at this project location under this contract, the Last Payroll Period and Last Payroll No. will appear. Enter the Work Week Start Date and Payroll Number, and click **Add New Payroll**.

New Payroll Form

School	Work Week Start Date	Payroll Number
WESTCHESTER SH	02/01/2010 Last Payroll Period: 01/25/2010 - 01/31/2010	1 Last Payroll No: 0

[Add New Payroll](#)

The Contract Number, Project Location/School, Project Number (if applicable), Payroll Start Date, and Payroll Number you specified on the previous screen will then be displayed. Your company's contact information will also be displayed.

Facilities Services Division
Building the Learning Community

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Mr. User :: Monday, Jan 25, 2010

Contractor's Certified Payroll Reporting System

New Payroll Form

[Home](#) : Select Employees

At a Glance: LCP Contractor, Ltd.

Contract Number:	1010011	Advertised Date:	08/10/2009	School Name(s)
Prime Contractor:	FSD Construction, Inc.	Award Date:	09/28/2009	WESTCHESTER SH
Parent Vendor:	Facilities Construction, Inc.	Notice to Proceed Date:	10/09/2009	
PSA Contract:	Yes	Start Date:	10/09/2009	
Contract Type:	FSD	End Date:	04/06/2010	
OCIP	Yes	Notice of Completion Date:	N/A	

Select Employees to Add to Form.

Payroll No	1	
Payroll Start Date	02/01/2010 - 02/07/2010 (Monday to Sunday)	
Contract No	1010011	
School	WESTCHESTER SH	
Company Contact Address (to appear on CPR)	1 Public Hwy New City, CA 90000	<input type="button" value="Edit"/>

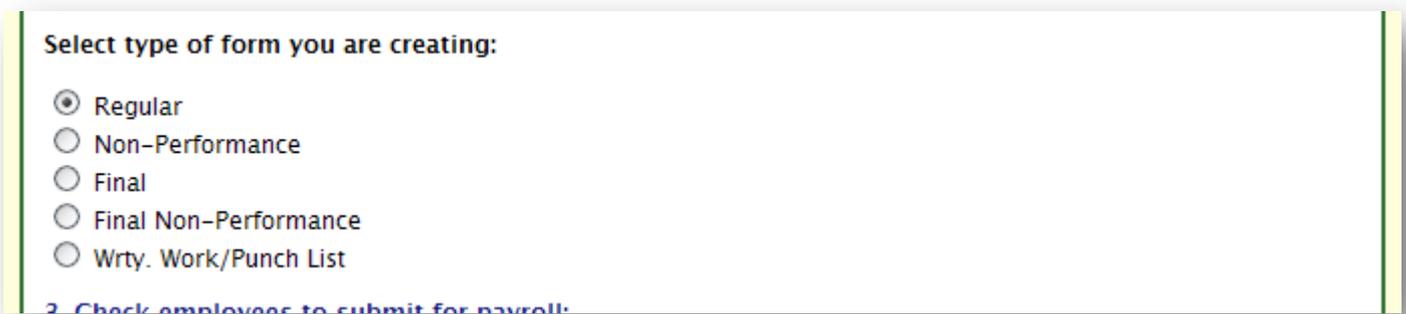
Select type of form you are creating:

If you have not yet entered contact information for your company, click **Edit** to return to the Update Contact Information screen. See Section 1. My Account.

Select Type of Form

You will then be prompted to select the type of form you are creating, which can be one of the following:

- ❖ **Regular:** This type of form is for reporting work performed throughout the regular duration of your contract work.
- ❖ **Non-Performance:** This type is for reporting any week throughout the regular course of your contract work during which no work was performed[†].
- ❖ **Final:** This type is for reporting the last week work was performed by your company during the regular course of your contract work^{††}.
- ❖ **Final (Non-Performance):** This type is for reporting no work was performed during the last week of the regular course of your contract work.
- ❖ **Warranty Work/Punch List:** This type is for reporting *Warranty Work* or *Punch List* items performed *after* the regular duration of your contract work[‡].



Select type of form you are creating:

- Regular
- Non-Performance
- Final
- Final Non-Performance
- Wrtly. Work/Punch List

3. Check employees to submit for payroll:

[†] The purpose of this form is to certify that no employees of your company were on-site during that payroll period. If no employees of your company performed work, but work was performed by an owner-operator hired by your company, you would choose a Non-Performance-type.

^{††} By reporting a Final-type payroll form, you certify that the regular course of contract work is complete for your company and any week following will be considered Non-Performance—unless submitting Wrtly. Work/Punch List. As such, you will no longer be able to report Regular or Non-Performance payroll under that Contract Number and Project Location/School.

[‡] When reporting Wrtly. Work/Punch List, it is not necessary to report the weeks in between during which no work was performed.

Check Employees to Submit for Payroll

A list of all active employees, their trades/classifications, and corresponding rates of pay will be displayed. Choose the employees/pay rates that are applicable to the payroll form you are creating. If an employee does not appear, or trade/classification and/or rate information is not correct, return to the Employees area and update the profile of that employee. See Section 4. Employees.

3. Check employees to submit for payroll:

Employee Three	
<input checked="" type="checkbox"/>	LABORER / GROUP 01 (Journeyman) (ST) \$26.33 (1½x) \$39.495 (2x) \$.00 (3x) \$.00
Juan Venada	
<input type="checkbox"/>	LABORER / GROUP 04 (Journeyman) (ST) \$28.98 (1½x) \$43.47 (2x) \$.00 (3x) \$.00
<input checked="" type="checkbox"/>	LABORER / GROUP 05 (Journeyman) (ST) \$29.33 (1½x) \$43.995 (2x) \$.00 (3x) \$.00
The Worker	
<input checked="" type="checkbox"/>	LABORER / GROUP 04 (Journeyman) (ST) \$28.98 (1½x) \$43.47 (2x) \$.00 (3x) \$.00
<input type="checkbox"/>	LABORER / GROUP 05 (Journeyman) (ST) \$29.33 (1½x) \$43.995 (2x) \$.00 (3x) \$.00

4. Check Operators to submit for payroll period:

Check Operators to Submit for Payroll

A list of all active owner-operators, their equipment, and corresponding rates of pay will be displayed. Choose the operators/pay rates that are applicable to the payroll form you are creating. If an owner-operator does not appear, or equipment and/or rate information is not correct, return to the Employees area and update the profile of that owner-operator. See Section 4. Employees.

4. Check Operators to submit for payroll period:

Smooth Operator	
<input checked="" type="checkbox"/>	TRACTOR, CATERPILLAR MODEL 814 / (ST) \$109.690 (1½x) \$.000 (2x) \$.000 (3x) \$.000
Maria J. Smith	
<input type="checkbox"/>	CRANE, KOMATSU MODEL PC 1100 LC-6 / (ST) \$536.200 (1½x) \$.000 (2x) \$.000 (3x) \$.000

When you have completed entering payroll form details and selected the employees and the operators performing work on that payroll, click **Submit**.

Public Works Payroll Reporting Form

The *Public Works Payroll Reporting Form* is based upon the Department of Industrial Relations' suggested format for certified payroll records, *Form A-1-131, Public Works Payroll Reporting Form*¹⁰.

Name, Address and Social Security Number of Employee [Add Another Employee]		Wthlds & Exempts	Work Classification	Day M T W T F S S Date 01 02 03 04 05 06 07 Hours Worked Each Day							Total Hrs	Hrly Rate of Pay	Taxable Rate of Pay	Gross Amt Earned		Deductions, Contributions, and Payments										Addtl Pymnt	Net Wgs Paid for Wk	Check No.	Worker Class Code
Contractor Tier: Los Angeles Unified School District PUBLIC WORKS PAYROLL REPORTING FORM Name of Prime Contractor: FSD Construction, Inc. Contractor's License No: Address: Specialty License No: , Name of Sub Contractor: LCP Contractor, Ltd. Contractor's License No: 999999 Address: 1 Public Hwy Specialty License No: New City, CA 90000 Payroll No: 1 Period: 02/01/2010 - 02/07/2010 Self Insured Certificate No: Workers Compensation Policy No: LAUSD Contract No: 1010011 School: WESTCHESTER SH																													
Worker, The 001-01-0001		S / 1	Journeyman (LABORER) GROUP 04 <i>Basic Rates</i>	5								\$28.98	\$28.98	This Proj	All Projs	Fed Tax	FICA (SS)	FICA (MC)	State Tax	SDI	Vac/Hol	Health/Welf	Pension	Trv/Subs				Not Submitted	
9 Blue Collar Ln The City, CA 90001				1½x								\$43.47	\$43.47			Training	Other	Dues	Savings	Misc Pymts	Vac/Hol Deducts	Other Fringe Deducts	Total De- ductions	Other Reimburs					
Female/Native American (Veteran) [Remove employee]				2x																									
				3x																									
				Notes																									
				SDI - State Disability	*Other - any other deductions, contributions, and/or payments whether or not included by prevailing wage determinations must be separately listed, use extra sheet if necessary.																		Certification must be completed						

Owner Operator Listing

¹⁰ *Ibid.*, Section 1776.; *California Code of Regulations*, Title 8, Section 16401. Reporting of Payroll Requests.

Edit Payroll Form

If you need to modify any of payroll form details, click the **Payroll Number** on the form. You can change the Payroll Number and Payroll Start Date of the payroll form. You can also re-assign the payroll form to a different Contract Number and/or School/Project. If you made the wrong selection when initially creating the payroll form, you can change the Type of Form.



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Mr. User :: Tuesday, Jan 26, 2010

Contractor's Certified Payroll Reporting System

Edit Payroll Form

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Payroll No: <input type="text" value="1"/>	Contract Type: FSD
	Contract Number: 1010011
	School Name: WESTCHESTER SH
Contract No: <input type="text" value="1010011"/>	Payroll Start Date: <input type="text" value="02/01/2010"/>
Final Certified Payroll:	School: <input type="text" value="WESTCHESTER SH (8943)"/>
<input checked="" type="radio"/> Regular	
<input type="radio"/> Non Performance	
<input type="radio"/> Final	
<input type="radio"/> Final (Non Performance)	
<input type="radio"/> Wrt. Work/Punch List	

Name Of Contractor: <input type="text" value="LCP Contractor, Ltd."/>	Address: <input type="text" value="1 Public Hwy"/>
Contractor's License: <input type="text" value="999999"/>	
Specialty License: <input type="text"/>	City, State Zip <input type="text" value="New City"/> , <input type="text" value="CA"/> <input type="text" value="90000"/>
Workers Comp Policy No: <input type="text"/>	
Contractor Tier: <input type="radio"/> 1 - Prime	
<input checked="" type="radio"/> 2 - Subcontractor	
<input type="radio"/> 3 - Subcontractor (3rd Level)	

Once you are satisfied with your changes click **Submit**; otherwise, click the breadcrumb for **Payroll Form** to return to the form without saving your changes.

Payroll Employees

If you need to add another employee/pay rate to the payroll form that has not already been added, click **Add Another Employee**.

Add Employee to Payroll

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Three, Employee

LABORER / GROUP 01 (Journeyman) : (ST) \$26.33 (1½x) \$39.50 (2x) \$0.00 (3x) \$0.00

Venada, Juan

LABORER / GROUP 04 (Journeyman) : (ST) \$28.98 (1½x) \$43.47 (2x) \$0.00 (3x) \$0.00

Worker, The

LABORER / GROUP 05 (Journeyman) : (ST) \$29.33 (1½x) \$44.00 (2x) \$0.00 (3x) \$0.00

If you need to remove an employee that was erroneously added, click **Remove Employee** beneath that employee's record.

Name, Address and Social Security Number of Employee [Add Another Employee]	Wthlds & Exempts	Work Classification
Worker, The 001-01-0001 9 Blue Collar Ln The City, CA 90001 Female/Native American (Veteran) [Remove employee]	5 / 1	Journeyman (LABORER) GROUP 04 <i>Basic Rates</i>

If you need to make any changes to an employee's profile *after* you have already added that employee to the payroll form, you must first **Remove Employee**, and make the necessary changes in the Employees area. See Section 4. Employees. Return to this form, click **Add Another Employee**, and then choose the employee to add back to the form.

Edit Payroll Employee

To begin entering payroll information for an employee, click the name of that **Employee**. Before you proceed, verify the accuracy of the employee's profile—including contact information, trade/classification, and pay rates.



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Contractor's Certified Payroll Reporting System

Edit Payroll Employee

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Employee Information

Employee The Worker (SS#:001-01-0001)	Address 9 Blue Collar Ln The City, CA90001	Tax Marital Status: 5 Tax Exemptions: 1	Trade/Classification (LABORER) GROUP 04 / Journeyman
--	---	--	---

Payrates			
	Basic Hourly Wage	Taxable Hourly Wage	Total Hourly Wage
ST	28.98	28.98	44.07
1½x	43.47	43.47	58.56
2x			
3x			

1. Enter Hours Worked

If you need to make any changes to the profile, click the breadcrumb for **Payroll Form** to return to the form without saving your changes. See *Payroll Employees* above in regard to updating an employee's profile.

Hours Worked

In this portion you will enter the number of hours worked each day at this project[†]. Enter the hours worked at Standard Time (ST), and (if applicable) Overtime (1½x), Double Time (2x) and Triple Time (3x).

1. Enter **Hours Worked**.

Hours Worked Each Day									
	Monday 02/01	Tuesday 02/02	Wednesday 02/03	Thursday 02/04	Friday 02/05	Saturday 02/06	Sunday 02/07	Total Hours for this project	Total Hours for all Projects <input type="button" value="Reset"/>
ST	<input type="text" value="8"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	40	<input type="text" value="40"/>				
1½x	<input type="text" value="0"/>	<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	8	<input type="text" value="8"/>
2x									
3x									

2. If the **Gross Amount Earned on the payroll is greater than the Gross Amount Earned on this project**, enter the amount in the **Gross**

If fields do not appear for you to report hours at the rate for 1½x, 2x, or 3x, the reason is that you did not enter that rate when entering this employee's information. See *Payroll Employees* above in regard to updating an employee's profile.

Once you have entered the number of hours worked each day at this project, enter the Total Hours worked during this payroll period—including hours for other LAUSD and non-LAUSD public works projects, and private projects that were paid on the same paycheck or financial instrument. Should you wish to revert back to the Total Hours For This Project, click **Reset**.

Total Hours for this project	Total Hours for all Projects
24	40
4	8

Reset

† If this employee worked under more than one trade/classification/pay rate at this project for this week—including midweek classification change or rate increase—enter just the number of hours worked at one pay rate on one screen. Then, on the following screen for the other pay rate, enter just the number of hours worked at the other pay rate.

Name, Address and Social Security Number of Employee [Add Another Employee]	Wthlds & Exempts	Work Classification		Day							Total Hrs	Hrly Rate of Pay	Taxable Rate of Pay	workers Compensation	
				M	T	W	T	F	S	S				Gross Amt Earned	
				Date											
				01	02	03	04	05	06	07					
				Hours Worked Each Day											
Worker, The 001-01-0001 9 Blue Collar Ln The City, CA 90001 Female/Native American (Veteran) [Remove employee]	S / 1	Journeyman (LABORER) GROUP 04 <i>Basic Rates</i>	S	8.00	8.00	8.00					24.00	\$28.98	\$28.98	This Proj	All Projs
			1½x		2.00	2.00					4.00	\$43.47	\$43.47	\$869.40	\$1,514.66
			2x								0.00	\$0.00	\$0.00		
			3x								0.00	\$0.00	\$0.00		
			Notes												
Worker, The 001-01-0001 9 Blue Collar Ln The City, CA 90001 Female/Native American (Veteran) [Remove employee]	S / 1	Journeyman (LABORER) GROUP 05 <i>Basic Rates</i>	S				8.00	8.00			16.00	\$29.33	\$29.33	This Proj	All Projs
			1½x				2.00	2.00			4.00	\$44.00	\$44.00	\$645.26	\$1,514.66
			2x								0.00	\$0.00	\$0.00		
			3x								0.00	\$0.00	\$0.00		
			Notes												

Gross Amount Earned

Once you have entered the hours worked, in this portion the Gross Amount Earned For This Project will be calculated based upon the pay rate entered for this employee. If fringe benefits were marked *Add to Taxable Wage* in the employee's profile, the Taxable Hourly Wage is increased by the hourly rate for those fringe benefits. This taxable rate is then used to calculate the Gross Amount Earned For This Project.

2. If the **Gross Amount Earned on the payroll** is greater than the **Gross Amount Earned on this project**, enter the amount in the **Gross Amount Earned For All Projects (This Payroll)**.

Gross Amount Earn For This Project	Gross Amount Earned For All Projects (This Payroll)
1506.96	<input type="text" value="1506.96"/> <input type="button" value="Reset"/> If this value is specified, it will be used to calculate the Net Wages Paid for Week

If the paycheck for this employee covers more than just the hours worked on this project, enter the total Gross Amount Earned For All Projects. Should you wish to revert back to the calculated Gross Amount Earned For This Project, click **Reset**.

2. If the **Gross Amount Earned on the payroll** is greater than the **Gross Amount Earned on this project**, enter the amount in the **Gross Amount Earned For All Projects (This Payroll)**.

Gross Amount Earn For This Project	Gross Amount Earned For All Projects (This Payroll)
869.4	<input type="text" value="1514.66"/> <input type="button" value="Reset"/> If this value is specified, it will be used to calculate the Net Wages Paid for Week

Deductions and Payments

Now that you have entered the Gross Amount, enter the tax withholding amounts applicable to this payroll, as well as any payments deducted from the employee's paycheck, including Dues, Savings—e.g., *employee* elective contributions, including 401(k), IRA, etc.—and Miscellaneous Payments—e.g., alimony, child support, wage garnishments.

3. Enter **Tax Deductions** and **Deductions for Employee Payments** below.

Tax Deductions					Total Deductions
Fed Tax	FICA Soc Sec	FICA Medicare	State Tax	SDI	700
250	100	50	150	50	
Deductions for Employee Payments					
Dues	Savings	Misc Payments	Vac/ Hol Deductions	Other Fringe Benefit Deductions	
25	75	0.00	0	0	<input type="radio"/> Auto Calculate <input type="radio"/> Manual

4. If the **Fringe Benefit** rates differs from the auto-calculation, enter the correct amount in the **Fringe Benefit Contributions**.

If any amount for fringe benefits (Vacation/Holiday, Other) are also deducted from the employee's paycheck, enter those in the appropriate field. Select the option **Auto Calculate** to calculate the fringe benefit deductions based upon those contribution rates marked as *Add to Taxable Wage* in the employee's profile; otherwise, select **Manual**.

Tax Deductions					Total Deductions
Fed Tax	FICA Soc Sec	FICA Medicare	State Tax	SDI	889.12
250	100	50	150	50	
Deductions for Employee Payments					
Dues	Savings	Misc Payments	Vac/ Hol Deductions	Other Fringe Benefit Deductions	
25	75	0.00	added to txbl wage 172.8	added to txbl wage 16.32	<input checked="" type="radio"/> Auto Calculate <input type="radio"/> Manual

4. If the **Fringe Benefit** rates differs from the auto-calculation, enter the correct amount in the **Fringe Benefit Contributions**.

Fringe Benefit Contributions				Reset	Total Contributions
Pension	Training	Vac / Hol	Health	Other Payments	
276	30.72	172.8	228.48	16.32	724.32

Fringe Benefit Contributions

In this portion, the fringe benefits your company contributes on your employee's behalf—to an approved plan or trust—are automatically calculated based upon the fringe benefit contribution rates entered in the employee's profile.

4. If the Fringe Benefit rates differs from the auto-calculation, enter the correct amount in the Fringe Benefit Contributions.

Fringe Benefit Contributions Reset					Total Contributions
Pension	Training	Vac / Hol	Health	Other Payments	
<input type="text" value="276"/>	<input type="text" value="30.72"/>	<input type="text" value="172.8"/>	<input type="text" value="228.48"/>	<input type="text" value="16.32"/>	724.32

5. Complete the following below.

If you need to adjust any amounts, simply overwrite the calculated amount. Should you wish to revert back to the calculated amounts, click **Reset**. *Please note:* since contributions entered here are *employer* payments, they will not affect the Net Wages Paid For This Week. See *Deductions and Payments* above regarding amounts for fringe benefits deducted from the employee's paycheck.

Check Information

If any additional payments were made to the employee for Travel/Subsistence and Other Reimbursements, enter these amounts in the respective fields. The Net Wages Paid For This Week should match the amount shown on the employee's paycheck. Enter the Check or Direct Deposit No. of that paycheck or financial instrument. If you need to add any additional comments or remarks to this payroll entry, enter these in Notes.

5. Complete the following below.

Additional Payments	Net Wages Paid for Week	Check or Direct Deposit No.	Notes
Travel/ Subs <input type="text" value="0"/>	906.96	<input type="text" value="1001"/> Required	
Other Reimbursements <input type="text" value="100"/>			

Submit

Worker's Compensation Class Code [OCIP Contracts]

For contracts covered by the *Owner Controlled Insurance Program (OCIP)*, you must also select the Worker's Compensation (WC) Class Code applicable to the work performed.

If you are unsure of which Class Code to select, click **View Class Code Descriptions**. For more information, please see the WCIRB Classification Information webpage:

wcirbonline.org/wcirb/answer_center/classification_information.html

When you have completed entering the payroll information for this employee, click **Submit** to save the screen.

Once you are returned to the payroll form, click another employee's **Name** to begin entering payroll information for that employee. Continue to do so until the payroll information for all employees has been entered.

Worker, The 001-01-0001 9 Blue Collar Ln The City, CA 90001 Female/Native American (Veteran) [Remove employee]	S / 1	Journeyman (LABORER) GROUP 04 <i>Basic Rates</i>	5	8.00	8.00	8.00	8.00	8.00		40.00
			1½x		2.00	2.00	2.00	2.00		8.00
			2x							0.00
			3x							0.00
			Notes							
Worker, The Other 777-00-0000 1700 Penny Lane Liverpool, L7 770 Female/Declined to State [Remove employee]	M / 2	Journeyman (LABORER) GROUP 05 <i>Basic Rates</i>	5							0.00
			1½x							0.00
			2x							0.00
			3x							0.00
			Notes							

Edit Payroll Employee [Trade-Exempt]

Hours Worked and WC Class Code are the only data required to be entered for employees with the trade classification "Trade-Exempt". See *Hours Worked* above in regard to entering hours.



Contractor's Certified P

Edit Payroll Employee

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Employee Information

Employee The Other Worker (SS#:777-00-0000)	Address 1700 Penny Lane Liverpool, L7770
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Hours Worked

	Monday 02/01	Tuesday 02/02	Wednesday 02/03	Thursday 02/04	Friday 02/05	Saturday 02/06	Sunday 02/07	Total Hours for this project	Total Hours for all Projects <input type="button" value="Reset"/>
ST	<input type="text" value="8"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	40	40				
1½x	<input type="text"/>								
2x	<input type="text"/>								
3x	<input type="text"/>								

Tax Marital Status: M Tax Exemptions: 2	Trade/Classification (TRADE EXEMPT) / Superintendent(salaried)
Notes <div style="border: 1px solid gray; height: 100px;"></div>	<div style="background-color: #800000; color: white; padding: 5px; text-align: center;"> Worker's Compensation Class Code </div> <div style="text-align: center; padding: 5px;"> <input type="text" value="3365"/> </div> <div style="text-align: center; padding: 5px;"> <input type="button" value="View Class Code Descriptions"/> </div>

Owner-Operator Listing

The *Owner-Operator Listing* portion of the payroll form is based upon the California Department of Transportation *Form CEM-2505, Owner-Operator Listing*¹¹.

Owner Operator Listing																
Name, Address and Social Security Number of Employee [Add Owner Operator]	Equipment	CalT No.	License No.		Day							Total Hrs	Hrly Rate of Pay	Gross Amt Earned	Check No.	
					M	T	W	T	F	S	S					
					Date											
					01	02	03	04	05	06	07					
Hours Worked Each Day																
Operator, Smooth 002-02-0002 1100 North South Bl Los Angeles, CA 90099 Male/Afro-American/Black [Remove Owner Operator]	TRACTOR, CATERPILLAR MODEL 814 <i>Straight Rates</i>	N/A	000001	S	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$109.69	\$0.00	
				1½x	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00		
				2x	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00		
				3x	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00		

On Site Worker - Hours (Incident Report - Only report your company's information)

¹¹ California Department of Transportation Construction Manual, Section 8-103. Certified Payroll Requirements.

Payroll Owner-Operators

If you need to add another owner-operator/equipment/pay rate to the payroll form that has not already been added, click **Add Owner-Operator**.

Add Owner Operator to Payroll

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Operator Smooth

TRACTOR, CATERPILLAR MODEL 824B : (ST) \$174.51 (1½x) \$.00 (2x) \$.00 (3x) \$.00

Smith Maria J.

CRANE, KOMATSU MODEL PC 1100 LC-6 : (ST) \$536.20 (1½x) \$.00 (2x) \$.00 (3x) \$.00

If you need to remove an owner-operator that was erroneously added, click **Remove Owner-Operator** beneath that operator’s record.

Name, Address and Social Security Number of Employee	Equipment	CalT No.	License No.
[Add Owner Operator]			
Operator, Smooth 002-02-0002 1100 North South Bl Los Angeles, CA 90099 Male/Afro-American/Black [Remove Owner Operator]	TRACTOR, CATERPILLAR MODEL 814 <i>Straight Rates</i>	N/A	000001

If you need to make any changes to an owner-operator’s profile *after* you have already added that operator to the payroll form, you must first **Remove Owner-Operator**, make the necessary changes in the Employees area. *See Section 4. Employees.* Return to this form, click **Add Owner-Operator**, and choose the operator to add back to the form.

Edit Payroll Owner-Operator

To begin entering payroll information for an owner-operator, click the name of that **Owner-Operator**. Before you proceed, verify the accuracy of the operator's profile—including contact information, equipment details, and pay rates.

The screenshot shows a web application interface for the 'Contractor's Certified Payroll Reporting System'. At the top left is the logo for 'LA ESD Facilities Services Division' with the tagline 'Building the Learning Community'. To the right are navigation buttons: 'Home', 'My Account', 'My Contracts', 'Employees', 'Archive', and 'Logout'. A user status bar indicates 'Mr. User :: Tuesday, Jan 26, 2010'. The main heading is 'Contractor's Certified Payroll Reporting System'. Below this is the page title 'Edit Payroll Owner Operator'. A breadcrumb trail reads 'Home : Archive : Payroll Form : Edit Payroll Owner Operator'. Under 'Employee Information', there is a table with two columns: 'Employee' and 'Equipment'. The 'Employee' column contains 'Smooth Operator (SS:002-02-0002)' and 'Address' with '1100 North South Bl' and 'Los Angeles, CA90099'. The 'Equipment' column contains 'TRACTOR, CATERPILLAR MODEL 814', 'License No. 000001', and 'CalT No. N/A'. At the bottom, a partial instruction reads 'Fill in the hours to sum up the Total Hours and calculate the Gross Amount Earned this Proj'.

Employee	Equipment
Smooth Operator (SS:002-02-0002)	TRACTOR, CATERPILLAR MODEL 814
Address 1100 North South Bl Los Angeles, CA90099	License No. 000001 CalT No. N/A

If you need to make any changes to the profile, click the breadcrumb for **Payroll Form** to return to the form without saving your changes. See *Payroll Owner-Operators* above in regard to updating an operator's profile.

Hours Worked

In this section, you will enter the number of hours worked each day operating the above-referenced equipment at this project.

Gross Amount Earned

Once you have entered the hours worked, the Gross Amount Earned For This Project will be calculated based upon the pay rate entered for this owner-operator.

Fill in the hours to sum up the **Total Hours** and calculate the **Gross Amount Earned this Proj.**

Hours Worked Each Day										Gross Amt Earned this Proj	Check No. <i>required</i>
	Monday 02/01	Tuesday 02/02	Wednesday 02/03	Thursday 02/04	Friday 02/05	Saturday 02/06	Sunday 02/07	Totl Hrs	Hrly Wage	1316.28	<input type="text"/>
ST	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="6"/>	<input type="text" value="6"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	12	109.69		

Check Information

Finally, enter the Check No. of the paycheque or whichever form of payment used to cover the work reported.

Hours Worked Each Day										Gross Amt Earned this Proj	Check No. <i>required</i>
	Monday 02/01	Tuesday 02/02	Wednesday 02/03	Thursday 02/04	Friday 02/05	Saturday 02/06	Sunday 02/07	Totl Hrs	Hrly Wage	1316.28	1234
ST	0	0	6	6	0	0	0	12	109.69		

When you have completed entering the payroll information for this employee, click **Submit** to save the screen.

Once you are returned to the payroll form, click another owner-operator's **Name** to begin entering payroll information for that operator. Continue to do so until the payroll information for all owner-operators has been entered.

Operator, Smooth 002-02-0002 1100 North South Bl Los Angeles, CA 90099 Male/Afro-American/Black [Remove Owner Operator]	TRACTOR, CATERPILLAR MODEL 814	N/A	000001	5			6.00	6.00			12.00
	<i>Straight Rates</i>			1½x							0.00
					2x						0.00
					3x						0.00
Smith, Maria J. 999-00-0000 420 Northern Lights Avenue New City, CA 90000 Female/Hispanic [Remove Owner Operator]	CRANE, KOMATSU MODEL PC 1100 LC-6	N/A	000002	5							0.00
	<i>Straight Rates</i>			1½x							0.00
					2x						0.00
					3x						0.00

Worker Incident Report [OCIP Contracts]

For contracts covered by OCIP, you must also complete the *On-Site Worker Hours Incident Report (Incident Report)* by clicking **Edit Incident Report**.

The Total Hours Worked will be based upon the hours reported on the payroll form. Enter the Number of First Aid Cases, OSHA Recordable Cases, Lost Work Day Cases, Lost Work Days, Restricted Work Days, and Fatalities. *Please note:* make sure not to leave *any* number field blank; if a field is not applicable, enter zero, otherwise the report will not be complete.

Add/Edit Incident Report

Home : Archive : Payroll Form : Add/Edit Incident Report [Return to Form](#)

	Information Description	This Week	Comment
1	Total Hours Worked	48	
2	Number of First Aid Cases	<input type="text" value="0"/>	
3	Number of OSHA Recordable Cases	<input type="text" value="1"/>	Play him off, keyboard cat.
4	Number of Lost Work Day Cases	<input type="text" value="0"/>	
5	Number of Lost Work Days	<input type="text" value="0"/>	
6	Number of Restricted Work Days	<input type="text" value="0"/>	
7	Number of Fatalities	<input type="text" value="0"/>	

If you need to make any Comments, enter those in the appropriate field. Then, click **Submit**. If you need to make any changes to the incident report, click **Edit Incident Report**.

On Site Worker–Hours/Incident Report (Only report your company's information)

Edit Incident Report

	Information Description	
1	Total Hours Worked	
2	Number of First Aid Cases	
3	Number of OSHA Recordable Cases	
4	Number of Lost Work Day Cases	
5	Number of Lost Work Days	
6	Number of Restricted Work Days	
7	Number of Fatalities	

Submit Payroll Form

Delete Payroll Form

If you have created this payroll form in error and would like to start anew, click **Delete Form**. All data entered on the form will be deleted, and *cannot be recovered*.

The screenshot shows a web interface with a navigation bar at the top containing buttons for Home, My Account, My Contracts, Employees, Archive, and Logout. Below the navigation bar, the user is identified as 'Mr. User' and the date is 'Tuesday, Jan 26, 2010'. A 'Delete Form' button is visible in the top right corner. The main heading of the page is 'Unified Payroll Reporting System'. Below this, there is a section for 'Los Angeles Unified School District' and 'PUBLIC WORKS PAYROLL REPORTING FORM'.

Please note: once a payroll form has been finalized, it can be made editable again, but *can no longer be deleted*. Please verify the accuracy of your payroll data *before* submitting your payroll form.

Finalize Payroll Form

When you have completed entering the payroll information for all the listed employees and owner-operators (*if applicable*), confirm that the information entered is correct. Once you are satisfied with the payroll form, click **Finalize**.

The screenshot shows the 'Finalize' button in the payroll reporting system interface. The top navigation bar includes the logo for 'LAUSD Facilities Services Division' with the tagline 'Building the Learning Community'. Below the navigation bar, the user is identified as 'Mr. User' and the date is 'Tuesday, Jan 26, 2010'. A 'Finalize' button is visible in the top left corner. The main heading of the page is 'Contractor's Certified Payroll Reporting System'. Below this, there is a section for 'Public Works Payroll Reporting Form'. At the bottom, there is a breadcrumb trail: 'Home : Archive : Payroll Form'.

Please note: once you click **Finalize**, you will no longer be able to modify this payroll form, so please verify the accuracy of the information *before* you finalize the form.

Public Works Payroll Summary Form/Notice to Public Entity

Prepare Certification Form

Once the payroll form is finalized, click **Prepare Certification** to display the *Public Works Summary Form/Notice to Public Entity (Certification Form)*.

The screenshot shows the top navigation bar of the LAESD Facilities Services Division website. The logo on the left reads "LAESD Facilities Services Division Building the Learning Community". The navigation menu includes "Prepare Certification", "View Payroll (with Incident Report)", and "View Payroll". The main content area displays "Contractor's Certification" and "Public Works Payroll Reporting Form". A breadcrumb trail at the bottom reads "Home : Archive : Payroll Form".

Review the *Statement of Compliance*, select the appropriate checkboxes regarding the payment of fringe benefits, and confirm that your company's contact information is correct. If you need to update your company's contact information, see *Section 1. My Account* in regard to updating that information.

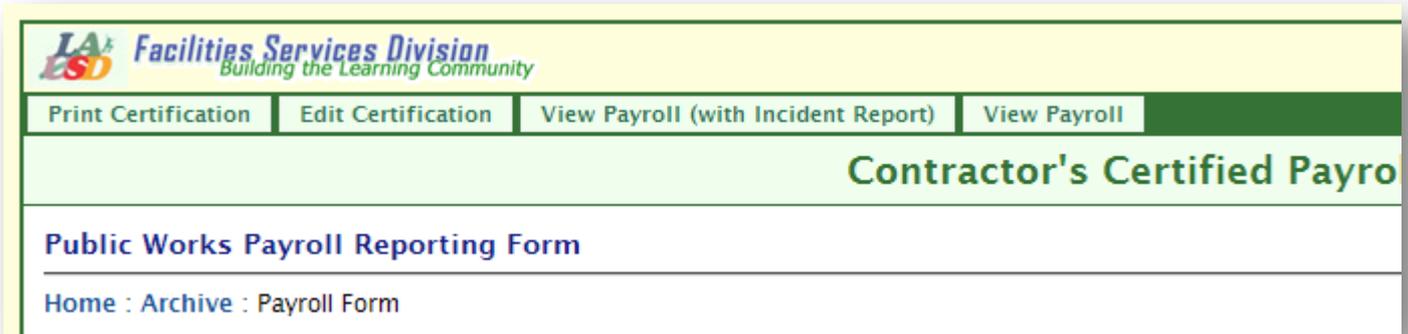
This section of the form contains the following items:

- Section 5) That (Check the following that apply):
 - Where Fringe Benefits are paid to approved plans, funds or programs**
In addition to the basic hourly wage rates paid to each worker listed in the above-referenced certified payroll records, payments of fringe benefits have been or will be made to the appropriate programs for the benefit of such employees, except as noted below.
 - Where Fringe Benefits are paid in cash**
Each worker listed in the above-reference corresponding certified payroll records has been paid as indicated on the payroll record an amount not less than the sum of the applicable hourly wage rate plus the amount of the required fringe benefits as listed in the applicable wage determination, except as noted below.
 - Exemptions**
The employees that worked on the above-referenced project are trade exempt. *Verification of exemption shall be furnished to the public entity upon request.*
- A declaration: "I declare under penalty of perjury, under the laws of the State of California, that the foregoing is true and correct."
- A signature line with the word "Regular" centered in a large box.
- Form fields for contact information:
 - Name: LCP Contractor, Ltd., 1 Public Hwy, New City, CA 90000
 - Title: To Be Determined
 - Signature/Date: 213-241-9999 / 213-241-9900
 - Company Address: LCP Contractor, Ltd., 1 Public Hwy, New City, CA 90000
 - Contact Ph. No./ Fax No.: 213-241-9999 / 213-241-9900
- A "Submit Document" button.

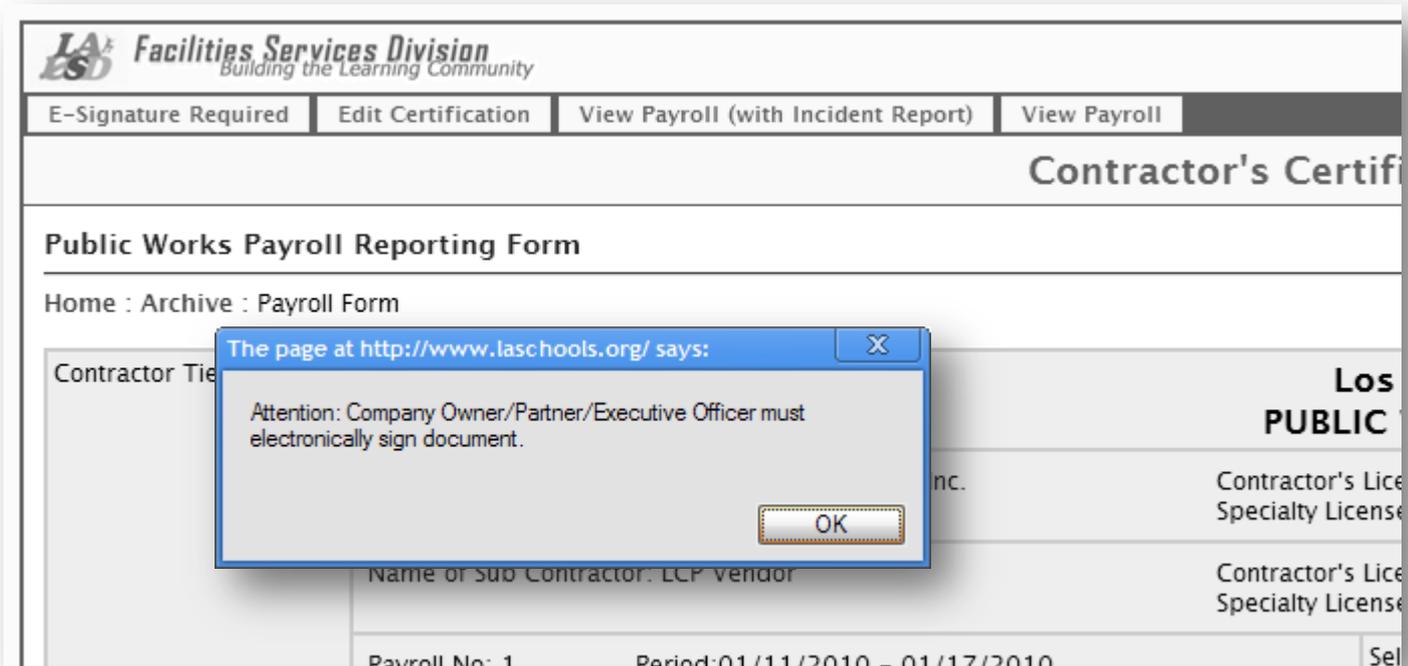
Then, click **Submit Document**.

Print Certification Form

Once the certification form is prepared, click **Print Certification**. The completed certification form will be displayed. Print this certification form from your web browser and have the individual whose name appears sign the form. The hard-copy of this certification containing an original wet signature should then be submitted to the Labor Compliance Department.

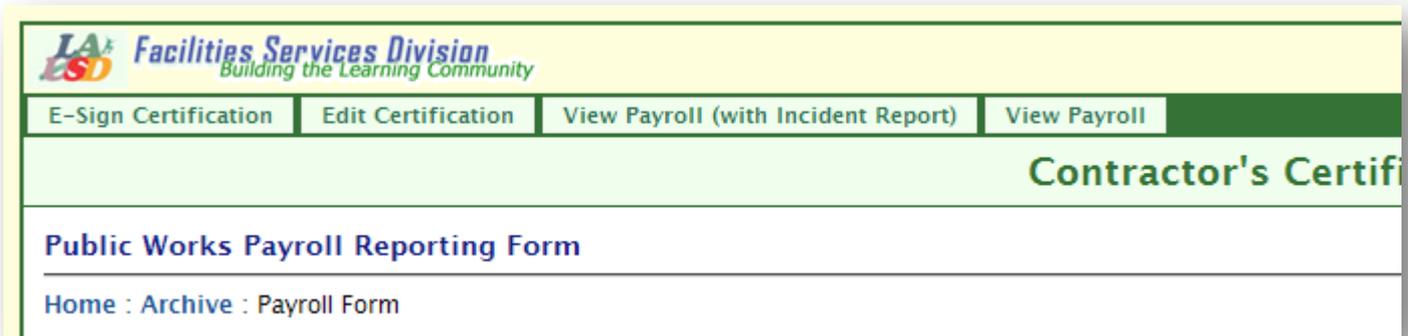


Please note: if you are the Payroll user and there is another E-Signature user for your company, you will not be able to generate the hard-copy certification form. Instead, you will be prompted to notify the E-Signature user to login and complete the electronic certification. See *Sign and Submit [E-Signature Users]* below.

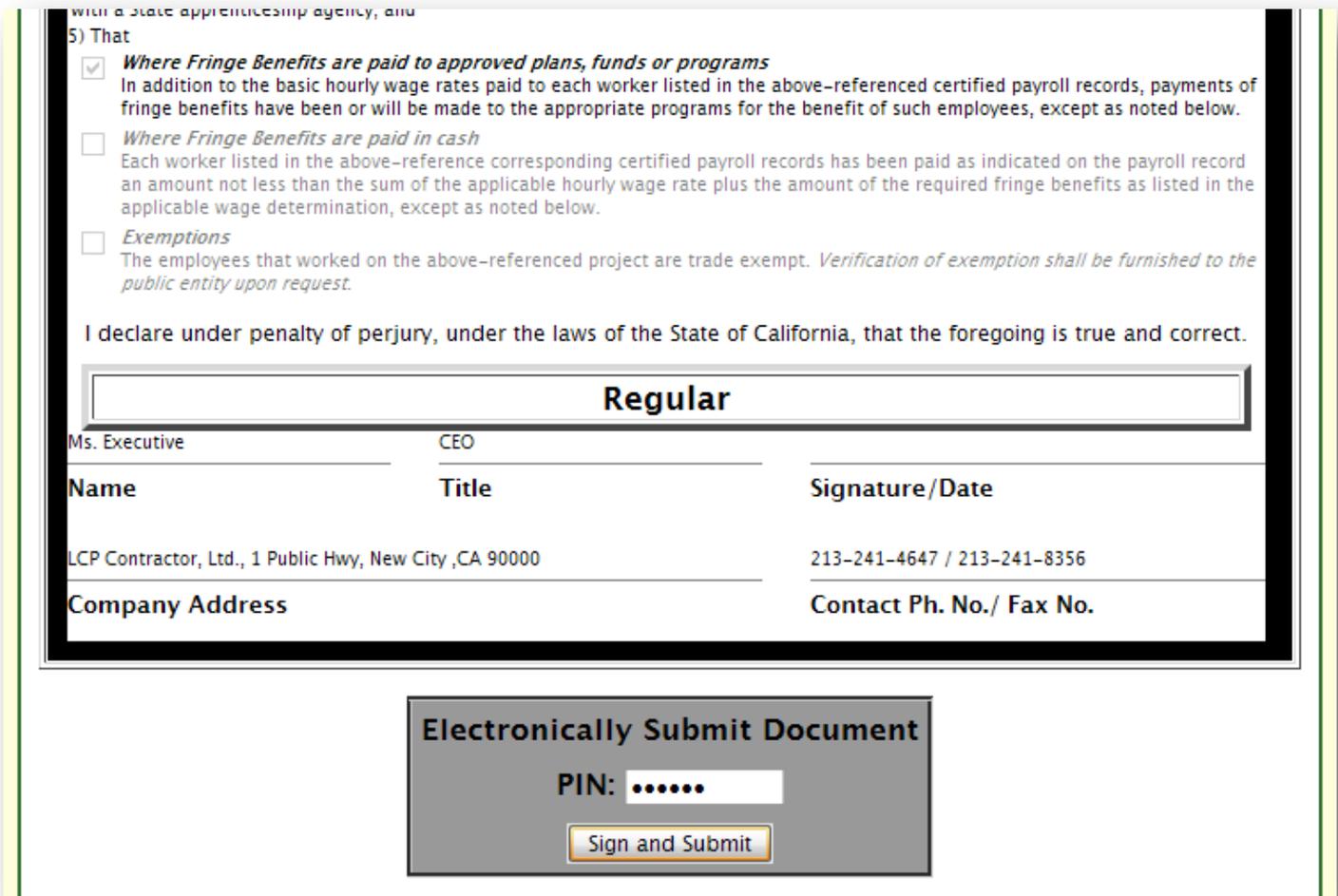


Sign and Submit [E-Signature Users]

Once the payroll form is finalized, click **E-Sign Certification** to display the prepared *Public Works Summary Form/Notice to Public Entity (Certification Form)*.



Review the *Statement of Compliance*, verify that the appropriate checkboxes regarding the payment of fringe benefits have been selected, and confirm that your company's contact information is correct. If you need to update the certification form, click the breadcrumb for **Payroll Form** and then click **Edit Certification**. See *Prepare Certification Form* above in regard to completing the certification form.



To complete the electronic certification, enter your PIN and click **Sign and Submit**.

View Certification Form/View Payroll Form

If you wish to view or print a copy of the *Public Works Payroll Summary Form/Notice to Public Entity*, click **View Certification**.



LA ESD Facilities Services Division
Building the Learning Community

[View Certification](#) | [View Payroll \(with Incident Report\)](#) | [View Payroll](#)

Contractor's Certifi

Public Works Payroll Reporting Form

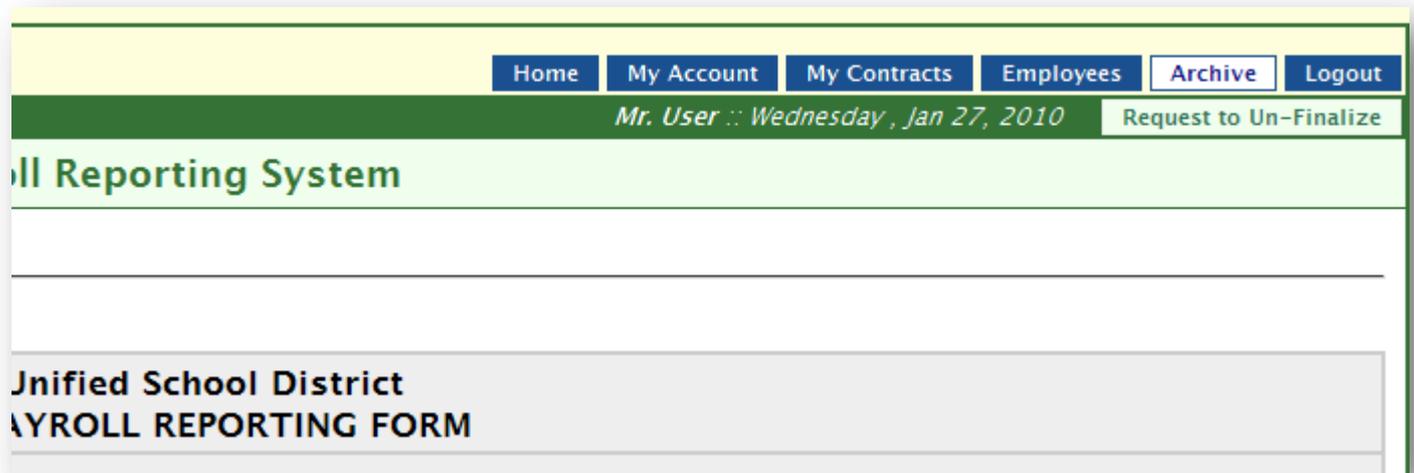
[Home](#) : [Archive](#) : [Payroll Form](#)

If you wish to view or print a copy of the *Public Works Payroll Reporting Form* for your records or for that of your general contractor (*if applicable*), click **View Payroll**. *OCIP Contracts*: If you wish to view or print a copy of the payroll form including the *On-Site Worker Hours/Incident Report*, click **View Payroll (with Incident Report)**.

Please note: a hard-copy of the *Public Works Payroll Reporting Form* does not need to be submitted to the Labor Compliance Department.

Request to Un-finalize Payroll Form

If you have finalized the payroll form in error, click **Request to Un-finalize**. Once your request has been processed, return to the **Archive** and you will find that payroll form with the form status Editable.



Please note: once the requested payroll form is made editable, the revised payroll form must be finalized and the certification for the revised payroll form must be re-submitted.