



LOS ANGELES UNIFIED SCHOOL DISTRICT
Facilities Contracts
Labor Compliance Department

Contractor's Certified Payroll Reporting System

User Guide

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Getting Started

Overview

The Los Angeles Unified School District (LAUSD) Labor Compliance Department (LCD) is pleased to provide you with the **LAUSD Contractor's Certified Payroll Reporting (CPR) System**. The CPR System is a web-based application that will allow you to fulfil your statutory and contractual obligation to report certified payroll records to the awarding body for LAUSD public works projects. *Please note:* all formally-bid construction contracts advertised for bid *February 1, 2004 or later* require contractors and subcontractors of all tiers to submit certified payroll records via the LAUSD Contractor's Certified Payroll Reporting System¹.

As a web-based application, the CPR System provides you with the ability to enter and store payroll reporting data that is accessible from any internet-connected computer or web-enabled device. As records are kept in a centralized database, construction management personnel can verify compliance with contractual requirements with greater efficiency, resulting in quicker, more efficient payments to contractors. Moreover, electronic records can dramatically reduce the resources necessary to maintain paper hard-copies of payroll reporting forms.

We are also pleased to introduce the **Electronic Signature (E-Signature)**. This new feature has been developed to simplify submittal of not only your certified payroll records, but also documents required by LAUSD contract to be submitted by prime contractors and subcontractors of all tiers, including the *Job Start Meeting Checklist*², the awarding-body copy of *Division of Apprenticeship Standards (DAS) Form 140*³, and the *Letter of Assent* for contracts subject to the *Project Stabilization Agreement (PSA)*⁴. In addition, the E-Signature gives prime contractors the ability to better monitor subcontractors' compliance to certified payroll reporting and submittal of contractually-required documents.

The intent of this User Guide is to help you better understand and utilize the CPR System. If you find any prevailing wage terminology used in this manual unfamiliar, we highly recommend that you avail of the resources offered by the Labor Compliance Department—particularly the *Labor Compliance Certification Manual*—whose link can be found in *Appendix D*. Should you have any questions regarding the CPR System which fall beyond the scope of this User Guide or the Frequently Asked Questions [see *Appendix A*] please feel free to contact the Labor Compliance Department Technical Support Staff.

¹ Section 00700 General Conditions, 6.49.5 Certified Payroll Reporting Forms and Payroll Records.

² *Ibid.*, 2.6.1 Job Start Meeting.; *California Labor Code*, Section 1771.5.

³ *Ibid.*, 6.49.3.2 Apprentices.; *California Labor Code*, Section 1777.5.

⁴ *Ibid.*, 6.49.8 Project Stabilization Agreement.; *Project Stabilization Agreement*, Section 2.5 Awarding of Contracts.

Registration

Request for Access to LAUSD Online Tools

Before you can use the CPR System, you must complete the *Request for Access to LAUSD Online Tools*. A copy of this form can be found at the Labor Compliance website:

www.laschools.org/lcp

Once completed, return the form—along with your company's *Form W-9* for verification—via fax or email to the recipient indicated on the form.

Electronic Signature Authorization Agreement

In order to use the new Electronic Signature, an Owner, Partner, or Executive Officer of the company must also complete the *E-Signature Authorization Agreement*. A hard-copy of the *Agreement* containing an original wet signature of the qualifying individual must be submitted to the Labor Compliance Department.

For the purposes of this User Guide, users that have submitted the *E-Signature Authorization Agreement* will be referred to as *E-Signature users*. Users who will not be using E-Signature will be referred to as *Payroll users*.

New User Registration

Once you have completed the necessary forms, visit the LAUSD Facilities Services Division (FSD) website:

www.laschools.org

The screenshot shows the LAUSD Facilities Services Division website. At the top, there is a navigation bar with links for 'About FSD', 'Board of Education', 'Bond Oversight', 'Site Map', 'Login', and 'Register'. Below this is the LAUSD logo and the text 'Facilities Services Division', 'Los Angeles Unified School District', and 'All Youth Achieving'. A secondary navigation bar contains links for 'Community', 'About My School', 'Facilities Initiatives', 'Facilities Branches', 'Business With FSD', and 'My FSD'. The 'Business With FSD' dropdown menu is open, listing various services such as 'Bidding Opportunities', 'Contractor Resources', 'Facilities Use/Permits', 'Labor Compliance', 'Prequalification', 'Project Stabilization Agreement (PSA)', 'Small Business Enterprise', 'Stop Notices', and 'Vendor Portal'. The 'Vendor Portal' link is circled in red. Below the navigation is a carousel slide titled 'Small Business is Big Business' with the text 'Join Our Building Team'. To the left of the carousel is a list of services including 'Contractor Hotline', 'E-CAST', 'Facility Use / Permits', 'Find My School', 'Integrated Pest Management', 'Labor Compliance - Certified Payroll', 'Principal's Corner', and 'Strategic Execution Plans'. At the bottom of the page, the address 'Facilities Services Division | 333 South Beaudry Ave., Los Angeles, California 90017' is displayed.

Scroll over the section Business with FSD and go down to click on vendor portal.



Facilities Services Division

Los Angeles Unified School District

All Youth Achieving

[FSD Home](#) | [LAUSD.net](#)

Community

About My School

Facilities Initiatives

Facilities Branches

Business With FSD

My FSD

Business With FSD | Vendor Portal

- Bidding Opportunities
- Prequalification
- Facilities Use/Permits
- Small Business Enterprise
- Labor Compliance
- Contractor Resources
- Stop Notices
- Project Stabilization Agreement (PSA)
- Vendor Portal**
 - Vendor Registration
 - Help Documents

Welcome to the Facilities Services Division Vendor Portal

The Facilities Services Division welcomes all vendors to doing business with the Los Angeles Unified School District. The LAUSD is committed to being your "Owner of Choice."

The Vendor Portal is intended to create a simpler process for vendors to register their companies, pre-qualify for opportunities to bid formal/informal and specialty contracts with LAUSD, certify small businesses, and access additional resources/tools as they become available.

For your convenience we have prepared a **User Guide** to help you become familiar with the portal and the functionality it offers. Below is a brief overview.



Vendor Registration

All contractors working for the Los Angeles Unified School District's Facilities Services Division must register their companies online to access important bidding information and vendor tools.

Electronic Small Business Certification Tool

Companies can submit electronically an application to be certified by the LAUSD as a small business enterprise or upload for approval an SBE certification from other major public agencies that the LAUSD recognizes and accepts.

Electronic Prequalification Tool

Complete the user and vendor registration process with the email address indicated on your forms, and a memorable password of your choosing. This email address will be used to login to the website, as well as for contacting you periodically with important announcements or in regard to technical support issues.

Once the necessary forms have been received and processed, the Labor Compliance Department will send you confirmation via fax and/or email that your *Request for Access* has been granted and that you are now ready to login and use LAUSD Online Tools. *Please note:* the email address indicated on your forms *must* be registered at the LAUSD FSD website *before* the Labor Compliance Department can process your forms.

Login

In order to login, go to the **Labor Compliance** page on the Facilities Services Division website:

www.laschools.org/lcp

About FSD Board of Education Bond Oversight Site Map Login Register



Facilities Services Division

Los Angeles Unified School District

All Youth Achieving

FSD Home | LAUSD.net

Community About My School Facilities Initiatives Facilities Branches Business With FSD My FSD

Business With FSD | Labor Compliance

- Bidding Opportunities
- Prequalification
- Facilities Use/Permits
- Small Business Enterprise
- Labor Compliance**
 - Certified Payroll Reporting System**
 - Request for Access
 - Online Tools
 - Frequently Asked Questions
 - Department of Industrial Relations (DIR)
 - Labor Code Section 1741(c) Assessments -- Public Works
 - LCP Certification
 - Work Preservation Group
 - Documents and Forms
 - Upcoming Events
 - Contact Us
- Contractor Resources
- Stop Notices
- Project Stabilization Agreement (PSA)
- Vendor Portal

Welcome to the Labor Compliance Program Website!

California Labor Code section 1770 et seq. and Education Code section 17424 require that contractors on public works projects pay their workers based on the prevailing wage rates, which are established and issued by the Department of Industrial Relations, Division of Labor Statistics and Research. Labor Code sections 1720 through 1861 detail the prevailing wage system, explaining who the law protects, what contractors must do to comply with the law, what constitutes the prevailing wage, how it is determined, and how the prevailing wage requirements are enforced.

In establishing this Labor Compliance Program, the District adheres to the statutory requirements as defined in Labor Code section 1771.5(b).

Further, it is the intent of the District to actively enforce this Labor Compliance Program wherein the District construction sites are monitored for the payment of prevailing wage rates and, wherein those contractors having workers on District sites routinely submit Certified Payroll Records demonstrating their compliance with the payment of prevailing wage rates.

Program History

In February 1985, the Los Angeles Unified School District began administering a program for monitoring the prevailing wage rates paid to construction workers on public works projects throughout the District.

On January 27, 1993, the Los Angeles Unified School District became the first school district in the State of California receiving an approval from the Director of the Department of Industrial Relations to operate its Labor Compliance Program.

On September 7, 1993, the Board of Education of the Los Angeles Unified School District adopted the Labor Compliance Program.

Program Recognitions



If you are already at the FSD website at www.laschools.org, scroll over Business with FSD and go down to click on Labor Compliance. Click on the **Certified Payroll Reporting System**. Enter the email address and password you used to complete the *New User/Vendor Registration*.

Home

This is the starting point for the CPR System.

The screenshot shows the home page of the Contractor's Certified Payroll Reporting System. At the top left is the LAUSD Facilities Services Division logo with the tagline "Building the Learning Community". To the right of the logo is a navigation menu with buttons for "Home", "My Account", "My Contracts", "Employees", "Archive", and "Logout". The user's name and the date "Mr. User :: Thursday, Jan 21, 2010" are displayed in the top right corner. The main heading is "Contractor's Certified Payroll Reporting System". Below this, a "Welcome Mr. User:" message is followed by a horizontal line. The page is divided into three columns. The left column contains a welcome message, instructions on how to use the top-right navigation buttons, and links for "My Account", "My Contracts", "Employees", and "Archive". The middle column features a red "Important Announcements" section with a date of "Thursday January 21, 2010", a date "Sunday Feb 01, 2004", a welcome message to the system, another "Sunday Feb 01, 2004" date, a link to the "updated User Guide", and a link for "All Headlines". The right column is titled "More Information:" and lists links for "Contractor's Certified Payroll Reporting System User Guide", "Frequently Asked Questions", "Labor Compliance Home", "Contact Us", and "DIR Prevailing Wage Determinations".

Before you proceed, please take a look at the **Important Announcements**. The Technical Support Staff will from time to time post notifications of commonly-experienced issues or upcoming system maintenance.

E-Signature Users: upon the first login to the CPR System, you will be prompted to agree to the District's Terms and Conditions to use the Electronic Signature.

The screenshot shows the home page of the Contractor's Certified Payroll Reporting System. At the top, there is a navigation bar with links: Home, My Account, My Contracts, Inbox(0), Employees, Archive, and Logout. The user is identified as Ms. Executive on Thursday, Jan 21, 2010. The main heading is "Contractor's Certified Payroll Reporting System". Below this, there is a "Welcome Ms. Executive:" section. On the left, there is a "Welcome to the Contractor's Certified Payroll Reporting System" message. In the center, there is an "Inbox" section with a button that says "Click here to check your Inbox." On the right, there is a "More Information:" section with links to "Contractor's Certified Payroll Reporting System User Guide", "Frequently Asked Questions", "Labor Compliance Home", "Contact Us", and "DIR Prevailing Wage Determinations". A modal dialog box is overlaid on the page, titled "http://www.laschools.org/" and containing the text: "Attention: As an Owner/Partner/Executive for your company you must agree to the Los Angeles Unified School District's Labor Compliance Department terms and conditions before you may submit forms with Electronic Signature." The dialog has "OK" and "Cancel" buttons.

Once you agree, you will be prompted to establish a *Personal Identification Number (PIN)*, which will be used to electronically sign forms.

The screenshot shows the "Account Profile for Ms. Executive" page. The navigation bar is the same as in the previous screenshot. The main heading is "Contractor's Certified Payroll Reporting System". Below this, there is a section titled "Account Profile for Ms. Executive". The user's home page is "Account Profile". There is a "Login Information" section with fields for "First Name" (Ms.) and "Last Name" (Ms.). There is a "Company Owner" section with a table listing the user's details. A modal dialog box is overlaid on the page, titled "http://www.laschools.org/" and containing the text: "Attention: Company Owner/Partner/Executive must set up a Personal Identification Number (PIN) to electronically sign documents." The dialog has "OK" and "Cancel" buttons.

First Name	Last Name	Title	Vendor	Setup PIN
Ms.	Executive	CEO	LCP Contractor, Ltd.	Setup PIN

Basic Navigation

At the top-right corner of the screen are navigation buttons for the major areas of the system: **Home**—this screen, **My Account**, **My Contracts**, **Inbox** [E-Signature users], **Employees**, and **Archive**. When you wish to conclude your session, click **Logout**.



Below the title of the system, the subtitle of the specific application area will appear toward the upper left. Below the subtitle, navigation “breadcrumbs” will appear in order to return to the previous screen.



If you have read this User Guide and still have questions about the CPR System, or if you have questions about general labor compliance issues, click **Contact Us** at the bottom-left of the screen for information regarding how to contact the Labor Compliance Department.



Section 1. My Account

Login Information

Before you begin, please confirm your login information. Please make sure you enter a valid email address, as you may be contacted periodically with important announcements or regarding technical support issues.

Facilities Services Division
Building the Learning Community

[Home](#)
[My Account](#)
[My Contracts](#)
[Employees](#)
[Archive](#)
[Logout](#)

Mr. User :: Thursday, Jan 21, 2010

Contractor's Certified Payroll Reporting System

Account Profile for Mr. User

[Home](#) : Account Profile

Login Information

First Name	Last Name	Email		
Mr.	User	user@company.com	Update Name and Email	Update Password

Contact information will be used in Notice to Public Entity form

Contact Information

First Name	Last Name	Email	Title	Vendor

E-Signature users: the name and title indicated on the *Electronic Signature Authorization Agreement* will be used to populate forms electronically signed online.

Account Profile for Ms. Executive

[Home](#) : Account Profile

Login Information

First Name	Last Name	Email		
Ms.	Executive	owner@company.com	Update Name and Email	Update Password

Company Owner/Partner/Executive Officer (indicated on *E-Signature Authorization Agreement*)

First Name	Last Name	Title	Vendor	
Ms.	Executive	CEO	LCP Contractor, Ltd.	Setup PIN

Update Name and Email

In order to update your user name and the email address used for login, click **Update Name and Email**.

The screenshot shows the 'Update Basic Information' page. 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. Below these is a green bar with the text 'Mr. User :: Thursday, Jan 21, 2010'. The main heading is 'Contractor's Certified Payroll Reporting System'. The page title is 'Update Basic Information'. Below the title is a breadcrumb trail: 'Home : My Account : Update Account'. The form contains three input fields: 'First Name:' with 'Mr.', 'Last Name:' with 'User', and 'email address:' with 'user@company.com'. An 'Update' button is located at the bottom of the form.

Update Password

Best security practise recommends that you change your password periodically. To update your password, click **Update Password**.

The screenshot shows the 'Update Password for Mr. User' page. It features the same header and navigation as the previous page. The main heading is 'Contractor's Certified Payroll Reporting System'. The page title is 'Update Password for Mr. User'. Below the title is a breadcrumb trail: 'Home : My Account : Update Password'. The form contains three input fields for passwords, each masked with dots: 'Current Password:', 'New Password:', and 'Confirm:'. An 'Update' button is located at the bottom of the form.

Setup PIN/Update PIN [E-Signature users]

For first-time E-Signature users, once you have agreed to the District's *Terms and Conditions*, you will be prompted to establish a Personal Identification Number.

The screenshot shows an "Account Profile for Ms. Executive" page. A modal dialog box is open in the center, titled "http://www.laschools.org/". The dialog contains the text: "Attention: Company Owner/Partner/Executive must set up a Personal Identification Number (PIN) to electronically sign documents". Below the text are "OK" and "Cancel" buttons. In the background, the account profile form is visible, including fields for "Login Information", "First Name", "Company Owner", and a table with columns for "First Name", "Last Name", "Title", "Vendor", and "Setup PIN".

To establish a PIN, click **Setup PIN**.

The screenshot shows the "Contractor's Certified Payroll Reporting System" interface. The page title is "Set PIN for Ms. Executive". The breadcrumb trail is "Home : My Account : Create PIN". There are two input fields for "New PIN:" and "Confirm:", both containing six dots. Below these fields is an "Update" button.

To update your PIN, click **Update PIN**.

The screenshot shows the "Contractor's Certified Payroll Reporting System" interface. The page title is "Update PIN for Ms. Executive". The breadcrumb trail is "Home : My Account : Update PIN". There are three input fields: "Current PIN:", "New PIN:", and "Confirm:", each containing six dots. Below these fields is an "Update" button.

Contact Information

Once you have verified your login information, please confirm your company's contact information. The address and contact numbers entered here will be used to populate the documents you create in the system.

Contact information will be used in Notice to Public Entity form

Contact Information			
Title	CEO	Address	1 Public Hwy
First Name	Ms.		
Last Name	Executive	City	New City
Phone	213-241-9999	State	CA
Fax	213-241-9900	Zip Code	90000
Email	owner@company.com		

[Update Contact Info](#)

Payroll users: the name and title entered here will be used to populate forms created online. For that reason, the individual whose name and title appear here should have the authority to act for and on behalf of your company.

Update Contact Information

In order to update your company's contact information, click **Update Contact Info**.



Home My Account My Contracts Employees Archive Logout

Mr. User :: Thursday, Jan 21, 2010

Contractor's Certified Payroll Reporting System

Update Contact Information

Home : My Account : Update Contact Info

Title *	CEO
First Name *	Ms.
Last Name *	Executive
Phone *	213-241-9999
Fax *	213-241-9900
Email	owner@company.com
Address *	1 Public Hwy
City *	New City
State *	CA
Zip Code *	90000
	<input type="submit" value="Submit"/>

* Required

Section 2. My Contracts

Contracts With LAUSD

The list of LAUSD contracts to which your company is associated will be displayed. Click any **Contract Number** to view more information about that contract, submit contract documents, or report certified payroll.

The screenshot shows the 'Contractor's Certified Payroll Reporting System' interface. At the top left is the LAUSD logo and 'Facilities Services Division Building the Learning Community'. Navigation buttons include 'Home', 'My Account', 'My Contracts' (highlighted), 'Employees', 'Archive', and 'Logout'. The user is identified as 'Mr. User' on 'Friday, Jan 22, 2010'. The main heading is 'Contractor's Certified Payroll Reporting System'. Below it is a section for 'Open Contracts with LAUSD' with a breadcrumb 'Home : My Contracts' and a 'Contract List:(4)'. Filter links are provided for 'Current Contracts', 'Archived Contracts', and 'All Contracts'. A table lists four contracts with columns for Contract No, School Name, Latest Payroll Date, and Association.

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](#)

If you are unsure of the contract number under which your company should report, you may wish to contact your general contractor to verify that information.

Filter by Contract Status

This screen will initially display the list of current LAUSD contracts. To display the list of all contracts—including past contracts—click **All Contracts**. To display the list of current contracts, click **Current Contracts**. To display the list of past contracts, click **Archived Contracts**.

This is a partial screenshot of the interface, showing the 'Contract List:(4)' and the filter links for 'Current Contracts', 'Archived Contracts', and 'All Contracts'. The top of the table with columns 'Contract No', 'School Name', 'Latest Payroll Date', and 'Association' is visible.

Request to Add Contract

If there are any contracts on which your company will be performing work—or has performed work—but are not listed, click **Request to Add Contract**. Enter the Contract Number, the Project Name and Work Description, and the Prime Contractor (*contracted to the District*), and the General Contractor (*to whom you are directly contracted, if different*).

The screenshot shows the 'Add Contracts' form in the Contractor's Certified Payroll Reporting System. The header includes the LAUSD Facilities Services Division logo and navigation links: Home, My Account, My Contracts, Employees, Archive, and Logout. The user is identified as 'Mr. User' on 'Friday, Jan 22, 2010'. The form contains four input fields: LAUSD Contract # (1010099), School Name / Work Description (CENTRAL REGION HS #37), Prime Contractor (PRIME CONTRACTOR, INC.), and General Contractor with whom you are contracted (if different). A 'Request to Add Contract' button is located below the fields.

Once the contract has been added, it will be displayed on the list of your LAUSD contracts.

The screenshot shows the 'Open Contracts with LAUSD' page. The header is identical to the previous screenshot. Below the header, there are navigation links: Home, My Account, My Contracts, Employees, Archive, and Logout. The user is identified as 'Mr. User' on 'Friday, Jan 22, 2010'. The page title is 'Open Contracts with LAUSD'. Below the title, there is a breadcrumb 'Home : My Contracts' and a 'Contract List:(5)' section. The contract list is a table with columns: Contract No, School Name, Latest Payroll Date, and Association. The table contains five rows of contract data. Below the table, there is a 'Request to Add Contract' link.

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
1010099	CENTRAL REGION HS #37	None Submitted	2 - Subcontractor

At A Glance

Upon clicking the Contract Number, you will find general information about this contract, including pertinent contract milestone dates and related school site(s).

Facilities Services Division
Building the Learning Community

[Home](#)
[My Account](#)
[My Contracts](#)
[Inbox\(0\)](#)
[Employees](#)
[Archive](#)
[Logout](#)

Ms. Executive :: Friday, Jan 22, 2010

Contractor's Certified Payroll Reporting System

LCP Contractor, Ltd. Contract 1010011

Home : [My Contracts](#) : Contract 1010011

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	
Contract Type:	FSD	Start Date:	10/09/2009	
PSA Contract:	No	End Date:	04/06/2010	
OCIP	Yes	Notice of Completion Date:	N/A	

Contract Documents

Contract Documents [E-Signature Users]

This section lists the documents required to be submitted by your company *prior* to beginning work on this contract.

Contract Documents

The contract documents listed below should be completed prior to beginning work on an LAUSD project.

Contract Documents	Required for Submission	Signed	Submit Form
Job Start Check List	Yes	No	Submit Form
DAS 140	Yes	No	Submit Form
Letter of Assent	No	No	N/A

New Payroll Form

Job Start Checklist

The *Job Start Checklist* is a list of labor law requirements to be reviewed before beginning work that must be submitted for each project location/school under this contract on which your company will be performing work⁵. On *Job Order Contracts (JOC)*, the prime contractor must submit the *Job Start Checklist* for the master contract, while subcontractors must submit for each JOC Project (Job Order).

To submit the *Job Start Checklist* for this contract, click **Submit Form**. To view *Checklists* that have been submitted, click **View Forms**.

Contract Documents	Required for Submission	Signed	Submit Form
Job Start Check List	Yes	No	Submit Form / View Forms
DAS 140	Yes	No	Submit Form
Letter of Assent	Yes	No	Submit Form

Submit Job Start Checklist

Choose the project location for which you wish to submit the *Job Start Checklist*.

Contract Document: Job Start Checklist

School: EXISTING FACIL PROJ

Submit

JOC subcontractors: you must also choose the project number.

School: EXISTING FACIL PROJ

Project (School): EXISTING FACIL PROJ 23.07791 (School: EXISTING FACIL PROJ 0638)

Submit

Then, click **Submit**.

⁵ California Code of Regulations, Title 8, Section 16421. Composition and Components of Labor Compliance Program.

Once you have verified the project information and reviewed the items on the *Checklist*, enter your PIN and click **Sign and Submit**.

Please enter PIN below to sign

LOS ANGELES UNIFIED SCHOOL DISTRICT
FACILITIES SERVICES DIVISION
Facilities Contracts

LABOR COMPLIANCE DEPARTMENT

CHECKLIST OF LABOR LAW REQUIREMENTS TO REVIEW AT
JOB START MEETING

(Pursuant to Title 8, Section 16421 of the California Code of Regulations)

NAME	Ms. Executive	DATE	Jan 22, 2010
COMPANY	LCP Contractor, Ltd.	PHONE	213-241-9999
ADDRESS	1 Public Hwy, New City, CA 90000	FAX #	213-241-9900
CONTRACT	1010000		
SCHOOL	EXISTING FACILITIES - FACILITIES PROJECTS		

I acknowledge that I have been informed and am aware of the foregoing requirements, and that I am authorized to make this certification on behalf of the contractor referenced below.

In accordance with federal and state laws and the contract documents, the undersigned Contractor hereby certifies that it understands and will comply with the above-referenced labor law requirements, and that the failure to comply with the above requirements may subject it to penalties as provided above.

Furthermore, Contractor agrees to download from LAUSD's Internet Site (<http://www.laschools.org/contractor/lc/>) all mandated material(s), such as the latest Prevailing Wage Determination, and agrees to post a copy of the Prevailing Wage Determination (and other mandated material) at the job-site for all workers to view.

For the Contractor: (SIOC)

Signature

Ms. Executive

LCP Contractor, Ltd.

Print Name

Sub Contractor Name

Electronically Submit Document

PIN:

DAS Form 140

The *Division of Apprenticeship Standards (DAS) Form 140* is contract award information that must be submitted for each apprenticeable craft that will be utilized at each project location/school under this contract on which your company will be performing work⁶.

Please note: the form submitted via the CPR System is an *electronic copy* of the information submitted upon request to the awarding body. A hard-copy of the form must be sent to the apprenticeship committee under whose standards you are approved to train. If you are not approved to train, this form must be sent to all applicable apprenticeship committees in the area of the site of the public work. For information about programs in your area and trade, please see the DAS Public Works webpage:

www.dir.ca.gov/das/publicworks.html

To submit the *DAS Form 140* for this contract, click **Submit Form**. To view the *Forms* that have been submitted, click **View Form**.

Contract Documents	Required for Submission	Signed	Submit Form
Job Start Check List	Yes	No	Submit Form / View Forms
DAS 140	Yes	No	Submit Form / View Forms
Letter of Assent	Yes	No	Submit Form

Submit DAS Form 140

Choose the project location for which you wish to submit the *DAS Form 140*. *Job Order Contracts:* if your company will be performing work under a new JOC project at a project location your company has previously performed work, simply choose the same project location again.

Contract Document: DAS Form

School

⁶ *California Code of Regulations, Title 8, Section 230. Notification of Contract Award Information.*

Next, select the craft, and then click **Submit**.

School	EXISTING FACIL PROJ
Trade	LABORER <input type="button" value="v"/>
<input type="button" value="Submit"/>	

Verify the project information, and enter the Expected or Actual Start Date of Work, Estimated Journeyman Hours, Estimated Apprentice Hours, and Approximate Period Apprentices will be Employed.

Contract Document: DAS Form

School	EXISTING FACIL PROJ
--------	---------------------

PUBLIC WORKS CONTRACT AWARD INFORMATION

Contract award information must be sent to your Apprenticeship Committee if you are approved to train. If you are not approved to train, you must send the information (which may be this form) to ALL applicable Apprenticeship Committees in your craft or trade in the area of the site of the public work. Go to: <http://www.dir.ca.gov/das/PublicWorksForms.htm> for information about programs in your area and trade. You may also consult your local Division of Apprenticeship Standards (DAS) office whose telephone number may be found in your local directory under California, State of, Industrial Relations, Division of Apprenticeship Standards.

Do not send this form to the Division of Apprenticeship Standards.

NAME OF YOUR COMPANY LCP Contractor, Ltd.	CONTRACTOR'S STATE LICENSE NO 999999
MAILING ADDRESS- NUMBER & STREET, CITY, ZIP CODE 333 S Beaudry Los Angeles, CA 90017	AREA CODE & TELEPHONE NO. 213-241-4647
PUBLIC WORKS PROJECT: 333 S BEAUDRY AVE 22ND FL LOS ANGELES, CA90017	DATE YOUR CONTRACT EXECUTED DATE OF EXPECTED OR ACTUAL START OF PROJECT 07/01/2010 DATE FORMAT: MM/DD/YYYY
PUBLIC AGENCY AWARDED CONTRACT NAME & ADDRESS LAUSD 333 S. Beaudry Los Angeles, CA, 90017	ESTIMATED NUMBER OF JOURNEYMEN HOURS 100 OCCUPATION OF APPRENTICE LABORER
THIS FORM IS BEING SENT TO THIS APPRENTICESHIP PROGRAM: NAME ADDRESS STREET CITY STATE ZIP	ESTIMATED NUMBER OF APPRENTICE HOURS 20 APPROXIMATE DATES TO BE EMPLOYED from: 07/01/2010 to: 07/31/2010 DATE FORMAT: MM/DD/YYYY

This is not a request for dispatch of apprentices.
Contractors must make a separate request for actual dispatch in accordance with Section 220.1(a)

Next, enter the Name and Address of the Apprenticeship Committee to which you will be sending this form.

THIS FORM IS BEING SENT TO THIS APPRENTICESHIP PROGRAM:		ESTIMATED NUMBER OF APPRENTICE HOURS	
NAME NORTH TAKOMA WORKERS J.A.C.		20	
ADDRESS STREET 123 FAKE ST		APPROXIMATE DATES TO BE EMPLOYED	
CITY SPRINGFIELD	STATE NT	ZIP 49007	from: 07/01/2010 to: 07/31/2010
DATE FORMAT: MM/DD/YYYY			

This is not a request for dispatch of apprentices.

Contractors must make a separate request for actual dispatch, in accordance with Section 230.1(a) California Code of Regulations

Check One Of The Boxes Below

Then, select from one of the three options, and click **Submit**.

Check One Of The Boxes Below

- We will employ and train under their Standards. We are already approved to train apprentices by the [] Apprenticeship Committee. We will still employ and train under their Standards.
- We will comply with the standards of [NORTH TAKOMA WORKERS J.A.C.] Apprenticeship Committee for the duration of this job only
- We will employ and train apprentices in accordance with the California Apprenticeship Council regulations, including § 230.1 (c) which requires that apprentices employed on public projects can only be assigned to perform work of the craft or trade to which the apprentice is registered and that the apprentices must at all times work with or under the direct supervision of journeyman/men.

Signer Ms. Executive

Title CEO

Date TBD

Submit

State of California – Department of Industrial Relations DIVISION
OF APPRENTICESHIP STANDARDS

DAS 140 (REV. 1/04)

Once you have reviewed the completed form, enter your PIN and click **Sign and Submit**.

Signer Ms. Executive

Title CEO

Date 01/22/2010

State of California – Department of Industrial Relations DIVISION
OF APPRENTICESHIP STANDARDS

DAS 140 (REV. 1/04)

Electronically Submit Document

PIN: []

Sign and Submit

Letter of Assent [PSA Contracts]

The *Letter of Assent* is confirmation that the contractor agrees to be party to and bound by the *Project Stabilization Agreement (PSA)* for the covered contract and must be submitted for each project location/school on which your company will be performing work⁷. For additional information regarding the *Project Stabilization Agreement*, please see the PSA webpage:

www.laschools.org/contractor/psa

To submit a *Letter of Assent* for this contract, click **Submit Form**. To view the *Letters* that have been submitted, click **View Forms**.

Contract Documents	Required for Submission	Signed	Submit Form
Job Start Check List	Yes	No	Submit Form / View Forms
DAS 140	Yes	No	Submit Form / View Forms
Letter of Assent	Yes	No	Submit Form / View Forms

Submit Letter of Assent

Choose the school for which you wish to submit the *Letter of Assent*, and then click **Submit**.

Contract Document: Letter of Assent

School: ▼

Once you have reviewed the *Letter of Assent*, enter your PIN and click **Sign and Submit**.

Sincerely,

Ms. Executive
CEO
LCP Contractor, Ltd.

Electronically Submit Document

PIN:

⁷ *Project Stabilization Agreement*, Attachment A. Letter of Assent.

New Payroll Form

In this section you can begin creating a *Public Works Payroll Reporting Form (Payroll Form)* for this contract. See *Section 5. Public Works Payroll Reporting Form*.

New Payroll Form

School	Work Week Start Date	Payroll Number
--- Please Choose School --- ▼	<input type="text"/>	<input type="text"/>

If you have yet to enter information for your employees that perform work on LAUSD projects, click the navigation button for **Employees**. See *Section 4. Employees*.

Section 3. Inbox [E-Signature Users]

This area contains notifications that certain documents are missing or incomplete (pending). To view a notification, click the **Message Subject** of the notification you wish to view. Upon clicking the message, you will be redirected to the screen where you can resolve that issue.

LAESD Facilities Services Division
Building the Learning Community

Home My Account My Contracts **Inbox(10)** Employees Archive Logout

Test User :: Wednesday, Jan 27, 2010

Contractor's Certified Payroll Reporting System

[Inbox](#) [Requests](#)

Inbox Count: 10
[Show Subcontractors]

Message Received	Payroll No	Trade	Project No.	Compliance Status	Message Subject
Contract No 0730003 -- 66TH STREET EEC 9561					
01/10/2010	201	N/A	N/A	Pending	Attn: Notice to Public Entity not Submitted
Contract No 0730003 -- FREMONT SH 8650					
01/27/2010	N/A	LABORER	N/A	Missing	Attn: DAS 140 not Submitted
01/27/2010	N/A	N/A	97.50346	Missing	Attn: Letter of Assent not Submitted
01/18/2010	2	N/A	N/A	Pending	Attn: Notice to Public Entity not Submitted
Contract No 0830013 -- LE CONTE MS 8226					
01/27/2010	N/A	LABORER	N/A	Missing	Attn: DAS 140 not Submitted
01/11/2010	1	N/A	N/A	Pending	Attn: Notice to Public Entity not Submitted

Subcontractor Inbox [Prime Contractors]

As a prime contractor, you can monitor your subcontractors' compliance to the submittal of documents required by LAUSD contract. To view your subcontractors' inbox, click **Show Subcontractors**. Next choose the Contract Number. This will display all subcontractors working on that contract. Then choose the Subcontractor whose inbox you wish to view.

LAESD Facilities Services Division
Building the Learning Community

Home My Account My Contracts **Inbox(10)** Employees Archive Logout

Test User :: Wednesday, Jan 27, 2010

Contractor's Certified Payroll Reporting System

Sub-Inbox:

Inbox : Sub-Inbox:

Contract No.

Sub Contractor

[Show Documents](#) [Reset Result](#) [Sub Contractor Archives](#)

Section 4. Employees

In this area, you can manage the list of your company's employees working on LAUSD public works projects. Employees whose work is covered by prevailing wage—including owners or partners of the company who are self-performing the work—must be reported on your company's certified payroll records⁸.



The screenshot shows the 'Employees' section of the Contractor's Certified Payroll Reporting System. The header includes the LAUSD Facilities Services Division logo and navigation links: Home, My Account, My Contracts, Employees (selected), Archive, and Logout. The user is identified as 'Mr. User' on 'Friday, Jan 22, 2010'. The main heading is 'Contractor's Certified Payroll Reporting System'. Below it, the page title is 'Employees of LCP Contractor, Ltd.' and the breadcrumb is 'Home : Employees'. A search bar labeled 'Look Up Employees:' contains an empty text input, a dropdown menu set to 'Employees', and radio buttons for 'Active' (selected), 'Inactive', and 'All'. A 'Display' button is to the right. Below the search bar are links for 'Add Employee' and 'Add Owner Operator'. A message at the bottom states: 'There are no Active Employees in the system.'

You may also add employees on the job site whose work is administrative, managerial, or supervisory in nature. Since the Department of Industrial Relations (DIR) does not enforce prevailing wage for this “trade-exempt” work, the wages earned by these personnel are not required to be reported. Nevertheless, for the sake of maintaining records consistent with those kept by other departments—e.g., Inspection, Project Management, etc.—the *time* these employees are on-site at LAUSD public works projects should be reported.

In addition, you can also add Owner-Operators hired by your company to work on LAUSD public works projects. The owner-operator classification is for individuals *outside* your company who own and operate their *own* machinery—to whom your company pays a rate for the rental and operation of that machinery.



The screenshot shows the 'Owner Operators' section of the Contractor's Certified Payroll Reporting System. The header is identical to the previous screenshot. The main heading is 'Contractor's Certified Payroll Reporting System'. Below it, the page title is 'Owner Operators of LCP Contractor, Ltd.' and the breadcrumb is 'Home : Owner Operators'. A search bar labeled 'Look Up Owner Operators:' contains an empty text input, a dropdown menu set to 'Owner Operators', and radio buttons for 'Active' (selected), 'Inactive', and 'All'. A 'Display' button is to the right. Below the search bar are links for 'Add Employee' and 'Add Owner Operator'. A message at the bottom states: 'There are no Active Owner Operators in the system.'

Please note: Owner-operators should not be confused with owners self-performing the work on the project—these individuals are considered *employees* for the purposes of prevailing wage requirements and certified payroll reporting. Owner-operators should also not be confused with employees working under the *Operating Engineer* classification who operate equipment owned by *your* company.

⁸ California Labor Code, Sections 1723, 1772.

Add Employee

To begin adding an employee, click **Add Employee**. Enter the employee's First Name, Last Name, contact information, and Social Security Number.

The screenshot shows the 'Add Employee' form within the Contractor's Certified Payroll Reporting System. The header includes the logo for LA ESD Facilities Services Division, navigation links (Home, My Account, My Contracts, Employees, Archive, Logout), and the user information 'Mr. User :: Friday, Jan 22, 2010'. The form fields are as follows:

- Employee First Name: The
- Employee Last Name: Worker
- Address: 9 Blue Collar Ln
- City, State Zip: The City, CA, 90001
- Social Sec No: 001 - 01 - 0001

Next, choose the Marital Status, and enter the number of Tax Exemptions as reported on the employee's *Form W-4*. For the purposes of reporting via the CPR System, if an employee claims "exempt", enter zero Tax Exemptions.

This screenshot shows the Marital Status and Tax Exemptions fields. The Marital Status is set to Single, and the number of Tax Exemptions is 1.

- Marital Status: Single, Married
- Tax Exemptions: 1

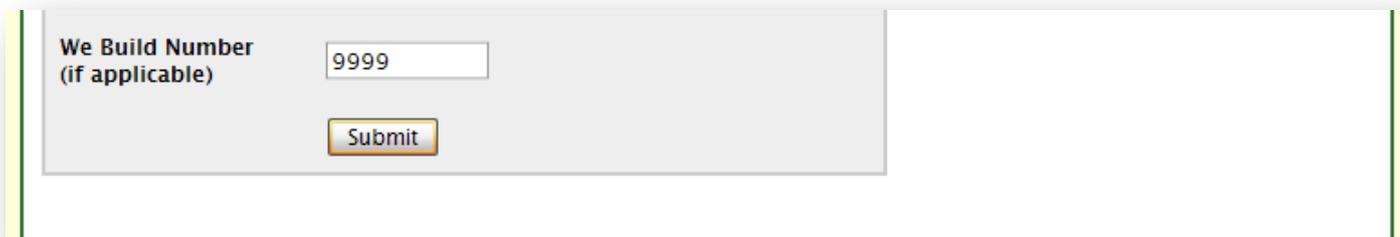
For statistical purposes, we also request that you provide the Ethnicity, Gender, and U.S. Veteran status of the employee if that information is available. Then, choose the Employee Status: if the employee is to be reported on certified payroll records, choose *Active*; otherwise, choose *Inactive*.

This screenshot shows the Ethnicity, Gender, US Veteran, and Employee Status fields. The Ethnicity is Native American, Gender is Female, US Veteran is Yes, and Employee Status is Active.

- Ethnicity: Native American
- Gender: Female
- US Veteran: Yes, No
- Employee Status: Active

Finally, if the employee is a graduate of the *We Build* pre-apprenticeship training program, enter that employee's graduate We Build Number; otherwise, leave the field empty. For more information about the We Build Program, please see the following website:

www.laschools.org/contractor/webuild



The image shows a screenshot of a web form. On the left side, there is a grey rectangular area containing the text "We Build Number (if applicable)" next to a text input field. The input field contains the number "9999". Below the input field is a "Submit" button with a yellow border and a shadow effect. The rest of the page is white with a thin green vertical line on the right side.

When you have completed entering the employee's personal information, click **Submit**. *Please note:* upon submitting this screen, the employee's Name and Social Security Number cannot be modified, so please ensure that this information is correct *before* submitting this screen.

Employee Information

Once you submit the employee's personal information, you will be brought to the employee's profile. If you need to make any changes to the employee's personal information, click **Edit**. If the employee profile was entered in error, click **Delete** to remove the employee from the system completely.

Facilities Services Division
Building the Learning Community

[Home](#)
[My Account](#)
[My Contracts](#)
[Employees](#)
[Archive](#)
[Logout](#)

Mr. User :: Friday, Jan 22, 2010

Contractor's Certified Payroll Reporting System

Employee: The Worker

Home : [Employees](#) : Employee Info

- Click on "Edit" to modify the employee's information.
- To return to the employees list click on "Employees" on the main navigation.

General Info: [\[Edit \]](#) [\[Delete \]](#)

Address	9 Blue Collar Ln
City, State Zip	The City, CA 90001
Social Sec No	001-01-0001
Marital Status	S
Tax Exemptions	1
Ethnicity	Native American
Gender	F
US Veteran	Yes
Employee Status	Active
We Build Number	N/A

- Click on the employee trade to modify it or change the hourly wages.

Trade/Classification Info: [\[Add Trade/Classification \]](#)

Trade	Subtrade	Classification	Pay Level	Hourly Wage				Reported Rate	Delete Employee Trade (Available when trade is not on a CPR)
				ST	1½x	2x	3x		
				\$ per hour					
Incomplete:				<i>Please enter a Trade in order to include this employee on a CPR</i>					

[\[Add New Employee \]](#)

This employee is not reported on any payrolls

Please note: once trade/classification information has been entered and reported on any payroll form, you will no longer be able to remove the employee from the system. If the employee takes a leave of absence or no longer works for your company, edit the employee profile and change the Employee Status from *Active* to *Inactive* in order to remove that employee from your company's roster of Active employees.

Employee Status ▼

We Build Number (if applicable)

Add Trade/Classification

To begin adding work and wage information for the employee, click **Add Trade/Classification**.

Trade/Subtrade

First, choose the Trade from the drop-down menu. The trades listed in the CPR System are craft classifications recognized by the Department of Industrial Relations for public works projects.

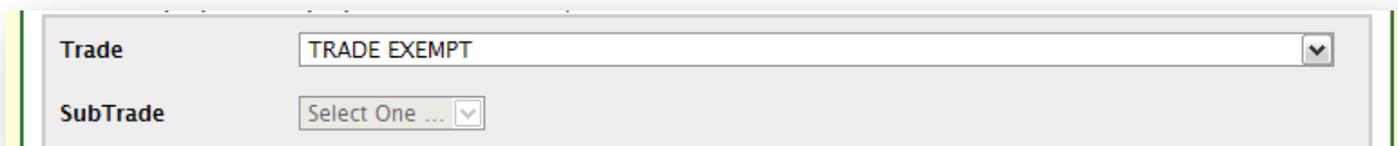


The screenshot shows the 'Contractor's Certified Payroll Reporting System' interface. At the top, there is a navigation bar with links for 'Home', 'My Account', 'My Contracts', 'Employees', 'Archive', and 'Logout'. The user is identified as 'Mr. User' on 'Friday, Jan 22, 2010'. The main heading is 'Contractor's Certified Payroll Reporting System'. Below this, the page title is 'Add Trade/Classification for The Worker'. The breadcrumb trail is 'Home : Employees : Employee Info : Add Trade/Classification'. The form contains two dropdown menus: 'Trade' is set to 'LABORER' and 'SubTrade' is set to 'GROUP 05'.

If you are unsure of the trade to select, please see the DIR Prevailing Wage Determinations, *Scope of Work Provisions* to determine the craft classification which most closely aligns to the work performed by your company:

www.dir.ca.gov/dlsr/DPreWageDetermination.htm

If the employee is on-site, but not performing work covered by prevailing wage, choose the “trade” *Trade-Exempt*.



The screenshot shows a close-up of the form fields. The 'Trade' dropdown menu is set to 'TRADE EXEMPT'. The 'SubTrade' dropdown menu is set to 'Select One ...'.

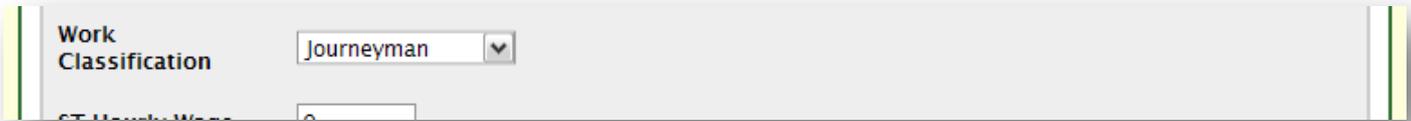
Please note: all employees—including those who would otherwise be classified *Trade-Exempt*—who perform any work covered by prevailing wage must be paid/reported at the appropriate wage rate/trade classification for the duration that work was performed. If you are unsure as whether work is subject to prevailing wage, please see the DIR Public works coverage determinations:

www.dir.ca.gov/dlsr/PubWorkDecision.htm

Once you have selected the Trade, choose the Subtrade if applicable to the work performed by this employee. *Please note:* if you do not report a subtrade when a subtrade is applicable, the prevailing wage rate of the highest-paid subclassification under that craft will be enforced, so please ensure that you choose the appropriate subtrade if necessary.

Work Classification

Next, choose the Work Classification. *Journeyman* is the general classification for workers employed upon public works projects. *Please note:* an individual classified as *Owner* who self-performs the work must be paid at the appropriate journey-level wage rate for that trade.



A screenshot of a web form. The 'Work Classification' field is a dropdown menu with 'Journeyman' selected. Below it, the 'ST Hourly Wage' field is visible with a value of '0'.

The *Apprentice* classification is for individuals registered in an apprenticeship program approved by the Division of Apprenticeship Standards. To verify whether an employee is registered, please see the DAS Apprenticeship certification for public works:

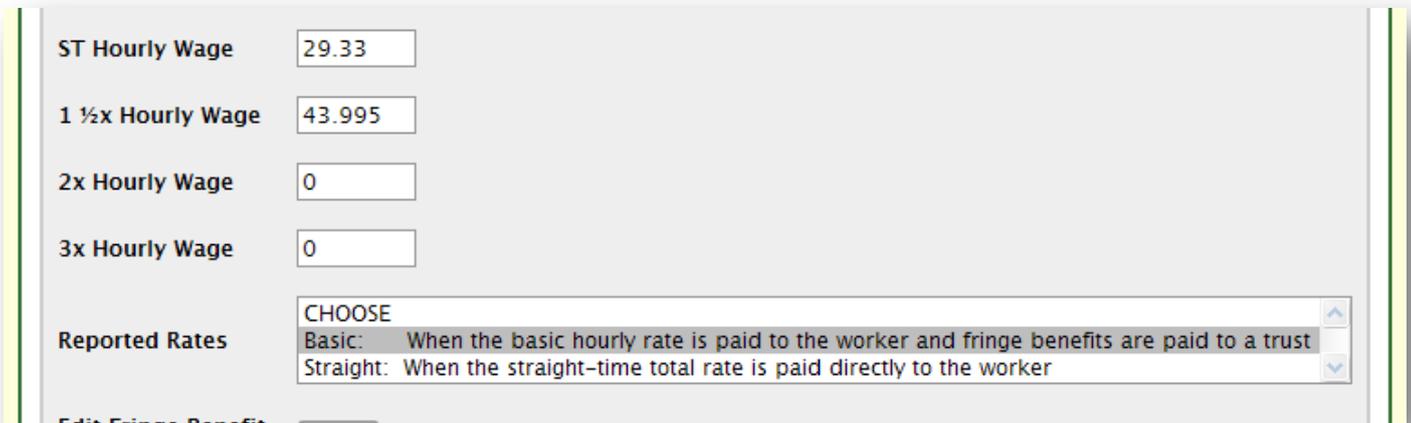
www.dir.ca.gov/DAS/appcertpw/AppCertSearch.asp

If you are unsure of which apprentice period corresponds to the wage rate or percentage of the apprentice, please see the DAS Public Works apprentice wage sheets:

www.dir.ca.gov/DAS/PWAppWage/PWAppWageStart.asp

Hourly Wage/Reported Rates

Now, enter the hourly rate of pay the employee receives for Standard Time (ST), and (if applicable) Overtime (1½x), Double Time (2x), and Triple Time (3x). If the employee will *not* be working at a pay rate besides ST, simply leave the pay rate at zero.



A screenshot of a web form. It shows four input fields for hourly wages: 'ST Hourly Wage' (29.33), '1 ½x Hourly Wage' (43.995), '2x Hourly Wage' (0), and '3x Hourly Wage' (0). Below these is a 'Reported Rates' dropdown menu with 'Basic' selected. The dropdown options are: 'Basic: When the basic hourly rate is paid to the worker and fringe benefits are paid to a trust' and 'Straight: When the straight-time total rate is paid directly to the worker'.

If the employee receives on her paycheck the total straight-time hourly rate—including fringe benefits—choose *Straight* for Reported Rates. If the employee receives the basic hourly rate and fringe benefits contributions are made to an approved plan or trust on her behalf, choose *Basic*.

Fringe Benefit Contributions

Upon selection of Reported Rates, a popup will appear for you to enter the hourly rate of fringe benefit contributions. For each (non-zero) hourly pay rate entered—ST, 1½x, etc.—you can enter the contribution rate. Depending upon the trade classification and fringe benefit, the contribution rate may be the same for each pay rate (*automatically filled-in by default*), or factored at the applicable overtime multiplier.

Contribution	Add to Taxable Wage?	Fringe Benefits (\$/hr)	
		ST	1½x
Vac/Hol	<input type="checkbox"/>	3.60	3.60
Health/Welfare		4.76	4.76
Pension		5.75	
Training			
Other	<input type="checkbox"/>		

Please note: make sure not to leave *any* field blank; if a field is not applicable, enter zero, otherwise this employee Trade/Classification will be marked *incomplete* and cannot be added to your payroll form.

For *Straight* Reported Rates, although fringe benefits may be paid directly to the employee, report Training Fund contributions—made at the prevailing hourly rate to the California Apprenticeship Council for employees performing work under an apprenticeable craft⁹.

Contribution	Fringe Benefits (\$/hr)	
	ST	1½x
Training	0.64	0.64

⁹ *Ibid.*, Section 1777.5.

For *Basic* Reported Rates, enter the hourly rates for Vacation & Holiday, Health & Welfare, Pension, Training Fund, and Other fringe benefit contributions.

Contribution	Add to Taxable Wage?	Fringe Benefits (\$/hr)	
		ST	1½x
Vac/Hol	<input type="checkbox"/>	3.60	3.60
Health/Welfare		4.76	4.76
Pension		5.75	5.75
Training		0.64	0.64
Other	<input type="checkbox"/>	0.34	0.34

Update and Close

If contributions—such as Vacation & Holiday—are made based upon a percentage of the employee’s gross wages, calculate from the percentage of the basic wage rate entered previously and report the *dollar amount* of the contribution rate.

If there are any contributions added to the employee’s pay rate in order to be taxed and then deducted from the employee’s paycheque in order to be contributed, check *Add to Taxable Wage* next to the applicable fringe benefit contribution rate. Upon checking this box, the employee’s taxable hourly wage rate—used to calculate the employee’s gross wages—will be increased by the rate for this fringe benefit contribution. This contribution rate will also be used to calculate deductions from the employee’s gross wages for these fringe benefits.

Please note: if the amount for the taxable fringe benefit is *already* included in the employee’s basic hourly wage rate, enter the contribution rate for that fringe benefit here, but *do not* check *Add to Taxable Wage*—otherwise, the fringe benefit will be counted *twice* toward the employee’s taxable hourly wage rate. The actual deduction for that fringe benefit should then be reported on the *Public Works Payroll Reporting Form* [cf. *Section 5. Public Works Payroll Reporting Form: Deductions and Payments* below].

Click **Update and Close** once you have completed entering the fringe benefit contributions and wish to return to the employee’s work and wage information screen.

If you need to return to the Fringe Benefit Contributions popup, click **Edit**. When you have completed entering this employee’s work and wage information, click **Submit**.

Edit Fringe Benefit Contributions

Once you have been returned to the employee's profile, click the name of the **Trade** if you need to modify any aspect of that pay rate. If the trade/classification/pay rate was entered in error, click **Delete**.



Home My Account My Contracts Employees Archive Logout

Mr. User :: Friday, Jan 22, 2010

Contractor's Certified Payroll Reporting System

Employee: The Worker

Home : [Employees](#) : Employee Info

- Click on "Edit" to modify the employee's information.
- To return to the employees list click on "Employees" on the main navigation.

General Info: [[Edit](#)]

Address	9 Blue Collar Ln
City, State Zip	The City, CA 90001
Social Sec No	001-01-0001
Marital Status	S
Tax Exemptions	1
Ethnicity	Native American
Gender	F
US Veteran	Yes

- Click on the employee trade to modify it or change the hourly wages.

Trade/Classification Info: [[Add Trade/Classification](#)]

Trade	Subtrade	Classification	Pay Level	ST	Hourly Wage			Reported Rate	Delete Employee Trade (Available when trade is not on a CPR)	
					1½x	2x	3x			
					\$ per hour					
LABORER	GROUP 05	Journeyman	0	29.33	43.995	0.00	0.00	Basic	Delete	complete
					Vac/Hol	3.60	3.60			
					Health/Welf	4.76	4.76			
					Pension	5.75	5.75			
					Training	0.64	0.64			
					Other Payments	0.34	0.34			

[[Add New Employee](#)]

This employee is not reported on any payrolls

To add another trade/classification—such as is the case when the employee performs work under more than one craft/subtrade or at more than one pay rate, e.g., shift differential or midweek rate increase—click **Add Trade/Classification**.

Trade/Classification Info: [[Add Trade/Classification](#)]

Trade	Subtrade	Classification	Pay Level	Hourly Wage				Reported Rate	Delete Employee Trade (Available when trade is not on a CPR)	
				ST	1½x	2x	3x			
				\$ per hour						
LABORER	GROUP 04	Journeyman	0	28.98	43.47	0.00	0.00	Basic	Delete	complete
Vac/Hol				3.60	3.60					
Health/Welf				4.76	4.76					
Pension				5.75	5.75					
Training				0.64	0.64					
Other Payments				0.34	0.34					
LABORER	GROUP 05	Journeyman	0	29.33	43.995	0.00	0.00	Basic	Delete	complete
Vac/Hol				3.60	3.60					
Health/Welf				4.76	4.76					
Pension				5.75	5.75					
Training				0.64	0.64					
Other Payments				0.34	0.34					

[[Add New Employee](#)]

Please note: once the trade/classification has been reported on any payroll form, you will no longer be able to remove that pay rate from the system. If the pay rate is no longer in use, you can simply overwrite the previously existing entry with the updated work and wage information.

Payroll Information

Below the Trade/Classification Information will be the list of payroll forms on which the employee is reported. Click the **Payroll Number** to view that payroll form. If the employee has not been reported on any payroll forms it will display *“This employee is not reported on any payrolls.”*

US Veteran	Yes
Employee Status	Active
We Build Number	N/A

Payroll Form Info:

Period	Form Id	Contract No	School	Payroll No	Form Status	Count
02/01/2010-02/07/2010	2142096	1010001	COLDWATER CYN EL	1	Finalized	1
02/08/2010-02/14/2010	2142097	1010001	COLDWATER CYN EL	2	Finalized	1
02/15/2010-02/21/2010	2142098	1010001	COLDWATER CYN EL	3	Editable	1

When you are ready to enter another employee, click **Add New Employee**. If you wish to return to your Employees listing, click the navigation breadcrumb for **Employee**.

Add Owner-Operator

To begin adding an owner-operator, click **Add Owner-Operator**. Enter the operator's First Name, Last Name, contact information, and Social Security Number.

The screenshot shows the 'Add Owner Operator' form within the Contractor's Certified Payroll Reporting System. The page header includes the LAESD Facilities Services Division logo and navigation links: Home, My Account, My Contracts, Employees, Archive, and Logout. The user is identified as 'Mr. User' on 'Friday, Jan 22, 2010'. The form fields are as follows:

Operator First Name	Smooth
Operator Last Name	Operator
Address	1200 North South Bl
City, State Zip	Los Angeles, CA 90099
Social Sec No	002 - 02 - 0002

Equipment Description/Hourly Rate

Then, enter the Description of the Equipment owned and operated by this individual, as well as the Equipment License Number and/or Truck Cal-T Number of that machinery.

The screenshot shows the 'Equipment Description/Hourly Rate' form. The fields are as follows:

Equipment	HEAVY TRACTOR, CATERPILLAR MODEL 814
Equipment License No	000001
CalT No.	N/A

Next, enter the hourly rental rate paid for the owner-operated equipment at ST, and (if applicable) 1½x, 2x and 3x.

ST Hourly Wage	<input type="text" value="109.69"/>
1 ½x Hourly Wage	<input type="text" value="0"/>
2x Hourly Wage	<input type="text" value="0"/>
3x Hourly Wage	<input type="text" value="0"/>
Reported Rates	<input type="radio"/> Basic <input checked="" type="radio"/> Straight

Please note: the hourly rental rate is for “man and machine”, and as such should include the prevailing wage rate for the respective equipment operator classification [cf. *Add Trade/Classification* above] and the rate for the actual rental of the equipment itself. For California Department of Transportation Equipment Rental Rates please see the following webpage:

www.dot.ca.gov/hq/construc/equipmnt.html

If the operator is paid the total straight-time hourly rate—including fringe benefits—choose *Straight* for Reported Rates. If the operator receives the basic hourly rate and fringe benefits contributions are made to an approved plan or trust on behalf of the operator, choose *Basic*.

For statistical purposes, we also request that you provide the Ethnicity, Gender, and U.S. Veteran status of the operator if that information is available. Then, choose the Owner-Operator Status: if the operator will be reported on certified payroll records, choose *Active*; otherwise, choose *Inactive*.

Ethnicity	<input type="text" value="Afro-American/Black"/>
Gender	<input type="text" value="Male"/>
US Veteran	<input type="radio"/> Yes <input checked="" type="radio"/> No
Owner Operator Status	<input type="text" value="Active"/>
<input type="button" value="Submit"/>	

When you have completed entering the operator’s personal information, click **Submit**. *Please note:* upon submitting this screen, the operator’s Name and Social Security Number cannot be modified, so please ensure that this is correct *before* submitting this screen.

Owner-Operator Information

Once you submit the owner-operator's personal information, you will be brought to the operator's profile. If you need to make any changes to the operator's personal information, click **Edit**. If the operator profile was entered in error, click **Delete** to the right of the equipment description, and then click **Delete** next to *General Information* to remove the operator from the system completely.

Facilities Services Division
 Building the Learning Community

Home
My Account
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Mr. User :: Friday, Jan 22, 2010

Contractor's Certified Payroll Reporting System

Operator: Smooth Operator

[Home](#) : [Owner Operators](#) : Owner Operator Info

- Click on "Edit" to modify the employee's information.
- To return to the employees list click on "Employees" on the main navigation.

General Info: [\[Edit \]](#)

Address	1100 North South Bl
City, State Zip	Los Angeles, CA 90099
Social Sec No	002-02-0002
Ethnicity	Afro-American/Black
Gender	M
US Veteran	No
Owner Operator Status	Active

- Click on the equipment description to modify it or change the hourly wages.

Equipment Info: [\[Add Equipment \]](#)

Equipment	License No	CaIT No.	ST Hrly Wage	1½x Hrly Wage	2x Hrly Wage	3x Hrly Wage	Reported Rate	Action
HEAVY TRACTOR, CATERPILLAR MODEL 814	000001	N/A	109.69	0	0	0	Straight	delete

[\[Add New Owner Operator \]](#)

This owner operator is not reported on any payrolls

Please note: once equipment information has been entered and reported on any payroll form, you will no longer be able to remove the owner-operator from the system. If the operator takes a leave of absence or no longer works for your company, edit the operator profile and change the Owner-Operator Status from *Active* to *Inactive* in order to remove that operator from your company's roster of Active operators.

Owner Operator Status Inactive ▼

Submit

Add Equipment

To add additional machinery owned and operated by this individual, click **Add Equipment**. Just as when initially entering this operator, enter the Equipment Description, Equipment License Number and/or Truck Cal-T Number, Hourly Rate(s), and Reported Rate for the owner-operated equipment. When you have completed entering the information, click **Submit**.

The screenshot shows the 'Add Equipment for Smooth Operator' form. At the top, there is a navigation bar with links for Home, My Account, My Contracts, Employees, Archive, and Logout. The user is identified as 'Mr. User' on 'Friday, Jan 22, 2010'. The page title is 'Contractor's Certified Payroll Reporting System'. The form title is 'Add Equipment for Smooth Operator'. The breadcrumb trail is 'Home : Owner Operators : Owner Operator Info : Add Equipment'. The form fields are as follows:

- Equipment Description: HEAVY TRACTOR, CATERPILLAR MODEL 824B
- License No.: 000003
- CalT No: N/A
- ST Hourly Wage: 174.51
- 1½x Hourly Wages: 0
- 2x Hourly Wages: 0
- 3x Hourly Wages: 0
- Reported Rate: Basic (dropdown menu)

A 'Submit' button is located at the bottom of the form.

Once you have been returned to the owner-operator's profile, click the name of the **Equipment** if you need to modify any aspect of the equipment description. If the equipment description was entered in error, click **Delete**.

Equipment Info: [[Add Equipment](#)]

Equipment	License No	CalT No.	ST Hrly Wage	1½x Hrly Wage	2x Hrly Wage	3x Hrly Wage	Reported Rate	Action
HEAVY TRACTOR, CATERPILLAR MODEL 814	000001	N/A	109.69	0	0	0	Straight	delete
HEAVY TRACTOR, CATERPILLAR MODEL 824B	000003	N/A	174.51	0	0	0	Straight	delete

[[Add New Owner Operator](#)]

Payroll Information

Below the Equipment Information will be the list of payroll forms on which the owner-operator is reported. Click the **Payroll Number** to view that payroll form. If the operator has not been reported on any payroll forms the profile will display "This owner-operator is not reported on any payrolls."

LA ESD Facilities Services Division
Building the Learning Community

Home My Account My Contracts **Employees** Archive Logout

Mr. User :: Friday, Jan 22, 2010

Contractor's Certified Payroll Reporting System

Operator: Smooth Operator

Home : Owner Operators : Owner Operator Info

- Click on "Edit" to modify the employee's information.
- To return to the employees list click on "Employees" on the main navigation.
- Click on the equipment description to modify it or change the hourly wages.

General Info: [Edit]

Address	1100 North South Bl
City, State Zip	Los Angeles, CA 90099
Social Sec No	002-02-0002
Ethnicity	Afro-American/Black
Gender	M

Equipment Info: [Add Equipment]

Equipment	License No	CalT No.	ST Hrly Wage	1½x Hrly Wage	2x Hrly Wage	3x Hrly Wage	Reported Rate	Action
HEAVY TRACTOR, CATERPILLAR MODEL 814	000001	N/A	109.69	0	0	0	Straight	delete

[Add New Owner Operator]

Payroll Number

- 1
- 2
- 3

When you are ready to enter another operator, click **Add New Owner-Operator**. If you wish to return to your Owner-Operators listing, click the breadcrumb for **Owner-Operators**.

Lookup Employee/Owner-Operator

Once you have returned to the Employees page, if you wish to lookup *Employees* or *Owner-Operators*, select the appropriate option from the drop-down menu, then choose employee status *Active*, *Inactive* or *All*, and click **Display**. If you wish to search for a specific employee or owner-operator, enter any part of that individual's first or last name, select *Employee* or *Owner-Operator*, choose the employee status, and click **Display**.

Look Up Employees: Active Inactive All

[Add Employee](#) | [Add Owner Operator](#)

All Employees

- Click on the employee name to see additional information.

Name	Address	City	State	Zip Code	Trade	Standard	1½x	2x	3x
						\$/hour			
Worker, The	9 Blue Collar Ln	The City	CA	90001	LABORER / GROUP 05 Journeyman	29.33	43.995	.00	.00

To perform more advanced searches, you can use SQL wildcard syntax:

- ❖ Enter a percent sign (%) to match any number of characters
- ❖ Enter an underscore (_) to match a single character

Look Up Owner Operators: Active Inactive All

[Add Employee](#) | [Add Owner Operator](#)

Active Owner Operators

- Click on the owner operator name to see additional information.

Name	Address	City	State	Zip Code	Trade	Standard	1½x	2x	3x
Operator, Smooth	1100 North South Bl	Los Angeles	CA	90099	TRACTOR, CATERPILLAR MODEL 814	109.690 (ST)	.000 (1½x)	.000 (2x)	.000 (3x)
Smith, Maria J.	420 Northern Lights Avenue	New City	CA	90000	CRANE, KOMATSU MODEL PC 1100 LC-6	536.200 (ST)	.000 (1½x)	.000 (2x)	.000 (3x)

To return to the complete roster of your Active employees or owner-operators, clear the name field, choose Active, and click **Display**.

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

Home My Account My Contracts Employees Archive Logout

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	1
	Last Payroll Period: 01/25/2010 - 01/31/2010	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

Home My Account My Contracts Employees Archive Logout

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	<input type="button" value="Edit"/>
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	

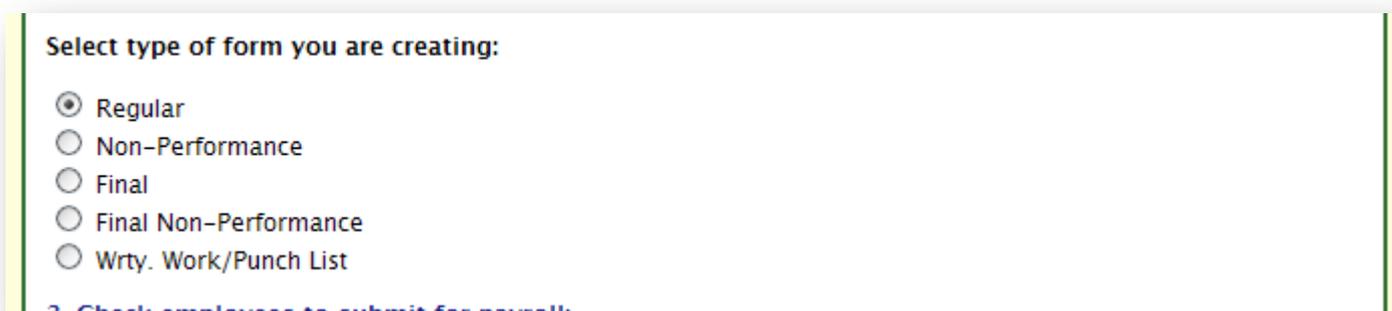
Select type of form you are creating:

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**.

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.



Home My Account My Contracts Employees Archive Logout

Mr. User :: Tuesday, Jan 26, 2010

Contractor's Certified Payroll Reporting System

Edit Payroll Form

Home : Archive : Payroll Form : Edit Payroll Form

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

Home : Archive : Payroll Form : Add Employee to Payroll [Return to Form](#)

Three, Employee
<input checked="" type="checkbox"/> LABORER / GROUP 01 (Journeyman) : (ST) \$26.33 (1½x) \$39.50 (2x) \$0.00 (3x) \$0.00
Venada, Juan
<input checked="" type="checkbox"/> LABORER / GROUP 04 (Journeyman) : (ST) \$28.98 (1½x) \$43.47 (2x) \$0.00 (3x) \$0.00
Worker, The
<input type="checkbox"/> 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	Wthlds & Exempts	Work Classification
[Add Another Employee]		
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.

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. Below the navigation is a user status bar: 'Mr. User :: Tuesday, Jan 26, 2010'. The main heading is 'Contractor's Certified Payroll Reporting System'. Below this is a sub-heading 'Edit Payroll Employee'. A breadcrumb trail reads: 'Home : Archive : Payroll Form : Edit Payroll Employee'. Underneath is the section 'Employee Information' with a table containing the following data:

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

Below the employee information is a section titled 'Payrates' with a table showing the following data:

	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			

At the bottom left, there is a partially visible label '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	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	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="button" value="Reset"/> 1506.96 <input type="text" value="1506.96"/> <small>If this value is specified, it will be used to calculate the Net Wages Paid for Week</small>

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="button" value="Reset"/> <input type="text" value="1514.66"/> <small>If this value is specified, it will be used to calculate the Net Wages Paid for Week</small>

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 <input type="button" value="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"/>			

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

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

Employee Information

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

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 black; height: 100px;"></div>	<div style="background-color: #800000; color: white; padding: 5px; text-align: center;"> Worker's Compensation Class Code </div> <div style="padding: 5px; text-align: center;"> <input type="text" value="3365"/> </div> <div style="padding: 5px; text-align: center;"> <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

[Home](#) : [Archive](#) : [Payroll Form](#) : Add Owner Operator to Payroll [Return to Form](#)

Operator Smooth
<input type="checkbox"/> TRACTOR, CATERPILLAR MODEL 824B : (ST) \$174.51 (1½x) \$.00 (2x) \$.00 (3x) \$.00
Smith Maria J.
<input checked="" type="checkbox"/> 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	CaIT 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)

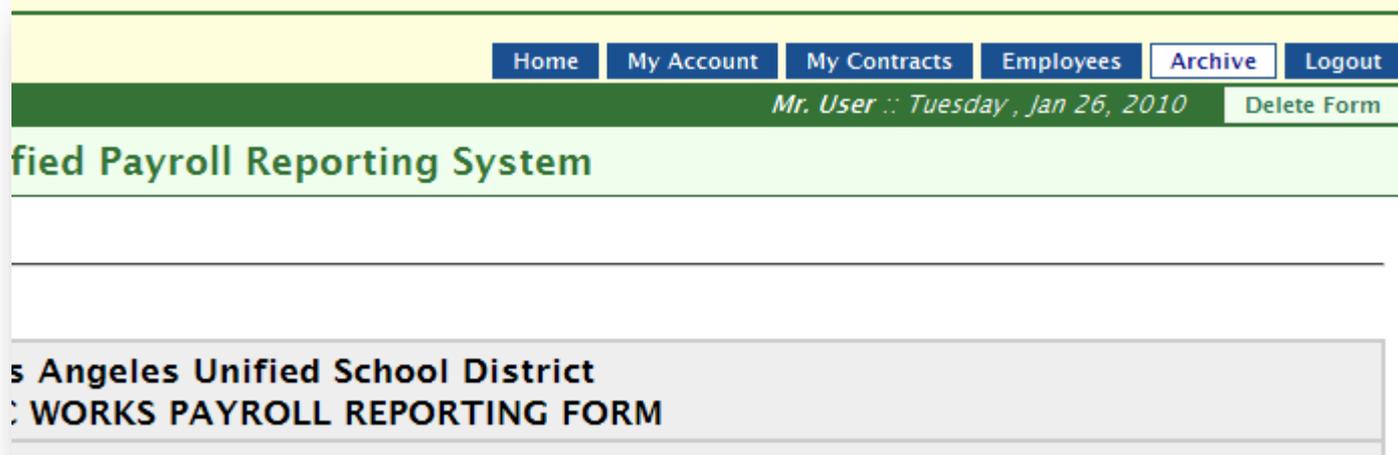
Edit Incident Report

	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 a web interface with the 'LAUSD Facilities Services Division' logo and tagline 'Building the Learning Community'. 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 L.A. ESD Facilities Services Division website. The logo includes the text 'L.A. ESD' and 'Facilities Services Division Building the Learning Community'. Below the logo are three buttons: 'Prepare Certification', 'View Payroll (with Incident Report)', and 'View Payroll'. The main content area displays the title '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 elements:

- Section 5) That (*Check the following that apply*):
 - Where Fringe Benefits are paid to approved plans, funds or programs**: A checked checkbox () with the text: "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**: An unchecked checkbox () with the text: "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**: An unchecked checkbox () with the text: "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 statement: "I declare under penalty of perjury, under the laws of the State of California, that the foregoing is true and correct."
- A large signature box containing the word "Regular".
- 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**: (Same as Name field)
 - Contact Ph. No./ Fax No.**: (Same as Signature/Date field)
- A "Submit Document" button.

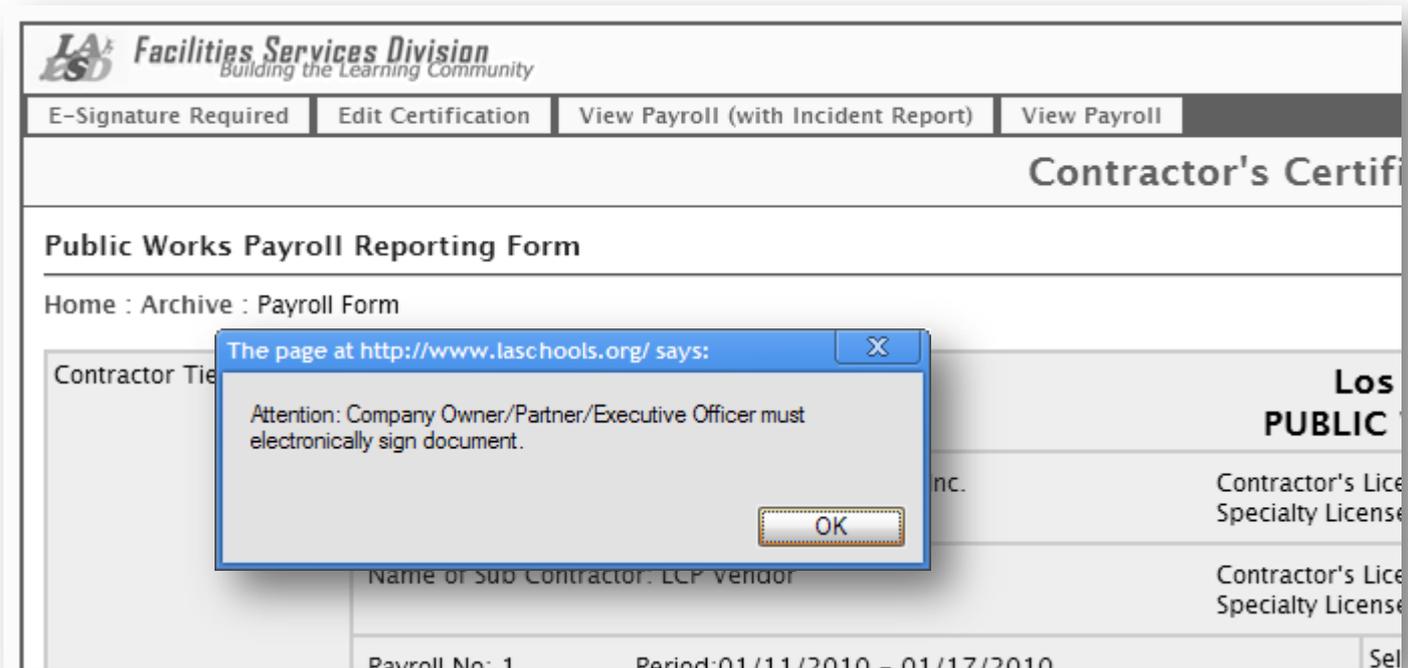
Then, click **Submit Document**.

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.

with a state apprenticeship agency, and

5) That

- 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.*

I declare under penalty of perjury, under the laws of the State of California, that the foregoing is true and correct.

Regular		
Ms. Executive	CEO	
Name	Title	Signature/Date
LCP Contractor, Ltd., 1 Public Hwy, New City, CA 90000		213-241-4647 / 213-241-8356
Company Address		Contact Ph. No./ Fax No.

Electronically Submit Document

PIN: ●●●●●●

Sign and Submit

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**.

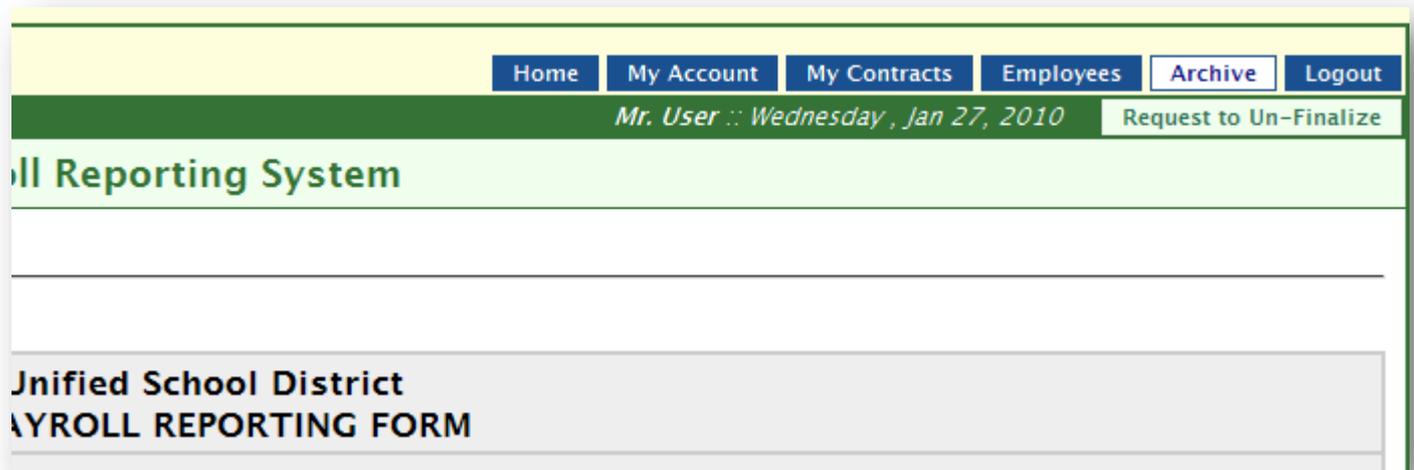


If you wish to view or print a copy of the *Public Works Payroll Reporting Form* for your records or for that of your general contractor (*if applicable*), click **View Payroll**. *OCIP Contracts*: If you wish to view or print a copy of the payroll form including the *On-Site Worker Hours/Incident Report*,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

Section 6. Archive

The Archive area lists all payroll forms on the CPR System created by your company. Click the **Payroll Number** of the payroll form you wish to view or edit.

LAESD Facilities Services Division
Building the Learning Community

Home My Account My Contracts Employees **Archive** Logout

Mr. User :: Wednesday, Jan 27, 2010

Contractor's Certified Payroll Reporting System

Forms Archive: LCP Contractor, Ltd.

Home : Archive

Form Count: 3

Contract Status [**Current** | Archived | All] Form Status [Editable | **Finalized** | All]

Payroll Period	Payroll No	Form ID	Online Form Status	Hard Copy Received	Last Modified
Contract No 1010011 -- WESTCHESTER SH					
01/25/2010 - 01/31/2010	0	2142099	Finalized	01/25/2010	Last modified on 01/25/2010 05:56 PM by Mr. User
02/01/2010 - 02/07/2010	1	2142100	Finalized	01/26/2010	Last modified on 01/26/2010 03:21 PM by Mr. User
02/08/2010 - 02/14/2010	2	2142101	Finalized	Not Received	Last modified on 01/27/2010 04:03 PM by Mr. User

Filter Archive

Filter by Contract Status

The Archive will initially display payroll forms for current contracts. To display payroll forms for all contracts—including past contracts—click **All**. To display payroll forms for current contracts, click **Current**. To display payroll forms for past contracts, click **Archived**.

Filter by Form Status

To display payroll forms that have been finalized, click **Finalized Forms**. To display forms that have yet to be finalized and are still editable, click **Editable Forms**. To display all forms, click **All Forms**.

Forms Archive: LCP Contractor, Ltd.

Home : Archive

Form Count: 3

Contract Status [**Current** | Archived | All] Form Status [Editable | **Finalized** | All]

Payroll Period	Payroll No	Form ID	Online Form Status	Hard Copy Received	Last Modified
----------------	------------	---------	--------------------	--------------------	---------------

Subcontractor Archives [Prime Contractors]

As a prime contractor, you can monitor your subcontractors' compliance to certified payroll reporting by clicking **Subcontractor Archives**.

The screenshot shows the main interface of the Contractor's Certified Payroll Reporting System. At the top, there is a navigation bar with links for Home, My Account, My Contracts, Inbox(10), Employees, Archive, and Logout. The user is identified as 'Test User' on 'Wednesday, Jan 27, 2010'. The main heading is 'Contractor's Certified Payroll Reporting System'. Below this, there is a breadcrumb trail 'Forms Archive: LCP Vendor' and a 'Home : Archive' link. A 'Form Count: 8' is displayed. There are filters for 'Contract Status' (Current, Archived, All) and 'Form Status' (Editable, Finalized, All). A 'Sub Contractor Archives' button is visible on the right. A table header is shown with columns: Payroll Period, Payroll No, Form ID, Online Form Status, Hard Copy Received, and Last Modified.

First, select the **Contract No.** Then choose the **Subcontractor** on that contract, and click **Show Archive**.

This screenshot shows the 'Sub Contractor Archives' selection screen. It features the same navigation bar and user information as the previous screenshot. The main heading is 'Contractor's Certified Payroll Reporting System'. Below it, the breadcrumb trail is 'Home : Archive : Sub Contractor Archives'. There are two dropdown menus: 'Contract No.' with the value '0930099' and 'Sub Contractor' with the value 'Facilities Services Division, Inc.'. A 'Show Archive' button is located to the right of the dropdowns.

This will then display the payroll forms finalized by this subcontractor on this contract. Click the **Payroll Number** of the payroll form you wish to view.

This screenshot shows the results page for 'Sub Contractor Archives'. The breadcrumb trail is 'Home : Archive : Sub Contractor Archives'. The selection criteria from the previous screen are repeated: 'Contract No.' '0930099' and 'Sub Contractor' 'Facilities Services Division, Inc.', with a 'Show Archive' button. Below this, the heading is 'Facilities Services Division, Inc. Archive'. A table displays the payroll forms:

Payroll Period	Payroll No	Form ID	Source	Hard Copy Received	Last Modified
Contract No 0930099 -- 187TH ST EL					
07/28/2010 - 08/03/2010	1	831700	Entered by Contractor	09/17/2010	Last modified on 09/12/2010 02:09 PM by The User
08/04/2010 - 08/10/2010	2	831756	Entered by Contractor	09/17/2010	Last modified on 09/12/2010 02:36 PM by The User

To return to your own company's Archive, click the breadcrumb for **Archive**.

Appendix A. Frequently Asked Questions

For a list of Frequently Asked Questions, please see the following webpage:

www.laschools.org/contractor/lc/certified-payroll/faqs

You can also return to the **Home** screen and click the link for *Frequently Asked Questions*.

The screenshot shows the homepage of 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 of the logo is a navigation menu with buttons for "Home", "My Account", "My Contracts", "Employees", "Archive", and "Logout". Below the navigation menu, the user is identified as "Mr. User" and the date is "Thursday, Jan 21, 2010". The main heading is "Contractor's Certified Payroll Reporting System". Below the heading, there is a "Welcome Mr. User:" message. The page is divided into three columns. The left column contains a welcome message, instructions on how to use the system, and links for "My Account", "My Contracts", "Employees", and "Archive". The middle column features "Important Announcements" for Thursday January 21, 2010, with two entries from Sunday Feb 01, 2004, and a link to the updated User Guide. The right column is titled "More Information:" and lists links for the User Guide, Frequently Asked Questions, Labor Compliance Home, Contact Us, and DIR Prevailing Wage Determinations.

LA ESD Facilities Services Division
Building the Learning Community

Home My Account My Contracts Employees Archive Logout

Mr. User :: Thursday, Jan 21, 2010

Contractor's Certified Payroll Reporting System

Welcome Mr. User:

Welcome to the Contractor's Certified Payroll Reporting System. This system will allow you to report certified payroll records for LAUSD public works projects.

Use the buttons at the top-right to access the areas of the system: [?]

[My Account](#) [?]
[My Contracts](#) [?]
[Employees](#) [?]
[Archive](#) [?]

Click **My Account** to update your login and contact information.

Click **My Contracts** for your contract information, and to submit contract documents and report certified payroll records.

Important Announcements

Thursday January 21, 2010

Sunday Feb 01, 2004

Welcome to the LAUSD Contractor's Certified Payroll Reporting System.

Sunday Feb 01, 2004

[Need help? Please see the updated User Guide.](#)

[All Headlines](#)

More Information:

[Contractor's Certified Payroll Reporting System User Guide](#)

[Frequently Asked Questions](#)

[Labor Compliance Home](#)

[Contact Us](#)

[DIR Prevailing Wage Determinations](#)

Appendix B. Upload Protocol

One feature available to contractors is the Upload Protocol. For contractors using payroll systems that can export customised Comma-Separated Value (.csv) files, you can use the Upload Protocol to import your employee and payroll data into the CPR System.

For more information about this feature, please contact the Technical Support Staff.

Appendix C. Other Online Tools

As a contractor working with the LAUSD Facilities Services Division, we are pleased to provide additional online tools to manage your LAUSD public works projects. These online tools are available upon logging in at the FSD Labor Compliance page:

www.laschools.org/lcp

About FSD | Board of Education | Bond Oversight | Site Map | Login | Register



Facilities Services Division

Los Angeles Unified School District
All Youth Achieving

FSD Home | LAUSD.net

Community | About My School | Facilities Initiatives | Facilities Branches | Business With FSD | My FSD

Business With FSD | Labor Compliance

- Bidding Opportunities
- Prequalification
- Facilities Use/Permits
- Small Business Enterprise
- Labor Compliance**
 - Certified Payroll Reporting System
 - Request for Access
 - Online Tools
 - Frequently Asked Questions
 - Department of Industrial Relations (DIR)
 - Labor Code Section 1741(c) Assessments -- Public Works
 - LCP Certification
 - Work Preservation Group
 - Documents and Forms
 - Upcoming Events
 - Contact Us
- Contractor Resources
- Stop Notices
- Project Stabilization Agreement (PSA)
- Vendor Portal

Welcome to the Labor Compliance Program Website!

California Labor Code section 1770 et seq. and Education Code section 17424 require that contractors on public works projects pay their workers based on the prevailing wage rates, which are established and issued by the Department of Industrial Relations, Division of Labor Statistics and Research. Labor Code sections 1720 through 1861 detail the prevailing wage system, explaining who the law protects, what contractors must do to comply with the law, what constitutes the prevailing wage, how it is determined, and how the prevailing wage requirements are enforced.

In establishing this Labor Compliance Program, the District adheres to the statutory requirements as defined in Labor Code section 1771.5(b).

Further, it is the intent of the District to actively enforce this Labor Compliance Program wherein the District construction sites are monitored for the payment of prevailing wage rates and, wherein those contractors having workers on District sites routinely submit Certified Payroll Records demonstrating their compliance with the payment of prevailing wage rates.

Program History

In February 1985, the Los Angeles Unified School District began administering a program for monitoring the prevailing wage rates paid to construction workers on public works projects throughout the District.

On January 27, 1993, the Los Angeles Unified School District became the first school district in the State of California receiving an approval from the Director of the Department of Industrial Relations to operate its Labor Compliance Program.

On September 7, 1993, the Board of Education of the Los Angeles Unified School District adopted the Labor Compliance Program.

Program Recognitions

[NECA & IBEW](#)



More detailed documentation for each of these applications can be found at the respective web addresses for each application.

Contractor Invoice Access

With this application, you can confirm the status of invoices submitted to the LAUSD. For subcontractors, you can verify whether the prime contractor to whom you are contracted has received payment for the billing period during which your company performed work. To access Contractor Invoice Access, click the link in the Online Tools menu or go to the following webpage:

www.laschools.org/contractor/invoice-log

Choose the Contract Number from the drop-down menu of LAUSD contracts to which your company is associated, and then click **Display Invoices**.

Invoice Number	Vendor Invoice Date	Vendor Name	Contract Number	Invoice Amount	District Received Date	County Release Date	Anticipated Delivery Date	Status
91035202	10/08/09	FAKE CONSTRUCTION CO INC	0910352	\$564,315.30	10/08/09	10/23/09	10/29/09	Closed
91035201	09/03/09	FAKE CONSTRUCTION CO INC	0910352	\$769,837.50	09/03/09	10/20/09	10/26/09	Closed
Total Invoiced Amount				\$1,334,152.80				

* Marked as Paid (No Warrant Information Available)

Click on Invoice Number of the invoice you wish to view. Payment Information for that invoice will be displayed toward the lower portion of the screen.

LCP Contractor, Ltd. :: Invoice Details

[Return to Invoices](#)

Vendor Invoice No. 91035201

Vendor Name	Contract Number	Invoice Number	Invoice Amount	Vendor Invoice Date	Billing Period	District Received Date	Approved Amount	Status
FAKE CONSTRUCTION CO INC	0910352	91035201	\$769,837.50	09/03/09	07/24/09 - 07/24/09	09/03/09	\$769,837.50	Closed

Payment Information

#	A/P Invoice Number	A/P Invoice Amount	Date Sent to A/P	Date Sent to County	Warrant Info
1	91035201	\$769,837.50	10/12/09	10/15/09	\$769,837.50 00017427 10/20/09 10/26/09

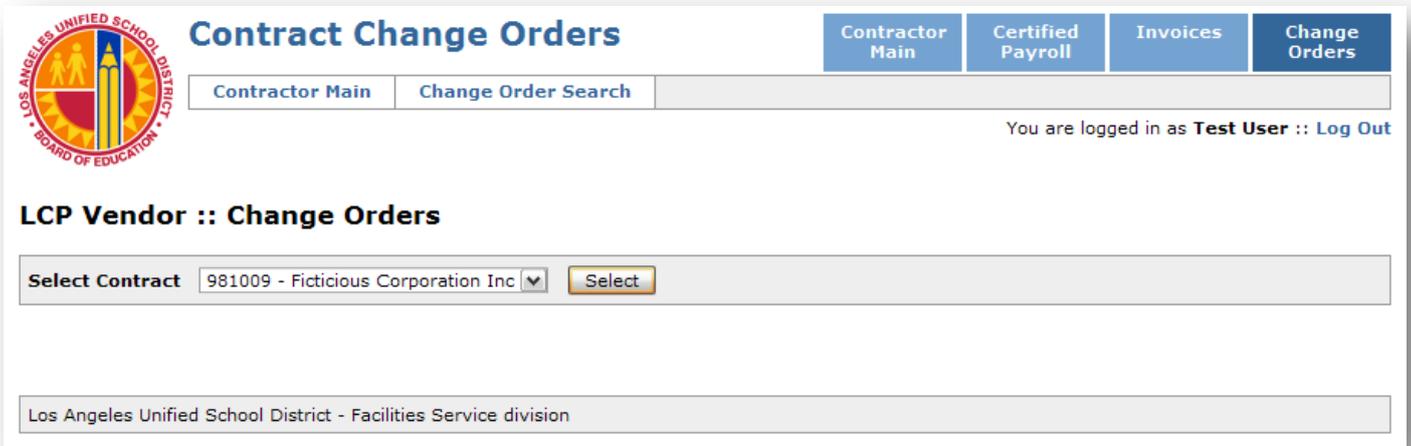
To return to the list of invoices for that contract, click **Return to Invoices**.

For any questions regarding invoices, please contact the Facilities Contracts Invoice Unit (FCIU) Invoice Inquiry Hotline at (866) 604-7521.

Contract Change Orders

With this application, you can view contract change orders approved by the LAUSD. In order to access Contract Change Orders, click the link in the Online Tools menu or go to the following webpage:

www.laschools.org/contractor/change-order



Contract Change Orders

Contractor Main | Change Order Search | Contractor Main | Certified Payroll | Invoices | Change Orders

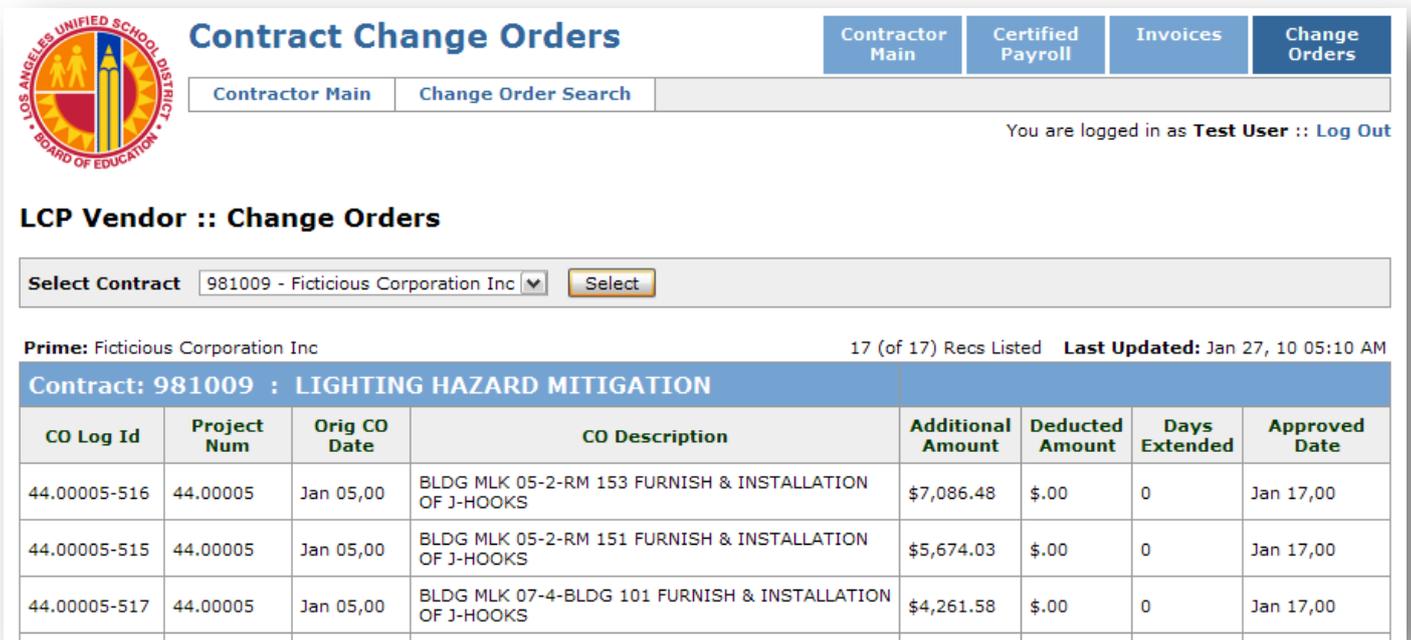
You are logged in as **Test User** :: [Log Out](#)

LCP Vendor :: Change Orders

Select Contract: 981009 - Fictitious Corporation Inc [v]

Los Angeles Unified School District - Facilities Service division

Select the Contract Number from the drop-down menu, and then click **Select**. This will display the list of approved change orders.



Contract Change Orders

Contractor Main | Change Order Search | Contractor Main | Certified Payroll | Invoices | Change Orders

You are logged in as **Test User** :: [Log Out](#)

LCP Vendor :: Change Orders

Select Contract: 981009 - Fictitious Corporation Inc [v]

Prime: Fictitious Corporation Inc 17 (of 17) Recs Listed Last Updated: Jan 27, 10 05:10 AM

Contract: 981009 : LIGHTING HAZARD MITIGATION

CO Log Id	Project Num	Orig CO Date	CO Description	Additional Amount	Deducted Amount	Days Extended	Approved Date
44.00005-516	44.00005	Jan 05,00	BLDG MLK 05-2-RM 153 FURNISH & INSTALLATION OF J-HOOKS	\$7,086.48	\$0.00	0	Jan 17,00
44.00005-515	44.00005	Jan 05,00	BLDG MLK 05-2-RM 151 FURNISH & INSTALLATION OF J-HOOKS	\$5,674.03	\$0.00	0	Jan 17,00
44.00005-517	44.00005	Jan 05,00	BLDG MLK 07-4-BLDG 101 FURNISH & INSTALLATION OF J-HOOKS	\$4,261.58	\$0.00	0	Jan 17,00

To display the list of change orders for another contract, simply select another contract, and then click **Select**.

Pending Case Module

With this application, you can verify the withhold status of Labor Compliance case investigations pending with your company. For prime contractors, you can also view the withhold status of case investigations pending with subcontractors on your contracts. In order to access the Pending Case Module, click **Additional Contractor Reports** or go to the following webpage:

www.laschools.org/contractor/reports

Labor Compliance Pending Case Module

Main Welcome Test User :: [Log Out](#)

Labor Compliance Cases

Search for Cases by: Case Number Case Status: Open Closed All

FSD Construction Co., Inc. Records Found:9

Case	Contract	Project	School	Prime	Sub	Date Closed	State Withhold	Reason	Checks	Disbursements	WH Balance
1. 03-119	0310014	45D08725	KENNEDY SH	FSD Construction Co., Inc		11/17/2004		LC 1775	Claim		
									Penalties		
									Total		
2. 03-259	0210271	97.00945	KENTER CANYON EL	FSD Construction Co., Inc		02/01/2004		LC 1776	Claim	\$0.00	
									Penalties	\$3,400.00	
									Total	\$3,400.00	
3. 03-315	0210271	97.00945	KENTER CANYON EL	FSD Construction Co., Inc	LCD Industries, Inc.	11/17/2003		LC 1775	Claim		
									Penalties		
									Total		

The list of case investigations with your company or your subcontractors will be displayed. To filter for specific cases, choose the criterion by which to filter—Case Number, Project Number, Contractor, or School—and enter any search string. Choose the Case Status, and then click **Find**. To clear the filter click **Cancel**.

Appendix D. Additional Web Resources

California Department of Industrial Relations (DIR) & Related Divisions

www.dir.ca.gov

Division of Apprenticeship Standards (DAS)

www.dir.ca.gov/das/das.html

Division of Labor Statistics & Research (DLSR)

www.dir.ca.gov/dlsr/statistics_research.html

Division of Labor Standards Enforcement (DLSE)

www.dir.ca.gov/DLSE/dlse.html

DIR Laws and Regulations

www.dir.ca.gov/lawsandregs.html

California Department of Industrial Relations Public Works Information

www.calpublicworks.com

Division of Apprenticeship Standards Public Works

www.dir.ca.gov/das/publicworks.html

DAS Apprentice Certification

www.dir.ca.gov/DAS/appcertpw/AppCertSearch.asp

DAS Public Works Apprentice Wage Sheets

www.dir.ca.gov/DAS/PWAppWage/PWAppWageStart.asp

DIR Prevailing Wage Determinations

www.dir.ca.gov/dlsr/DPreWageDetermination.htm

DIR Public Works Coverage Determinations

www.dir.ca.gov/dlsr/PubWorkDecision.htm

California Department of Transportation (DOT) Division of Construction

www.dot.ca.gov/hq/construc

Department of Transportation Construction Manual

www.dot.ca.gov/hq/construc/manual2001

DOT Equipment Rental Rates

www.dot.ca.gov/hq/construc/equipmnt.html

Los Angeles Unified School District (LAUSD)

www.lausd.net

LAUSD Facilities Services Division (FSD)

www.laschools.org

LAUSD Labor Compliance Department

www.laschools.org/contractor/lc

Labor Compliance Certification Manual

www.laschools.org/contractor/lc/certification-manual

LAUSD Facilities Contracts

www.laschools.org/contractor

Facilities Construction Contracts

www.laschools.org/contractor/cc

Project Stabilization Agreement

www.laschools.org/contractor/psa

Owner Controlled Insurance Program (OCIP) Insurance Manual & Forms

www.laschools.org/fcs/cc/pq/file-storage/?folder_id=1045824

WCIRB Classification Information

wcirbonline.org/wcirb/answer_center/classification_information.html

Small Business Program

www.laschools.org/contractor/sbop

We Build Program

www.laschools.org/contractor/webuild