

Prevailing Wage Compliance 2022

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Pre-con Meeting Minutes

Michigan Department of Transportation (MDOT)
 Contract ID XXXXX-XXXXXX, Preconstruction Meeting Minutes
 (Updated August 31, 2021)

ALL RED TEXT MUST BE EDITED OR REMOVED PRIOR TO DISTRIBUTION. IN SOME CASES THE RED TEXT WILL DICTATE REMOVAL OF BLACK TEXT. BLACK TEXT MAY BE DELETED IF IT IS NOT APPLICABLE TO YOUR PROJECT.

CERTIFIED PAYROLLS / PREVAILING WAGES:

This project is entirely state funded and does not have accompanying prevailing wage requirements. Everything in this section below does not apply.

This project involves federal funding and the Davis-Bacon Minimum Wage Rates apply for the site of work. The wage decision for this project is located on page XXX and is covered by the *Airport & Bridge, Highway, Sewer/tpcid, to Hwy* wage decision.

OR

There are multiple wage decisions for this project as described in the Notice to Bidders on page XXX. The wage decisions included in this project are *Airport & Bridge, Highway, Sewer/tpcid, to Hwy* wage decision on page XXX and the *Heavy* wage decision for underground items on page XXX.

PREVAILING WAGE AND LABOR COMPLIANCE SYSTEM:

Certified payroll and associated documents must be submitted in the PWLC system (LCPTracker). Documents must be submitted in accordance with the timeframe listed on the Compliance Special Provision. The Contractor is also responsible for coordinating all electronic document submittals from lower tier Subcontractors.

The MDOT project office will set up the contract and assign the Contractor. The Contractor's prime approver is XXXXXXX.

*complete document in construction manual

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Certified Payroll

- Certified weekly payrolls must be submitted to the Construction Engineer on all Federal-aid contracts in excess of \$2,000.00.
- Contractors are required to use LCPtracker for the submission of all prevailing wage documentation. (SP-104D)
- Payroll submitted via LCPtracker must be entered into the system, certified, and approved by the prime to be considered received by the Department. (SP-107D)

Certified payrolls will not be submitted on contracts funded entirely by the State of Michigan.

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Prevailing Wage & Subcontracts

- Persons performing the duties of laborers and mechanics must be paid the PW rate regardless of any written contractual arrangement.
 - e.g., Pavement sweeping, flagging & concrete pumping
- Certified payrolls are required anytime employees are paid PW.
- It is the responsibility of the prime contractor to ensure that certified payrolls are submitted by any company with which they have a contractual arrangement.

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Project Delivery

Guidance in Construction Manual: Division 1 > Section 107 > Prevailing Wage > 6.2 LCPtracker

LCPtracker

The Labor Compliance Program Tracker (LCPtracker) herein referred to as LCPtracker is a third-party web-based solution used by MDOT to receive, review, and approve payroll and associated prevailing wage documents. Documents submitted into LCPtracker will be maintained in LCPtracker throughout the life of the contract and will comply with department retention period requirements thereafter to preserve project records.

Prevailing Wage Procedures

Contract Setup and Assignment – Setting up and assigning a contract in LCPtracker includes entering project specific information into the user interface, assigning the prime contractor, and assigning the project wage decision(s) to the contract. Projects delivered at the Transportation Service Center (TSC) level including consultant delivered contracts must be setup and assigned by the TSC. Once a project has been setup the project office must request an LCPtracker administrator assign a prime approver to the contract. This can be accomplished by sending a request to the LCPtracker resource email at: MDOT-LCPtracker@Michigan.gov.

Wage Determination Entry – Entry and maintenance of wage decisions is the responsibility of the MDOT CFS LCPtracker administrator. If at any time a project office becomes aware that a wage determination required for their project is not available, the MDOT LCPtracker administrator must be notified at MDOT-LCPtracker@Michigan.gov. Wage entry requests must allow at least two business days for the information to be input into LCPtracker.

Contract Administration – The day-to-day administration of the contract is the responsibility of the Engineer or their designee. This will include approving fringe benefit statements, receiving, reviewing, and accepting certified payroll submissions, approving apprenticeship documents, establishing project specific apprenticeship/On-the-Job Training (OJT) classification(s), and closing completed contracts.

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LCPtracker Contract Setup

- Basic information about the contract is required for setup
 - TSCs are responsible to setup their own projects including full CE
 - LAP projects must send contract ID, prime approver, and office tech's information to resource email for setup
- Active projects will be visible on contractor and agency side immediately after login to LCPtracker
- Once project is setup, contractor and prevailing wage schedule(s) are assigned payroll can be completed
- The resource email should be used to address any comments, questions, or concerns (including new accounts)

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System Login



www.lcptracker.net

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Active Projects List

Project Code	Project Name	Start Date	End Date	Bid Ad Date
00000-000000	Test Project			
01141-130314	130314 - Barlow Road LAP	06/23/2020	08/17/2020	09/06/2019
01555-112771A	112771 - LAP Barlow Road	06/23/2020	08/17/2020	09/06/2019
01555-130331A	130331 - LAP F-41 Alcona County	06/14/2021	10/01/2021	05/07/2021
02000-205603	205603 - LAP Hot mix asphalt crushing, shaping and resurfacing		08/30/2021	
02021-203807	203807 - M-94 from Munising Street to M-28.	11/21/2019	10/16/2020	
02041-126912	126912 - M-28 from east of Christmas to railroad south of Munising.	04/08/2020	09/09/2022	
03000-133072	133072 LAP ACRC 2021 Multiple Bridge rehabilitation	02/15/2021	09/03/2021	12/04/2020
03000-209761	209761 - LAP Wiley Road from Blue Star Highway to Schultz Park		11/30/2021	
03000-209862	209862 LAP ACRC 138th Ave over Pigeon creek	01/20/2022	08/26/2022	01/07/2022

*Contract agency view

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Certifications Tab

Various filters

Shows payroll

Once payroll is reviewed it must be accepted

Additional Info

*Contract agency view

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Prevailing Wage Documents

*Contract agency view

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Prevailing Wage Documents

Various filters

Helpful with apprentices

Documents must be viewed and accepted

Project	Document Type	Document Date	Contractor	Sub To Contract ID	Submitted	Description	Status	Employee Name	Week End Date	View Details	View Document	Delete
Test_Road Rehabilitation from I-74 North to Detroit	Fringe Benefit Statement	12/12/2017	Test Contractor	Prime	04/05/2018					Details	View	Delete
Test_Road Rehabilitation from I-74 North to Detroit	Fringe Benefit Statement	08/20/2018	Test Contractor	Prime	08/20/2018					Details	View	Delete
Test_Road Rehabilitation from I-74 North to Detroit	Fringe Benefit Statement	10/13/2018	Test Contractor	Prime	10/19/2018		Accepted			Details	View	Delete

*Contract agency view

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Prevailing Wage Documents

Record Review -- All data on this form is for this project only

Project: Test_Road Rehabilitation from I-74 North to Detroit
 Contractor: Test Contractor
 Document Type: Fringe Benefit Statement
 Uploaded: 8/11/2015 | Document Date: 8/8/2015 | Expire Date: 1/1/2100

Accept / Reject (dropdown menu)
 Case Number: _____
 Description (50 characters max): _____

Contractor Notes
 Administrator Notices
 Add Admin Notice
 Confidential Administrator Notes
 Add Confidential Admin Note

Cancel Save

*Contract agency view

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MDOT CP-347 (04/10) Page 2 of 2

Date _____

I, _____ (Name of Signatory Party) _____ (Title)

do hereby state:

(1) That I pay or supervise the payment of the persons employed by _____ on the _____ (Contractor or Subcontractor) _____, that during the payroll period commencing on the _____ (Building or Work) _____ day of _____, and ending the _____ day of _____, all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said _____ from the full _____ (Contractor or Subcontractor) _____ weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3, (20 C.F.R. Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 967, 76 Stat. 357, 40 U.S.C. § 3145), and described below:

(2) That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract, that the classifications set forth therein for each laborer or mechanic conform with the work he performed.

(3) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

(4) That:

(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS

— In addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in section 4(c) below.

(b) WHERE FRINGE BENEFITS ARE PAID IN CASH

— Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in section 4(c) below.

(c) EXCEPTIONS

EXCEPTION (CRAFT)	EXPLANATION

REMARKS: _____

NAME AND TITLE: _____ SIGNATURE: _____

THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. SEE SECTION 1001 OF TITLE 18 AND SECTION 251 OF TITLE 21 OF THE UNITED STATES CODE.

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Payroll Review

February 14, 2022
Page 1 of 2

WEEKLY CERTIFIED PAYROLL REPORTING FORM

NAME OF CONTRACTOR: Test Contractor Prime		CONTRACTOR'S LICENSE No. 5177197344 SPECIALTY LICENSE No.		ADDRESS : 8885 Rocks Rd., Lansing, MI 48909 PHONE: 5177197344 EMAIL: strogadam58@gmail.com		PROJECT LOCATION/ CODE / NAME : Multiple Locations / AB-1234 / Test_Road Rehabilitation from 1.74 North to Detroit					
PAYROLL No. 1		FOR WEEK ENDING: 02/05/2022 SUBMITTED ON: February 14, 2022		MOTOR CARRIER PERMIT No.		UNION Non-Union		SELF-INSURED CERTIFICATE No. WORKERS' COMP. POLICY :		WAGE DECISION: MI30001 Highway Mod 1	

NAME, ADDRESS, SSN, DRIVER'S LICENSE, ETHNICITY, GENDER	WORK CLASSIFICATION, LOCATION AND TYPE	HOURS WORKED EACH DAY							TOTAL HOURS	BASE HOURLY RATE	GROSS AMOUNT EARNED	DEDUCTION - CONTRIBUTION AND PAYMENTS												
		S	M	T	W	TH	F	S				TOTAL HOURS THIS PROJECT	BASE HOURLY RATE OF PAY	TIBS PROJECT	ALL PROJECTS	Federal Tax	Social Security	Medicare	State Tax	Local Taxes	Other	Savings	Total Deduction	Check No.
BRYANT, ROBE Emp. Id: 1212 XXX-XX-1212 AFRICAN AMERICAN Male	ENR0324-006 / Power Equipment Operator (Alignm., Bridge & Highway Construction) - Group 1 / Type: Highway									40.00	36.86	4,671.20	488.54	252.41	59.03	173.03	20.36	0.00	0.00	993.37	DD			
Statewide WD: MD20190001								10.00	10.00	20.00	55.29	2,580.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,077.81	
All or Part of Fringes Paid to Employee: YES Vacation, Holiday and Days in Gross Pay: NO Voluntary Contributions in Gross Pay: NO										Rate in Lieu of Fringes	Total in Lieu of Fringes	Total Base Rate + Fringes	Voluntary Pension	Voluntary Medical	H & W Rate	Pension Rate	Vac. Hol. Rate	Training Rate	All Other Rate	Total Fringe Rate to Job	Payment Date			
										24.85	1,491.00	61.71	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Things to look for:

- Classification and location correct?
- Number of hours and employees look appropriate?
- Fringes match fringe benefit statement?

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Certified Payrolls

- If fringe benefits are paid into approved programs and plans, a detailed breakdown of the type of benefits and hourly dollar value **must** accompany the first payroll.
- Contractors paying fringe benefits on the check must submit a document under the designation “fringe benefit statement” stating fringes are paid on check.
- Contact information for the fringe benefit plan administrator must also be provided.
 - This document must be maintained during the construction phase of the contract.
- Fringe benefit statements must be reviewed and approved by the office tech.

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Fringe Benefit Statement (union)

Michigan Regional Council of Carpenters • U.B.C.J.A.

JUNE 1ST, 2021

TO: ALL MICHIGAN INFRASTRUCTURE AND TRANSPORTATION CONTRACTORS (SECTION D2)
SOUTHEASTERN MI

The 2021-2025 labor contract with the Michigan Regional Council of Carpenters provides for a June 1, 2021 Gross Wage increase for Southeast Michigan of \$1.72/hr, effective June 1, 2021. The increase has been allocated as follows:
Base Wage \$1.43, U.B.C. Per Cap \$0.02, U.B.C. Training \$0.02, Health & Welfare Supplemental \$0.10, and Annuity \$0.15.

**EFFECTIVE THE FIRST FULL PAYROLL PERIOD
COMMENCING ON OR AFTER JUNE 1, 2021 THROUGH MAY 31, 2022**

GEOGRAPHICAL JURISDICTION: The Agreement covers Wayne, Oakland, Macomb, Sanilac, St. Clair, Monroe and part of Livingston County (the townships of Deerfield, Tyrone, Oscoda, Hartland, Genoa and Brighton).

MITA CARPENTER JOURNEYMAN RATES - SOUTHEASTERN MI

	Day Shift Per Hour	2nd Shift Per Hour	3rd Shift Per Hour
*Base Wage	\$ 33.63	\$ 34.13	\$ 34.13
*Special Assessment Fund (taxed)	0.20	0.20	0.20
*Special Assessment Building Fund (taxed)	0.20	0.20	0.20
*U.B.C. Per Cap (taxed)	0.07	0.07	0.07
GROSS WAGE	\$ 34.10	\$ 34.60	\$ 34.60
Pension - 47.31% of base wage (funded)	15.91	16.15	16.15
Annuity Fund - 6.68% of base wage (funded)	2.92	2.96	2.96
Health & Welfare Insurance (funded)	7.05	7.05	7.05
Health & Welfare Supplemental (funded)	0.85	0.85	0.85
Apprenticeship (funded)	1.00	1.00	1.00
U.B.C. Training (funded)	0.12	0.12	0.12
Labor Management Partnership Team (funded)	0.07	0.07	0.07
Industry Advancement Fund (funded)	0.12	0.12	0.12
TOTAL	\$ 62.14	\$ 62.92	\$ 62.92

*Taxable

Dues Deduction - Per the Michigan Regional Council By-Laws, dues shall be deducted from the employee's Base Wage. The amount of the dues is included in the Base Wage as stated above (currently 4.00%) and deducted on all premium and overtime pay.

400 Renaissance Center, Ste. 1010
Detroit, MI 48226
Phone: (313) 265-5000
Fax: (313) 832-1576

23401 Mound Road, Ste. 101
Livonia, MI 48150
Phone: (313) 830-3887
Fax: (588) 759-5982

888-HAMMER-9
www.hammer9.com

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Fringe Benefit Statement

Fringe-2018									
Employee	Classification	Hire Date	Vacation pay	Health Insurance	Life Insurance	Total	Fringe	Paid Into 401K	
Leonard Hofstadter	Operator	04/11/2011	\$ 0.38	\$ 4.0375	\$ 0.0144	\$ 4.43		\$ (4.43)	
Sheldon Cooper	Truck Driver	05/14/2001	\$ 0.81	\$ 4.0709	\$ 0.0092	\$ 4.89		\$ (4.89)	
Howard Wolowitz	Labor	04/15/1996	\$ 0.80	\$ 5.8468	\$ 0.0098	\$ 6.66		\$ (6.66)	
Raj Koothrappali	Labor	05/14/2008	\$ 0.73	\$ 1.8726	\$ 0.0126	\$ 2.62		\$ (2.62)	
Bernadette Rostenkowski	Operator	08/20/2014	\$ 0.53	\$ 8.8354	\$ 0.0126	\$ 9.38		\$ (9.38)	
Amy Farrah Fowler	Pipe Layer	04/30/2008	\$ 0.82	\$ 1.7078	\$ 0.0126	\$ 2.54		\$ (2.54)	
Stuart Bloom	Labor	05/18/2016	\$ 0.35	\$ -	\$ 0.0126	\$ 0.36		\$ (0.36)	
Debbie Wolowitz	Labor	08/06/2014	\$ 0.35	\$ -	\$ 0.0126	\$ 0.36		\$ (0.36)	
Will Wheaton	Pipe Layer	08/06/2014	\$ 0.35	\$ -	\$ 0.0126	\$ 0.36		\$ (0.36)	
***The balance of fringe rates are paid into an approved 401K account.									
Health Ins.		Life Ins							
Good Health Network		Live Long Insurance							
PO Box 411		PO Box 8500-3690							
Detroit, MI 48232		Phildelphia, PA 19178-3690							
Dental Ins		401K/Profit Sharing							
Brite Smile Dental		Retire Rich Funds							
Po Box 230		PO Box 1167							
Kansas City, MO 64121		South Bend, IN 61130							
		1-620-793-8473							

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Fringe Benefit Statement (no fringes)

K & B Asphalt Sealcoating, Inc.

Commercial & Residential * Hot Rubber Crack Filling * Sealcoating * Paving * Striping * Fully Insured

August 19, 2021

MDOT Contract ID 38082-208689

Re: Certified Payroll

To whom it may concern:

Weekly fringe benefits are paid in cash to each employee.

Thank you,



Dawn Comar
Office Manager

MAIN OFFICE: 120 N. Main St., Unit A, Adrian, MI 49221 / FIELD OFFICE: 1451 Benner Hwy., Clayton, MI 49235
Office: 517-264-2541 Toll Free: 888-264-2541 Fax: 517-265-2568
www.kbasphaltsealcoating.com rsky@kbasphaltsealcoating.com

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Apprentices

- Only document allowed to be submitted to “all contracts”
- Once one office technician has approved the document all other copies will show as approved
- Apprentices certs are valid for 90 days from issue date
- Enhanced eDocument search function by employee name
- Three step process including approving the document, approving the apprentice and providing a classification

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Valid Apprentice Certification


**U.S. DEPARTMENT OF LABOR - OFFICE OF APPRENTICESHIP
APPRENTICESHIP CERTIFICATION**

**Company name
and address**

The following individuals are apprentices registered with the U.S. Department of Labor, Office of Apprenticeship, under the sponsorship of program **MI011780020 - Michigan Statewide Carpenters & Millwrights JATF**:

Michigan Statewide Carpenters & Millwrights JATF
1401 FARROW AVENUE
FERNDALE, MI 48220

Apprentice ID	SSN	Apprentice Name	Occupation	Date Apprenticeship Began	Date Cancelled	Date Completed
MI2317838		Bryant, Kobe	CARPENTER (0067 VI) Time-Based	5/13/2020		

 **Certified by the U.S. Department of Labor**
Date Issued: 12/17/2020

****VOID 90 DAYS FROM ISSUE DATE****

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Admin > add/edit employees

Apprentices

Only select contractor

Select load employees

Locate employee

Expire date = 90 days from date issued on cert

*Contract agency view

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Apprentices

Set Up > Prevailing Wage Setup > Add/Edit Project Wage Data

*Contract agency view

Jurisdiction	Location	General Decision	Type	Craft	Classification	Basic Rate	Fringes	Total Rate	Overtime Total	Doubletime Total	Standard Hours	Issue Date	Expire Date	
<input type="checkbox"/> MDOT - Federal Wages	Statewide	MI20190001	Highway	CARP0004-004	Carpenter (Piledriver)	\$27.620	\$20.590	\$48.210	\$62.020	\$75.830	0.00	12/27/2019	01/01/2100	Copy Edit Delete
<input type="checkbox"/> MDOT - Federal Wages	Statewide	MI20190001	Highway	CARP0004-005	Carpenter (Piledriver)	\$30.500	\$27.280	\$57.780	\$73.030	\$88.280	0.00	12/27/2019	01/01/2100	Copy Edit Delete

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Must say apprentice

Reduce basic rate & carry math through

Contractor's program may reduce fringe contributions also

Add Classification

Wage Decision

Jurisdiction * MDOT - Federal Wa... Location * Statewide Construction Type * Highway

General Decision * MI20190001 Modification * 11

Publication Date * 12/27/2019 Issue Date * 12/27/2019 Expire Date * 1/1/2100

Craft / Classification Details

Craft * CARP0004-005

Classification * Carpenter (Piledriver) Apprentice 60%

Standard Hours Day 0.00

Basic Rate	Fringes	Total Hourly Rate	Training
18.300	27.280	45.580	0.000

Total Overtime Rate 54.730

Total Doubletime Rate

Buttons: Cancel, Reset, Save

*Contract agency view

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Certified Payrolls

Certified payrolls are required to identify trainees and apprentices, and program levels.

PAYROLL No. 1		FOR WEEK ENDING: 01/04/2020 SUBMITTED ON: January 08, 2020		MOTOR CARRIER PERMIT No.		UNION Non-Union		SELF-INSU WORKERS						
NAME, ADDRESS, SSN, DRIVER'S LICENSE, ETHNICITY, GENDER		WORK CLASSIFICATION, LOCATION AND TYPE		HOURS WORKED EACH DAY				TOTAL HOURS	BASE HOURLY RATE					
BRYANT, KOBE Emp. Id: 1212 XXX-XX-1212 AFRICAN AMERICAN Male	EXEMPT	CARP0004-005 / Carpenter (Piledriver) Apprentice 60% / Type: Highway		12/29/19	12/30/19	12/31/19	1/1/20	1/2/20	1/3/20	1/4/20	TOTAL HOURS THIS PROJECT	BASE HOURLY RATE OF PAY		
				S	M	T	W	TH	F	S				
				S	8.00	8.00	8.00	8.00	8.00				40.00	18.30
				O					2.00				2.00	27.45
		Statewide WD: MI20190001		D							0.00			
All or Part of Fringes Paid to Employee: YES										Rate in Lieu of Fringes: 27.28				
Vacation, Holiday and Dues in Gross Pay: NO Voluntary Contributions in Gross Pay: NO														

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Certified Payrolls

Owners:

The salary reporting requirements do not apply to bona fide owners if:

- They are at least 20% EQUITY owner, AND
- They are actively engaged in the management of the enterprise

NAME, ADDRESS, SSN, DRIVER'S LICENSE, ETHNICITY, GENDER	WORK CLASSIFICATION, LOCATION AND TYPE	HOURS WORKED EACH DAY							TOTAL HOURS	BASE HOURLY RATE	
		12/29/19	12/30/19	12/31/19	1/1/20	1/2/20	1/3/20	1/4/20	TOTAL HOURS THIS PROJECT	BASE HOURLY RATE OF PAY	
BRYANT, KOBE Emp. Id: 1212 XXX-XX-1212 AFRICAN AMERICAN Male	CARP0004-005 / Carpenter (Piledriver) / Type: Highway Statewide WD: MI20190001										
		OWNER/OPERATORS									
		EXEMPT	S	M	T	W	TH	F	S	40.00	0.00
		0	O					2.00		2.00	0.00
			D								0.00
All or Part of Fringes Paid to Employee: NO Vacation, Holiday and Dues in Gross Pay: NO Voluntary Contributions in Gross Pay: NO									Rate in Lieu of Fringes:	0.00	

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Certified Payroll Review Examples

The following slides are **examples** of situations that project staff may encounter. They are intended as **examples** to create a better understanding of labor compliance situations that may be encountered during project delivery. Project staff is expected to rely on their own engineering judgement when delivering project and be able to defend the decisions that they have made. Required actions are contained in the Prevailing Wage Oversight Procedures located in the MDOT Wiki Construction Manual.

MDOT Wiki Construction Manual

https://mdotwiki.state.mi.us/construction/index.php/Main_Page

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Certified Payroll Review Examples

IDR: Restoration contractor was on-site from 7:00am to 6:00pm. Topsoil was placed at multiple locations throughout the project. Personnel listed foreman (1) laborer (5) operator (4). Equipment listed skid steer, excavator, backhoe, two loaders. No hours listed in equipment.

Wage Rate Interview: Worker responded they make \$23.17 hourly and observed raking topsoil. Worker responded he was a union employee, and the restoration contractor pays them.

Payroll: Shows worker listed on WRI as group 1 laborer. Worker paid \$26.92/hr. and fringes are paid to union funds. Payroll contains laborers (5) and operators (4) in total for that day all group 1.

Notes: IDR states contractor on-site 11 hours and 10 employees. Hourly rate is different. Are these problems?



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Certified Payroll Review Examples

IDR: Restoration contractor was on-site from 7:00am to 6:00pm. Topsoil was placed at multiple locations throughout the project. Personnel listed foreman (1) laborer (5) operator (4). Equipment listed skid steer, excavator, backhoe, two loaders. No hours listed in equipment.

Wage Rate Interview: Worker responded they make \$18.00 hourly and observed raking topsoil. Worker responded he was not a union employee and doesn't receive fringes.

Payroll: Shows worker listed on WRI as group 1 laborer. Worker paid \$26.92/hr. and fringes are paid to union funds. Payroll contains laborers (5) operators (4) in total for that day all group 1.

Notes: \$18/hr. is quite different from the \$26.92 required by the contract and the \$40+ total package. Is this an issue?



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Certified Payroll Review Examples

IDR: Restoration contractor was on-site from 7:00am to 6:00pm. Topsoil was placed at multiple locations throughout the project. Personnel listed foreman (1) laborer (5) operator (4). Equipment listed skid steer, excavator, backhoe, two loaders. No hours listed in equipment.

Wage Rate Interview: None available for this day.

Payroll: Payroll shows all employees listed as group 1 laborers.

Notes: Could they complete their work without equipment? If we haven't had any WRI's completed now is the time!



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Certified Payroll Review Examples

IDR: Restoration contractor was on-site from 7:00am to 6:00pm. Topsoil was placed at multiple locations throughout the project. Personnel listed foreman (1) laborer (5) operator (4). Equipment listed skid steer, excavator, backhoe, two loaders. No hours listed in equipment.

Wage Rate Interview: Worker responded they didn't know their hourly and was observed operating a skid steer. Worker responded he was not a union employee, and the restoration contractor pays them.

Payroll: Shows worker listed on WRI as group 1 laborer. Worker paid \$26.92/hr. and fringes are paid to union funds. Payroll contains laborers (7) operators (2) in total for that day all group 1.

Notes: If worker was observed operating a skid steer why were they not paid for that task? Were they moving equipment? That's a lot of equipment for two operators...



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Additional Information

- If you've got new subcontractors send them to the resource email to obtain an account.
- Contractors should only have **ONE** account setup per company. Access may then be shared via set up > add/edit additional users.
- Contractors using weighted average overtime will need special exceptions but method is allowable.
 - Remarks on payroll should state weighted average is being used.
- Please include project number and other relevant information when contacting the resource email.

MDOT-LCPtracker@Michigan.gov

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Additional Information

Prevailing Wage Forms

1952 – Certified Payroll Review Checklist: This form is not required when utilizing LCPTracker. The engineer will review the certified payrolls from the prime contractor and subcontractor(s) to ensure consistency with work performed. The background validation settings in the software are configured to:

- Disallow certification and submission of incomplete or inaccurate payroll information.
- Require submission of fringe benefit information prior to certifying a payroll.
- Require submission of Apprentice/On the Job Training (OJT) documentation prior to certifying payrolls on which Apprentices/OJTs are included.
- Verify that wages paid meet or exceed required wages based on classification selected.

1954 – Certified Payroll Status Log: This form is required and will be stored in the project specific construction folder of ProjectWise under 400 – Internal Use Only.

1955 – Contractor's Certified Payroll: This form is not required when utilizing LCPTracker. The intent of MDOT form 1955 is to accompany the prime contractor's submittals of subcontractors certified payrolls to the engineer verifying that certified payrolls are complete as required by the prevailing wage oversight procedures located in the MDOT Construction Manual (Division 1 Section 107). The background validation settings in the software are configured to disallow certification of incomplete certified payroll. The prime approver functionality within LCPTracker will take the place of this form.

1967 – Jobsite Poster Inspection Checklist: This form is required and will be stored in the project specific construction folder of ProjectWise under 400 – Internal Use Only.

1156-T1 – Wage Rate Interview Sheet Tier 1: This form is required and will be stored in the project specific folder of ProjectWise under 400 – Internal Use Only.

CP-347 – Certified Payroll: Weekly certified payrolls covering the contractor's and subcontractor's workforce must be submitted via LCPTracker. The submitted payrolls must set out accurately all information required by MDOT form CP-347 with the exception of total hours worked on all projects. Total hours for all projects will not be required as LCPTracker will identify if/when a worker has been shown on a payroll in excess of 40 hours in a week, and certification will not occur without paying a premium rate of pay.

Documents submitted in LCP will be maintained in the system until they've met their retention.

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Contract Closeout

Set up > Add/Edit Projects

The screenshot shows the 'Add/Edit Project' form with the following details:

- Navigation:** Projects, Certifications, Violations, Reports, Admin, eDocuments, Set Up
- Form Title:** Add/Edit Project
- Instructions:** To add a new project enter information and save. To edit an existing project, select it from the list first.
- Filter Project Selection:** Test__Road Rehabilitation from I-74 North to Detroit
- Project Name:** Test__Road Rehabilitation from I-74 North to Detroit
- Project Code:** AB-1234
- Status:** Active (highlighted with a red box)
- Federal-aid Project ID:** (empty)
- Department:** Default Department
- Project Description / Scope of Work:** (empty)
- Checkboxes:** Recovery Act Project, Require DUNS Number, Require Work Orders, 1391/1392 Project?, DIR ProjectID/Local Registration #
- Percentage of funds attributable to ARRA:** 1.00
- Narrative Description of Jobs Created or Saved:** (empty)
- Project Control ID:** (empty)
- Budget:** 1.00
- % Complete:** 0.00
- Revised Contract Amount:** 0.00
- General Wage Decision:** MI130001 Highway Mod 1
- New Hire Days:** (empty)
- Forecasted/Projected H:** 0.00
- Address 1:** (empty)
- Address 2:** (empty)
- City:** (empty)
- State:** MI - MICHIGAN
- Zip Code:** (empty)
- Jurisdictions:** MDOT - Federal Wages
- Locations:** 2 of 7 selected
- HUD Section:**
 - Dates:**
 - Prevalving Wage Lock-in Date: 1/1/2014
 - Estimated Completion Date: (empty)
 - Bid Advertisement Date: (empty)
 - Estimated Start Date: (empty)
 - Pre Bid Date: (empty)
 - Notice to Proceed Date: (empty)
 - Pre Construction Date: (empty)
 - Pre Job Date: (empty)
 - Award Date: (empty)

*Contract agency view