

Prevailing Wage Compliance 2020

Prevailing Wage Components
Contract Documents
Wage Decisions
Wage Rate Interviews
Overtime
Certified Payrolls
Truck Drivers

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Pre-con Meeting Minutes

Michigan Department of Transportation (MDOT)
Contract ID XXXXX-XXXXXX, Preconstruction Meeting Minutes
(Updated August 26, 2019)

**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/Incid, 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/Incid, 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.

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Certified Payrolls

- 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-104F)
- Payroll submitted via LCPtracker must be entered into the system, certified, and approved by the prime to be considered received by the Department. (SP-107G)

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

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Prevailing Wages & No Signed Subcontract

- Persons performing the duties of laborers and mechanics must be paid the PW rate regardless of any written contractual arrangement.
 - e.g. Concrete cutting, 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 > LCPtracker Supplemental Information

Prevailing Wage Procedures

Contract Setup and Assignment – Contract setup in LCPtracker as well as the assignment of the prime contractor and prime approver is the responsibility of the engineer (or their designee such as the office technician). Contract setup includes but is not limited to the entry of project specific information, identification of a project specific contact, and assignment of the appropriate prevailing wage schedule(s). Individual contracts where consultants are performing payroll oversight must be setup by the engineer or their designee and then assigned to the consultant.

Wage Determination Entry – Entry and maintenance of wage decisions is the responsibility of the MDOT 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. Wage entry requests must allow at least 2 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/OJT classification(s), and closing completed contracts.

Support Email: MDOT-LCPtracker@michigan.gov

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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

Sign into LCPtracker

For Electronic Submission and Management of Certified Payroll Reports

Username

Infintum

Workforce & Compliance Database

Advanced Labor Analytics to Empower Data-Driven Decisions

[Click Here to Learn More](#)

Password

SIGN IN

Forgot Password?

www.lcptracker.net

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Active Projects List

[Contract Compliance](#)
[User Portal](#)
[Training Materials](#)
[Support](#)

MDOT - MICHIGAN DEPT. OF TRANSPORTATION

Projects
Certifications
Violations
Reports
Admin
eDocuments
Set Up

14 Admin Notices

[Sign up for No Charge Web Based Training](#)
Book Now

Open Projects					
Project Code	Project Name	Start Date	End Date	Bid Ad Date	
00000-000000	Test Project				
01141-130298A	130298A Mt Maria Road	05/24/2018	06/29/2018		
02021-113745	113745- M-94 Resurfacing, Alger, Marquette & Schoolcraft	04/23/2018	10/15/2018	04/06/2018	
03000-129328	129328 ACRC Bridge work at multiple locations		11/09/2018	04/06/2018	
03000-129336	129336 ACRC 56th Street over the south Branch of the Black River		10/26/2018	05/04/2018	
03000-129668	129668 ACRC 18th Street from 142nd Avenue to Kent County Line.		09/21/2018	05/04/2018	
03021-115752	115752 M-89 over Kalamazoo River Overflow		11/15/2018	02/02/2018	
03072-118847	118847 M-40 from south of 134th Avenue north to 136th Avenue		11/15/2020	12/01/2017	
03072-124085	124085 - M-40 and Cabill Dr Midpoint	05/14/2018	06/03/2019	12/01/2017	
03111-115048	115048 US-131 south of 102nd Avenue north to the Grand Elk Railroad		11/15/2018	03/02/2018	

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*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

The eDocuments tab allows you to view all documents that have been submitted on your project

Document Name	Req'd	Expire Freq (month)	Access	Document Description
Apprenticeship Documents	N	0	V	Apprenticeship documentation must be submitted prior to the certification of any payroll where an apprentice is present. Contractors employing apprentices must also identify apprentice craft and level.
Authorization Letter	N	0	V	This authorization letter gives a third party permission to act on the behalf of a principle or company owner when signing and submitting certified payrolls.
Fringe Benefit Statement	R	0	V	Contractors paying fringe benefits as cash must upload fringe benefit statement stating that fringe benefits are paid as cash.
Log	N	0	V	
Prevailing Wage Calculations	N	0	V	Calculations to show how weighted average overtime was determined.
Proof of Payment	N	0	V	Proof of payment will be in the form of canceled checks or other form of acceptable proof as requested by the engineer or their representative.
Total Hours All Projects	N	0	V	
Union Agreements	N	0	V	Union Agreements for wages and benefits.

*Contract agency view

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Prevailing Wage Documents

Various filters

Helpful with apprentices

Documents must be viewed and accepted

*Contract agency view

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Prevailing Wage Documents

*Contract agency view

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Certified Payrolls

(a)	(b)	(c)	(d) DAY AND DATE	(e)	(f)	(g)	(h)
EMPLOYEE INFORMATION	WORK CLASSIFICATION	Hour Type	HOURS WORKED ON PROJECT	TOTAL HOURS ON PROJECT	PROJECT RATE OF PAY	PROJECT RATE OF FRINGE PAY	GROSS PROJECT EARNED
NAME:				0			\$0.00
ETH/GEN:	ID #:	GROUP/CLASS #:	S	0			

(h)	(i)	(j) DEDUCTIONS						(k)
GROSS PROJECT EARNED	TOTAL WEEKLY HOURS WORKED ALL JOBS	FICA	FEDERAL	STATE	OTHER	TOTAL DEDUCT	TOTAL WEEKLY WAGES PAID FOR ALL JOBS	
\$0.00						\$0.00	\$0.00	

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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.

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Union Fringe Breakdown



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

JUNE 1ST, 2018

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

The 2013-2021 labor contract with the Michigan Regional Council of Carpenters provides for a June 1, 2018 Gross Wage Increase for Southeast Michigan of \$1.00/hr. effective June 1, 2018. The increase has been allocated as follows: Base Wage \$0.50, Health & Welfare Supplemental \$0.25, Annuity Fund \$0.12, and Apprenticeship \$0.13.

**EFFECTIVE THE FIRST FULL PAYROLL PERIOD
COMMENCING ON OR AFTER JUNE 1, 2018 THROUGH MAY 31, 2019**

The 2018 wage and fringe benefit contributions for the Collective Bargaining Agreement with the Michigan Regional Council of Carpenters that covers Wayne, Oakland, Macomb, Sanilac, St. Clair Monroe and part of Livingston County (the Townships of Dearfield, Tyrone, Ocoala, Hartland, Genoa and Brighton) are listed below and are effective the first full payroll period on or after June 1, 2018.

MITA CARPENTER JOURNEYMAN RATES - SOUTHEASTERN MI

	Day Shift Per Hour	2nd Shift Per Hour	3rd Shift Per Hour
*Base Wage	\$ 30.50	\$ 31.00	\$ 31.00
*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)	0.05	0.05	0.05
U.B.C. Training (funded)	0.10	0.10	0.10
Health & Welfare Insurance (funded)	7.05	7.05	7.05
Health & Welfare Supplemental (funded)	0.75	0.75	0.75
Pension - \$2.16% of base wage (funded)	15.91	16.17	16.17
Annuity Fund - 8.08% of base wage (funded)	2.77	2.81	2.81
GROSS WAGE	\$ 57.53	\$ 58.33	\$ 58.33
Apprenticeship (funded)	0.70	0.70	0.70
Labor/Management Productivity & Training (funded)	0.07	0.07	0.07
Industry Advancement Fund (funded)	0.12	0.12	0.12
TOTAL	\$ 58.42	\$ 59.22	\$ 59.22

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.

*Taxable

400 Renaissance Center, Ste. 1070
Detroit, MI 48201
Phone: (313) 285-5000
Fax: (313) 652-1578

23401 Mound Road, Ste. 101
Wayne, MI 48091
Phone: (313) 853-3487
Fax: (313) 754-9982

888-HAMMER-9
www.hammer9.com

Fringe Benefit Breakdown

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		Philidelphia, 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							

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 **MI00790023 - MICHIGAN CARPENTERS APPRENTICESHIP & TRNG. PROG.:**

MICHIGAN CARPENTERS APPRENTICESHIP & TRNG. PROG.
1401 FARROW AVE
FERNDALE, MI 48220

Apprentice ID	SSN	Apprentice Name	Occupation	Date Apprenticeship Began	Date Cancelled	Date Completed
MI67901738		Bryant, Kobe	CARPENTER (0067 V1) Time-Based	11/5/2019		

 **Certified by the U.S. Department of Labor**
Date Issued: 11/6/2019

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

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Admin > add/edit employees

Apprentices

Only select contractor

Select load employees

Locate employee

*Contract agency view

Expire date = 90 days from date issued on cert

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Apprentices

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

*Contract agency view

Jurisdiction	Location	Contract Decision	Type	Craft	Classification	Basic Rate	Fringes	Total Rate	Overtime Total	Standalone Total	Standalone Hours	Issue Date	Expire Date	
MDOT - Federal Wages	Statewide	MI20190001	Highway	CARP0004-004	Carpenter (P/leadriver)	\$27.620	\$20.590	\$48.210	\$62.020	\$75.630	0.00	12/27/2019	01/01/2100	Copy Edit Delete
MDOT - Federal Wages	Statewide	MI20190001	Highway	CARP0004-005	Carpenter (P/leadriver)	\$30.000	\$27.280	\$57.280	\$73.030	\$88.260	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

*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		18.30	
				S	8.00	8.00	8.00	8.00	8.00			40.00	27.45
				O					2.00			2.00	0.00
		0	Statewide										
		WD: MI20190001		D									
All or Part of Fringes Paid to Employee: YES Vacation, Holiday and Dues in Gross Pay: NO Voluntary Contributions in Gross Pay: NO										Rate in Lieu of Fringes:	27.28		

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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				
BRYANT, KOBE Emp. Id: 1212 XXX-XX-1212 AFRICAN AMERICAN Male	CARP004-005 / Carpenter (Piledriver) / Type: Highway Statewide WD: M120190001								TOTAL HOURS THIS PROJECT	BASE HOURLY RATE OF PAY		
											40.00	0.00
		S	M	T	W	TH	F	S				
			8.00	8.00	8.00	8.00	8.00					
		O						2.00				
										0.00		
All or Part of Fringes Paid to Employee:		Vacation, Holiday and Dues in Gross Pay: NO								Rate in Lieu of Fringes:	Total	
NO		Voluntary Contributions in Gross Pay: NO								0.00	0.00	

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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.

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Set up > Add/Edit Projects Contract Closeout

***Contract agency view**

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Additional Info

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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