

## CERTIFIED PAYROLL CHECKLIST- PE/PM ACCEPTANCE ROLE

Name of Contractor:		Week Ending Date (day of the week):		
Regular Weekly Payment Date (day of the week):				
YES	NO	LCPtracker Account Setup		COMMENTS
		A.	Subcontractor account confirmed and attached to project	
		B.	For first payroll review, verify that the Work Start Date in B2G matches weekly contractor start date on certified payroll report (CPR)	
		C.	Verify that certified payroll is applied to the correct subcontract (if subcontractor has multiple contracts on the project)	
YES	NO	Timely Submission		COMMENTS
		A.	Certified Payroll was submitted within seven (7) days of contractor's regular payment date	
YES	NO	Wage Rates & Payment Date		COMMENTS
		A.	CFBS completed and uploaded in LCPtracker with submission of first CPR	
		B.	Contractor made payment to employee no less than weekly, within seven (7) days after work period end date	
		C.	Laborers and mechanics are paid at a combined rate (cash, fringe, or both) that meets the federal minimum wage requirements	
		D.	Overtime is correctly paid (1.5 times hourly base rate + 1 times hourly fringe rate) in accordance with wage decision	
YES	NO	Classification		COMMENTS
		A.	Proper wage decision used based on the highest wage for each specific classification for all counties on the project	
		B.	Work activity reported on certified payroll aligns with the work performed that week (if discrepancies arise, can refer to the Project Diary (Form 103))	
YES	NO	New Classification/Wage Conformance Request (Form 1444)		COMMENTS
		A.	If work is being performed in a classification not on the wage determination, the Prime Contractor shall submit the Form 1444 to the project PE/PM	
		B.	CDOT will create a presumptive wage (PW) classification and code in LCPtracker. This code should be used by all contractors working in this classification on the project	
		C.	When the final wage conformance is received, the conformed wage (CW) classification and code must be used in LCPtracker. If the wage conformance was approved, the code will be PCW and if it is not approved, it will be CW	
		D.	If restitution is required, follow up with applicable contractors to revise CPRs and upload restitution checks in LCPtracker	
YES	NO	Project Hours Reported		COMMENTS
		A.	Weekly project hours reflected as ST/OT hours (no multiple lines for same class and split of ST/OT hours)	
		B.	If previous higher base rate is established, rate has NOT been reduced/split for OT	
		C.	Hours reported must reflect the actual classification worked (15 minute increments)	
YES	NO	Deductions		COMMENTS
		A.	Supporting documentation for other deductions is available in LCPtracker eDocuments including but not limited to, wage garnishment orders, child support court orders, loan documentation, etc., as detailed in CDOT Guidance on Deductions for Construction Projects Requiring Certified Payrolls (Updated June of 2021). <a href="https://www.codot.gov/business/civilrights/compliance/assets/cdot-payroll-deduction-memo-06-21.pdf">https://www.codot.gov/business/civilrights/compliance/assets/cdot-payroll-deduction-memo-06-21.pdf</a>	
		B.	All areas of deductions cumulatively amount to the "total deduction" listed in LCPtracker	

YES	NO	Deductions		COMMENTS
		C.	Each individual "other deduction" is detailed by both type and dollar amount in Other Deduction Notes in LCP. Furthermore, these deductions represent either allowable deductions or approved deductions from USDOL as outlined in 29 CFR part 3.5 and 3.6	
		D.	An LCPtracker Report can be pulled to review "other deductions" - called "Other Deductions" report	
YES	NO	Independent Contractors		COMMENTS
		A.	An owner affidavit is on file for owners of independent contracting firms affirming that they own more than 20% of the company and participate in the management of the company	
		B.	Separate certified payrolls are submitted for each independent contractor, including trucking firms, and are reported on certified payrolls as owner operators. 1099 Contractors are not allowed to be reported on the payrolls of the upper tier contracting firm	
YES	NO	On-the-Job Training/Apprentices		COMMENTS
		A.	If the trainee/apprentice is paid at a reduced trainee/apprentice wage rate, then the percentage must be in alignment with the number of hours achieved outlined in the training program's guidance	
		B.	The ratio of journeyman to apprentice for approved training/apprentice programs must be in accordance with program. If not, refer to the CDOT Region Civil Rights Office	
		C.	OJT Trainees/Apprentices have been approved by CDOT on Form 838 and are reported in the proper OJT code in LCPtracker	
YES	NO	Fringe Benefits and Statement of Compliance		COMMENTS
		A.	Approved DOL letter for unfunded fringe benefits (to also include vacation, holiday, and sick leave) is uploaded in LCPtracker eDocuments	
		B.	Item 4 on the Statement of Compliance in LCP has been properly completed based on the payment of cash wages or non cash fringe benefits, or a combination thereof, that meets the minimum wage decision requirements	
		C.	For contractors that are using fringe benefits as a form of compensation to meet prevailing wage (either solely or in combination with cash payments), the company's fringe benefit declaration worksheet OR CDOT's fringe benefit declaration worksheet must be uploaded	
YES	NO	Accept/Reject Certified Payroll Records		COMMENTS
		A.	If CPR is found to be in compliance, select "ACCEPTED" under "Accept Status" in LCP	
		B.	If CPR is found to be in non-compliance, select "REJECTED" under "Accept Status" in LCP and follow steps outlined in C. below	
		C.	When rejecting the CPR, the PE/PM will enter the following information into the rejected administrative notice in LCP: a) date rejected b) week ending date of CPR c) initials of person rejecting payroll d) The reason for the rejection and the nonconforming work issue e) The corrective action to be taken by the contractor and deadline to resolve the issue(s) within seven (7) days of the notice date	
YES	NO	Resubmitted Payrolls		COMMENTS
		A.	Resubmitted CPR will be reviewed with all previous issues identified in rejection notice and completed for resolution by the Prime Approver	
		B.	Once the resubmitted CPR is approved by the Prime Approver, it will be labeled as "Resubmitted" in LCP and must be rechecked for compliance by the PE/PM for "ACCEPTED" status. If the CPR remains in non-compliance, the PE/PM shall follow steps B and C outlined in "Accept/Reject Certified Payroll Records" above	