



Certified Payroll (Prevailing Wage Program) Q&A

Q: In what instances are employers required to submit certified payroll records for work subject to L&I?

A: L&I requires employers to submit certified payroll records in connection with prevailing wage work only if L&I starts an investigation of a complaint alleging unpaid prevailing wages or an interested party requests the records under the law.

Q: How do employers submit certified payroll records to L&I?

A: An employer must submit hard copies of the records. Because of L&I's data handling protocol for sensitive information, the records cannot be emailed. Employers can enter the data into a template on L&I's website, then download and print it for mailing. There is no automated system available for submitting the report online or for uploading the information. Here is a link to the forms and instructions on L&I's web site: <http://www.lni.wa.gov/FormPub/Detail.asp?DocID=1923>.

Q: Can an employer submit certified payroll records to L&I on their own payroll forms, or must they use L&I's forms?

A: Yes, employers can submit certified payroll records on their own payroll forms, as long as the report contains the required information. Employers must also attach L&I's affirmation page, certifying that the records are complete and accurate.

Q: What information does L&I require an employer to provide for certified payroll records?

A: L&I requires the employer to provide the following employee information: name, address, work classification, hours worked each day (separated as to regular and overtime rates), rate of pay, gross earnings, amounts attributable to usual benefits (broken down as to type), deductions, and net wages.

Q: Does L&I require employees' Social Security numbers (SSNs) for certified payroll records?

A: Yes. If the report is requested as part of an L&I complaint investigation, the report must include the employee's full SSN. If the report is requested on behalf of an interested party, only the last four digits of an employee's SSN are required.

Q: Does L&I take any precautions to protect employ SSNs and other sensitive information that is included on certified payroll records?

A: Yes. Before releasing records outside the Department, L&I redacts the SSN and also redacts other personal information not requested that the employer may provide for the employee, such as marital status, number of exemptions, etc. L&I completes this process manually for each individual piece of sensitive information.

Staff contact

Tamara Jones, Legislative Director, 360.902.6805 or tamara.jones@lni.wa.gov