



ADMINISTRATOR RELEASE DOCUMENT - DECEMBER 2019

Ability to approve HUD section 3 and lock from editing

Administrator Database Area Affected: *Admin > Edit Employees > HUD Section 3*

This feature allows an administrator to approve a HUD selection. Once the section is approved, the Contractor can no longer edit the HUD information until it is unapproved by the Admin.

Please note: only Administrators can approve these employees- this will include Prime Approvers who have access to the **Admin > Edit Employees** page and can make edits

The screenshot shows the 'HUD Section 3 Information' section of the 'Edit Employee' form. It includes a 'Section 3' dropdown menu set to 'No', a 'Last day at section 3' text input field, and a 'Residency Status' dropdown menu. To the right of these fields is a yellow 'Approved' checkbox, which is checked. A green tooltip message is displayed next to the checkbox, stating: 'Approving this section will prevent the Contractor from making any changes until unchecked by Admin.'

In the rare instance that an Agency has decided to Hide the Section 3 options from Contractors, these users will only be able to see the option selected by their Administrator, not the message above:

The screenshot shows the 'HUD Section 3 Information' section of the 'Edit Employee' form. It includes a 'Section 3' dropdown menu set to 'No', a 'Last day at section 3' text input field, and a 'Residency Status' dropdown menu. The 'Approved' checkbox is unchecked, and no tooltip message is visible.



New custom SOC types for State of Nevada

Administrator Database Area Affected: *Set Up > Department Settings*

New performing and non-performing Statement of Compliance types created for State of Nevada users

STATE OF NEVADA
Office of the Labor Commissioner
STATEMENT OF COMPLIANCE

In compliance with the provisions of Chapters 338 of NRS and NAC, respectively, I, as an officer, owner or director of the undersigned contractor/subcontractor, hereby certify that this report is a true and accurate statement of the worker(s) per diem, wages, and benefits employed on this Public Works Project contract by the undersigned contractor/subcontractor for the following payroll period:
October 4, 2019 to October 10, 2019.

I further certify:

- That no deductions have been made from the wages earned by any person so listed other than those permissible or required by law.
- That any apprentice listed herein is registered in a bona fide apprenticeship program.
- Check all that apply:
 - The contractor or subcontractor is signatory to a Collective Bargaining Agreement (CBA) with some or all of its employees and bona fide fringe benefits and/or contributions have or will be made not less than monthly in the name of the employee by the contractor or subcontractor as provided for in the CBA.
 - Each employee listed that is not covered by a Collective Bargaining Agreement (CBA) has been paid the required applicable wages, plus the amount of bona fide fringe benefits listed not less than monthly by the contractor or subcontractor and the bona fide fringe benefit amounts have been annualized by the contractor or subcontractor.
 - Each employee listed has been paid the required applicable wages per hour with no bona fide fringe benefit contributions paid by the contractor.

Prime Contractor
 Subcontractor

Contractor Name: Carson's Carpentry Address: 223 Shady Lane, Las Vegas NV
Telephone: (702)456-7890 Fax: _____
714888888-code for Victoria's Concrete-10/10/2019-RECERT-132151165268037958
Carson McMurphy, CFO SIGNATURE DATE October 9, 2019

PRINTED NAME/TITLE SIGNATURE DATE

NRS 338.070:

- The contractor and each subcontractor shall keep or cause to be kept an accurate record showing the name and the actual per diem, wages and benefits paid to each workman employed by him in connection with the public work.
- The record must be open at all reasonable hours to the inspection of the public body awarding the contract, and its officers and agents. The contractor or subcontractor shall ensure that a copy of the record for each calendar month is received by the public body awarding the contract no later than 15 days after the end of the month. The copy must be open to public inspection as provided in NRS 239.010. The record in the possession of the public body awarding the contract may be discarded by the public body 2 years after final payment is made by the public body for the public work.
- Any contractor or subcontractor, or agent or representative thereof, performing work for a public work who neglects to comply with the provisions of this section is guilty of a misdemeanor.

Remarks:
OLC Rev 6/2019

STATE OF NEVADA

OFFICE OF THE LABOR COMMISSIONER
<http://labor.nv.gov>
NON-PERFORMANCE PAYROLL REPORT FOR PUBLIC WORKS PROJECTS

Pursuant to Chapter 338 of the NRS and NAC, respectively, the contractor and each subcontractor shall keep or cause to be kept an accurate record showing the name and the actual per diem, wages and benefits paid to each workman employed by him in connection with the public work. The contractor or subcontractor shall ensure that a copy of the record for each calendar month is received by the public body awarding the contract no later than 10 days after the end of the month.

Report # 1 Regular Weekly Report YES Final Report for Project _____
Bid/Project # Test project # PWP- CC-2019-123
Project Title Highway 259 Resurfacing
Prime Contractor Name Carson's Carpentry
Subcontractor Name _____
Public Body Awarding Contract Clark County
Payroll period Monday, April 8, 2019 to Sunday, April 14, 2019

I hereby certify that no employee or owner/operators were used on the construction of this Public Works project during the payroll period above.

Carson McMurphy, CFO Signature Date Monday, October 7, 2019
Name & Title (please print) Signature Date



New field in project setup- State of NV PWP

Administrator Database Area Affected: *Set Up > Add/Edit Project*

This new field will be utilized to collect the Nevada State PWP # (Public Works Project Identifying Number); when hovering over the field, a pop-up explaining what should be entering will show.

The screenshot shows the 'Add/Edit Project' form. A tooltip for the 'State of NV PWP #' field reads: 'State of Nevada Public Works Project Identifying Number in the format CC-2019-123'. The field is highlighted in yellow.

The Public Work Project Number issued by the Labor Commissioner looks like this: CC-2013-123

Per Nevada State-issued documentation:

Usually only one (1) PWP Number should exist for each public work. The first two letters of the number represent the county in which the project is to be located. However, projects that have different phases that cross over calendar years or applicable Prevailing Wage years may require separate PWP numbers based on separate contracts. If the project is located in multiple counties it will begin with Multi, for example: Multi-2013-123



New Department Setting – ability to show DIR Project ID or State of NV PWP # on CPR

Administrator Database Area Affected: *Set Up > Department Settings*

New feature allows administrators to show DIR Project ID or State of NV PWP # on CPRs; this will show on CPRs under the Certifications tab and on the Multiple CPR Reports

The screenshot shows the 'Department Settings' form. It includes a 'Department' dropdown menu set to '-- Default Settings --'. Below this is a 'Select the logo to upload:' section with a 'Browse...' button. There are two checked checkboxes: 'E-mail Certification Rejection Notices?' and 'Show Name'. Under the 'CPR Defaults' section, there are two unchecked checkboxes: 'Show DIR ProjectID/Local Registration #' and 'Show State of NV PWP #', both of which are highlighted in yellow. Other fields include 'Emp Week Hrs' set to 40.00 and a 'Show Employee SSN' dropdown set to 'Show full SSN'.

Project Setup update – remove ability to delete pending B2G synced projects

Administrator Database Area Affected: *Set Up > Add/Edit Projects*

Users are no longer able to delete pending projects that have transferred from B2G. The below Delete button is removed.

If users do not need the project, they can make it Active and then Closed

The screenshot shows the 'Filter Project Selection' form. It features a search bar with the text 'F012801C / F014001C - K A Z CONSTRUCTION INC - SONOITA CREEK BRIDGE #804/CASA BLANCA WASH BRIDGE #860'. Below the search bar, there are fields for 'Project Name', 'Project Code', 'Status' (set to 'Pending'), 'Federal-aid Project ID', 'Department', 'Group Name', and 'Type Name'. The 'Project Description / Scope of Work' field contains 'SCOUR RETROFIT'. At the bottom, there are several checkboxes: 'Recovery Act Project', 'Require DUNS Number', and 'Require Work Orders'. The 'Delete' button is highlighted in yellow, indicating it has been removed for pending projects.



Report update – revised parameters

Administrator Database Area Affected: *Reports > Compliance Reports > Certified Payroll Summary Report*

Report no longer allows users to select “All Projects” and will be required to choose a single project to run the report for

The screenshot shows the 'Certified Payroll Summary Report' form. It includes a title bar, a section for 'Certified Payroll Summary selection parameters', and several input fields: 'Report by' with radio buttons for 'Project' (selected) and 'Contractor'; 'Select Department' with a dropdown menu showing '-- All Departments --'; 'Select Project *' with a dropdown menu showing 'Select Project' (highlighted in yellow); an 'Include Closed Projects' checkbox; and 'Select Contractor' with a dropdown menu showing 'All Contractors'.

Contractor Setup update – status

Administrator Database Area Affected: *Set Up > Contractor Setup > Add/Edit Contractors*

For users that are transferring contractors from B2G or other source, the status of a contractor cannot be changed back to Pending once they have been made Active.

The screenshot shows the 'Add or Edit Contractor Information' form. It includes a title bar with 'Add Mode' in yellow, a green instruction box, a 'Hide Pending List' button, and several input fields: 'Department' with a dropdown menu showing '-- All Departments --'; 'Select a contractor to edit ...' with a dropdown menu; 'Company Name (Contractor) *' with a text input field; 'Federal Tax ID Number', 'D-U-N-S Number', and 'PWCR Number' with text input fields; 'Contractor License No. or 10-digit Phone Number *' with a text input field; 'Contractor License Expiring Date' with a date picker; and 'Contractor License (To Display on Certified Payroll)' with a text input field. A 'Status' dropdown menu is visible, showing 'Active' and 'Pending' options.



Project Setup update- NV State Construction Type dropdown added

Administrator Database Area Affected: *Set Up > Add/Edit Projects*

NV State Construction Type now available for Administrators to select; options to choose from will be:

- Horizontal
- Vertical
- Mixed (both Vertical and Horizontal)

Add/Edit Project

To add a new project enter information and save. To edit an existing project, select it from the list first.

Filter Project Selection

Show Pending List

Select a project to edit

Project Name *

Project Code *

Status
Active ▼

Federal-aid Project ID

Department *
Select Department ▼

Group Name
Select a Group ▼

Type Name
Select a Type ▼

Project Description / Scope of Work

Recovery Act Project

Require DUNS Number

Require Work Orders

DIR ProjectID/Local Registration #

1391/1392 Project?

Percentage of funds attributable to ARRA

Narrative Description of Jobs Created or Saved

Project Control ID

Budget *
0.00

% Complete
0

Revised Contract Amount
0

General Wage Decision

New Hire Days

Forecast
0.00

Address 1

Address 2

NV State Construction Type

Horizontal

Mixed (Both Vertical and Horizontal)

Vertical

New Validation – VAL_75 for expired craft/classifications

Administrator Database Area Affected: *Set Up > Validation Settings*

Note: This validation will only be for Contractors that upload their payroll and are trying to use an edited or outdated classification.

Admin side:

Display Order	Validation Code	Validation Description
1	VAL_75	Checks that the Craft/Classification selected has not expired. This is only engaged if Department Setting is also activated.

Contractor side:

Notice(s) / Warning(s) for this record
The craft/classification selected expired as of 1/1/2019. Please contact your project Administrator to enter an updated rate or select a new craft by clicking "Edit" in the Classifications section above. VAL_75



Edit Employees update – contractor name appears next to employee name

Administrator Database Area Affected: *Admin > Edit Employees*

Users can now see which company an employee is from under the Edit Employees dropdown.

Select Employee To Edit

Filter Employee Selection

Select an Employee * Only the first 1000 employees are loaded, use filters to narrow down the list

Select an employee to edit...

Help

- ABAT, BRIAN (Breanna Co.)
- ABDALLA, ALEX (Abel's Subcontractor)
- ABDALLA, PHILLIP (Abel's Subcontractor)
- ABUNDIS YANEZ, ORFIL (Abel's Subcontractor)
- ACOSTA, JOHN (Abel's Subcontractor)
- ADAMS, SAUL E (Claudia Builders Co)
- AGUAS, PEDRO (Breanna Co.)
- AGUAYO, CARLOS (Claudia Builders Co)

Edit Employees update – Apprentice Information field

Administrator Database Area Affected: *Admin > Edit Employees*

Contractor Database Area Affected: *Set Up > Add/Edit Employees*

The field “Apprentice Period/Level” has been updated to read “Apprentice Period/Level/Step”

Select Employee To Edit

Filter Employee Selection

Select an Employee * Only the first 1000 employees are loaded, use filters to narrow down the list

ELINOR, LEVI (D Goode Inc.) x Help

Add / Edit Employee Information

Demographic Classifications

HUD Section 3 Information

Apprentice Information

Apprentice ID	Apprentice Rate Percentage	Apprentice Period/Level/Step	Apprentice Approval
3573.314663	45.00	2	Approved

Apprentice Approved Date Approval Expire Date Apprentice Registration Date Apprentice Approved By



Department Settings update – WA State Intent ID requirement

Administrator Database Area Affected: *Set Up > Department Settings*

Administrators can now require WA State Intent ID be listed in the Contractor Assignment screen

The screenshot shows the 'Department Settings' form. At the top, there is a dropdown menu for 'Department' set to '-- Default Settings --'. Below this is a section 'Select the logo to upload:' with a file input field and a 'Browse...' button. A list of checkboxes follows: 'E-mail Certification Rejection Notices?' (checked), 'Enforce eDocument Requirements?' (checked), 'Use Issue Dates for Prevailing Wage Look Ups?' (unchecked), 'Send Primes E-Mail Notices?' (checked), 'Require eSignature on HUD Additional Data Entry Submittals' (unchecked), 'Require Start Dates on Contractor Assignments?' (unchecked), 'Require WA State Intent ID on Contractor Assignments' (unchecked and highlighted in yellow), 'Require Responsibility Code on Contractor Assignments' (unchecked), and 'Require Contract ID on Contractor Assignments' (unchecked).

Contractor Assignment update – WA State Intent ID field

Administrator Database Area Affected: *Set Up > Contractor Setup > Contractor Assignment*

Contractor Database Area Affected: *Set Up > Subcontractor Setup > Subcontractor Assignment*

New field that allows users to collect this information during contractor setup

The screenshot shows the 'Contractor Assignment' form. On the left is a table with columns 'Project', 'Contractor', and 'Sub To'. The main form area has several dropdown menus: 'Select a department' (set to '-- All Departments --'), 'Select a project' (set to 'Select a project'), 'Contractor to be assigned', and 'As a subcontractor to (Leave blank if above is to be a prime contractor for the selected project)'. Below these are input fields for 'Start Date', 'End Date', 'Contract ID', and 'Responsibility Code'. A 'Contract Amount' field is followed by a 'WA State Intent ID' field, which is highlighted in yellow. A 'Notes' text area is at the bottom. 'Cancel' and 'Save' buttons are in the bottom right corner.

Project	Contractor	Sub To
01 LevEI Plaza	Barry's Contracts	Sandra Electrical
01 LevEI Plaza	D Goode Inc.	Prime
01 LevEI Plaza	D Goode Inc.	Barry's Contracts
01 LevEI Plaza	Sandra Electrical	D Goode Inc.
Anaheim Convention Remodel	Abel Building	D Goode Inc.
Anaheim Convention Remodel	Abel's Subcontractor	D Goode Inc.
Anaheim Convention Remodel	Barry's Contracts	Prime



Project Setup update – display WA export

Administrator Database Area Affected: *Set Up > Add/Edit Projects*

When “WA – Washington” is selected, the “Show WA L&I XML Export File” will be an option to check or uncheck

Add/Edit Project

To add a new project enter information and save. To edit an existing project, select it from the list first.

Filter Project Selection

Select a project to edit

Project Name *

Project Code * **Status** **Federal aid** **Project ID** **Depart**

City **State** **Zip Code**

WA - WASHINGTON
▼

Jurisdictions * **Locations ***

Select Jurisdictions
 ▼

Select Locations
 ▼

Show WA L&I XML Export File

HUD Section

Projects tab update – WA L&I XML button

Administrator Database Area Affected: *Certifications*

Certifications

Department All Departments ▼

Project WASHINGTON SOUND EXPANSION ✕ ▼

Include Closed

Contractor All Contractors ▼

Sub To | Contract ID All Assignments ▼

Show Only Flagged CPRs?

From Date **To Date**

Process Status All Process Statuses ▼ **Accept Status** All Accept Statuses ▼

Match Range Match Contains

Payroll No. From **Payroll No. To**

There are 1 certification records found for the above selection.

Delete	Contractor	Project	Sub To	Contract ID	Week End	Payroll No	Performing?	Submitted	View CPR	Process Status	Select
<input type="button" value="Delete"/>	D Goode Inc.	WASHINGTON SOUND EXPANSION		Prod11202019	7/6/2019	1	YES	11/26/2019	PDF WA L&I XML	Certified ▼	<input type="checkbox"/>

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Contractor Database Area Affected: *Projects > Certified Payrolls*

Projects Certified Payrolls

Project:
WASHINGTON SOUND EXPANSION | Prod11202019

Help

Payroll Certifications			
Week End Date	Performing	Accept Status	
07/06/2019	YES	Submitted	Edit Report WA L&I XML Details

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WA L&I XML button will allow users to download the XML file compatible with the Washington L&I site.