



Common Contractor Mistakes to Avoid

Below are examples of common contractor errors that result in the Prevailing Wage Division rejecting certified payrolls.

Reasons for Rejecting a Certified Payrolls:

- Using wrong or outdated prevailing wage rates.
- Employees are misclassified on certified payroll(s) for actual work performed.
- Incorrect prevailing wage rates are paid, leading to underpayment(s).
- When prevailing wage rates are less than normal rates of pay for an employee, the employee is paid below his/her normal rate of pay (i.e., pay is decreased to meet prevailing wage rates).
- Overtime is calculated with the wrong base rate applied, leading to an underpayment(s).
- Fringe benefits are being applied that are outdated, or do not match the employee authorization for deduction form.
- Apprentices work out of the 1:1 apprentice to journeyman ratio requirement.
- Employees are classified as apprentices but don't have a current apprentice certificate or a valid apprentice certificate issued through the U.S. Department of Labor.

Reasons for Rejecting a Pay Application/Invoice:

- Certified payroll(s) has not been submitted by the prime contractor or subcontractor for period work performed.
- Rejection notices within LCPtracker have not been addressed by the prime or sub-contractor.
- Certified payroll was selected as "Final" and additional invoices were submitted for the project.
- Final invoice submitted though not all contractors submitted their "Final" certified payroll in LCPtracker.
- Employee restitution payment(s) have not been made or documentation was not provided to the assigned Prevailing Wage Investigator.