CERTIFIED PAYROLL CLASS - AGENDA

1. PREVAILING WAGE LEGISLATION

2. WAGE DETERMINATIONS
   • Assigning Wages
   • Anniversary Dates

3. FRINGE BENEFIT CREDITS
   • Fringe Benefits Spreadsheet

4. OVERTIME CALCULATION

5. REPORTING CERTIFIED PAYROLL – LCPTACKER

6. CONTACT US
PREVAILING WAGE LEGISLATION
Davis Bacon requires the payment of prevailing wages on FEDERALLY FUNDED or assisted construction, alteration, or repair of public buildings or public works projects.
DAVIS BACON AND RELATED ACTS (DBRA)

- Contractors and subcontractors must pay laborers and mechanics employed at least the local prevailing wages (including fringe benefits).

- They may also be subject to additional prevailing wage and **OVERTIME PAY** requirements under state and local laws.
Denver’s Prevailing Wage Ordinance (Section 20-76 of the Denver Revised Municipal Code) requires payment of the prevailing wage.

- Adopted in 1950 to create a level playing field for all contractors. Updated under current Auditor Tim O’Brien.
- Applies to construction, maintenance, repair, alteration and demolition.
- Applies to City-owned or leased building/property. For any agency of the city, or financed in whole or in part by the city.
DENVER REVISED MUNICIPAL CODE
SECTION 20-76

- Career Service Board is responsible for determining the prevailing wage rates used on city’s projects.

- The **DENVER AUDITOR** is responsible for monitoring and enforcing the city's prevailing wage requirements.

- If there are jobs not covered by Davis-Bacon, the prevailing wage is determined based on a Denver **METROPOLITAN AREA SURVEY** using the same methodology that Davis-Bacon uses.
Any contractor or subcontractor performing work on or at a city facility costing $2,000 or more must pay their employees working on those projects the APPROPRIATE PREVAILING WAGE RATE for the classification of worker.
WAGE DETERMINATIONS
Employees are to be classified and paid properly for the classification of work they are performing.

**PREVAILING WAGE DETERMINATIONS**

- Building with supplemental
- Heavy with supplemental
- Highway with supplemental
- Davis Bacon Wages – federally funded projects
- OHR/CSA Wages
- Living Wage
- Residential wage – OED projects
WAGE DETERMINATIONS

Employees are to be classified and paid properly for the classification of work they are performing.

BUILDING

Building wage classifications include the construction, rehabilitation, and repair of sheltered enclosures with walk-in access for the purpose of housing persons, machinery, equipment, or supplies. Building construction typically includes all construction of such structures, installation of utilities and equipment (both above and below grade level), as well as incidental grading, utilities and paving, unless there is an established area practice to the contrary.
Employees are to be classified and paid properly for the classification of work they are performing.

**HIGHWAY**

Highway wage classifications include the construction, alteration, or repair of roads, streets, highways, airport apron areas, runways, taxiways, alleys, parking areas, and other similar projects that are not incidental to "building," or "heavy" construction.

- Sidewalks, bike paths, or other thoroughfares are also considered highway construction.
- Parking garage structures are considered heavy construction.
WAGE DETERMINATIONS

Employees are to be classified and paid properly for the classification of work they are performing.

HEAVY

Heavy wage classifications include those projects that are not properly classified as either building, highway, or residential and is of a catch-all nature. Such heavy projects may sometimes be distinguished based on their individual characteristics, and separate schedules issued (e.g., “dredging,” “water and sewer lines,” “dams,” “flood control,” etc.).

- Heavy construction includes all work outside the footprint of the building that is not otherwise covered as highway construction.
- Heavy rates are used for complete building demolition. Interior demolition in preparation for a remodel is considered building.
- Heavy rates also cover stadiums, parks, parking kiosks and shelters, parking garages, and stand-alone car wash buildings.
WAGE DETERMINATIONS

Employees are to be classified and paid properly for the classification of work they are performing.

LIVING WAGE

Living wage applies to all employees employed by any contractor or subcontractor to the city pursuant to a direct service contract with the city, engaged in the work of a parking lot attendant, security guard, or child care worker at any public building or public parking facility owned by the city, or clerical support worker.

Citywide minimum wage, at $12.85/hour in 2020, prevails over living wage.
Employees are to be classified and paid properly for the classification of work they are performing.

**RESIDENTIAL**

*Residential wage classifications* include those projects involving the construction, alteration, or repair of single family houses or apartment buildings of no more than four floors in height (e.g. town homes or row houses, single family homes, mobile homes, multi-family houses, apartment buildings of four floors or less, and student housing of four floors or less).

- Clarification letter for other rules regarding how to determine how many floors the building has.
WAGE DETERMINATIONS

Wage rates may change in the following situations:

1. Projects exceeding a 12-month period.
2. Bid opening date.
3. Bid due date.
ANIVERSARY DATES

Ordinance 20-76

“Future changes in prevailing wages on contracts whose period of performance exceeds one (1) year shall be mandatory for the contractor and subcontractors only on the yearly anniversary of THE ACTUAL DATE OF BID OR PROPOSAL ISSUANCE, if applicable, or the date of the written encumbrance if no bid/proposal issuance date is applicable”.
WAGE DETERMINATIONS

ANIVERSARY DATES: EXAMPLES

Performance period is less than a year but contract is executed at the 11th month

Contract stays with initial wages.

Performance period is less than a year, contract is extended to two years and the performance is paused due to weather or other factors

Once performance starts, we don’t pause it. There will be anniversary dates.
WAGES DETERMINATIONS

QUICK REMINDERS FOR SALARIED EMPLOYEES

1. Salary must be converted to an hourly rate and must be at least the minimum prevailing wage rate.

2. Employees are to be paid on a weekly basis.

3. Cash payment to employees is not acceptable.

5. DO NOT report salaried workers who only supervise.
WAGES DETERMINATIONS

ADDITIONAL CONSIDERATIONS

- **On-site inspections** will be conducted.
- Inform employees that this is a prevailing wage project and they might be interviewed.
- Wage rate and prevailing wage posters must be displayed in an easily accessible place on the job site.
FRINGE BENEFITS AND CREDIT
WHAT ARE FRINGE BENEFITS?

FRINGE BENEFITS: Guaranteed employer-provided benefits for the employee's health and welfare.

FRINGE BENEFITS MAY INCLUDE:

- Health insurance
- Dental insurance
- Life insurance
- Disability insurance
- 401K
- Pension
- Paid time off
- Sick days
- Holidays
- Apprenticeship program
HOW DO WE APPROVE FRINGES?

1. Contractors fill out a fringe benefit spreadsheet and send it to the fringe technician, along with backup documents.

2. The fringe benefit spreadsheet takes the benefits provided and converts them to an hourly credit based on a standard 2080 hours worked in a year.

3. The fringe technician verifies that the amounts being claimed are accurate (based on backup documentation) and approves* the fringe benefit spreadsheet.

* Fringe approvals are valid for one year.
What Triggers an Annual Fringe Approval?

- An analyst rejects a payroll because the contractor is claiming fringes that have never been approved.
- An analyst rejects a payroll because a contractor’s fringes have already expired (over 1 year old).
- A contractor requests a fringe approval on their own.
## FILLING OUT THE FRINGE BENEFIT SPREADSHEET

### UNDERSTANDING THE FRINGE BENEFIT SPREADSHEET:

- Fill out contact portion with your information.
- Add all employees who will be working on a Denver prevailing wage project.

### MASTER FRINGE BENEFIT SPREADSHEET

Please send annual approvals, updates, and all supporting documentation to **pwfringes@denvergov.org**

<table>
<thead>
<tr>
<th>Contractor Name:</th>
<th>Contact Name:</th>
<th>Contact Phone:</th>
<th>Contact Email:</th>
<th>DO NOT ALTER FORMATTING OR FORMULAS ON SPREADSHEET</th>
<th>Approver:</th>
<th>Approval Date:</th>
<th>Update:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Hover over red triangles in header cells for instructions on entering rates and required documentation for claimed fringes</td>
<td></td>
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</tr>
</tbody>
</table>

PREVAILING WAGE COMMENTS ONLY:

<table>
<thead>
<tr>
<th>Last, First Name</th>
<th>LAST 4 SSN (xxx-xx-####)</th>
<th>Hire Date</th>
<th>Wage Rate Off Site</th>
<th>TOTAL FRINGE</th>
<th>Health</th>
<th>Dental</th>
<th>Life</th>
<th>Disability</th>
<th>Other Health</th>
<th>Total H&amp;W Fringe</th>
<th>Hourly Pension</th>
<th>% 401K</th>
<th>Total Pension Fringe</th>
<th>Vacation</th>
<th>Sick/PTO</th>
<th>Holiday</th>
<th>Total Vac Hol Fringe</th>
<th>Training/ Apprenticeship</th>
<th>Total Training Fringe</th>
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</table>
### FILLING OUT THE FRINGE BENEFIT SPREADSHEET

**UNDERSTANDING THE FRINGE BENEFIT SPREADSHEET:**
3. Look at the red triangles on each column header since they provide guidance.
4. Complete spreadsheet with employer’s portion of benefits.
5. Send to PWFringes@denvergov.org for approval, along with required backup documentation.
6. An email from a fringe technician will list specific required documentation.

### MASTER FRINGE BENEFIT SPREADSHEET

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### Prevailing Wage Comments Only:

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<th>Total Vac Fringe</th>
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### Requirements and Conditions

**Vacation, Sick or Personal Hours:** When entering yearly amounts on vacation, PTO, or sick/personal time, the hours must be awarded either as paid time-off or cash payment. Also, if an employee terminates employment for any reason before receiving the full vested benefit amount due, the employee must be paid the full amount or any difference remaining as the final cash payment. If the company policy has a CAP on how many hours employees can earn per year, then only the hours of yearly CAP can be entered.

**Holiday Hours:** When entering yearly amounts on holidays, if company policy requires employees to work the day before or after in order to qualify for the holiday pay, this does not qualify as a guaranteed fringe benefit so the hours cannot be entered.

**Pension/401K:** On Pension and 401K plans, employees must be 100% vested in the pension plan in order for 100% of the contributions to count. Only the percentage vested can be entered. Contributions need to be made by the company at least 100% in order to qualify as a fringe benefit.
### HEALTH INSURANCE

<table>
<thead>
<tr>
<th>MEDICAL</th>
<th>Employee only</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>City</td>
</tr>
<tr>
<td>DHMP DHMO</td>
<td>$667.08</td>
</tr>
<tr>
<td>DHMP HDHP</td>
<td>$561.72</td>
</tr>
<tr>
<td>Kaiser DHMO</td>
<td>$511.17</td>
</tr>
<tr>
<td>Kaiser HDHP</td>
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</tr>
<tr>
<td>United DHMO (CDP)</td>
<td>$588.33</td>
</tr>
<tr>
<td>United HDHP</td>
<td>$695.38</td>
</tr>
</tbody>
</table>

- **BACKUP DOCS:** A copy of the policy including evidence of the portion of the benefit paid by the employer, like a monthly bill.

- We are flexible with what documents we will accept, and we can accept a combination of documents to validate contributions.

* No credit for employee’s portion.
For contractors who provide self-insured / self-funded plans, there are additional documents that we request.

100% of fixed costs paid by the employer, including admin fees, will be approved.

75% of variable costs (including claims) will be approved.

Documentation breaking down fixed and variable costs must be provided for fringe approval of self-funded plans.
Backup documents must separate out fixed (admin) costs and variable (claims funding) costs. Here are some examples:

```
<table>
<thead>
<tr>
<th>Cost Components</th>
<th>EMP Choice</th>
<th>LP Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Network</td>
<td>EMP</td>
<td>EMP</td>
</tr>
<tr>
<td>Specific Stop Loss</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Benefit Coverage</td>
<td>Med-RX</td>
<td>Med-RX</td>
</tr>
<tr>
<td>Percentage Medical Deductibles</td>
<td>10%</td>
<td>10%</td>
</tr>
<tr>
<td>Initial Medical Deductibles</td>
<td>1200</td>
<td>1200</td>
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<tr>
<td>Minimum Attainment</td>
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<tr>
<td>LB Arrangement</td>
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</tr>
<tr>
<td>Contact Cost</td>
<td>EMP0.00</td>
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</tr>
</tbody>
</table>

**Monthly Fixed Costs**

- **Administrative Fee**
  - Employee Only: $150.00
  - Employee + Spouse: $300.00
  - Employee + Child(ren): $450.00
- **Specific Stop Loss**
  - Employee Only: $0.00
  - Employee + Spouse: $0.00
  - Employee + Child(ren): $0.00
- **Aggregate Stop Loss Premium**
  - Employee Only: $0.00
  - Employee + Spouse: $0.00
  - Employee + Child(ren): $0.00

**Expected Monthly Claims Liability**

- Employee Only: $1,000.00
- Employee + Spouse: $1,000.00
- Employee + Child(ren): $1,000.00

<table>
<thead>
<tr>
<th>Maximum Monthly Claim</th>
<th>EMP</th>
<th>EMP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Only</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
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<tr>
<td>Employee + Spouse</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Employee + Child(ren)</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
</tr>
</tbody>
</table>

**SUMMARY**

- **Admin. Fee**
  - EMP: $161.00
  - EMP + Spouse: $137.63
  - EMP + Child(ren): $131.51
  - EMP + Family: $238.55
- **Pharmacy Rebate Credit**
  - EMP: $129.29
  - EMP + Spouse: $276.42
  - EMP + Child(ren): $264.72
  - EMP + Family: $597.92
- **Individual Stop Loss**
  - EMP: $126.65
  - EMP + Spouse: $284.96
  - EMP + Child(ren): $272.28
  - EMP + Family: $115.86
- **Aggregate Stop Loss**
  - EMP: $205.23
  - EMP + Spouse: $461.78
  - EMP + Child(ren): $441.20
  - EMP + Family: $202.30
- **Insurance Admin. Costs**
  - EMP: $215.06
  - EMP + Spouse: $674.08
  - EMP + Child(ren): $637.87
  - EMP + Family: $394.11
- **Claims Funding**
  - EMP: $1,179.43
  - EMP + Spouse: $409.94
  - EMP + Child(ren): $409.94
  - EMP + Family: $765.00
- **Total**
  - EMP: $2,102.31
  - EMP + Spouse: $993.92
  - EMP + Child(ren): $931.85
  - EMP + Family: $1,420.72

**Timothy M. O'Brien, CPA, Auditor**
401(K) OR PENSION

BACKUP DOCS:

- IRS qualification letter
- A copy of the plan, including name of any third-party administrator
- Evidence of the portion of the contribution paid by the employer

- Employer must fund pensions, 401(k) plans, and other retirement programs at least quarterly for those programs to be approved as a fringe benefit.

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>Post Date</th>
<th>Trade Date</th>
<th>PlanId</th>
<th>SSN</th>
<th>Name</th>
<th>TotalDolAmt</th>
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<tr>
<td>01/15/2019</td>
<td>02/21/2019</td>
<td>02/21/2019</td>
<td>BGQDRStoneSe</td>
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<td></td>
<td>$412.50</td>
<td>Salary Deferral</td>
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<td>02/21/2019</td>
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<td>$110.00</td>
<td>SHMatch QACA</td>
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<td>$816.66</td>
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PAID TIME OFF

- **BACKUP DOCS:**
  - A copy of the policy or employee handbook
- Based on employee’s offsite rate
- No “Use it or Lose it” policies
- If there is a cap on rollover, they are only approved for the lesser of their annual approval or the cap

<table>
<thead>
<tr>
<th>COMPLETED YEARS OF SERVICE</th>
<th>PTO HOURS ACCRUED PER MONTH</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-0.5 years</td>
<td>10 hours per month</td>
</tr>
<tr>
<td>0.5–5 years</td>
<td>12 hours per month</td>
</tr>
<tr>
<td>5–10 years</td>
<td>15 hours per month</td>
</tr>
<tr>
<td>10–15 years</td>
<td>18 hours per month</td>
</tr>
<tr>
<td>15+ years</td>
<td>19 hours per month</td>
</tr>
</tbody>
</table>

Maximum PTO bank: 400 hours
HOLIDAYS

- **BACKUP DOCS:**
  - A copy of the policy or employee handbook
- Based on employee’s offsite rate
- No credit given for policies where the employee must work the day before and the day after a holiday

### 2020 PAID HOLIDAY SCHEDULE

- New Year’s Day
  - Wednesday, January 1
- Martin Luther King Jr. Day
  - Monday, January 20
- Presidents’ Day
  - Monday, February 17
- Cesar Chavez Day
  - Monday, March 30 (observed)
- Memorial Day
  - Monday, May 25
- Independence Day
  - Friday, July 3 (observed)
- Labor Day
  - Monday, September 7
- Veterans Day
  - Wednesday, November 11
- Thanksgiving Day
  - Thursday, November 26
- Christmas Day
  - Friday, December 25
- Personal holiday (upon an agreed date by you and your supervisor)
KEY ELEMENTS OF FRINGE APPROVAL

Employer must meet these two requirements:

1. The employee receives the benefit unconditionally.
2. The employer is paying for the benefit.
WHAT TRIGGERS A FRINGE UPDATE?

NEW EMPLOYEES

INDIVIDUAL EMPLOYEES’ FRINGES CHANGE:
• Wage increase on anniversary date
• Health insurance coverage level change

NEW BENEFITS ADDED

HEALTH INSURANCE RENEWAL
• New rates
THE UPDATE APPROVAL PROCESS

Employer must meet these two requirements:

1. The fringe technician receives the updated fringe benefit spreadsheet with changes highlighted.

2. The fringe technician validates the changes. It may require additional information in order to validate.

This process can be very fast!
OVERTIME CALCULATIONS
OVERTIME POLICY

- Overtime comes from the Fair Labor Standards Act, not Davis-Bacon or City Minimum Wage.

- Prevailing wage, established higher base wages, and fringe benefits create some challenges when calculating overtime.

- Overtime applies to salaried personnel performing work AFTER 40 HOURS.
OVERTIME POLICY

- Based on certified payroll records, determine if the established base wage is greater than the required prevailing wage base rate.

- Multiply **THE GREATER OF** the required prevailing wage base wage rate or the established base wage rate by 1.5.

- Add the time-and-a half rate to the fringe benefit rate.
OVERTIME FORMULA

We enforce the higher base rate where higher rate is not cash in lieu.

29 CFR 5.32(c)(1) act permits a contractor or subcontractor to pay a cash equivalent of any fringe benefits. Such a cash equivalent would also be excludable in computing the regular or basic rate.

Fringes are not used in OT calculation.

(Base Rate \times 1.5) = \text{OVERTIME RATE} + \text{FRINGE BENEFIT RATE}
CALCULATING OVERTIME

EXAMPLE #1

PREVAILING WAGE RATE:
$20 base wage
$10 fringe benefits

PAYMENT FROM EMPLOYER:
$20 base wage
$10 fringe benefits

OVERTIME CALCULATION

$20 x 1.5 = $30 OT wages + $10 fringes = $40 total
CALCULATING OVERTIME

EXAMPLE #2

PREVAILING WAGE RATE:

$20 base wage
$10 fringe benefits

PAYMENT FROM EMPLOYER:

$18 base wage
$12 fringe benefits

OVERTIME CALCULATION

$20 \times 1.5 = \$30 \text{ OT wages} + \$12 \text{ fringes} = \$42 \text{ total}

THERE IS NO REDUCTION OF OT WAGES FOR OVERPAYMENT OF FRINGES.
CALCULATING OVERTIME

EXAMPLE #3

PREVAILING WAGE RATE:
$20 base wage
$10 fringe benefits

PAYMENT FROM EMPLOYER:
$30 base wage
$0 fringe benefits

OVERTIME CALCULATION

$30 \times 1.5 = $45 OT wages = $45 total
CALCULATING OVERTIME

EXAMPLE #4

PREVAILING WAGE RATE:  
$20 base wage  
$10 fringe benefits

PAYMENT FROM EMPLOYER:  
$22 base wage  
$4 cash in lieu and $4 fringe benefits

OVERTIME CALCULATION

$22 \times 1.5 = $33 OT wages + $3 cash in lieu + $4 fringes = $40 total
EXAMPLE #5

PREVAILING WAGE RATE:  
$20 base wage  
$10 fringe benefits

PAYMENT FROM EMPLOYER:  
$40 base wage  
$0 cash in lieu and $0 fringe benefits

OVERTIME CALCULATION

$40 x 1.5 = $60 OT wages = $60 total
CALCULATING OVERTIME

EXAMPLE #6

PREVAILING WAGE RATE:
- $20 base wage
- $10 fringe benefits

PAYMENT FROM EMPLOYER:
- $30 base wage
- $12 fringe benefits

OVERTIME CALCULATION

$30 x 1.5 = $45 OT wages + 12 fringes = $57 total
EXAMPLE #7

PREVAILING WAGE RATE:
$20 base wage
$10 fringe benefits

PAYMENT FROM EMPLOYER:
$18 base wage
$20 fringe benefits

OVERTIME CALCULATION

$20 \times 1.5 = $30 OT wages + 20 fringes = $50 total
REPORTING CERTIFIED PAYROLL ON LPCTRACKER
WHAT IS LCPTRACKER

• Contractors and subcontractors working for the city must comply with prevailing wage requirements and work with the analyst assigned to the project.

As part of the prevailing wage requirements, all contractors performing work on city projects are **required to use LCPtracker**

• The LCPtracker system is a paperless, online system for filing certified payrolls.
When contractors are awarded a city project, they are required to contact a prevailing wage analyst to set up an LCPtracker account.

**CONTACT US**

Contact Denver Labor to work with a prevailing wage analyst:

- **Phone**: 720-913-5000
- **Email**: auditor@denvergov.org
WHAT IS LCPTRACKER

Contractors and subcontractors must submit certified payrolls for all their employees weekly through the LCPtracker Client Log-In tab at www.LCPtracker.com.
CONTRACTOR SETUP

1. The **prevailing wage analyst** will send the contractor the LCPtracker setup sheet form.

   - LCPtracker setup sheet form provides basic information about the contractor and the project scope.

2. Contractor must fill up the form and **return it to the assigned analyst**.

   - Prevailing wage analyst will use the form to create the contractor’s account in LCPtracker.
LCPtracker setup sheet form is also available on denverauditor.org/prevailingwage for new contractors **who may need access to LCPTracker.**
Contractors will receive an email that verifies the setup from LCPtracker. It includes the login information and access link.

The email will provide:

1. Username
2. Temporary password

Check the spam folder if you have not received the email in a reasonable period of time.
ACCESS TO LCPtracker

Then, the contractor will sign into the LCPtracker and reset the password with a permanent one.

NEW PASSWORD FORMAT

- 8 characters
- 1 lowercase
- 1 uppercase
- 1 number
- 1 special character
FIRST STEPS: E-SIGNATURE

Contractor will click the Set Up tab and edit the eSignature that will be used for their formal signature and authorization payroll submissions.
FIRST STEPS: E-SIGNATURE

We recommend using the same password to log into the account.
FIRST STEPS: ADD EMPLOYEES

Contractor will **set up employees in the system**. The feature is available in the Set Up tab.
FIRST STEPS: ADD EMPLOYEES

Contractors must complete ALL employee information and click “SAVE” at the bottom of the page.

- All employees should be I9 verified.
- Fields with red stars are required.
- Contractors must check all the applicable options.
FIRST STEPS: ADD EMPLOYEES

- **How to add new employees**: User should click the **RESET** button at the bottom of the page.

- **How to update employee’s information**: User must select the employee from the drop-down menu at the top, edit the information, and click **SAVE**.
NEXT STEPS: SUBMITTING FIRST PAYROLL

To submit a payroll, click on the first tab PAYROLL RECORDS and click Enter Records.

1. Week End date should match your company’s work week
2. Select the project
3. Select employee
4. Click “Add Classification”
5. Select correct wage schedule based on the scope of work for the task order or project (Building, Highway, Heavy, or OHR).
6. Select the appropriate craft based on the work being performed by the employee.
7. More than one classification may be selected for each employee. Click “Add Selected”.
NEXT STEPS: SUBMITTING FIRST PAYROLL

Select the appropriate classification and then click next.
**NEXT STEPS: SUBMITTING FIRST PAYROLL**

1. The Gross Employee Pay This Project cell contains the calculation of the Base Hourly rate times the Regular Time hours and the Overtime Hourly rate times the OT hours (no fringe benefits in this cell).

2. The Wages Paid in Lieu of Fringes is typically the total cash fringe paid to the employee on their check for this project.

3. Gross Pay All Projects will auto-populate when you enter check information (explained on next screen).

4. The Base Hourly rate of pay is usually the prevailing wage base rate or their normal rate of pay if it’s higher.

5. The Overtime Hourly rate is typically 1.5 times the Base Hourly rate of pay (required when the employee has worked over 40 hours in a week on this project).

6. The Rate in Lieu of Fringe is typically the fringe portion in the prevailing wages if they are paid in cash or any cash hourly difference owed to meet the prevailing wage rate.
### NEXT STEPS: SUBMITTING FIRST PAYROLL

1. Overtime is entered on the Overtime at 1.5 row.

2. Totals Hours All Project Worked is a required cell. This includes all hours worked on and off this project.
NEXT STEPS: SUBMITTING FIRST PAYROLL

1. By clicking on the Calculate Fringe button the approved default hourly fringes (entered in the employees personnel record) will auto-populate.

2. Deduction are entered based on amounts from employees check.

3. Deductions such as garnishments, loans, child support, etc. should be lumped together in the Other Deductions cell and explained in the Other Deductions Notes. Your investigator may request support documentation.

4. Check number or direct deposit id number must be entered in the check number cell. If an employee is an Owner Operator type the word “Owner”.

5. Errors on the payroll record will appear under Notices after clicking save.
NEXT STEPS: CERTIFICATION

- Click on the third tab **CERTIFICATION**.

1. Select project from drop-down.
2. Default is set to “Work activity to be reported for this week”.
3. “Week End Date” should mirror the payroll week ending date you are certifying.
4. Payroll number should be in sequence starting with payroll number 1,2, etc. This is not your internal payroll number.
5. The person certifying the payroll is responsible for the information being reported on the certified payroll.
NEXT STEPS: CERTIFICATION

- Click on the tab REPORTS.

1. Fringe benefits paid to approved plan or program.
2. Fringe benefits paid in cash.
3. Enter any comments for the contractor administrator/prevailing wage investigator.
4. Enter signature password.
NEXT STEPS: CERTIFICATION

REPORTS > CERTIFIED PAYROLL REPORT
NEXT STEPS: CERTIFICATION

• REPORTS available to contractors:
FINAL STEPS: eDOCUMENTS

- eDOCUMENTS allows to upload and download eDocuments.

**TEMPLATES AVAILABLE FOR DOWNLOAD:**
1. Prevailing wage posters
2. Fringe benefit spreadsheet
3. Restitution spreadsheet
4. Owner performed work personally
5. Living wage posters
FINAL CONSIDERATIONS

1. The prime or general contractor is responsible for making sure all subcontractors performing work on the project are appropriately added on LCPtracker.

2. The prevailing wage investigator will assign all project specific wage rates and classifications to the project.
LCPTRACKER TRAINING

Forms, information about prevailing wage, and video tutorials to learn how to use LCPtracker are available on denverauditor.org/prevailingwage.
Certified payroll audit rate

TIMOTHY M. O'BRIEN, CPA, AUDITOR

CONTACT DENVER LABOR

720-913-5039    wagecomplaints@denvergov.org    DenverAuditor.org/DenverLabor
THANK YOU!

QUESTIONS?

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