

5-12-2010

Memorandum from Kevin Hanlon to Scott Bickford, The Davis Bacon Act : How to Review Contractors Payroll for the Prevailing Wage, May 12, 2010

Maine Department of Transportation

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MEMORANDUM

DATE: MAY 12, 2010


TO: SCOTT BICKFORD, CONTRACTS
PROJECT RESIDENTS, MAINE DOT

FROM: KEVIN HANLON, CONTRACTS

**SUBJECT: THE DAVIS BACON ACT: HOW TO REVIEW CONTRACTORS
PAYROLL FOR THE PREVAILING WAGE**

THE GENERAL CONTRACTOR IS RESPONSIBLE FOR ADHERING TO THE DAVIS BACON ACT THAT ENSURES EMPLOYEES ARE PAID THE MINIMUM PREVAILING WAGE AS DETERMINED BY THE DEPARTMENT OF LABOR'S "GENERAL DECISION", LOCATED IN THE SPECIAL PROVISIONS FOR EACH PROJECT, WHICH LISTS CLASSIFICATIONS AND PREVAILING WAGES FOR ALL FEDERALLY FUNDED PROJECTS.

IT IS THE RESPONSIBILITY OF THE PROJECT RESIDENT TO ENSURE THAT THE GENERAL CONTRACTOR AND ALL THE SUBCONTRACTORS ARE IN COMPLIANCE WITH THIS ACT. THE FOLLOWING IS A LIST OF REQUIRED DUTIES BY THE PROJECT RESIDENT;




- CONTACT SCOTT BICKFORD AT SCOTT.BICKFORD@MAINE.GOV TO ATTAIN A LOGIN AND PASSWORD TO THE [HTTPS://WWW.ELATIONSYS.COM](https://www.elationsys.com) WEBSITE IN ORDER TO BE ABLE TO REVIEW THE PAYROLLS FROM THE GENERAL CONTRACTOR AND SUBCONTRACTORS.
- IF A SUBCONTRACTOR IS NOT LISTED WITHIN THE PROJECT INFORMATION, THEN THE "SUBCONTRACT" HAS NOT BEEN SUBMITTED AND THE SUBCONTRACTOR SHOULD NOT BE WORKING ON SITE. FOR SUBCONTRACTS RELATED ISSUES CONTACT MICHAEL.BABB@MAINE.GOV
- WHEN A PAYROLL IS "FLAGGED", REPRESENTED BY THE SYMBOL , DOUBLE CLICK THE FLAG AND A DESCRIPTION OF THE PROBLEM WILL APPEAR. TYPICALLY, THE ISSUE WILL BE THAT THE EMPLOYEE IS NOT MAKING THE MINIMUM FOR THE CLASSIFICATION.
- REVIEW EACH SUBMITTED PAYROLL FOR APPROPRIATE CLASSIFICATION AND LABOR HOURS
- REVIEW THE ATTACHED PRESENTATION "DAVIS BACON ACT – HOW TO REVIEW CONTRACTORS PAYROLL FOR THE PREVAILING WAGE" FOR DETAILED PAYROLL REVIEW GUIDELINES
- FOR ANY UNRESOLVED PAYROLL ISSUES, CONTACT THE CIVIL RIGHTS OFFICE @ 624-3056.
- IF A RESIDENT HAS AN ISSUE WITH USING THE WEBSITE, CONTACT SCOTT.BICKFORD@MAINE.GOV, IF A CONTRACTOR HAS AN ISSUE WITH THE SOFTWARE, CONTACT THE CUSTOMER SUPPORT AND ONLINE SUPPORT THROUGH THE ELATIONS WEBSITE.



The Davis Bacon Act: Using the Elations website to Review Contractors Payroll for Prevailing Wage Rates

**KEVIN HANLON, PE
CIVIL ENGINEER II
CONTRACTS SECTION**





Address  <https://www.elationsys.com/app/>  Go 



WEBSITE: [WWW.ELATIONS.COM/APP/](https://www.elationsys.com/app/)

HOME COMPANY PRODUCTS SOLUTIONS SUPPORT CAREERS CONTACT US NEWS & PRESS

Customer Log in

Log in Name:

Password:

☐ Remember Log in Name

[LOG IN](#)

Unauthorized access is prohibited
[Forgot Password?](#)

Customer Log in

Browser Note: Microsoft Internet Explorer version 6.0 or later version is required to ensure the application works properly. Upgrading to the latest [Microsoft Internet Explorer](#) will greatly improve your online experience.

To optimize your experience, please set your screen resolution to 1024x768 or higher.

For Log in and password contact:

Scott.bickford@maine.gov or

Michael.babb@maine.gov



Kevin Hanlon / Maine Department of Transportation
[Online support](#) 510-764-1870 X.100

Payroll | **Reports** | **Configuration**

Home | **Programs** | **Categories** | **Projects** | **Add Projects** | **Correspondence** | **Messages** | **CPR Status** | **CPR Report** | **Get**

My Programs [Search](#)

No program

My Projects [Search](#)

Select all projects

Show all Project Categories

→ [008841.00 SACO](#)

→ [008869.00 GILEAD -..008869.10](#)
ABRA

Hide Project(s)

Offline Project(s)

Hide Program(s)

[Advanced Project Selection](#)

Management Dashboard | Project Specific Dashboard

[Save Subscription](#) | [Default Layout](#) | [Set Layout](#)

Reports pending for review [Status Overview](#) | [Unsubscribe](#) | Wage Violation

This panel has a list of projects that are you are assigned to. The list is sorted by PIN and to view the contractor list for a specific project, click the project

If you do not see the project that is assigned to you,
Contract scott.bickford@maine.gov or
Michael.babb@maine.gov

General information | [Work Dates](#) | [Unsubscribe](#) | Labor hour reported

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Payroll

Reports

Configuration

Home

Programs

Categories

Payroll

My Programs

[Search](#)



No program

My Projects

[Search](#)

Select all projects

Show all Project Categories

Role as an owner

[006900.01 NORRIDGEWOCK](#)

Hide Project(s)

Offline Project(s)

Hide Program(s)

[Advanced Project Selection](#)

Note: if you do not see your Subcontractor, then the "subcontract" has not been submitted and the sub should not be working on the site.

☒ All Contractors ☐ Pending For Review ☐ Pending For Correction ☒ Display by ascending alphabet



Project Team

[Reed & Reed, Inc \(Prime Contractor\)](#)



Activity Started : 12/07/08

Most Recent Activity : 04/18/10

Last login Date

Total Payroll Reports Submitted : 76

Total No Work Performed Reported : 0

Outstanding Is

[A.D. Electric Co., Inc.](#)



Activity Started : 12/13/08

Most

Total Payroll Reports Submitted : 73

Total

[AD Rossi, A Registered Trade Name of Nicom Coatings Corporation](#)

Activity Started :

Most Recent Activity :

Last login Date

Total Payroll Reports Submitted : 0

Total No Work Performed Reported : 0

Outstanding Is

[C.A. Newcomb & Sons](#)

Activity Started :

Total Payroll Reports Submitted : 0

Click on contractor name to open and view payroll



Payroll

Reports

Configuration

Home

Programs

Categories

Projects

Add Projects

Correspondence

Messages

CPR Status

CPR Report

Get

My Programs

[Search](#)



No program

My Projects

[Search](#)

Select all projects



Show all Project Categories



Role as an owner

[006900.01 NORRIDGEWOCK](#)

Hide Project(s)

Offline Project(s)

Hide Program(s)

[Advanced Project Selection](#)

Show CPR: ☒ All ☐ New Submit ☐ Draft ☐ Flagged ☐ Void

☐ All ☒ 5 most recent weeks ☐ In month 04 / 10

Show

Drag following bar to



Certified Payroll Report

Weekending	Export	CPR Accept
4/10/2010		
4/3/2010		
3/27/2010		
3/27/2010		
3/20/2010		
3/13/2010		

Reviewed and accepted

Review and rejected

Ready to review

No report

[AD Rossi, A Registered Trade Name of Nicom Coatings Corporation](#)

Activity Started :

Most Recent Activity :

Last login Date



Payroll

Reports

Configuration

Home

Programs

Categories

Projects

Add Projects

Correspondence

Messages

CPR Status

CPR Report

[Get](#)

My Programs

[Search](#)



No program

My Projects

[Search](#)

Select all projects

Show all Project Categories

Role as an owner

[006900.01 NORRIDGEWOCK](#)

Hide Project(s)

Offline Project(s)

Hide Program(s)

[Advanced Project Selection](#)

Show CPR: ☒ All ☐ New Submit ☐ Draft ☐ Flagged ☐ Void

☐ All ☒ 5 most recent weeks ☐ In month 04 / 10

Show

Drag following bar

Certified Payroll Report

Weekending	Export	CPR Accept	Action	Issues/Messages
4/18/2010				
4/11/2010				
4/4/2010				
3/21/2010				

Rejected payroll

Flag for problems – click to review

Comments with payroll – Click to view

Last login Date

Outstanding Is

[A.D. Electric Co., Inc.](#)

[AD Rossi. A Registered Trade Name of Nicom Coatings Corporation](#)

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CPR الدرس

NAME OF CONTRACTOR <input checked="" type="checkbox"/> OR SUBCONTRACTOR <input type="checkbox"/>		CONTRACTOR'S LICENSE NO: H/A		ADDRESS	
Reed & Reed, Inc		SPECIALTY LICENSE NO:		P.O. Box 370, WOOLWICH	
PAYROLL NO. 72		FOR WEEK ENDING 4/18/2010		PROJECT OR CONTRACT NO:	
		SELF-INSURED CERTIFICATE NO:		PROJECT AND LOCATION: 00	
WORKER'S COMPENSATION POLICY NO:					

(1) NAME, ADDRESS, AND SOCIAL SECURITY NUMBER OF EMPLOYEE	(2) WITHHOLDING EXEMPTIONS NO OF	(3) WORK CLASSIFICATION	ST / OT / DT	(4) DAY AND DATE							(5) TOTAL HOURS	(6) RATE OF PAY	(7) GROSS AMOUNT EARNED (THIS / ALL)	(8) DEDUCTIONS, CONTRIBUTIONS AND P.					
				Mon	Tue	Wed	Thu	Fri	Sat	Sun									
				12	13	14	15	16	17	18									
				HOURS WORKED EACH DAY															
<div style="border: 1px solid black; width: 100px; height: 30px; margin-bottom: 5px;"></div> XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXX XXXX-XX-XXXX	M/0	Journeyman	S	10	10	10	10			40	12.5	584.38	FICA 35.88	FED TAX 20.46	STATE TAX 11	SDI	VAC HOLIDAY		
		Somerset																	
		Laborers (DB)																	
		Unskilled	O					4.5		4.5	18.75								
<div style="border: 2px solid red; padding: 5px; display: inline-block;">Review for correct classification and hours</div>																			
Fringe Benefit Statement																			
<div style="border: 1px solid black; width: 100px; height: 30px; margin-bottom: 5px;"></div> XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXX XXXX-XX-XXXX	S/1	Journeyman	S	10	10	10	10			40	15.56	809.12	FICA 60.68	FED TAX 80.71	STATE TAX 42	SDI	VAC HOLIDAY		
		Somerset																	
		Carpenters (DB)																	
		Carpenters (including Form Work)	O					8		8	23.34								
<div style="border: 2px solid red; padding: 5px; display: inline-block;">After the review of the payroll, select Accept or Reject</div>																			
Fringe Benefit Statement																			
<div style="display: flex; justify-content: space-between;"> Accept Re </div>																			