

**PROJECT LABOR AGREEMENT &
CALIFORNIA LABOR CODE
DOCUMENT SUBMITTAL SCHEDULE**

Document Name	Frequency	Submittal Due Date	Notes:
Letter of Assent	1-time submittal	Prior to start of work	Must be submitted by all contractors and subcontractors
Core Employees Listing	1-time submittal	Prior to start of work	Must be submitted by all contractors & subcontractors (all tiers)
Payroll Register	1-time submittal	Upon request	This is a contractor-generated document. A sample report is provided as reference, but each contractor must submit its own pay register to validate its core employees.
LCP Checklist	1-time submittal	Prior to start of work	Must be submitted by all contractors and subcontractors
Form DAS-140 "Public Works Contract Award Information"	1-time submittal	Prior to start of work	A copy MUST be forwarded to the Labor Compliance Officer
Fringe Benefit Statement	1-time submittal, then as benefit amounts change	Prior to start of work, then as contribution amount changes	All fringe benefits, including training fund contributions, shall be paid to the Union trust funds appropriate to each craft initiated on the Project.
Statement of Compliance / Certified Payroll Report (CPR) / Statement of Non-Performance	Weekly	Within 10 days of end of payroll period	CPRs to be submitted to the Labor Compliance Officer within 10 days from the end of the payroll period. All documents modifying the payrolls must accompany the CPR; these include but are not limited to: approved "make-up days," "special-shifts," "alternative work schedules." All inactive workweeks (after the submission of the 1st CPR) should be reported on a "Statement of Non-Performance"
Employer's Monthly Report to Trustees Copy of the contribution check	Monthly	Within 15 days of end of reporting month	Submit monthly reports sent to the trust/plan along with a copy of the contribution check, to the Labor Compliance Officer.
Subs' Sub-List	1-time submittal	Prior to start of work	List all subcontractors that will perform work; no need to report material suppliers.
Payroll Confirmation	Once a month while active	Upon request	When requested, provide verification that the named employee received payment for the week indicated. Verification may consist of cancelled checks or payroll registers.