

Day 1

**Itinerary: Day 1: Owners, Project Managers Salesmen & Estimators (or “OPSE”)
Instructor: Michael McCoy, VP of Legal**

Day one of this seminar series was designed for owners, salesmen/estimators, and project managers.

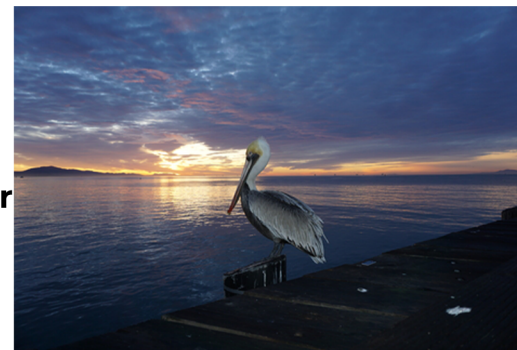
We will unpack the most critical Labor Code Section 1720 details OPSE’s must know to avoid six-figure DIR fines, penalties and liquidated damages. Experience teaches that more than 85% of prevailing wage fines and penalties are as a result of OPSE’s failure to timely provide the most basic but crucial information needed by the payroll department for the timely submission of documents to the DIR. During this session, PWCA’s vice president of Legal will guide OPSE’s through all the necessary steps to prevent DIR penalties, while maximizing OPSE’s profits at the same time.

Day 2

**Itinerary: Day 2: Payroll Department, Human Resources
and Office Management
Instructors: Michael McCoy, Christina Castillo, Mai Xiong-Saeter**

**Day two of this seminar series was designed for the Payroll,
Human Resources and Office Management (or “PHRO”).**

PWCA’s compliance experts will unpack the most critical information PHRO’s must know to avoid unnecessary DIR fines, penalties and liquidated damages. You will discover the most efficient day-to-day administration and certified payroll processes, including, but not limited to, (1) the DIR’s wage determination process from the DIR’s website, (2) the data entry process for the electronic certified payroll uploads to the DIR, (3) how to comply with all DAS-apprenticeship standards for each craft on every project, (4) how to calculate and complete fringe benefit statements for each worker, either union or DIR, (5) calculating and paying training fund contributions to the appropriate apprenticeship entities, and (6) completing your in-house A-1-131 certified payroll records. In this session, we will also cover the Skilled & Trained Workforce (STWF) mandates, including the monthly reporting process pursuant to the Public Contract Code, Sections 2600 through 2603. Lastly, to avoid steep fines for noncompliance, your PWCA instructors will discuss the significant methods PHRO should utilize to accurately and routinely monitor sub-tier contractors’ certified payroll records.



**IMPORTANT NOTE: DAY 2 ATTENDEES ARE REQUIRED TO BRING THEIR LAPTOP OR
TABLET TO NAVIGATE THE DIR’S WEBSITE.**