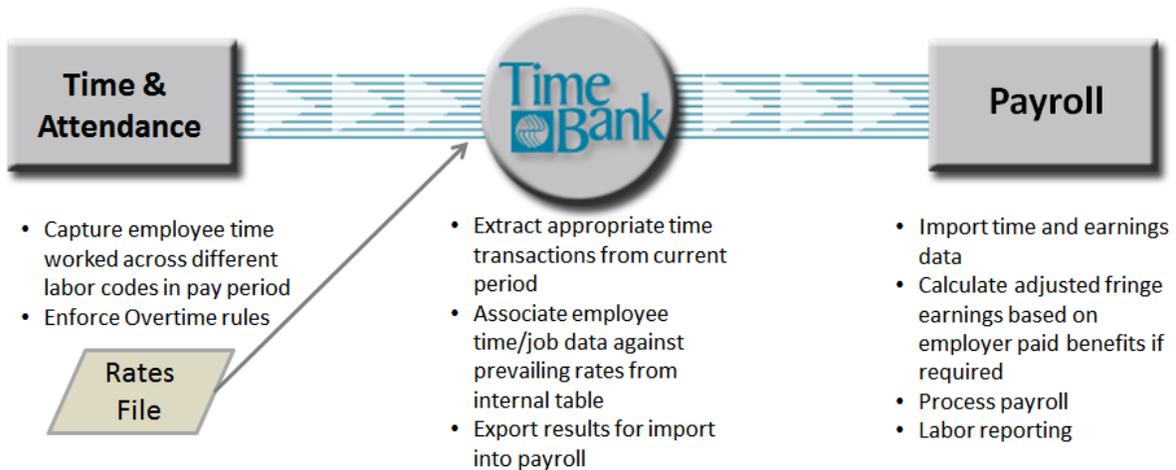


Our Time Bank™ **Prevailing Wage Rates** solution is designed for companies that work on government projects that require paying a job and location specific wage for worked performed (<http://www.dol.gov/whd/recovery/pwr/toc.htm>). Typically these clients have several variables that influence the government wage decision pay rate (see example below). Companies who are required to submit certified payroll reports may need this solution.

Certified Job	Work Class	State	Prevailing Rate	Fringe Rate
1011	101	NJ	27.58	2.18
1011	105	NJ	22.38	2.18
1012	101	NJ	25.53	2.54
1012	101	NY	26.89	3.17

Data/System Flow



For prevailing wage rate clients, the employee time worked across multiple labor codes is captured in the time & attendance module.

Time Bank is configured to store (in a user-maintained table) or read (from a client-provided comma-delimited file) the client's prevailing wage rate and fringe rates. When Time Bank is run at the end of the pay period, it retrieves the time and labor information from the time system and associates the specific rates of pay and fringe earnings with the certified job and worker classification. The hours and the rates for prevailing wage and full fringe earnings (worked hour multiplied by the worked hours) results are passed to payroll.

Time Bank also maps the temporary cost number to payroll including, but not limited to, the following fields. Note that the field order and use of delimiters can be defined for each client.

- The day of week indicator (01 – 07 for weekly pay cycles, 01-14 for biweekly pay cycles)
- State Worked
- Local Worked
- Labor Distribution (worked department, job, work classification, union, jurisdiction, etc.)

Payroll can then apply the necessary calculations to pay fringe earnings minus any employer paid benefits.

Pay Highest Rate Policy

If the client pays the higher of the base wage rate or the prevailing wage rate, there are two options to accommodate this common requirement:

- 1) If the Prevailing Wage vs. Base Rate comparison does not require factoring in the Fringe and Deduction amounts for the wage decision, then this comparison can be provided in Time Bank
- 2) If the Prevailing Wage vs. Base Rate comparison is done after the fringe has been calculated and included with the prevailing rate, payroll will provide the logic. This type of comparison includes all client required calculations to reduce fringe earnings by employer paid benefits.

Processing Frequency:

- Once per pay period (end of pay period)

Payroll Admin User Steps

1. Export current rate matrix and save as CSV or update Time Bank rate table with current prevailing wage and fringe rates with new or revised jobs and rates for new contracts
2. Run Time Bank (double click icon)
3. Import Time Bank file into your Payroll system
 - Payroll applies calculations as needed
 - Review results and process payroll

Sample Prevailing Wage Rate Example

Information captured in time & attendance system-- Employee example timecard entries:

- 8 hours of Regular/Straight Time to Job 1011 Work Class 101 on Monday
- 8 hours of Regular/Straight Time to Job 1011 Work Class 101 on Tuesday
- 10 hours of Regular/Straight Time to Job 1012 Work Class 101 on Wednesday
- 10 hours of Regular/Straight Time to Job 1012 Work Class 101 on Thursday
- 6 hours of Regular/Straight Time to Job 1012 Work Class 101 on Friday
- 5 hours of Overtime Job 1012 Work Class 101 on Friday

Time Bank Processing:

Time Bank imports client rates file to populate internal rate table. Assumption for this example is that the job is always state specific. Time Bank will translate the job to the state. The state is therefore not required on the timecard entry. Time Bank will translate the job entered on the timecard to the worked state.

Job		Work Class		State		Prevailing Rate	Fringe Rate
1011	Job ABC	101	Carpenter	NJ	New Jersey	27.58	2.18
1011	Job ABC	105	Plumber	NJ	New Jersey	22.38	2.18
1012	Job XYZ	101	Carpenter	NJ	New Jersey	25.53	2.54
1012	Job XYZ	101	Carpenter	NY	New York	26.89	3.17

For this example, assume the payroll temporary cost number format is:

dd-jjjj-ccc-ss where dd is the day of week, jjjj is the job, ccc is the work class, and ss is the worked state. Assume fringe hours map as memo amounts with the fringe rate.

Transactions will be sent to payroll for processing:

8.00 Reg hours with Temp Cost Number 01-1011-101-NJ @ Temp Rate 27.58 and 17.44 earnings 3 with code FRG
8.00 Reg hours with Temp Cost Number 02-1011-101-NJ @ Temp Rate 27.58 and 17.44 earnings 3 with code FRG
10.00 Reg hours with Temp Cost Number 03-1012-101-NJ @ Temp Rate 25.53 and 25.40 earning 3 with code FRG
10.00 Reg hours with Temp Cost Number 04-1012-101-NJ @ Temp Rate 25.53 and 25.40 earnings 3 with code FRG
6.00 Reg hours and 5 OT hours with Temp Cost Number 05-1012-101-NJ @ Temp Rate 25.53 with 27.94 with code FRG

Below are some critical time & attendance and payroll setup considerations for the Time Bank Prevailing Wage Rate solution implementation:

Time & Attendance Configuration

1. All client labor codes that are used to determine rates of pay will be configured as labor codes in time & attendance system
2. If client pays overtime, the time & attendance system will be responsible for assigning overtime hours based on client rules (e.g. over 8 per day, over 40/week, etc.).
3. Overtime hours will be passed to payroll to labor codes when Overtime was incurred in the time & attendance system
4. Any edits to a prior period's time or piece or hours information will be manually adjusted in payroll (or contact IDI for additional customization evaluation).

Payroll Configuration

1. Client has a weekly or biweekly pay cycle.
2. The payroll cost number or other labor field is configured to include all needed labor distribution and the day of week (if certified payroll reporting needed out of payroll).
3. If the client pays the higher of the base wage rate or the prevailing wage rate after the fringe has been calculated and included with the prevailing rate, payroll will provide the logic. Includes all client required calculations to reduce fringe earnings by employer paid benefits.

If you have questions about how your time or payroll systems are to be set up, contact your time/payroll partner representative.

Please contact IDI at 866-TIMEBANK (866-846-3226) option 1 or sales@idesign.com to discuss any of the above solutions or if you have further questions.