

Prevail 2011

Your Prevailing Rate Survey Software Solution

*Featuring automated wage and fringe rates
by project type and county*

Provided by:

Wisconsin LECET (Laborers' – Employers' Cooperation and Education Trust)

Prevail 2011 includes wage and benefit data for the following unions:

Wisconsin Laborers' District Council

International Union of Operating Engineers' Local #139

Bricklayers and Allied Crafts District Council

Iron Workers of Wisconsin

North Central States Regional Council of Carpenters

Wisconsin Pipe Trades Association

Wisconsin Teamsters Union

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Introduction

Each year, the Department of Workforce Development (DWD) conducts a Prevailing Wage Rate Survey to establish annual prevailing wage rates for public works projects for each county in the state. Providing accurate and consistent data of work performed and wages paid by union contractors is extremely important to every signatory contractor in the state.

By law, all contractors doing work in Wisconsin are required to participate in this survey by submitting wage and benefit information for work performed between June 1, 2010 and May 31, 2011. **The deadline for submitting the prevailing wage survey to DWD is July 31, 2011.**

This is why Wisconsin LECET developed Prevail – a Microsoft Windows based software program that makes it easy for signatory contractors to report complete and accurate wage information for work performed by members of The Wisconsin Laborers' Union, Operating Engineers Local 139, the Bricklayers and Allied Crafts, Iron Workers, NCSRC of Carpenters, Wisconsin Pipe Trades Association, and Wisconsin Teamsters Union.

Follow the steps outlined in this manual to install and use the program. If you have Prevail installed from last year, simply **install this year's version over the old program**. Even if you have already entered data using last year's program, simply install the new program over the old one to get the **updated wage rates**. Your data will not be harmed.

*****NEW THIS YEAR*****

All trades associated with Prevail are providing contractors with an opportunity to have their survey edited, reviewed and corrected before submission to DWD.

Once you have completed your survey in Prevail

AND

prior to sending to DWD, simply e-mail your survey to:

PWSurveyReview@wilaborers.org

A team of experts from the Laborers, Operating Engineers, Teamsters, Carpenters, Bricklayers, Ironworkers and Pipe Trades will review your data, make any necessary corrections and promptly send it back to you for your review and submission to DWD.

This new service is completely free and a promise by us that your prevailing wage data survey will be correct and hassle-free throughout the remainder of DWD's survey season.

The preferred way of sending your survey data is by email. Remember to sign the signature page of the DWD Survey Booklet, scan to your computer and attach to the data survey email – or – you may fax both sides of the signature page to DWD at (608) 267-4592. The email address for electronic filing of your data is:

PWSurvey@dwd.wisconsin.gov

Remember to carbon copy this email to yourself to document that data was sent to DWD.

If you are mailing your survey data via hard copy or CD, address the envelope to:

Department of Workforce Development
Equal Rights Division
Labor Standards Bureau
P.O. Box 7887
Madison, WI 53707-7887

If you have any questions, about Prevail, please call one of the following:

- Wisconsin Laborers' District Council, (608) 846-8242
- IUOE Local #139, (CBG) (608) 240-4170
- Bricklayers and Allied Crafts District Council, (920) 233-5482
- Ironworkers Local #8, (920) 989-3599, Local #383, (608) 256-3162
- North Central States Regional Council of Carpenters, (920) 996-2302
- Wisconsin Pipe Trades Association, (920) 232-4916
- Wisconsin Teamsters Union, (608) 244-6207

If you have not received a survey form, please call any of the labor organizations listed above, or the Department of Workforce Development's Equal Rights Division IMMEDIATELY at 608-267-9331.

Installing Prevail

To install Prevail from the Laborers' website, www.wilaborers.org, click on the word "more" found below the heading "*Prevail Software Download*". At the bottom of the next page, click on "Download Prevail". Prevail will automatically install on your computer's hard drive.

If you are unable to install due to fire wall restrictions, please call one of the trades above to assist you by either sending you a cd of the program or sending the program to you by email in a zip file which should allow you to receive the program to download.

Note: If you have Prevail installed from last year, simply install the current year's version over the old program. Each current year's program includes updated wage rate tables that will improve the accuracy of the survey. Even if you have already entered data using last year's program, simply install the new program over the old one to get the updated wage rates. Your data will not be harmed.

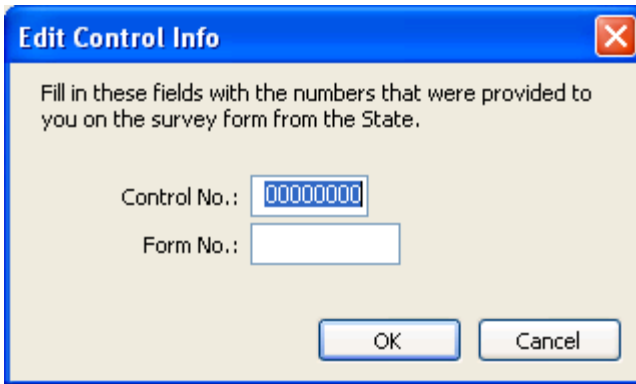
Entering Control Information

Once Prevail has been installed, double click on the program icon to open the program. The following window appears. Click on the "Enter Control Info" button to enter the Control Number and Form Number.



The screenshot shows the 'Prevailing Wage Rate Survey (June 2010 - May 2011)' window. The interface includes a menu bar with 'File' and 'Help'. On the left, there are two circular logos: the top one for 'LABORERS' UNION OF OPERATION AND INDUSTRY' and the bottom one for 'LOCAL 123 UNION OF OPERATING ENGINEERS'. The main area is titled 'Control Info' and contains a 'Step 1: Enter Control Info' button. To the right of this button are input fields for 'Control No.: 00000000' and 'Form No.:'. Below this, there are three more steps for the 'For June 2010 - May 2011' period: 'Step 2: Enter Projects', 'Step 3: Printout Projects (optional)', and 'Step 4: Prepare File for DWD'. At the bottom, there is a 'Step 5: Set Up Next Year' button for the 'For June 2011 - May 2012' period.

The Control Number and Form Number have been assigned to your company by DWD and can be found in the Prevailing Wage Rate Survey booklet that you received from the Department. DWD changes the Form Numbers each year, so be sure that you enter the numbers that correspond to the current year's survey, not one of a previous year. If you have not received a Prevailing Wage Rate Survey booklet, please call DWD at 608-267-9331 to request one.



Edit Control Info

Fill in these fields with the numbers that were provided to you on the survey form from the State.

Control No.:

Form No.:

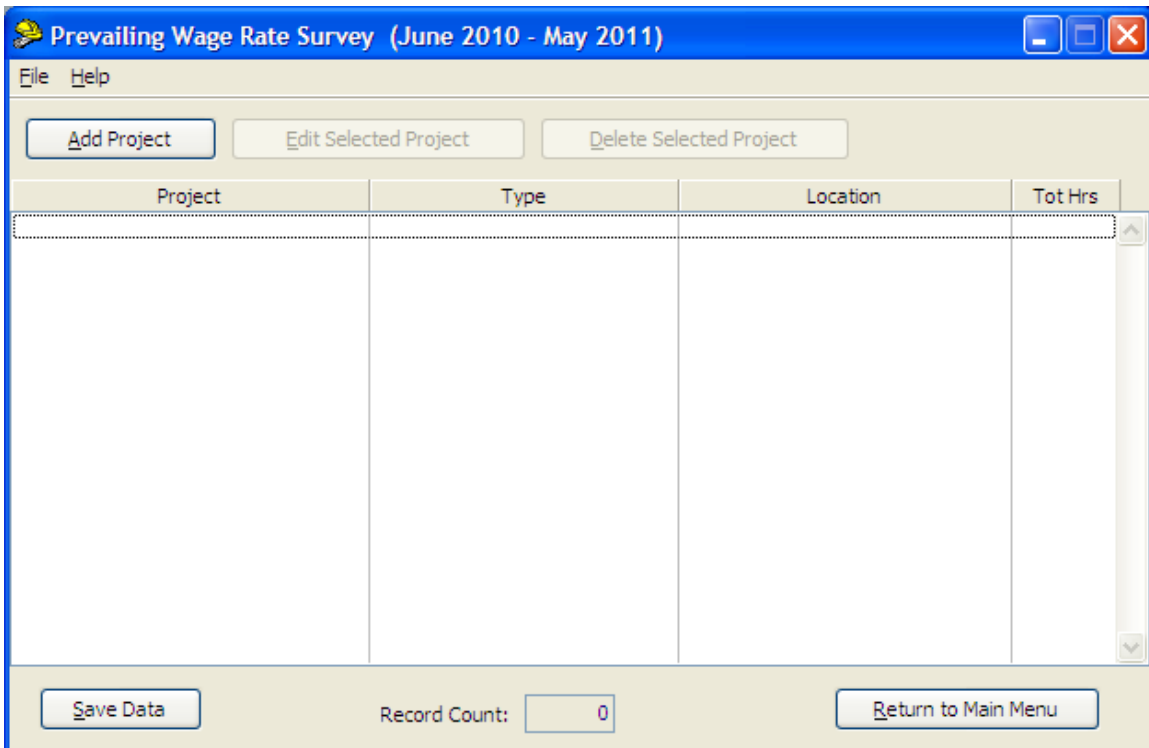
OK Cancel

Once you have entered the information, click OK to return to the main menu.

Note: You are able to skip this step and enter project information prior to receiving your DWD Survey Booklet which contains these numbers.

Entering Project Information

To enter project information, click on the “Enter Projects” button from the Main Menu screen. The following window appears.



Prevailing Wage Rate Survey (June 2010 - May 2011)

File Help

Add Project Edit Selected Project Delete Selected Project

Project	Type	Location	Tot Hrs

Save Data Record Count: Return to Main Menu

This window provides an easy-to-view listing of entered projects, as well as the Type, Location and Total Hours reported for the project.

To add a project, click on the “Add Project” button.

When you click on the “Add Project” button, the Project Information window appears. Enter:

1. Name of the Project in the “Name or Description” text box;
2. Location from the City <County> drop down menu box;
3. Project Type, from the Project Type drop down menu.

Helpful hint: To access the drop down menus, click on the down arrow located at the far right side of the text box, and scroll through the selections to highlight the appropriate information. Use the Tab key to move between fields on the screen. And, if you have a question, hit the “Help” button for information about Prevail, or within a field, press F1 to obtain more information on that specific field or screen.

If the project was a public project, check the “Public Project” box.

Employee Classification	Wage	Fringe	Tot Hrs
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Adding Employee Classifications for a Project

Once you have entered project information, you are ready to enter work classification information.

Click on “Add Employee Class” to begin recording the wages, benefits, and hours for each classification employed on the project.

The image shows a dialog box titled "Employee Classification" with a blue header and a close button (X) in the top right corner. The dialog contains the following elements:

- Class Code:** A text box containing "000" and a magnifying glass icon to its right.
- For Operator Classes Only:** A section containing a "Work Performed:" text box.
- Total Hours Worked:** A text box containing "0" and a numeric keypad icon.
- Hourly Basic Rate:** A text box containing ".00".
- Total Hourly Fringe Benefits:** A text box containing ".00".
- Union Contract:** A checked checkbox.
- Buttons:** "OK", "Cancel", and "Help" buttons at the bottom.

From the Employee Classification window:

Enter the Class Code of the Employee Classification you are posting. You may also select a Class Code from a drop down listing of available Class Codes. Click on the magnifying glass to the right of the Class Code text box and scroll through the list to select the appropriate code.

The image shows the same "Employee Classification" dialog box, but with the following changes:

- Class Code:** The text box now contains "301" and the dropdown menu is open, showing "General Laborer" selected.
- For Operator Classes Only:** The "Work Performed:" text box is empty.
- Total Hours Worked:** The text box contains "0".
- Hourly Basic Rate:** The text box contains ".00".
- Total Hourly Fringe Benefits:** The text box contains ".00".
- Union Contract:** The checkbox remains checked.
- Buttons:** "OK", "Cancel", and "Help" buttons are present at the bottom.

Once you have selected the appropriate class code, fill in the total hours worked for the selected Classification on the project.

The screenshot shows a dialog box titled "Employee Classification". It has a blue title bar with a close button (X) in the top right corner. The main area is light beige. At the top, "Class Code:" is followed by a text box containing "301" and a magnifying glass icon, and another text box containing "General Laborer". Below this is a section titled "For Operator Classes Only:" containing a "Work Performed:" text box. Further down are three text boxes: "Total Hours Worked:" with "1200" and a calculator icon, "Hourly Basic Rate:" with "23.54", and "Total Hourly Fringe Benefits:" with "12.40". To the right of the "Hourly Basic Rate" box is a button labeled "Override Contract Rates". Below these is a checked checkbox labeled "Union Contract". At the bottom are three buttons: "OK", "Cancel", and "Help".

Note: The Prevail program defaults to the Hourly Basic Rate and Total Hourly Fringe Benefit rate that is currently allowed to report according to labor agreements for that area.

Please note that for Operator Classifications Only, be sure to record the equipment operated or work performed in the “Work Performed” field. If you do not know the exact piece of equipment put the word “operator” in this field. (DWD limits this field to 30 characters. PREVAIL will stop accepting input after the 30 character limit is reached.)

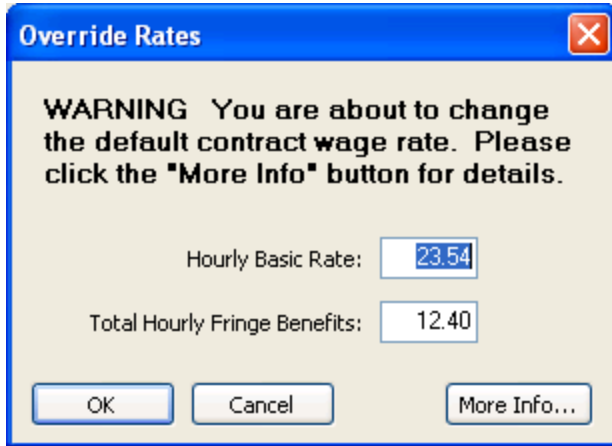
If you have employees’ that are **not** under a collective bargaining agreement, Click on the “Union Contract” to unselect as being “Union” underneath the Total Hourly Fringe Benefits field.

Click OK to return to the Project Information screen to add more employee classifications for the Project.

Note: DWD’s system can only handle 5 digits for total hours. Example if you have 1 line with 150,000 hours you would need to break it into 2 lines of 75,000 each to be accepted in DWD’s system.

Override Contract Rates

Default contract rates for all classifications may be over-written by clicking on the “Override Contract Rates” button and entering optional wage rate information.



Override Rates

WARNING You are about to change the default contract wage rate. Please click the "More Info" button for details.

Hourly Basic Rate:

Total Hourly Fringe Benefits:

Note: Accepting the default rates reduces the chance of misreporting “premium” pay as the Basic Rate or including non-fringe contributions as a part of Fringe Benefits.

****Before overriding the hourly base rates and/or allowable fringe rates that are provided for you in Prevail – CALL US FIRST. Contact information for all trades in Prevail is listed on page 3 of this manual.**

Editing and Deleting Employee Classification

Once Employee Classifications are entered, they may be edited or deleted at any time. To edit or delete an employee Classification for a particular project, click on the Employee Classification from the Project Information screen. Then click on the “Edit Selected Class” or “Delete Selected Class” button to edit or delete the record.

Project Information

Name or Description: Laborers' Training Center

Location of Project: City <County> De Forest Village <Dane>

Project Type: A - Bldg & Heavy Construction

Public Project

REMEMBER! Only include information for work performed on projects from June 1, 2010 through May 31, 2011.

Employee Classification	Wage	Fringe	Tot Hrs
301 General Laborer	23.54	12.40	1200

Add Employee Class Edit Selected Class Delete Selected Class

OK Cancel Help

Once all employee classifications have been entered for the project, click OK from the Project Information screen to return to the “Enter Project” screen.

Prevailing Wage Rate Survey (June 2010 - May 2011)

File Help

Add Project Edit Selected Project Delete Selected Project

Project	Type	Location	Tot Hrs
Laborers' Training Center	A - Bldg & Heavy Construction	De Forest Village <Dane>	1200

Save Data Record Count: 1 Return to Main Menu

Once entered, project information will be listed on the projects screen where it may be edited or deleted at any time. The project screen also displays a Record Count of all projects entered, as well as control buttons to Save Data or Return to the Main Menu.

Saving Data

As is the case with any program, it is very important to routinely save data. The “Save Data” button on the project list screen makes saving information easy. Simply click on this button periodically to save entered data.

Prevailing Wage Rate Survey (June 2010 - May 2011)

File Help

Control Info

Step 1: Enter Control Info

Control No.: 00111111

Form No.: 222222

For June 2010 - May 2011

Step 2: Enter Projects

Step 3: Printout Projects (optional)

Step 4: Prepare File for DWD

For June 2011 - May 2012

Step 5: Set Up Next Year

Exit

Printing a Projects Report

Once all of your projects have been entered, you may print a copy of all entered projects and data. Click on the “Printout Projects” button (step 3 on the Main Menu screen) and follow the steps to print the report.

Preparing the Survey Data for DWD

Prevail conforms to all DWD specifications for the submission of electronic survey data.

To prepare your survey data for filing with DWD, click on the “Prepare File for DWD” button (step 4 on the Main Menu screen) and follow the steps to save and email your data survey.

Saving to your desktop

- 1) Click the “Prepare File for DWD” button from the Main Menu screen.
- 2) Click on the yellow file folder icon to browse for the location where you want to save the Prevail text file. Select your desktop as the location for the file and click save.

A CD can be burned directly from the text file that is created on your desktop.

Saving to a diskette/CD:

- 1) Insert a diskette/CD into your computer. (Do not use the Prevail program disk to save your data.)
- 2) Click the “Prepare File for DWD” button from the Main Menu screen.
- 3) Specify the drive for the disk and click “save”.

Prepare File for DWD

This process creates a data file to be sent to DWD.

Specify the location for the file:

(Specify A: to save directly to a diskette. Or, save to your Desktop and then email the file to DWD or burn a CD.)

If you are sending a disk, prepare a label as follows:

Company: (your company name here)
Control #: 00111111 Form #: 222222
File Type: ASCII
Name of File: PREVAIL.TXT
Number of Records Submitted: 1
Date Submitted: 12/28/10

Be sure to sign and send the survey form along with the disk.

Save Cancel Help



Review of the Completed Survey

After you have prepared and saved the survey data for DWD, please forward the saved text file to:

PWSurveyReview@wilaborers.org

A team of experts associated with the trades involved in the Prevail program will review your data to ensure accuracy. We will review your data, make any necessary corrections and promptly return the survey back to you for your review and submission to DWD.

Any changes we make to the data on your survey will be noted for you along with the name of the trade that made the correction.

If you have any questions regarding the changes, please contact the trade at the phone number listed on page 3 of the Prevail 2011 Manual.

Returning the completed survey to DWD

If you are emailing the data from your desktop, attach the text file to your email along with your scanned signature page (both sides) and send it to:

PWSurvey@dwd.wisconsin.gov

If you are filing electronically and cannot scan the signature page to send with your email, you must either fax to (608) 267-4592 or mail the completed survey signature page (both sides).

If you are mailing the data on a diskette/CD, make sure it is properly labeled with your company name, control and form numbers, and mail it along with the signed survey sheet (both sides) from the DWD Survey Booklet to:

Department of Workforce Development
Equal Rights Division
Labor Standards Bureau
P.O. Box 7887
Madison, WI 53707-7887