



Key Updates Since 2023

- **Electronic DIR filing is mandatory** for all contractors and subcontractors.
 - **Prevailing wage determinations are updated twice yearly** (Feb & Aug) and effective 10 days after issuance.
 - **Dual reporting required:** City of Lompoc forms + DIR eCPR submission.
 - **Penalties clarified:** stricter enforcement of apprentice employment and overtime compliance.
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Standard Operating Procedure (SOP)

Certified Payroll Reporting – City of Lompoc & California DIR

Effective Date: December 2025

Applies To: Prime Contractors and Subcontractors on City of Lompoc Public Works Projects

1. Purpose

To establish uniform procedures for preparing, certifying, and submitting weekly payroll records in compliance with the City of Lompoc requirements and California Department of Industrial Relations (DIR) prevailing wage laws.

2. Scope

This SOP applies to all contractors and subcontractors performing work on City of Lompoc public works projects funded in whole or in part by public monies.

3. Responsibilities

- **Contractor/Subcontractor:** Ensure accurate payroll reporting, compliance with prevailing wage, and timely submission.
- **Certifying Payroll Officer:** Complete LC-03 Authorization and certify weekly payrolls.
- **Purchasing Division (City of Lompoc):** Receive and review weekly payroll submissions.
- **DIR:** Maintain electronic certified payroll records (eCPR).

4. Forms Required

- **LC-03 Authorization to Certify** – One per Certifying Payroll Officer (initial package only).
 - **LC-01 Payroll Reporting Form** – Weekly, covering all employees.
 - **LC-01 Statement of Compliance** – Weekly, signed by Certifying Officer.
 - **LC-04 Non-Performance Form** – Weekly, if no work performed.
 - **DIR eCPR Submission** – Weekly, electronic filing via DIR portal.
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5. Procedure

Step 1 – Initial Setup

- Complete **Entire Package (excel documents)**
<https://www.cityoflompoc.com/home/showpublisheddocument/646/636742559720800000>
- Submit initial package to City of Lompoc Purchasing Division.

Step 2 – Weekly Payroll Reporting

- If work performed:
 - Complete **LC-01 Payroll Reporting Form** (front and back).
 - Complete **LC-01 Statement of Compliance**.
- If no work performed:
 - Complete **LC-04 Non-Performance Form** (“No Work”).

Step 3 – Submission to City of Lompoc

- Mail or Email weekly payroll forms to:
City of Lompoc – Purchasing Division
100 Civic Center Plaza
Lompoc, CA 93436
Email: purchasing@ci.lompoc.ca.us

Step 4 – DIR Electronic Filing

- Log in to [DIR eCPR portal](#).
- Enter weekly payroll data for each employee.
- Certify compliance electronically.
- Submit payroll record.



Step 5 – Record Retention

- Retain copies of all payroll records and submissions for **minimum 3 years**.
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6. Compliance Requirements

- **Prevailing Wage:** Pay not less than DIR prevailing wage rates; post rates at job site.
 - **Overtime:** Pay 1.5× base rate for hours >8/day or >40/week.
 - **Apprentices:** Employ apprentices in accordance with Labor Code.
 - **Penalties:** Non-compliance may result in fines, forfeitures, or debarment.
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7. Sample Filing

LC-01 Payroll Reporting Form (Week Ending 12/12/2025)

Employee Name	SSN (last 4)	Classification	Hours (Straight)	Hours (OT)	Rate	Gross Pay	Deductions	Net Pay
John Smith	6789	Carpenter	40	5	\$45/hr	\$2,025	\$405	\$1,620
Maria Lopez	2345	Laborer	38	2	\$30/hr	\$1,260	\$252	\$1,008

Statement of Compliance: Signed and dated by Certifying Officer.

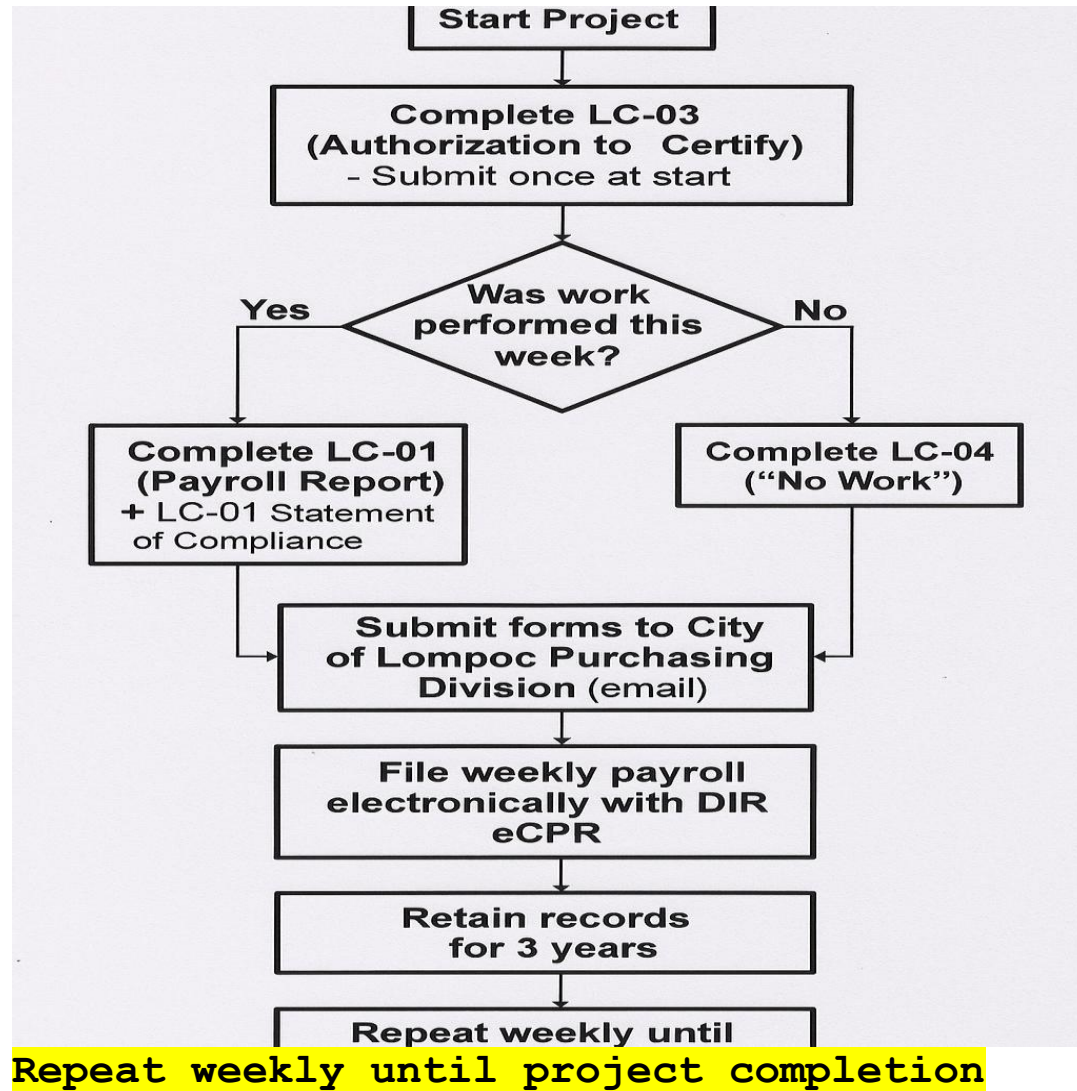
LC-04 Non-Performance Form

Week Ending: 12/12/2025 – “No Work”

DIR eCPR Entry (Same Week)

- Project ID: DIR-PW-2025-12345
 - Contractor: ABC Construction, Inc.
 - Employees entered with hours, rates, gross pay, deductions, net pay.
 - Compliance box checked.
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8. Visual Compliance Flowchart



9. References

- California Labor Code §§1775, 1776, 1777.5, 1777.7, 1811, 1813, 1815
- California DIR – [Prevailing Wage Determinations](#)
- City of Lompoc – Purchasing Division

This SOP now serves as a **complete guide** for certified payroll compliance in Lompoc.



Weekly Certified Payroll Checklist (Printable)

Project Name: _____ **Week Ending:** _____

- LC-01 Payroll Reporting Form completed (all employees listed)
- LC-01 Statement of Compliance signed by Certifying Officer
- LC-04 Non-Performance Form completed if no work performed
- Forms emailed to City of Lompoc Purchasing Division (purchasing@ci.lompoc.ca.us)
- Payroll data entered into DIR eCPR portal
- Compliance box checked in DIR eCPR system
- Submission confirmation saved
- Copies retained in project file (minimum 3 years)

Signature of Certifying Officer: _____

Date: _____



Training Handout

Certified Payroll Reporting – City of Lompoc & California DIR

Why It Matters

- Certified payroll is **required by law** on public works projects.
- Ensures workers are paid **prevailing wage** and overtime correctly.
- Missing or incorrect reports can cause **payment delays, penalties, or debarment**.

What You Must Do Each Week

1. **Fill Out Payroll Forms**
 - LC-01 Payroll Reporting Form (list all employees, hours, wages).
 - LC-01 Statement of Compliance (sign and date).
 - LC-04 Non-Performance Form if no work was done (“No Work”).
2. **Submit to City of Lompoc**
 - Email forms to: purchasing@ci.lompoc.ca.us or Mail in Hard Copies to Address: City of Lompoc – Attn: Purchasing Division, 100 Civic Center Plaza, Lompoc, CA 93436
3. **File with DIR**
 - Log in to DIR eCPR portal.
 - Enter weekly payroll data (employees, hours, wages).
 - Check compliance box and submit.
4. **Keep Records**
 - Save copies of all submissions.
 - Retain records for at least 3 years.

Key Rules

- **Prevailing Wage:** Pay at least the DIR rate for each classification. Post rates at job site.
- **Overtime:** Pay 1.5× base rate for hours over 8/day or 40/week.
- **Apprentices:** Must be employed per Labor Code.
- **Penalties:** Non-compliance = fines, forfeitures, or loss of bidding eligibility.

Quick Checklist (Weekly)

- LC-01 completed
- LC-01 Statement signed
- LC-04 completed if “No Work”
- Forms emailed to City Purchasing Division
- Payroll entered in DIR eCPR portal
- Compliance box checked in DIR system
- Copies saved in project file

Flow of Work

Start Project → LC-03 Authorization (once)

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Each Week:

Work performed? → Yes → LC-01 + Compliance → Email City + File DIR
→ No → LC-04 ("No Work") → Email City + File DIR

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Save records → Repeat weekly until project ends



DIR eCPR Filing Guide

Step 1 – Register as a Public Works Contractor

- Go to the DIR Public Works Contractor Registration.
- Create an account and pay the annual registration fee.
- Once approved, you'll receive a **PWCR number** (Public Works Contractor Registration ID).

Step 2 – Log in to eCPR

- Visit the DIR eCPR portal.
- Log in with your contractor credentials.

Step 3 – Add Your Project

- Select **“Add Project”**.
- Enter the **DIR Project ID** (provided by the awarding body, e.g., City of Lompoc).
- Confirm project details (location, awarding agency, contract number).

Step 4 – Enter Weekly Payroll Data

For each week ending date:

1. Select **“Add Payroll Record”**.
2. Enter employee details:
 - Name
 - Last 4 digits of SSN
 - Address (optional in eCPR, but keep on file)
 - Work classification (must match DIR prevailing wage schedule)
3. Enter hours worked:
 - Straight time hours
 - Overtime hours
4. Enter wage rates:
 - Base rate
 - Overtime rate (1.5× base)
5. Enter gross pay, deductions, and net pay.

Step 5 – Certify Compliance

- At the end of each weekly entry, check the **“Compliance Statement”** box.
- This certifies under penalty of perjury that all workers were paid prevailing wages and apprentices were employed properly.

Step 6 – Submit Payroll

- Click “**Submit Payroll**”.
- The system will validate entries. Correct any flagged errors (e.g., missing classifications, incorrect rates).
- Once accepted, the payroll record is filed with DIR.

Step 7 – Retain Records

- Keep copies of your DIR submission confirmation.
- Retain all payroll records for at least 3 years.