

Free PWA Weekly Checklist

A one-page recurring control for the person who owns the subcontractor's weekly PWA package.

Project / facility	Week ending	Prepared by

1. Roster and completeness

- Every employer and lower-tier subcontractor that worked this week is on the roster.
- All expected payroll packages were received by the internal deadline.
- New workers, apprentices, lower tiers, and classification changes are identified.
- Required fields and supporting records are present before detailed review begins.

2. Prevailing wage review

- Hours are separated by classification where the project requires it.
- Entered base wage plus permitted fringe credit is compared with the entered requirement.
- Unknown or missing classifications are escalated instead of guessed.
- Open wage, fringe, classification, and documentation exceptions have an owner and due date.

3. Apprenticeship review

- Qualified-apprentice status is supported by registered-program evidence.
- Covered labor hours, qualified apprentice hours, and written request evidence are current.
- Daily apprentice-to-journeyworker ratio evidence is reviewed separately.
- Participation is checked separately for employers with four or more covered workers.

4. Submit, correct, and file

- Lower-tier status, open corrections, and supporting evidence are visible in the package.
- The weekly cover sheet identifies project, employer, week ending, and revision.
- The package was submitted before the upstream deadline and proof was saved.
- Original submissions and corrected revisions remain separate and linked in the document index.

STOP AND ASK BEFORE GUESSING
Unknown classification, unexplained fringe credit, unverified apprentice status, missing daily ratio, or a project team that cannot identify the controlling wage determination.