Illinois Department of Transportation

Memorandum

To:	Regional Engineers
From:	Jack A. Elston
Subject:	Special Provision for Submission of Payroll Records – State
Date:	January 9, 2026

This special provision was developed by the Central Bureau of Construction to update the process for submitting payroll records to the Illinois Department of Labor in accordance with the State Prevailing Wage Act (820 ILCS 130). It has been revised to reflect state contracts only, as the amendment to the State Prevailing Wage Act, effective August 17, 2025, requires the higher wage rate determination by the USDOL and IDOL to be used on federal aid contracts which is now in a separate BDE Special Provision, “Submission of Payroll Records – Federal Aid Contract”.

This special provision should be inserted into state only funded contracts on the state letting.

The districts should include the BDE Check Sheet marked with the applicable special provisions for the April 24, 2026 and subsequent lettings. The Project Coordination and Implementation Section will include a copy in the contract.

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SUBMISSION OF PAYROLL RECORDS – STATE CONTRACT (BDE)

Effective: April 1, 2021
Revised: April 1, 2026

Revise Item 3 of Section IV of Check Sheet #5 of the Recurring Special Provisions to read:

"3. Submission of Payroll Records. The Contractor and each subcontractor shall, no later than the 15th day of each calendar month, file a certified payroll for the immediately preceding month to the Illinois Department of Labor (IDOL) through the Certified Transcript of Payroll Portal in compliance with the State Prevailing Wage Act (820 ILCS 130). The portal can be found on the IDOL website at https://labor.illinois.gov. Payrolls shall be submitted in the format prescribed by the IDOL.

In addition to filing certified payroll(s) with the IDOL, the Contractor and each subcontractor shall certify and submit payroll records to the Department each week from the start to the completion of their respective work, except that full social security numbers shall not be included on weekly submittals. Instead, the payrolls shall include an identification number for each employee (e.g., the last four digits of the employee's social security number). In addition, starting and ending times of work each day may be omitted from the payroll records submitted. The submittals shall be made using LCPtracker Pro software. The software is web-based and can be accessed at https://lcptracker.com/. When there has been no activity during a work week, a payroll record shall still be submitted with the appropriate option ("No Work", "Suspended", or "Complete") selected."

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