Welcome to Certified Payroll Solution

Version 5.0

by Sunburst Software Solutions, Inc.

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Certified Payroll Solution generates Federal and State mandated Certified Payroll Reports, Statements of Compliance, 22 Federal, State, and Local EEOC Reports, Deduction Authorizations, Union/Bona fide Plan Benefit Reports, and the new ARRA (American Recovery & Reinvestment Act) Reporting. "No Work Performed" Certified Payroll and EEOC Reports are automatically generated; once the program "knows" about a job.

In addition to meeting "paper" reporting requirements, Certified Payroll Solution will also create the files necessary to meet "electronic" filing requirements for use with LCPtracker, Elation Systems, Sandia National Laboratories, and TRS Consultants; and meets other state specific electronic filing requirements.

QuickBooks Employee, Job, Timesheet, and Payroll transaction data is imported from your company file and with some quick additions of information that QuickBooks has no means of tracking within Certified Payroll Solution; these forms are generated; ready for your signature and mailing.

Version 5.0 is designed to interface with QuickBooks Pro/Premier 2007 - 2011 Editions as well as Enterprise Solutions 7.0 - 11.0. This includes ALL of the Premier and Enterprise versions - Contractor, Enterprise, etc. QuickBooks Pro/Premier 2003-2007 and Enterprise 3.0-7.0 users can still use CPS IF they choose manual payroll.

The original version of Certified Payroll Solution was developed in 2000; using QuickBooks Pro 99 and 2000, and provided an interface for QuickBooks Pro 99, 2000, 2001, and 2002 and has been available since March 2001. We have tested our program thoroughly in all versions mentioned.

Refer to the Quick Start Guide for pointers to setting up your new software.

Table of Contents

Sunburst Software Solutions, Inc.

Part

I

1   Sunburst Software Solutions, Inc.

1.1   Purpose Of This Document

The information in this document is not all-inclusive. This document primarily focuses on features that make Certified Payroll Solution the ideal solution for contractors working on Federal or State funded construction projects and the benefits of using it in conjunction with QuickBooks® Financial Software, because after all, there is more to prevailing wage/government contract compliance than just issuing a weekly certified payroll report.

We recognize that the selection of a QuickBooks® integrated application for your business (or your clients business) must be based on detailed product knowledge and the confidence that comes from detailed product information and practical experience with the program. The information provided here supplements what you will find in the self-paced On-line Demonstrations, Audio/Video training, and other information found in our extensive on-line Training, Support, and Resource Area.

The primary objectives of this document are to:
- Provide you with a brief company history and background of Sunburst Software Solutions, Inc.
- Provide you with a Certified Payroll Solution product data sheet
- Provide you with information on how we utilize the Intuit Software Development Kit (SDK)
- Provide you with information on how Certified Payroll Solution accesses the QuickBooks® company file
- Introduce you to Certified Payroll Solution and the features available
- Outline the improvements and new features available for QuickBooks® Pro, ALL Premier Editions and Enterprise users
- Help you identify if Certified Payroll Solution is the right solution for your company (or your clients company)
- Answer detailed questions you may have about the software
- Provide a comprehensive overview of how Certified Payroll Solution and QuickBooks® Financial software can be used together to automate the time-consuming process of manually completing these reports accurately and efficiently

We are certain that once you explore Certified Payroll Solution and learn about product features, ease of use, and the benefits of integration with QuickBooks® Financial Software, you will select it with confidence. We welcome your comments and questions, and appreciate the opportunity to serve your needs.

For Additional Resources:
- About Certified Payroll Reporting - provides a brief overview of the background on certified payroll reporting mandates
- On-the-Job Training and Equal Employment Opportunity Commission Reporting - provides an overview of the different EEOC Reports provided in Certified Payroll Solution
- On-line Support & Resource Area - the Support & Resource Area provides the most up-to-date error messages and error resolutions (available as downloadable .pdf's), instructions for issuing delinquent certified payroll reports, common setup problems and their resolutions; and many other items of interest.
- Frequently Asked Questions - a list of the most common pre-sales questions that we receive.

Your feedback is essential to helping us improve this white paper. Please provide your feedback via email

1.2 Welcome to Certified Payroll Solution - Version 5.0

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Certified Payroll Solution (CPS) is the quick and easy way to enable contractors working on prevailing wage/government construction project stay in compliance.

Certified Payroll Solution provides these contractors with the ability to quickly and accurately generate:
- Federal and/or State Mandated Certified Payroll Reports
- Statements of Compliance
- 22 different Federal, State, or Local Equal Employment Opportunity Commission (EEOC) Work Utilization Reports
  - Form 1391/1392: Annual EEOC Report
  - 1391-A
  - Form 1392-A & 1392A-Reverse: Summary of Employment Data
  - CC-257 Report
  - Form 1391/1392: Annual EEOC Report with Mixed Race Reporting
  - Arizona Department of Transportation Monthly Highway Project Report
  - California Employment Utilization
  - Connecticut CC-257 - Monthly Project Workforce Report
  - Illinois DOT Form 949-0441
  - Illinois Tollway EEOC Report
  - Michigan DOT EEO-13
  - Minnesota Form EEO-13: Monthly Employment Compliance Report
  - New Jersey AA-202
  - Oregon DOT EEO Report
  - Pennsylvania DOT EEO-400
  - Washington State EEO Report
  - West Virginia EEO 150
  - Boston Housing Authority MWPP5 Weekly EEOC Report
  - City of Chicago EEO Report
  - City & County of Denver SDBO EEO Report
  - Jackson County, KS EEOC Report
  - Port Authority of NY/NJ EEOC Report
  - San Diego Workforce Report
- Federal and State ARRA (American Recovery & Reinvestment Act Reports)
- Union/Bona-Fide Plan Fringe Benefit Reports - based on the number of hours worked during a specific time period
- Electronic certified payroll formats compliant with TRS Consultants, Inc., LCPtracker, Elation Systems, and others

Information from QuickBooks Employee records, Job records, time sheet, and Payroll transaction data is imported from your company file, and with some fairly quick one-time additions of information that is required on the reports but not available from QuickBooks, these forms are generated; ready for your signature and mailing; without duplicate or even triplicate data entry.

Certified Payroll Solution was originally written in 2000, using QuickBooks Pro 99 and 2000, and provided an

interface with QuickBooks Pro 99 through 2000. It was released to the public in March, 2001.

Certified Payroll Solution Version 5.0 (our current version) was written utilizing the Intuit QuickBooks Software Development Kit (SDK) in 2003 and is designed to specifically interface QuickBooks® Pro/Premier 2003 through 2011 and Enterprise Solutions 3.0 through 11.0, as well as, any future editions of the above via a *compatibility update* for our software when the new QuickBooks edition is released.

This product has been tested thoroughly in all versions of QuickBooks since QuickBooks Pro 99.

You will need Microsoft Office 97, 2000, XP (2002), 2003, 2007 or 2010 versions of Word and Excel to generate reports.

PLEASE NOTE: We have enclosed only the portion of our help section that pertains to the set-up and changes to your QuickBooks company file and that of Certified Payroll Solution. Additional information; containing proven methods for getting the most out of QuickBooks for your construction company may be accessed through the Help Menu in the CPS Program or from our On-Line Technical Support Area.

1.3   *About Sunburst Software Solutions, Inc.*

Primary Contacts:

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Company Background and Expertise:

Nancy (Hoffman) Smyth, President of Sunburst Software Solutions, Inc., has utilized Intuit products in a variety of industries since 1986 and specializing in the construction industry. Nancy has been a Certified QuickBooks ProAdvisor since 1999, when the ProAdvisor program first began.

Providing bookkeeping services for several small Union and Non-Union construction firms, Nancy knew QuickBooks was a great tool to be used not only for herself, but also by the small business owner. While completing a job-costed payroll for 10 employees or a progress invoice within QuickBooks was a fast and efficient process, completing the required Certified Payroll Reports and AIA billings would take hours to complete. Distaste for these tedious tasks led to a lengthy search, beginning in 1996, for someone to extract this information from QuickBooks and assemble the forms, ready to be signed and submitted.

In August 2000, a method was found for retrieving QuickBooks® information through the use of the OfficeQ Pro product developed by DataBlox, Inc. Ben Smyth, a Software Engineer with an accounting background, who had written software programs since 1980 for use in Municipal, Retail, Restaurant, Web Services, GPS/Imaging, and the Travel Industries (many involving complex payroll products for use in the Commercial and Municipal areas), was willing to embark on this project and Sunburst Software Solutions, Inc. was born in Lakeside, MT.

Already familiar with Federal Prevailing Wage Laws, and Connecticut and Massachusetts Specific Prevailing Wage mandates, research to make Certified Payroll Solution compliant with the requirements of all 50 states, and coding began. By late 2000, Nancy's tedious task was testing the program with live payroll data.

In March 2001 Certified Payroll Solution was released, and has since grown to include various EEOC/Work Utilization Reports, provides the ability to "electronically file" certified payroll reports, and includes a highly flexible Benefit Report Module that can be used to report Union Fringe Benefit or "bona fide" plan contributions.

In August 2001, Sunburst Software Solutions, Inc. became a Premier Member of the Intuit Developer Network, during it's initial launch, knowing that the Software Development Kit (SDK) offered by Intuit would provide a more direct and, therefore, sanctioned means of accessing QuickBooks data. They retain their Premier Status to date.

After determining a market to automate AIA billings from Estimates and Progress Invoices created in QuickBooks®, Construction Application for Payment Solution was initially released in January 2002, with the official launch of the Intuit Developer Network and the QuickBooks Solutions Marketplace.

Certified Payroll Solution was rewritten in January 2003, when the Intuit Software Development Kit was updated to include access to Payroll information for Sunburst's 2003 product line. Sunburst still maintains their original Version 4.9 of the program for use with QuickBooks® Pro 2002 and prior versions.

In December 2004, Sunburst became a Microsoft Registered Partner and is in the process of becoming a Microsoft Certified Partner.

Development of Wage Manager Solution, Sunburst's newest program, began in mid-December 2004 and was released in February 2005. Wage Manager will allow business owners, payroll administrators, and ProAdvisors/CPA's to work with payroll wage items for multiple employees simultaneously.

Sunburst Software Solutions, Inc. maintained their Premier Member status in the Intuit Developer Network until September 2006. At this time, Sunburst became one of the first 10 Developers to achieve "Gold Developer" status through rigorous testing of their software programs by an independent 3rd party software testing company hired by Intuit, passed a "customer satisfaction survey", provided customer case studies, and have completed a ProAdvisor Review of their products. In fact, according to Shannon Adkins, Senior Manager, Developer Engagement & Customer Marketing of the Intuit Developer Network, she stated that the "results of Sunburst's customer satisfaction survey were higher than that of Harley-Davidson or Ford Motor Company."

Sunburst Software Solutions, Inc. is committed to bringing high-end functionality at a reasonable price to the small, but growing, contractor. As of December 13, 2008, over 80% of their customers have remained users by purchasing a moderately priced Annual Maintenance Contract, which provides compatibility and/or conversion updates for the latest releases of the QuickBooks® product line, as well as, user requested enhancements and new forms, as they become available.

All of Sunburst's products have been designed to specifically meet the needs of QuickBooks® users in the construction industry. Sunburst Software Solutions' philosophy is that QuickBooks, when properly setup and used, will provide the backbone of the information for the final reports and billings. Sunburst will utilize that information on a read-only basis and missing information will be held in "linked records" within a Sunburst program, the information from both programs will then be merged together to produce the final reports and billings - - - leaving the user with the final tasks of signing and mailing the documents.

1.4   *Certified Payroll Solution Data Sheet*

Market Applicability:
Certified Payroll Solution is designed for contractors using QuickBooks® for their accounting needs and are required to submit certified payroll reports under Federal Davis-Bacon or State specific Prevailing Wage Laws.

Benefits/Market Niche:
This program provides automation for a previously time consuming and highly error prone task, and it is currently the only program of this type on the market that was specifically designed to interface with Intuit's QuickBooks® product line. This allows contractor's added functionality usually found in more costly programs. Certified Payroll Solution (CPS) can be used on a single computer or in a network environment.

Cost:
The software is priced at (as of December 2007) $375.00 for a downloadable version, $400.00 for Priority Mail Delivery of CD and manual, or $420.00 for Express Mail delivery of a CD and manual. Pricing is subject to change and the most current pricing may be obtained by visiting http://www.sunburstsoftwaresolutions.com/order-information.php. The software is currently licensed to a single company or business entity, and this company-wide license allows users to install the program on as many of their computers as necessary.

Maintenance/Upgrade Pricing:
Sunburst Software Solutions, Inc. is committed to "maintaining" their original program through periodic program updates; which are downloaded and installed by the user (see Program Updates 187 for more information). Users are currently billed a nominal Annual Maintenance fee of $75.00 per year to maintain their software. This Annual Maintenance fee provides compatibility updates for new versions of QuickBooks (usually available the same day that the new version is available for purchase), reporting form changes, reporting format changes, and program enhancements/updates that we do; these enhancements are based on customer feedback for additional time-saving functionality.

Function:
Certified Payroll Solution (CPS) automates Certified Payroll Reporting, solves duplication of entry, manipulation of data, and eliminates transposition errors by providing an integrated solution utilizing existing features, functionality, and data already entered in QuickBooks® as part of a companies normal bookkeeping and accounting practices, and either the Do-It-Yourself or the Assisted Payroll services.

Previously, contractors using QuickBooks® have had to manually complete their certified payroll reports weekly, purchase a stand-alone product and reenter data, or create a cumbersome spreadsheet type form, and enter the required data and update it each week. This causes contractors to spend extra effort duplicating entry and maintaining two or more sets of payroll entries and run an increased risk of transposition errors. All of these wasted efforts often result in the contractor not being paid in a timely fashion and cause cash flow issues.

The productivity and cost saving of eliminating duplicate data entry add up quickly. Even a small company saving 4 hours a week equates to an estimated annual savings of 208 hours a year for the people performing these functions.

Use:
The contractor will first, enter or import time data from any Time Tracking software that provides an interface to QuickBooks®, and then create their paychecks weekly. After the paychecks have been generated and printed, users will then access CPS, which will retrieve base information from the QuickBooks® Timesheet, Paycheck, Customer:Job, and Employee records; enter data in Certified Payroll Solution that

QuickBooks® has no method for storing, such as Employee Union affiliation, Work Classification, and project numbers.

By combining information entered in both programs, CPS will automatically generate the Federal Form WH-347 or State mandated Certified Payroll Report, Statement of Compliance, "No Work Performed" payrolls, various EEOC/Work Utilization reports, and Union/"Bona Fide" Fringe Benefit Reports on plain paper.

All CPS specific information is entered once for each employee and project. The user is, however, required to enter the number of Federal Withholding Allowance information for each employee, as this information is not currently accessible by the Intuit Software Development Kit interface.

Human Resource requirements:
Anyone in the office can operate this software by simply following the detailed instructions and visual actions contained in the Audio/Video training, and additional task specific or state specific requirements found in the manual or Help file. A basic knowledge of QuickBooks® and Certified Payroll Reporting mandates is helpful, but not necessary, as set-up and use of this program is very user friendly.

Most end-users are able to use the software after the first time they walk through its use with the systematic instructions provided in the above mentioned Audio/Video training, manual, or Help file. The most pronounced requirement is the ability to follow verbal, visual, and written instructions. Customers receive 1 hour of free initial support valid for 30 days from the date of purchase OR trial request. Sunburst Software Solutions, Inc. provides an affordable annual maintenance fee (currently $75.00 per year) that include software updates, product enhancements, and support.

Technical requirements:
Contractors are required to have QuickBooks® Pro, Premier – including Contractors Edition, or Enterprise Solutions Edition; Microsoft® Word and Excel; an Intel® Pentium III class computer, minimum 128 MB RAM, and 150 MB disk space for our program. **All** software must have current updates from the manufacturer.

There are a few changes that may be necessary to the Customer/Job List in QuickBooks®: the QuickBooks® Customer should be the General Contractor or the company that you obtained the work through; with individual projects being listed as Jobs under the General Contractor; the Ship To section of the job record should contain Project Number, Project Name, and Project location.

In some instances, a more detailed Payroll Item List must be created, where the contractor will be required to create payroll items that will be assigned to specific employee Work Classifications, thus allowing a single employee to work on one job with multiple work classifications and be accurately listed on the Certified Payroll Report once for each specific classification. This task can be easily accomplished utilizing Wage Manager Solution - included with Certified Payroll Solution. For additional information regarding how QuickBooks payroll items affect the Work Classifications that appear on the certified payroll reports, view the following Technical Support article called Employee Work Classifications, located in our support area at http://www.sunburstsoftwaresolutions.com/view-document-details/certified-payroll-solution-employee-work-classifications.htm

All employee hours must be entered in QuickBooks® using the Weekly Timesheet function, and either the Do-It-Yourself or the Assisted Payroll functions, must be utilized.

CPS software will take only a few moments for installation. Set-up will vary from company to company and will depend on many factors, usually a few hours for contractors already running QuickBooks® to 2 weeks for complete set-up of QuickBooks®.

New Features & Functions - Version 5.0.136, Released December 2004:

➢ The following EEOC Reports have been added - Minnesota Department of Transportation EEO-13 Report, Pennsylvania Department of Transportation EEO-400, and Federal EEOC 1391.

➢ The ability to create an electronic Certified Payroll Report using standard XML, which produces a report that can be read by other software programs. Currently, we are compatible with the Labor Compliance Management system developed by TRS Consultants, Inc. www.trsconsultantsinc.com that is currently being implemented by the Wisconsin Department of Transportation and various school districts in California.

➢ Due to the complexities of Union Benefit Reporting mandates in such a broad range of states, a Design-Your-Own-Form Benefit Reporting module has been added. Users will create the forms layout in Excel and "map" the required information to specific cell locations.

➢ Increased functionality provided by the Intuit Software Development Kit has allowed users of the 2004/2005 Editions of QuickBooks® - including the Contractors Edition and Enterprise Solution 4.0/5.0, only to subscribe to what is known as QuickBooks *data events,* or simply data events.

➢ You can now automatically have QuickBooks notify CPS when a job or an employee is added, modified, or deleted; merged with another job/employee, or if you have condensed your company file. These changes are called QuickBooks *data events,* or simply data events. This will help you with setup, as you can add the job or the employee to CPS at the same time that you add it to QuickBooks, while you have all the necessary information right in front of you.

➢ Additionally, the SDK allows the addition of CPS reporting options to be added directly to existing QuickBooks menus, so that you may start CPS directly from within the QuickBooks Employees Menu, which will alleviate the need to minimize QuickBooks and then start CPS, and provide users with a much more integrated feel.

➢ Enhancements have been made to the Work Classification feature; allowing you to "never report" specific work classifications on both Certified Payroll Reports and EEOC Reports; as well as, deferring to the Work Classification assigned at the employee level to aid in generating delinquent reports.

➢ Wage Manager Solution has been developed and integrated into Certified Payroll Solution. Wage Manager allows you to work with multiple employees, payroll wage items, and pay rates, all at the same time.

➢ Print Certified Payroll Reports for QuickBooks Sub-jobs, however, they are not combined or rolled up to the "job level", they print individually and are treated as their own "job" in CPS; just like in QuickBooks.

➢ Can show Veteran Status on the Certified Payroll Reports (does require assistance from Technical Support).

➢ Vendor/Subcontractor time can be reported on the final reports.

➢ Health Insurance employer contributions can be made to reduce the cash benefit paid on the WH-347. They can, also, be calculated by employee on the California DIR form.

➢ A viewable log file has been added, which tracks CPS statistics and error messages. The log will display errors which may not fit in message boxes.

➢ The CPS Linked Job Record has been split into two screens: Standard Information and Additional Information.

➢ A Log-in to the Web Service Center button has been added to the Help->About screen, allowing users to easily log in and check for updates.

➢ Employee Hire date can be added to the Certified Payroll Reports (assistance from Technical Support is required to activate this enhancement).

➢ Compliant with the "paper" filing requirements of Golden State Labor Compliance, LLC for California.

➢ Digital Code signing has been implemented.

New Features & Functions - Version 5.0.183 Released December 2005:

➢ Compatibility for QuickBooks 2006 and Enterprise 6.0
➢ Compliant with the electronic filing mandates of LCPtracker Labor Compliance Program for California.
➢ Allows filtering of jobs in QuickBooks. A Customer Type in the Additional Info Tab of the QuickBooks Job Record of **CPS** indicates that this is a job requiring Certified Payroll Reports.
➢ QuickBooks Job Record that do not contain a Customer Type of **CPS** are automatically flagged as Non-Reporting Jobs within CPS.
➢ Vendor/Subcontractor Federal ID numbers will print on final reports, if the report, also, requires Employee Social Security Numbers.
➢ CPS automatically assigns a Vendor Work Classification as **Subcontractor,** unless, there is a Vendor Type in the QuickBooks Vendor Record, Additional Info tab.
➢ Prints individual Certified Payroll Reports for Sub-Jobs of Sub-Jobs (3 levels deep below the Customer entry).
➢ Allows for multiple paycheck dates for the same pay period ending date; useful for termination or makeup payrolls.
➢ New EEOC Reports - Illinois DOT, Arizona DOT and the Federal 1391-A Report. No Work Performed EEOC Reports available for all currently support EEOC Reports.
➢ Compliant with New/Updated Certified Payroll Reporting requirements for Massachusetts Capital Asset Management Form, Rhode Island, South Dakota, Illinois Department of Labor, Illinois Department of Transportation, City of Chicago, Colorado Department of Labor, Colorado Department of Transportation, City of Denver form.
➢ Compliant with New/Updated Statements of Compliance requirements for Washington,
➢ New Miscellaneous Reports - Authorization for Deduction Report for each Job; includes deduction name, amount, check date, and provides a space for the employee to sign off as verification.
➢ Common troubleshooting routines have been automated and added to the Help->Repair Menu.
➢ Wage Manager Solution now allows for importing of wages from an ASCII text file.
➢ An option has been added to the Work Classifications section, which will have CPS print the Work Classification on the Certified Payroll Report, based on the Work Classification chosen in the CPS Employee Linked Record. Helpful for running delinquent reports when only one payroll wage item was used for all employees, regardless of Work Classification.

New Features & Functions – Version 5.0.207 Released May 2006:

➢ Set Defaults or "standard" information for both Employees (union affiliation, Work classification, Race, etc.) and Jobs (form to use, County, etc.)
➢ Print Mailing Labels for current week's batch of reports.
➢ Compliant with New/Updated Certified Payroll Reporting requirements for Federal WH-347, California Audit Friendly Report, California Department of Transportation, New Jersey Department of Labor, New Jersey Department of Economic Development.
➢ Compliant with New/Updated Statements of Compliance requirements for Alaska, California, Mississippi Department of Transportation.
➢ Fringe Benefits & Special Withholdings can now be set up and maintained by the user.
➢ Compliant with the electronic reporting requirements of Sandia National Laboratories.

New Features & Functions – Version 5.0.236 October 2006
➢ Compatibility for QuickBooks 2007 and Enterprise 7.0.
➢ Enhanced error reporting has been added.
➢ New EEOC Report for Michigan Department of Transportation and Oregon Department of Transportation.
➢ New Certified Payroll Reporting format for City of Kansas City, Missouri.
➢ New Miscellaneous Reports - Employee List and Daily Report.
➢ Wage Manager can now export wages to a tab delimited text file.

- Added Calendars to all areas containing Date fields.
- Enhanced Backup and Restore function with the ability to automatically backup your CPS data each time you exit the program.
- The "About" window (Help Menu->About) displays where your CPS program is installed.
- Initial Windows Vista Compatibility.

New Features & Functions - Version 5.0.256 September 2007
- Compatibility for QuickBooks 2008 and Enterprise 8.0.
- New EEOC Report for California - similar to the CC257 without classification of employment by Gender and Race; and Chicago EEOC Report.
- Compliant with New/Updated Certified Payroll Reporting requirements for Nevada, Colorado, Massachusetts Department of Occupational Safety, and Oregon
- New semi-automatic program update capability.
- Provides electronic filing of certified payroll reports for all states that use the LCPtracker system.
- General bug fixes for Windows Vista and Office 2007 compatibility.

New Features & Functions - Version 5.0.268 - April 2008
- New feature to allow users how they wish to display employee social security numbers on the final reports. This feature has been introduced due to high level of concerns regarding identity theft.
- New and/or updated certified payroll report forms and reporting mandates for Connecticut, Pennsylvania, Ohio, California (legal sized DIR form and a new DOT form), and Oregon.
- New/Updated EEOC Reports for Illinois Tollway, Port Authority of New York & New Jersey, and Jackson County, KS Sports Complex Authority.
- Compatibility update for the new LCPtracker updates.

New Features & Functions - Version 5.0.285 - September 2008
- New EEOC Reports - Connecticut CC 257, West Virginia EEO 150, and San Diego Workforce Report.
- New and/or updated certified payroll report forms and reporting mandates for Nevada (adding the Nevada DOT form) and Minnesota adding the DOT Statement of Compliance.
- Compatibility update for QuickBooks Pro/Premier 2011 and Enterprise 11.0

1.5   *How Certified Payroll Solution Utilizes the Intuit QuickBooks SDK*

Introduction:

This overview will describe how Sunburst Software Solutions, Inc. has utilized the Intuit QuickBooks SDK in the development of Certified Payroll Solution. It is written for ProAdvisors, Consultants, end user's, and other Professionals who are interested in the development process of Certified Payroll Solution which integrates with QuickBooks.

The purpose of this document is to provide you with a better understanding of the high-level concepts relating to the components of the QuickBooks SDK, and how they are utilized in Certified Payroll Solution.

Why an SDK for QuickBooks?

The Intuit Software Development Kit (SDK) was created for technical professionals interested in developing applications that share data with QuickBooks® to help small business owners during times when QuickBooks® data must be managed in ways that are unique to a specific industry and cannot be accomplished within QuickBooks itself.

Through development of 3rd party applications using the SDK such as Certified Payroll Solution, the small-business owner no longer needs to enter the same payroll data twice, once in QuickBooks and once in a

Certified Payroll Report. Because Certified Payroll Solution was created with the SDK, it can directly share this QuickBooks data, giving the small-business owner the best of both worlds – the power, ease, and comprehensiveness of QuickBooks, combined with the benefits of an application tailored to meet Prevailing Wage requirements of the construction industry.

The SDK provides a common method for integrating an application with QuickBooks: once a developer creates an application for one QuickBooks product, modifying that application to support any (or all) of the other QuickBooks products, is a straightforward task. This shared SDK approach is based on qbXML, which is a version of XML (eXtensible Markup Language) that has been designed specifically for QuickBooks.

The QuickBooks SDK was designed with the following principles in mind:

· **Keep the small-business owner in control.** The business owner or the administrator for the business, *must authorize* the connection between the 3rd party application and QuickBooks. They, also, set up *permissions* for authorized users and access rights for each 3rd party application. The SDK supports the user privilege structure established within QuickBooks, wherein, for example: certain users can access only certain types of information. If Certified Payroll Solution has not been authorized to access the QuickBooks file, the user will receive the following error message: Error Code: 0x8004041A Error Message: This application does not have permission to access this QuickBooks company data file. The QuickBooks administrator can grant access permissions through Edit->Preferences->Integrated Applications->Company Preferences.

· **Provide robust mechanisms to protect QuickBooks data.** The SDK provides strong error recovery, data logging, and synchronization facilities to ensure that data is not lost or destroyed, and that 3rd party application data remains synchronized with QuickBooks data. Additionally, the Intuit SDK enforces all the QuickBooks business rules, no matter what the 3rd party application does. For example, if a payroll item used in an Employees Weekly Timesheets and Paycheck, but does not exist in the employees QuickBooks record, the user will be given an error message stating this.

Through the use of the *qbXML Validator utility,* we verify that a given qbXML document conforms to the qbXML specifications, before it is sent to QuickBooks.

The *SDKTest utility* is used to test the request/response cycle; which accepts a qbXML request, sends it to QuickBooks, and returns the response to Certified Payroll Solution.

The qbXML specifications are built into QuickBooks and the SDK provides methods for querying which version of the qbXML specification is supported by the version of QuickBooks that is currently running on the user's system – having written "smart" code that checks the version and responds accordingly, Certified Payroll Solution can run with multiple versions of QuickBooks. Therefore, if a 3rd party application passes data back to QuickBooks, you can assume that both Certified Payroll Solution and QuickBooks itself, have validated the data before being entered into QuickBooks.

· **Use existing programming standards.** The QuickBooks SDK uses standard interfaces and XML formats, and as a result, is compatible with most software programming languages such as Visual Basic, C, C++, and Java. Sunburst Software Solutions, Inc. utilizes Microsoft Visual Basic for the development of Certified Payroll Solution.

· **Adhere to a single specification for the entire SDK.** The QuickBooks products, except for the On-line version, all use the same qbXML specification, therefore, the content and behavior of the request and response messages between QuickBooks Pro, Premier, Premier Accountant, Enterprise Solutions, etc., and Certified Payroll Solution is consistent across all

products.

Certified Payroll Solution utilizes the SDK to:

- **Query** or read time sheets, job records, employee records, and paycheck information contained in the QuickBooks file. However, due to current limitations to the SDK, Certified Payroll Solution cannot access the number of Federal Withholding Allowances for each employee; causing user to enter this data twice.

1.6   *Which Construction companies are right for Certified Payroll Solution?*

Certified Payroll Solution will not be suitable for all of your Construction companies, however, it will be suitable for Commercial/Government construction contractors who perform work on what is commonly referred to in the industry as Public Works Projects, Davis-Bacon jobs/projects, Prevailing Wage/Rate jobs – or in simpler terms, any type of construction project in which Federal or State monies are used that are in excess of $2,000.00. Construction includes: alteration and/or repair, including painting and decorating, or public buildings or public works.

1.7   *What are Certified Payroll Reporting Requirements?*

Below is a brief overview of Prevailing Wage Requirements - dictated at the Federal level. If you are unfamiliar with Prevailing Wage Laws and are in need of additional information regarding the requirements, visit http://www.sunburstsoftwaresolutions.com/view-document-details/free-self-paced-certified-payroll-training-guide.htm and request our Free Certified Payroll Training Guide.

Prevailing Wages or Prevailing Wage Rate Requirements for Federal and Federally-Assisted Construction Projects are governed by the Davis-Bacon Act, and mandate the submission of weekly-certified payroll reports beginning with the fist week that your company works on the project, and for every week thereafter, until your company has completed its work.

The most common certified payroll-reporting forms to use are the United States Department of Labor Form WH-347 - Payroll Certification and Form WH-348 Statement of Compliance. However, many states require their own specialized form, which has been derived from these standard forms.

The weekly payrolls are called **certified** because each payroll report is signed, and contains language certifying that the information is true and correct.

No Work Payrolls are required to be submitted whenever there is a temporary break in your company's work on the project.

Numbering - payroll reports must be numbered consecutively, including the "No Work Payrolls".

Payroll Retention - Every contractor and subcontractor is required to keep a complete set of his or her own Certified Payroll Reports and other basic records, such as, time cards for the project for at least 3 years after the project is completed.

What information has to be included on the Certified Payroll Report? The standard WH-347 mandates the inclusion of the following information (these mandates became effective December 2008 and will remain in effect until December 31, 2011). Please be aware that some states will require additional information.

- **Project and contractor/subcontractor information -** contractor or subcontractor's name and address; the project number, project name, and project location; the payroll pay period ending

date.

- **Employee Information -** the name and last 4-digits of the social security number of each employee - ADDRESSES HAVE BEEN OMITTED.
- **Withholding Exemptions -** the number of Federal Withholding Exemptions claimed by each employee.
- **Employee Work Classification -** each employee must be classified in accordance with the type of work they perform. Consult classifications and minimum wage schedule that is included in the contract specifications. Employees performing work in more than one type of classification must be shown in separate entries on the report.
- **Hours Worked, Day and Date -** report the number of hours worked each day for each employee, designating the number of straight/regular time hours, as well as, the number of overtime hours as mandated by the Contract Work Hours Standard Act. Overtime occurs when an employee works more than 8 hours each day and 40 hours a week.
- **Total Hours -** report total hours worked by each employee on this job.
- **Rate of Pay/Cash Fringes -** this has 2 separate reporting requirements as follows:
  1. **Contractors paying Fringe Benefits in cash to employees -** for each type of wage; Straight Time (ST) or Over Time (OT), you must now show the actual base rate of pay, PLUS the Fringe Benefit rate per hour, as stated in the wage decision associated with the contract that is paid directly to the employee. For example, per the wage decision, an employee with a work classification of Laborer has a base rate of pay of $10.00 per hour with a fringe benefit rate of $5.00 per hour, it is required that you report Straight Time earnings like this **$10.00/$5.00**. For Over Time earnings, you are required to pay not less than the sum of the base rate, plus the half time premium on the base rate, plus the benefit rate for straight time, and should be reported like this **$15.00/$5.00**.
  2. **Contractors paying all required fringe benefits** – for each type of wage; If you pay all required fringe benefits to approved plans, funds, or programs in amounts not less than stated in the wage decision associated with the contract, you are required to only show the base rate of pay for Straight Time and Over Time, and should be shown as **$10.00 and $15.00**.
- **Gross Amount Earned This Job/All Jobs-** enter gross amount earned on this job. If part of the employees total weekly wage was earned on projects other than the project described on this payroll, you are required to report gross wages on this project, and then gross wages on all projects, thus **$60.00/$120.00**.
- **Deductions -** there are a total of 5 columns for reporting deductions; deductions classified as "Other Withholding", require an explanation. All deductions must be in accordance with the provisions of the Copeland Act Regulations, 29 CFR, Part 3. If an employee worked on other jobs in addition to this project, you must report deductions as actual deductions from the total weekly gross pay, and indicate that deductions are based on gross pay. Total Deductions from gross pay must be reported in the Total Deductions column.
- **Net Wages Paid for Week -** the employees Net Wages for the week and must agree with what he actually takes home, this is the total of Gross Wages All Projects minus Total Deductions.

According to the instruction sheet provided by the US Department of Labor, it is estimated that it will take 56 minutes to complete one Certified Payroll Report with 8 employees listed, Certified Payroll Solution will shorten that time considerably.

Who are employees and who must be included on the reports? A Laborer or mechanic is anyone who is performing construction work on the project, including trade journeymen (carpenters, plumbers, sheet metal workers, etc.): apprentices, trainees, watchmen, guards, and traffic control personnel. Laborers and mechanics are the two groups of workers that must be paid not less than Davis-Bacon wage rates.

Working foremen or supervisors that regularly spend more than 20% of their time performing construction

work, are considered covered "laborers" and "mechanics" for labor standard purposes.

Apprentices and Trainees are the only workers who can be paid less than the wage rate on the wage decision for their work classification. They must be registered in an approved apprenticeship or training program. An approved program is one that is registered with the US Department of Labor, Bureau of Apprenticeship and Training, or with a State Apprenticeship Agency that is recognized by the USDOL.

Exclusions - anyone whose duties are primarily administrative, managerial, or clerical, are not considered "laborers" or "mechanics", this includes office staff, timekeepers, messengers, etc.

1.8   System/Software Requirements

System Requirements:
Intel® Pentium Class machines a minimum, Pentium III or IV recommended.
Minimum RAM 128 MB, 256 MB or more recommended.
150 megabytes of disk space for program.
2X CD-ROM drive for program installation
Internet connection to receive product updates & enhancements

NOTE: It is best to follow the requirements for the QuickBooks version you will be using, as our software falls well below those requirements.

Software Requirements:
Windows® 7 (32 or 64-bit versions) with the latest Service Pack applied OR
Windows® Vista (32 or 64-bit versions) with the latest Service Pack applied OR
Windows® Server 2008 with the latest Service Pack applied OR
Windows® Server 2003 with the latest Service Pack applied OR
Windows® 2000 with the latest Service Pack applied OR
Windows® XP Professional with the latest Service Pack applied OR
Windows® XP Home Edition with the latest Service Pack applied OR
Windows® ME with the latest Service Pack applied OR *
Windows® NT 4.0 Service Pack 6 OR *
Windows® 98 (SE) with the latest Service Pack applied *

Additional Software Requirements:
Microsoft® Word and Excel 97, 2000, 2002 (XP), 2003, 2007, and 2010 with the latest Service Pack applied

**Compatibility with QuickBooks Financial Software
QuickBooks® Pro 2003, 2004 2005, 2006, 2007, 2008, 2009, 2010, 2011 OR
QuickBooks® Premier 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011 OR
QuickBooks® Premier Accountant Edition 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011 OR
QuickBooks® Premier Contractor Edition 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011 OR
QuickBooks® Enterprise Solutions 3.0, 4.0, 5.0, 6.0, 7.0, 8.0, 9.0, 10.0, 11.0
QuickBooks® Enterprise Solutions Accountant Edition 3.0, 4.0, 5.0, 6.0, 7.0, 8.0, 9.0, 10.0, 11.0
QuickBooks® Enterprise Solutions Contractor Edition 3.0, 4.0, 5.0, 6.0, 7.0, 8.0, 9.0, 10.0, 11.0
QuickBooks® Enterprise Solutions Professional Services Edition 3.0, 4.0, 5.0, 6.0, 7.0, 8.0, 9.0, 10.0, 11.0

Current Do-It-Yourself Tax Table Subscription – Standard or Enhanced
Current Partially Assisted Payroll Subscription
Manual Payroll methods may be used with any QuickBooks version.

*QuickBooks 2005, 2006, 2007, 2008, 2009, 2010, 2011 does not support these Windows versions.

**Contact us regarding Certified Payroll Solution Version 4.9, written using the DataBlox, Inc. OfficeQ Pro product, for use with:

    QuickBooks® Pro 99, 2000, 2001, 2002
    QuickBooks® Premier 2002
    QuickBooks® Premier Accountant Edition 2002
    QuickBooks® Enterprise Solutions 1.0, 2.0

1.9   *Certified Payroll Solution Development Process*

The thought process behind the design:

- Certified Payroll Reports, Statements of Compliance, and "No Work" Performed Payrolls are required to be submitted by every contractor who performs work on any Federal and/or State funded construction project that is valued over $2,000.00.
- EEOC/Work Utilization and Union/bona-fide plan fringe benefit reports may, also, be required.
- There are 26 states with specific reporting formats and rules.
- There are 7 of the 26 states that have multiple certified payroll reporting formats - each controlled by a different group or agency.
- Many states are adopting electronic filing of certified payroll reports
- It take hours each week to complete these forms.
- QuickBooks holds 90% of the required information
- The SDK provides the means to **query** that information
- Certified Payroll Solution will have its own database containing a link back to QuickBooks, to hold information that QuickBooks provides no means of tracking
- Excel and Word have great formatting capabilities to produce the final reports

Solving the Problem

- Certified Payroll Solution utilizes the SDK to send a **query or read-only access request** to the QuickBooks file for information already entered by the user from:
- Weekly timesheets
- Bill to/Ship to information in the Job record
- Name, Address, Social Security Number, Payroll Item(s), and Wage Rates(s) in the Employee Record. While these items may be queried, the number of Federal Allowances cannot.
- The requested information is then sent to Certified Payroll Solution and a linked record is created, tying it back to the records in QuickBooks.
- Missing information required by Certified Payroll Reporting, mandates that QuickBooks has no means of holding, is entered into a "*linked record*" in Certified Payroll Solution's own database.
- Certified Payroll Solution then merges the information from both programs to Excel, where it is formatted to the correct layout, and printed.
- All of this is accomplished without modifying, deleting, or voiding any existing information in QuickBooks.
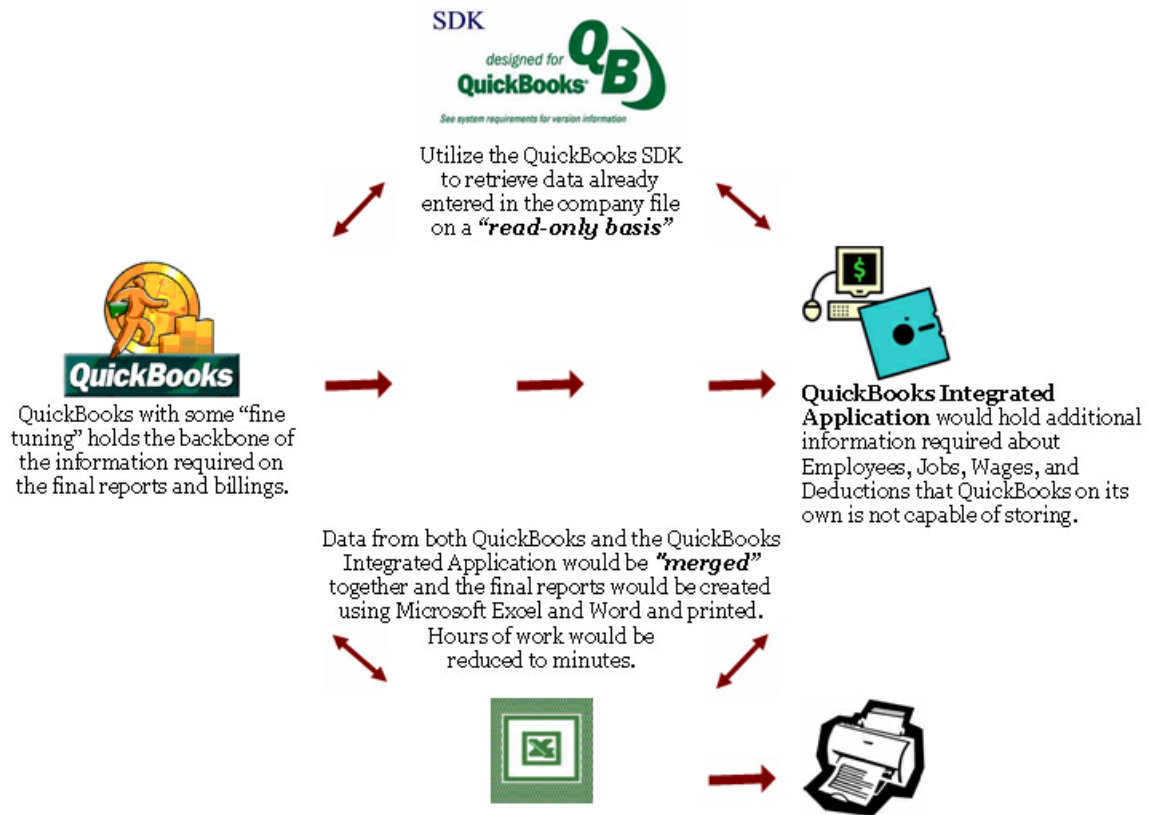
1.10 Certified Payroll Solution Features

This listing of features is not intended to be all-inclusive. The features mentioned here are those considered to be of significant value to targeted construction companies, and those central to the integration of Certified Payroll Solution with QuickBooks Financial Software data.

Pricing/Maintenance/Trials/History
- Price - beginning at $375.00 for a Company License (installation on multiple computers) via electronic download.
- Annual Maintenance - $75.00 per year.
- Free 30-Day Trial, which is easily converted to a fully licensed program.
- Integration with QuickBooks since October 2000.
- Premier Member of Intuit Developer Network 2001-2006.
- Gold Developer of the Intuit Developer Network achieved September 2006.
- Designed specifically for QuickBooks users.
- Designed and maintained by a Certified QuickBooks ProAdvisor.
- Information gathered from QuickBooks on a read-only basis.

Features/Functions List:

Certified Payroll Reports
- Select Federal or State specific report by job
- Easily indicate "Non-Reporting Jobs" (jobs that do not require certified payroll)
- Automatically generates "No Work Performed" Payrolls
- Create XML document for Electronic filing
- Create reports in .pdf format via the use of any pdf printer (www.cutepdf.com or www.pdf995.com)
- Compliant with reporting mandates of all 50 states
- Easily handles Bi-Weekly payroll
- Handles reporting and non-reporting hours for the same job

- Easily handle multiple paychecks for the same pay period ending
- Handles multiple Work/Trade Classifications per employee - per job
- Handles 4 different pay rate types per Work Classification (Straight Time, Overtime, Double-time, Shift Differential)
- Generate reports for ALL jobs in a single batch.
- Easily track Employee Union affiliation
- Easily track Employee's work classification, and if necessary, quickly add new ones that are not included in the standard list
- Accurately track Employee Race
- Indicate if you are the Prime Contractor on the job
- Reliably track Federal and/or State Project numbers and original bid amounts
- Tie a specific QuickBooks payroll item to a specific work classification in CPS to show on reports
- Easily separate and report the Cash Fringe Benefit portion of a QuickBooks rate of pay
- Easily assign a QuickBooks payroll item to Straight Time, Overtime, Double-time, etc.
- Easily and accurately assign Employee Withholding/Company Contributions to the proper box on the Certified Payroll Report
- Easily add a "Deduction" explanation to the Statement of Compliance
- Easily complete Statement of Compliance check box information for how Benefits are paid – in cash to the employee as part of gross wage or to approved plans, funds, or programs; enter exceptions or include remarks.
- Easy Employee, Job, Wage, and Deduction management
- Full user control over how employee social security numbers and home addresses are displayed on both printed reports and electronic filing.

Union/Bona fide Plan Fringe Benefit Reports
- Customizable "Generic" Union/Bona Fide Plan Reports
- "Design-Your-Own-Report", Union/Bona fide Plan module
- No limit to the number of Unions or Bona fide Plans

EEOC/Work Utilization/Manning Reports
- Generate any of 22 different construction specific Equal Employment Opportunity Commission (EEOC)/Minority Work Utilization Reports
    Form 1391/1392: Annual EEOC Report
    Form 1391-A: Monthly Workforce Utilization Report
    Form 1392-A & 1392A-Reverse: Summary of Employment Data
    Form CC-257: Monthly Project Workforce Report
    Form 1391/1392: Annual EEOC Report with Mixed Race Reporting
    Arizona Department of Transportation Monthly Highway Project Report
    California Monthly Employment Utilization Report
    Connecticut CC-257 - Monthly Project Workforce Report
    Illinois Department of Transportation Equal Employment Opportunity Workforce Analysis
    Illinois Tollway EEOC Report
    Michigan Department of Transportation Weekly Employment Report
    Minnesota Form EEO-13: Monthly Employment Compliance Report
    New Jersey Form AA-202: Monthly Project Workforce Construction
    Oregon Department of Transportation Monthly Employment Utilization Report
    Pennsylvania Form EO-400: Highway Construction Contractors Monthly
    West Virginia EEO 150 - Contractors Monthly Manpower Utilization Report
    Boston Housing Authority MWPP5 Weekly EEOC Report
    City of Chicago EEOC
    City & County of Denver DSBO EEO
    Jackson County, KS Sports Complex Authority

Port Authority of New York & New Jersey

San Diego Workforce Report

Federal & State ARRA (American Recovery & Reinvestment Act) Reports

Other Features:

- Wage Manager Solution allows for advanced payroll wage item and pay rates for multiple employees
- Easy setup for fast startup
- Excel & Word export of data
- Maintains QuickBooks administrator and password controls
- Network ready – install on as many computers as necessary
- Generate delinquent or old reports.
- Preprogrammed with 16 most common Work classifications
- Modify or add Work Classifications as required
- Compliant with TRS Consultants, Inc. Labor Compliance software with electronic transfer of certified payroll data.
- Compliant with the "paper filing requirements" of Golden State Labor Compliance, LLC and calLCP Labor Compliance Program of California.
- Compliant with LCPtracker, Labor Compliance software developed by FMI and used in California.
- Compliant with revised U.S. Department of Labor WH-347 certified payroll reporting mandates effective on 1/19/08 which no longer requires the reporting of the full employee social security number and home address.

Support/Training/Other Services:

- 1 hour of initial support via email/fax/phone - good for 30 days from purchase or trial request
- Free lifetime support via a bulletin board/user forum on our site
- Context Sensitive Help within the program, available from every screen
- Printed Manuals
- Extensive On-line Self Service Support Area
- On-line FAQ
- FREE Audio/Video and self-paced Flash training demonstrations (on-line and included on CD) walk users through basic setup for a shorter learning curve
- Fee based Remote Access Training & Support
- Quick Start Guide

Part

II

2   Quick Start Guide

Every day, we speak with QuickBooks users, Certified QuickBooks ProAdvisors, CPA's, Consultants, and IT people. Each of these individuals have varying levels of experience using QuickBooks in the commercial construction industry and certified payroll reporting requirements.

This manual must accommodate everyone; from the new QuickBooks user, to the Certified QuickBooks ProAdvisor, Subcontractors, General Contractors, Union Shop, Non-Union Shops, people who have been doing certified payroll reports by hand for years, and those who have never done a certified payroll report - hence, the length of this manual. It is setup in a logical fashion; starting with QuickBooks required setup - because QuickBooks provides the backbone of the information for your final reports.

Many long-time QuickBooks users and ProAdvisors feel that they "know QuickBooks" and, therefore, feel that they can skip the **Setting up Your QuickBooks file for use with CPS** 26 section. This choice is a common mistake that results in blank spots on the final reports, errors, frustration, and overall dissatisfaction with what is really a very robust software program.

We would like to stress, that while you may know QuickBooks, you need to familiarize yourself with what CPS expects to find in your QuickBooks company file, in order for your reports to be complete and accurate.

Feeling overwhelmed? Don't be - it's not that bad. Watch the Audio Video and/or Flash Training Demonstrations found in the Certified Payroll Solution Training, Support & Resource Center - http://www. sunburstsoftwaresolutions.com/certified-payroll-cps/

The Audio/Video Demonstrations are broken into 4 parts:
1. **Download & Installation Video** - provides a complete overview of how to download the Certified Payroll Solution program electronically from our Web Service Center, save it to the hard drive of your computer, and install the program. Includes common Vista problems and resolutions.   25 minutes.
2. **Initial Setup Video** - walks you through entering your license information, granting CPS permission to access your QuickBooks file, and the initial setup of CPS and various certified payroll reporting preferences NOT handled by QuickBooks. 27 minutes
3. **QuickBooks Setup** - provides a review of your QuickBooks company file setup and the information that CPS "expects" to find there in order to accurately generate your certified payroll reports. 25 minutes
4. **Running CPS** - an overview of running your first set of certified payroll reports and the creation of one-time linked records to hold additional information that QuickBooks has no means of tracking. This video demonstrates the use of the Federal WH-347 and provides a very good overview of how the program works. 30 minutes.

The Flash demonstrations will provide State specific training, while the Audio/Video training will provide you with a very thorough step-by-step overview of the program, and you can actually "see it in action". The Training demonstrations are far less time consuming than reading the entire manual, however, the items listed below will point you in the right direction for additional information on critical topics - refer to the Table of Contents for appropriate page numbers.

IMPORTANT NOTE: All links below are working links, if you are accessing the Quick Start Guide from both the .pdf manual and In-Program Help.

General Windows Checks & Updates
- Update your Windows operating system, obtaining critical updates
- Verify that you have the latest Service Packs for Word & Excel - **REQUIRED TO PRINT**
- Read & Verify your Windows Vista setup in "Important information for Windows Vista & Windows 7

Users `56`"

QuickBooks

- Make sure that you have the latest maintenance release (update) for QuickBooks
- Make a Backup copy of your QuickBooks company file prior to making changes
- Read about "***Setting Up Your QuickBooks File for Use with CPS*** `26`" and **QuickBooks Required Setup** `26`
- Verify **Preferences** `27` setting
- Verify your Job setup information in **Setting Up Jobs** `32`, as well as, how to create a "filter" `34` for only those jobs needing certified payroll reports.
- Refer to **Tracking Subcontractors on Jobs** `35`* applicable only to specific states
- Verify setup of Worker **Pay Rates** `36` and use **Wage Manager Solution** `53` to update payroll items and rates of pay for multiple employees
- Setup Company Paid **Union or Bona Fide Plan Benefits** `40`
- Setup Employee Paid Union **Deductions** `43` and Dues
- Setup **Office Wages** `44` and **Sole Proprietorships & Partnerships** `44` wages
- **Set Up or Change Employee Records** `45`, as necessary
- Enter **Employee Timesheets** `47`
- **Process Paychecks** `49` and print

Certified Payroll Solution

- Install the program following the **Installation** `60` instructions
- **Grant CPS Permission to Access your QuickBooks file** `69`
- Go through the initial **System Setup** `76`, **System Preferences** `86`
- Setup **Statement of Compliance Variables** `77`
- Setup **Employee** `78` and **Job** `79` Defaults
- Setup **Mailing Label settings** `80`
- Setup any **Fringe Benefits & Special Withholdings** `86` (if applicable)
- **Adding Work Classifications** `94`, if necessary
- **Enter any required State Specific Information -**
  - If you purchased the program on CD with Printed Manual, this information is in the manual
  - If you purchased the program via electronic download after installing CPS, go to the Help Menu, Choose Contents, Certified Payroll Solution, Special States
- **Generating Certified Payroll Reports** `110` will start you on your way, and will show you step-by-step what information you will need to enter in linked records, that QuickBooks has no way of holding
- Connect to the internet and go to the **On-Line Support Area** for the most up-to-date troubleshooting and error message resolutions
- **Back Up Your Certified Payroll Solution data** `185`!

If you like this product and find it to be a time saver, we ask you to please visit the QuickBooks Solutions Marketplace at http://marketplace.intuit.com/app-review.aspx?AppID=2298 to write a review or please feel free to drop us a note. Your opinions not only help us provide you with the best possible product that we can, but, also, helps others who are interested in Certified Payroll Solution.

Part

III

3   *QuickBooks Setup - Administrator Manual*

3.1   *How To Use This Manual*

Every day, we speak with QuickBooks users, Certified QuickBooks ProAdvisors, CPA's, Consultants, and IT people. Each of these individuals have varying levels of experience using QuickBooks in the commercial construction industry and certified payroll reporting requirements.

This manual must accommodate everyone; from the new QuickBooks user, to the Certified QuickBooks ProAdvisor, Subcontractors, General Contractors, Union Shop, Non-Union Shops, people who have been doing certified payroll reports by hand for years, and those who have never done a certified payroll report - hence, the length of this manual. It is setup in a logical fashion; starting with QuickBooks required setup - because QuickBooks provides the backbone of the information for your final reports.

Many long-time QuickBooks users and ProAdvisors feel that they "know QuickBooks" and, therefore, feel that they can skip the **Setting up Your QuickBooks file for use with CPS** 26 section. This choice is a common mistake that results in blank spots on the final reports, errors, frustration, and overall dissatisfaction with what is really a very robust software program.

We would like to stress, that while you may know QuickBooks, you need to familiarize yourself with what CPS expects to find in your QuickBooks company file, in order for your reports to be complete and accurate.

We have provided you with a Quick Start Guide, Audio/Video Training, and throughout this manual, you will see sections containing the following graphics:

These sections relate directly to certified payroll reporting functions and should be reviewed.

Administrator Tasks - these tasks should be performed in **QuickBooks** by the **QuickBooks Administrator in single user-mode**.

Audio/Video Training - will provide you with the name of the Audio/Video where this topic is covered. The Audio/Video Training requires Windows Media Player and Sound. They are designed so that as you watch the video and see the step in action, you can pause the video, go and actually perform the action, and then come back and resume the video.

Important Notes - a special "call-out" telling you why something is important.

QuickBooks Training - will provide you with links to Basic & Advanced QuickBooks Training; located either on our website or from within Certified Payroll Solution, by choosing **Help-->Contents**

For additional QuickBooks tips, techniques, and training, visit the **QuickBooks Resources** section of our On-Line Support area at http://www.sunburstsoftwaresolutions.com/technical-support.htm

3.2   Setting up Your QuickBooks file for use with CPS

We believe that your QuickBooks® file should provide the "backbone" of the information that is required on your certified payroll reports, and we use as much information as possible from QuickBooks, in order to do just that.

Audio/Video Training Available:
A 30 minute video called Certified Payroll Solution - Initial QuickBooks Setup covering this section is available on your Installation CD or in our On-Line Support Area using this url -
http://www.sunburstsoftwaresolutions.com/certified-payroll-solution-free-training/view-category. htm

With this being said, you need to be aware that we may use portions of the QuickBooks data file to hold this information that you currently are not utilizing, therefore, it is in your best interest to carefully review the following sections to ensure that your reports come out right the first time.

In some cases, this may mean only a cursory glance comparing the setup in QuickBooks to screenshots and instructions contained within this manual - in other cases, it may mean some setup for you upfront. In either case, you should find these instructions to be beneficial to you and/or your client and their company.

3.2.1   QuickBooks Required Setup

As Certified Payroll Solution reads approximately 80% of the information directly from the QuickBooks data file, there may be some setup required by you in the data file in order for CPS to accurately retrieve required information. Those changes are outlined below, and covered best in the Audio/ Video Training Demonstrations, found on our website or your installation CD.

1. **Payroll Items and Employee Records**
   If you have **not** already created payroll items that you associate with a specific Work Classification, you should do so now, using the example below as a guideline.
   > Employee Work Classifications could include a Foreman making $35.00 per hour, a Laborer making $20.00 per hour, another Laborer making $18.00, a Laborer Apprentice 75% making $15.00 per hour, and a Laborer Apprentice 50% making $10.00 per hour; and the contractor is required to list each of these specific Work Classifications on the Certified Payroll Report.

   Use **Wage Manager Solution** 53 to access your QuickBooks data file; and pull in a listing of all employees, current payroll wage items, and existing rates of pay, into a convenient grid. Once the information is shown in the grid, users can add new payroll items and rates of pay, modify existing payroll items with new rates of pay, or remove obsolete payroll items. Once you are happy with the changes, you can write this information back to the employee's records in QuickBooks. Complete details for Wage Manager are available on our website.

   While a more detailed Payroll Item list can feel quite cumbersome initially, it does have some tremendous advantages, such as:
   - Increased accuracy when entering hours in timesheets – employees working under more than one work classification during the week on the same job, can now be accurately tracked, paid, & reported.
   - Increased accuracy in recording employee rates of pay.
   - Increased efficiency when Worker's Compensation or Payroll Audits occur.

   For more information, please see the section on **Pay Rates** 36 .
2. **Customers and Jobs**
   If you have not already set up the QuickBooks Customer:Job List to reflect Customers, as well as, the

various jobs that you are performing work on for this customer, you should do so now, following the guidelines below:

- The QuickBooks Customer should be the General Contractor or the Awarding Authority through whom you will receive payment from for the work performed. All pertinent "Bill To Address" information should be completed. Once the Customer Record has been established – Job Records should be created below the Customer or Awarding Authority.
- The **Job Record** 32 will contain the same "Bill To" information as the Customer Record, however, it is required that you complete the "Ship To Address" information with the Project Number, Project Name, and Project Location that is required to be shown on the completed Certified Payroll Report.

3. **Use of Weekly Timesheets**

All Employee hours should be tracked using the QuickBooks Weekly timesheets, indicating the appropriate Job, Service Item, and Payroll Item created above, and the number of hours worked, each day. Most certified payroll reports look for Gross Wages, THIS JOB/ALL JOBS, and some states even want to know about hours worked on other jobs.

4. **Paycheck Creation**

As Certified Payroll Reports reflect a Weekly Reporting basis, payroll in QuickBooks should be created on a weekly basis to meet reporting requirements (however, CPS will handle payroll issued on a **bi-weekly basis** 113) using either the Do-It-Yourself or the Assisted Payroll methods. Create paychecks as usual, review for accuracy, and print.

3.2.2   *QuickBooks Preferences Utilized by CPS*

In this section, we'll cover the QuickBooks preferences that CPS utilizes. Setting up these preferences correctly, will help to ensure your success in using Certified Payroll Solution.

NOTE: Only the QuickBooks Administrator may change Company Preferences, and you must be in Single-User mode.

You use preferences to help set the options to make QuickBooks Pro® fit your particular business needs. For example, you can turn payroll off or on, change the accounting basis for your reports, set an interest rate for finance charges, or change the icon bar buttons to display the icons you use most often. There are 16 separate windows you will use to set up preferences, with several options on each window.

Preferences are found – In QuickBooks® Pro, Premier and Enterprise, by clicking on the **Edit Menu**, and choosing **Preferences.**

3.2.2.1   *General Preferences - Company Preferences Tab*

Choosing how you enter time (decimal vs. minutes) will determine how the Hours Worked Each Day on your certified payroll report will appear.

QuickBooks 2008-2011 & Enterprise 8.0-11.0
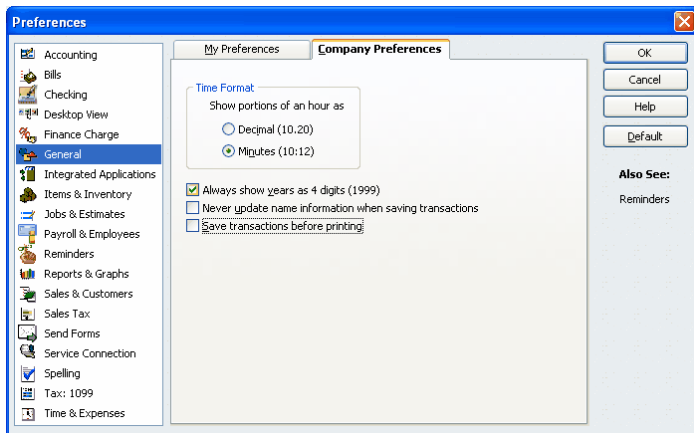
When choosing to enter portions of hours as:
- **Decimal** - you would enter 5 hours and 30 minutes as 5.50 in the weekly timesheet.
- **Minutes** - you would enter 5 hours and 30 minutes as 5.30 in the weekly timesheet.

Important Note:
When using the "minutes" option, it is important to *round* minutes to the nearest whole number, and AVOID using Hours, Minutes, Seconds - for example: if an employee works 5 hours 32 minutes and 15 seconds, you should round that to 5 hours and 30 minutes or 5.30; likewise, when using the "decimal" option, you should avoid entering hours such as 7.91 hours. There is currently a "bug" in the Intuit SDK - how 3rd party applications such as, our talk to QuickBooks - which sends erroneous time entries to 3rd party applications, such as ours. While QuickBooks is quite capable of storing hours, minutes, and seconds internally - it only sends hours and minutes to 3rd party applications.

3.2.2.2 *Payroll & Employees - Company Preferences Tab*

The most important options in the Payroll & Employees Preference is, the **Job Costing** and **Employee Defaults** sections. Refer to instructions under your version of QuickBooks for specific details.
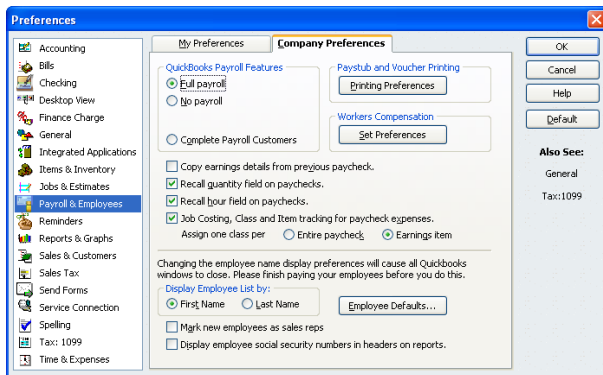
Pro/Premier 2008 & Enterprise 8.0   **Pro/Premier 2009 & Enterprise 9.0**
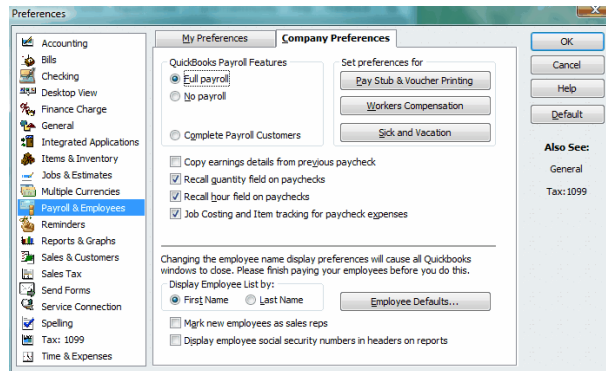
Pro/Premier 2010-2011 & Enterprise 10.0-11.0
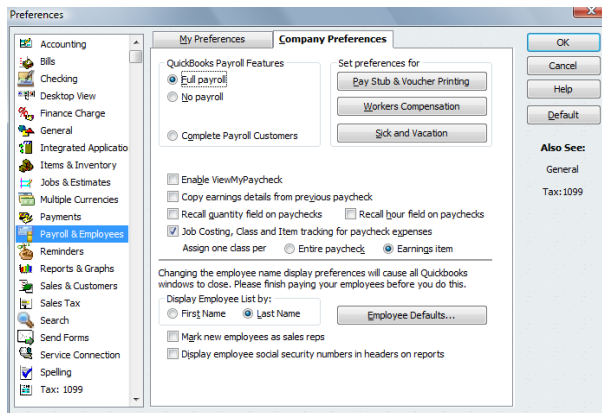
NOTE: Certified Payroll Solution will not interface with the QuickBooks Complete or Online Payroll options.

Full payroll features - utilizes the time tracking function to allocate gross wages and payroll taxes to jobs.

Report all payroll taxes by Customer: Job, Service Item, and Class – selecting this preference will automatically disburse employer payroll taxes to the job, item (job phase), and class (labor).
Assign one class per – **Earnings item**. This offers more flexibility, although increases the amount of time spent, when you enter time worked in the timesheets.

Paystub & Voucher Printing Preferences – QuickBooks Pro/ Premier 2005-2008 & Enterprise 5.0-8-0
Click on this button to select what information to print on these items.
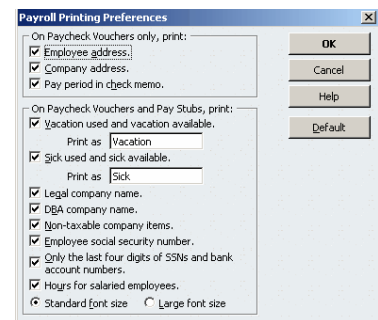
Paystub & Voucher Printing Preferences - QuickBooks Pro/ Premier 2010-2011 & Enterprise 10.0-11.0
New items include the ability to print the Federal ID number and print employee social security number
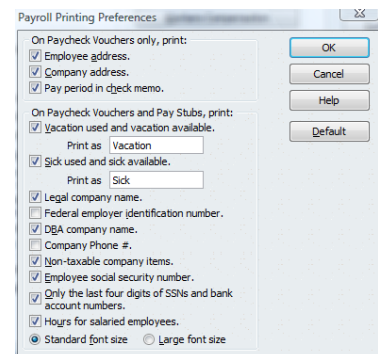
Workers Compensation - Set Preferences
The Workers' Compensation features will work adequately for those of you who are Union Shops or pay ALL of the fringe benefit portion to bona-fide plans. There are numerous drawbacks, if you are paying the fringes directly to the employee. For complete details, please read our overview of these changes by clicking on the link below.http://www.sunburstsoftwaresolutions.com/view-document-details/quickbooks-enhanced-payroll-2005.htm **or** after Certified Payroll Solution is installed, go to the **Help** menu-->**Contents** and look for **Tracking Workers Compensation**.
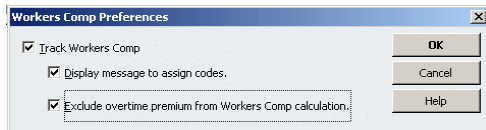
In order to successfully use the Workers Comp tracking feature, you **must** turn on this option here, by placing a check mark in the Track Workers Comp option.

Track Workers Comp: Select this option, if you want to use the Workers Compensation feature in QuickBooks. Unselect it, if you do not want to use workers compensation.

Display Message to assign codes: Select this option, if you want QuickBooks to prompt you to assign workers compensation codes for employee earnings when you fill out paychecks, time sheets, or single time activities. If you do wish to use the Workers Comp feature, turning on this reminder will help you to "remember" to add the codes.

Exclude overtime premium from Workers Comp calculation: Select this option, if your company pays overtime wages, and your workers compensation insurance company instructed you to treat all overtime hours as if they were paid at the regular wage rate in your workers compensation calculations.

Sick & Vacation Defaults - QUICKBOOKS PRO/PREMIER 2009-2011 & ENTERPRISE 9.0-11.0

Click the Sick & Vacation button to set up default sick and vacation pay options.
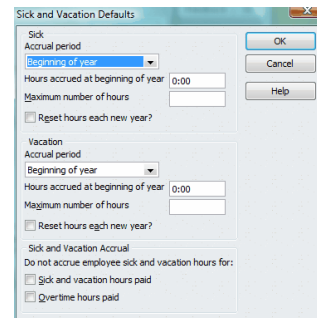
Employee Defaults

By choosing the Employee Defaults button, you will be presented with the Employee Defaults screen. Use this as a "template" for setting up new Employee Records by pulling in common Payroll Wage Items, as well as, Additions, Deductions, and Company Contribution items.
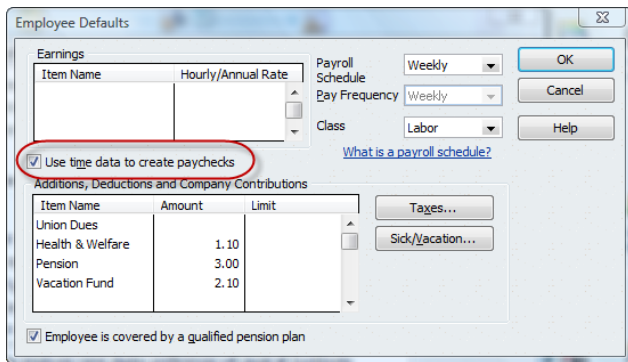
The most important item on this screen is the "Use time data to create paychecks" option.

3.2.2.3   Time Tracking - Company Preferences Tab

The Time Tracking Preference is one of the most crucial pieces to your success! CPS relies upon information that you enter in the QuickBooks Weekly Timesheet for each of your employees.

If you currently are not using QuickBooks Weekly Timesheets, selecting Yes for the Do You Track Time option, will turn them on.

Be sure that you have your 1st day of the workweek set correctly.

QuickBooks Pro/Premier 2008 & Enterprise 8.0   **QuickBooks Pro/Premier 2009-2011 & Enterprise 9.0-11.0**
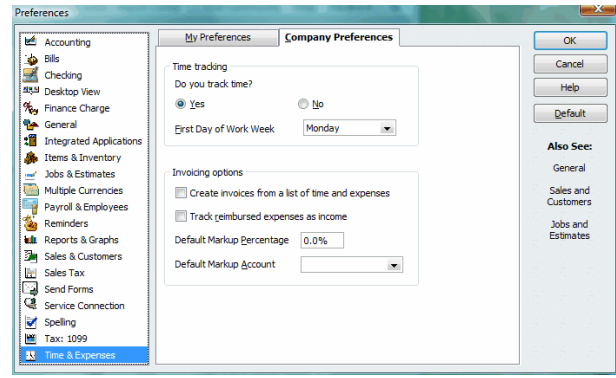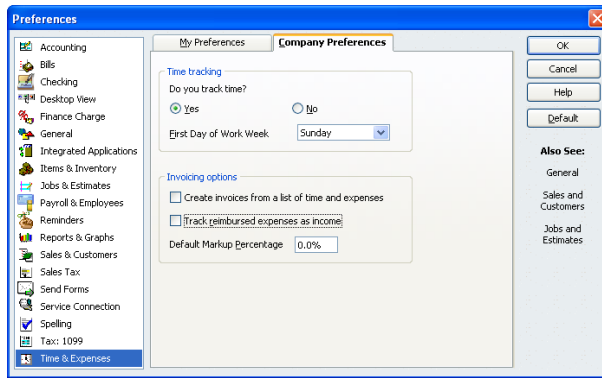
It is very easy to track time spent on a job using the time tracking function in QuickBooks Pro®. This is probably one of the most important functions provided for you. Accurate time tracking lets you compare your actual labor costs to your estimated labor costs. And, it provides CPS with the necessary "hours worked each day" information required on your final certified payroll reports.

3.2.3   Setting Up Jobs

> CPS utilizes the "Ship To" Address block of the Job record to hold the Project Name and Location information required on the final certified payroll report; and, with some customization of "Customer Types" (found on the Additional Info Tab), you can easily create a "filter" within QuickBooks for only those Jobs that require certified payroll reports.

QuickBooks tracks jobs by Customer, however, it is important to understand that each customer can have several jobs. You will be required to set up each of the companies, General Contractors, or Agencies that you contract work from as a **Customer** - then set up the different contracts that you perform work on as **Jobs,** using the Federal Project number as the job name (using the Federal Project Number is **ONLY** a suggestion as Certified Payroll Solution is able to read alpha or numeric jobs names). In QuickBooks,when you generate a Profit & Loss by Job Report , it is easier to view short job names than long ones. **You will be restricted by QuickBooks® to 41 characters, including spaces for the Customer Name, and 41 characters, including spaces for the Job name.**

If you add your **Jobs** based on the day you work for the General Contractor with the type of work done, it is possible for Certified Payroll Solutions to get the required information; but, your payroll certification will have more information than is needed or required by the General Contractor, you will, also, have a very long and difficult to use Customer:Job List. **If you use this method, you will not have accurately generated EEOC Reports**, and overall costs associated with the entire job will be difficult to ascertain on the Profit and Loss by Job Report. In short, everyone will be confused.

IMPORTANT: QuickBooks Pro/Premier 2007-2011 and Enterprise 7.0-11.0 will allow you to have an unlimited amount of "Ship To" Addresses per Customer, however, if you have multiple jobs for a Customer, you will not be able to Job Cost using the "Ship To" Address, you will still need to set up individual jobs under the Customer. **Additionally, CPS cannot run Certified Payroll Reports from the Customer Level with multiple "Ship To" addresses.**

To add a new job for a customer:
- **QuickBooks 2008-2011/Enterprise 8.0-11.0:** From the Home Page, click on the **Customers icon** or the **Customer Center tab**
- Choose **Add Job** <u>OR</u> **QuickBooks 2008-2011/Enterprise 8.0-11.0:** From the **Customers & Jobs Tab,** right click to highlight the name of the customer (General Contractor) for whom you wish to add a job, and **select Add Job** from the pop up menu, or choose **New Customer & Job,** and choose **Add Job**
- In the **New Job** window, in the **Job Name** box, enter the federal project number that is assigned to this project (15-271)
- In the **Address Info** tab
    - In the **Contact Name** box – enter the name of the contact person for this project (Joe Contractor)
    - Enter **Phone and Fax numbers** for this person in the appropriate boxes
    - Enter an **E-Mail** address if you know it.
    - **In 2008-2011, you can indicate a CC: email address**
    - **The Ship To Address Block is utilized for the Project Name & location for the Certified Payroll Report.**
        - On the first line, enter the Federal Project/State Project numbers associated with this job (Fed Proj # 15-271/ST Proj # VT15271555555). *QuickBooks Limit of 41 characters and/or spaces per line*
        - On the remaining lines, enter the project location
        - Limit of 4 lines maximum with the 4th line containing City, State, and Zip Code

Information

QuickBooks 2008-2011/Enterprise 8.0-11.0

NOTE: It is important that you enter the information in the order shown above and in the following screenshots for inclusion on the Certified Payroll Reports Project Name & Location.

3.2.3.1   Create A "Filter" for Jobs Requiring Certified Payroll

We realize that you might not need a certified payroll report for every job that you work on; therefore, we do provide you with a method to easily create a "filter" for jobs requiring Certified Payroll Reports. When you choose to use this method, there is a corresponding checkbox that you must select in CPS by going to the System Setup Menu->System Preferences-> Settings Tab [89] **and placing a check mark in the box labeled "Reporting jobs must have CPS in the QuickBooks job record Customer Type field."**

To create your filter, click on the **Additional Info** tab

From the Customer Type drop down list, choose Add New, in the Customer Type Box - type in **CPS**, click OK, and use this customer type to easily single out jobs that require a certified payroll report to be submitted.

Pro/Premier 2008-2011 & Enterprise 8.0-11.0

NOTE: If you have purchased both CAPS and CPS, you can create a single filter for both programs by creating a customer type of **CPS & AIA** or **AIA & CPS**.

3.2.4   *Tracking Subcontractors on Jobs*

Illinois and **Wisconsin** require that you list your subcontractors, and the type of work they perform, on your Statement of Compliance.

Other states, and or companies, are now requesting that subcontractors appear on the final Certified Payroll Reports. In order for this to happen, you must turn on the option to "Report vendor/subcontractors time on Certified Payroll Reports" in System Setup->System Preferences->**Settings** 89 tab **AND** enter the Subcontractors hours in the QuickBooks Weekly Timesheets.

Once this option has been turned on, CPS will print the Vendors Federal ID or Social Security Number on the reports if you have completed the information in the **Vendor Record**, additionally, if you have entered a "Vendor type" (electrician, trucking company, etc.), CPS will put the Vendor type in the Work Classification column on the report - if you leave the "Vendor type" blank, CPS will simply report the Work Classification on the Certified Payroll Report as "Subcontractor".

In QuickBooks, there is no difference between a Subcontractor and a Vendor – whether they supply material or services to you – they are set up the same way. The only difference is how you set them up.

Tracking Subcontractors on your Jobs
If you subcontract out part of your jobs, you will need to add Items for your Subcontractors. They can be added, based on the type of work that the subcontractor does for you on the Public Works Project, examples would include: trucking, equipment operation, grading, landscaping, etc.

You will enter a time card for the Subcontractor using this information. To set up the items:
- Choose **Lists** menu -> **Items List**
- Click the **Item** button from the lower left side of display box and choose **New**
- Choose **Service** as the Item Type
- In the **Item Name/Number,** type in the type of work the subcontractor does-do not abbreviate or shorten the name, be as descriptive as possible, for example: Trucking, Landscaping, Masonry, etc.
- Be sure that the box before **This service is performed by a subcontractor, owner, or partners,** is checked.
- Enter a **Description on Purchase Transactions** and a **Description on Sales Transactions**
- Enter your cost per hour for the Subcontractor, enter the **Expense Account** (this can either be an expense account called **Subcontractors** or **a Cost of Goods Sold: Subcontractors** account), enter the name of the **Preferred Vendor** (the name of your Subcontractor)
- Enter a **Sales Amount** (the amount you are billing out); you may leave this blank if the rate varies from job to job, and select an **Income Account**

Your completed item screen should look very similar to what is shown below:

For information on entering Subcontractor timecards see: **Subcontractor Timesheets** 48 , **Illinois**, **Wisconsin**

3.2.5 Payroll

3.2.5.1 Pay Rates

QuickBooks® Payroll Wage Items are linked to Work Classifications that appear on your final certified payroll reports. We do this because QuickBooks has no way to distinguish that Joe is a Laborer and Fred is an Equipment Operator, **OR** when Joe performs work as both a Laborer and an Equipment Operator. To read more about how this is accomplished, please refer to the **Work Classifications** 92 section in this manual which will explain the entire Work Classification process and provide 8 different specific examples on how you should set up your QuickBooks file.

For additional information visit our On-Line Support Area and read the articles called **"Four Ways Contractors Pay Prevailing Wage Fringe Benefits"** http://www. sunburstsoftwaresolutions.com/view-document-details/four-ways-contractors-pay-prevailing-wage-fringe-benefits.htm, **"Setting Up Payroll Items"** http://www.sunburstsoftwaresolutions. com/view-document-details/setting-up-payroll-items-pay-rates-workers-comp-benefits-deductions.htm, and **Accruing Sick, Vacation, and/or Comp Time** http://www. sunburstsoftwaresolutions.com/view-document-details/accruing-sick-vacation-and/or-comp-time-when-using-quickbooks.htm

As a contractor, one of the more important aspects of running your business is tracking the actual cost of your labor, and this entire section on Payroll, is the key to accurate generation of Certified Payroll Reports.

Labor costs are compiled of:
- Gross wages – in the field and in the office
- Payroll Taxes
- Company paid benefits – whether they are Union Benefits or benefits that you, as the employer, choose to provide
- Workers' Compensation Costs
- Payroll Deductions

There are several ways to set up your Payroll Item List – the following is only one of them. This method will tie in all aspects of payroll reporting for use in Job Costing and can be modified to fit the needs of General Contractor, Subcontractor, Union, or Non-Union Shop. For additional information, visit our On-Line Support Area and read the article called **"Four Ways Contractors Pay Prevailing Wage Fringe Benefits"** http://www.sunburstsoftwaresolutions.com/view-document-details/four-ways-contractors-pay-prevailing-wage-fringe-benefits.htm

<u>Union Shops or Shops Paying the FULL amount of Fringes to a "bona fide plan"</u>
For all intents and purposes, the example that is about to be provided is for a **Union Company paying all fringe benefits directly to the Union Hall, OR for a non-Union Shop that is paying the full fringe benefit portion to a "bona fide plan"**, and is in a state that mandates Workers' Comp Insurance. Please remember that this is only an example, and that you are not required to make all the changes that are shown. Required items will be noted in bold lettering.

The key thing to remember is this – for Certified Payroll Reporting purposes, you may no longer use the QuickBooks® standard Hourly Rate Payroll Wage item for all employees (UNLESS YOU ONLY HAVE ONE TYPE OF WORKER - for example, all of your employees are "Flaggers", OR your employees never switch work classifications) assigning different rates of pay to that item in individual Employee Records - in other words, each specific work classification must have its own unique payroll wage item if your employees perform under different work classifications.

> **You may use a salary item for owners** – know that QuickBooks Pro® will take an annual salary and break it into a per week amount; but, it will not further break that annual salary into an hourly amount. So, if you have an owner who receives pay as salary and must appear on the Certified Payroll Report, you MIGHT be required to create an hourly wage amount; and, you *must* use timesheets to enter the owner hours on various jobs.

Union and non-union pay rates are based on Worker Classification, as are Workers' Comp costs, so we will address this first. On paper or in an Excel Spreadsheet, create a chart with as many of the following headings that will pertain to your specific company. Many people skip this step, only to find that their Certified Payroll Reports are not showing accurate Work Classifications; so, spending a few minutes reading through this process is beneficial.

- Employee Name
- Union Worker Classification/Work Classification which needs to appear on reports
- Pay Rate
- Workers Comp Classification

Now that you have the initial list, you will need to expand that list to include QuickBooks® payroll items for each type of employee classification for straight time, overtime, double-time and/or downtime. **You will need to create one payroll item for each labor classification type: Supervisor (9898 Spvsr), Supervisor Over Time (9898-1 SpvsrOT), Supervisor Double-time (9898-2 SpvsrDT), and one Company Contribution Item for each Workers' Comp Classification**

NOTES: Check with your Workers' Comp carrier to verify experience rates for Overtime and Double-time so you may track them effectively. You have a 30-character description length on payroll items.

If you are a non-Union Shop and pay the benefits in cash to your employees:
This is probably the easiest method for setting up employee pay rates. You simply take the base rate of pay for a laborer ($10.00) and add the benefit amount per hour ($5.00) for a total rate of $15.00 per hour for straight or regular time. Follow the instructions below to continue set up as it pertains to your company.

If you are interested in learning how you can pay the fringe benefits to a 3rd party, (like a Union Shop), thereby, reducing your company payroll tax liability, your Worker's Compensation Insurance, and perhaps your General Liability Insurance as well, please read about the **Prevailing Wage Contractors Association** 51 .

An Important Note about Overtime: Beginning in 2005, Intuit created an Enhanced and an Enhanced Plus Payroll Service, including many nice new features. However, there is still a lot of work left to be done to make it of real use to contractors who pay their fringes in cash to the employee as part of gross wages. One of the "improvements" is the ability to create an "overtime" rate of pay automatically - this function will fail miserably for you, as there is no provision to "back out the fringe portion", so your pay rates would be too high if you use this option. Please read this overview of the changes by clicking on the following link for further information. http://www.sunburstsoftwaresolutions.com/view-document-details/quickbooks-enhanced-payroll-2005.htm

3.2.5.1.1 Creating New Payroll Wage Items

Wage Manager Solution 53 **will automate this tedious process for you. To access Wage Manager, start Certified Payroll Solution, from the Run Menu, choose Wage Manager.** Wage Manager has "Help" built into each screen which may be accessed by clicking on **Question Mark** in the Lower Left side of each screen.

Or, you may use the manual method within QuickBooks as outlined below:
- From the **Lists** menu, choose **Payroll Item List**
  OR in QuickBooks 2008-2011/Enterprise 8.0 -11.0 - From the Employee Center, Choose Related Activities, and New Payroll Item.
- In the Payroll Item List window, select the **Payroll Item** button (located on the lower left), and choose **New** to enter a new payroll item.
- In the **Add New Payroll Item** window, select **Custom Setup,** click **Next.**
- In the **Payroll Item Type** window, select **Wage**, click **Next.**
- In the **Wages** window, select **Hourly** and **Regular Pay**, click **Next.**
- In the **Name used in paychecks and payroll reports**, type the name of your wage item (5026 MasLab for Mason Labor), click **Next.**

In the **Expense account** window, choose the appropriate account from your **Chart of Accounts.** When you are done, click **Finish.**

3.2.5.2 *Tracking Workers Compensation*

While this certainly has no relevance on certified payroll reporting, it has been a much asked for set of instructions, and is included in the manual as Advanced QuickBooks training, and is optional. For additional information, visit our On-line Support Area and read the article **"Setting Up Payroll Items"** http://www.sunburstsoftwaresolutions.com/view-document-details/setting-up-payroll-items-pay-rates-workers-comp-benefits-deductions.htm

Creating Worker's Compensation Experience Rates:
In QuickBooks Pro/Premier 2008-2011 and Enterprise 8.0-11.0, if you DO NOT have Enhanced or Enhanced Plus Payroll:

Utilizing your list created in Pay Rates 36 :
- From the **Lists** menu, choose **Payroll Item** list, select the **Payroll Item** button (located on the lower left, and choose **New** to enter a new payroll item.
- In the **Add New Payroll Item** window, select **Custom Setup,** click **Next.**
- In the **Payroll Item Type** window, select **Company Contribution**, click **Next.**
- In the **Name used in paychecks and payroll reports**, type the name of your Workers' Comp item name (5026 MasLab WCC), **check** the box in front of **Track Expenses by Job**, click **Next.**
- In the **Agency for company-paid liability** window, **enter name of agency to which liability is paid** – enter the name of your WC carrier, **enter the number that identifies you to agency** – your policy number, **Liability account** – enter 2240 Workers' Comp Payable, **Expense account** – enter 5220 Workers' Compensation Costs
- When you are finished, click **Next.**
- In the **Tax tracking type,** select none, as this does not have to be included in the employees gross or reported as wages. Click **Next.**
- In the **Taxes** window, leave all items here unchecked because workers' comp company-paid costs are not taxed. Click **Next.**
- In the **Calculate based on quantity** screen, **check** the box **Based on Quantity**, to multiply each employees gross wages by the percentage rate your insurance company charges you for the workers' compensation classification. Click **Next.**
- In the **Default rate and limit** screen, enter the percentage charge for this item (10% - be sure to enter the % sign) in the top box. There is no limit, so leave the other box empty. Click **Finish.**

In QuickBooks Pro/Premier 2008-2011 and Enterprise 8.0-11.0
If you subscribe to the new Enhanced Payroll or Enhanced Plus Payroll, you will find improved workers' compensation "classification code" tracking, reporting, and calculations to assist you with the often error

prone process of tracking hours and wages associated with multiple worker's compensation classification codes. Contractors be aware of the following drawbacks.

Drawbacks
Workers' comp is calculated on a fixed dollar amount rate per $100 of gross wages – example $2.10 per $100 in gross wages
On the Preview Paycheck, you see only the TOTAL of the entire Workers' comp liability, and not the liability for individual WC Codes.

Positives
You can assign multiple workers' comp codes directly in the weekly timesheets and the calculations will be done correctly, based on the rate for that specific amount of gross wages.

For more information on this, please refer to visit our website, and read our overview by using the link below
http://www.sunburstsoftwaresolutions.com/view-document-details/quickbooks-enhanced-payroll-2005.htm

3.2.5.3 *Union or Bona Fide Plan Benefits*

If you pay benefits on behalf of your employees, whether they are Union Benefits or not, you will want to spread that cost out appropriately over the jobs that the employee works on, and some states require that these "fringe benefits" be reported on your certified payroll reports.

For additional information, visit our On-Line Support Area, and read the article called **"Four Ways Contractors Pay Prevailing Wage Fringe Benefits"** http://www.sunburstsoftwaresolutions.com/view-document-details/four-ways-contractors-pay-prevailing-wage-fringe-benefits.htm

If you are required to pay Union Benefits, please verify whether or not any of the benefits are taxable to the employee.

If you are required to pay Union Benefits, and the benefits vary depending upon the worker classification of the employee, you will want to look at those benefits and further break down the payroll items that are associated with them. Your initial list could look similar to that shown below, many people will skip this step and then find that their certified payroll reports are not accurate, please, at least read through this section, to determine if your benefits are set up correctly - not only for job costing purposes, but to ensure accurate reports.

Benefit Name	Rate Per Hour	Notes
Health Fund	$3.34	Base rate for apprentice - rates change yearly
Pension Fund	$2.20	Base rate for apprentice - taxable to employee
Training Fund	$0.25	Same rate for all work classifications

Having this information in hand, you will want to expand this list to a more comprehensive list, similar to the one shown below:

Benefit Name	Rate Per Hour	Notes
Health Fund	$3.34	Paid for Foreman, Supervisors and Laborers. Used as "base rate" for apprentices. All rates change yearly. Not paid on downtime hours.

Health Fund - 50%	$1.67	Rate for 50% apprentices
Pension Fund	$2.20	Paid to Foreman, Supervisors and Laborers. Used as "base rate" for apprentices. All rates change yearly. Not paid on downtime hours. **Taxable to employee.**
Pension Fund - 50%	$1.10	Rate for 50% apprentices. All rates change yearly. Not paid on downtime hours. **Taxable to employees.**
Training Fund	$0.25	Rate for all work classifications. Paid on all hours.

3.2.5.3.1 Creating Fringe Benefit Payroll Items

The most important piece of setting up your benefits is as easy as checking the box in front of the Track Expenses by Job option.

Do you know that it is not uncommon today to be told by an Intuit Support Rep that QuickBooks cannot track Union Benefits?

You will want to create one company contribution item for each of the items in your list. To do this:
- From the **Lists** menu, choose **Payroll Item List**
- In the Payroll Item List window, select the **Payroll Item** button (located on the lower left), and choose **New** to enter a new payroll item
- In the **Add New Payroll Item** window, select **Custom Setup,** click **Next**
- In the **Payroll Item Type** window, select **Company Contribution**, click **Next**
- In the **Name used in paychecks and payroll reports**, type the name of your Benefit item name (Pension), **check** the box in front of **Track Expenses by Job**,

- click **Next**
- In the **Agency for company-paid liability** window:
  - o **Enter name of agency to which liability is paid**
  - o **Enter the number that identifies you to agency**
  - o **Liability account** – enter 2105 Union Benefits
  - o **Expense account** - enter 5240 Employee Benefits
- When you are finished, click **Next**
- In the **Tax tracking type,** select **Compensation, if it is taxable to the employee.** Select **None, if it is NOT taxable to the employee.** Click **Next**
- In the **Taxes** window, select which taxes the taxable benefit is subject to, or select no taxes, if the

benefit is not taxable to the employee. Click **Next**

- In the **Calculate based on quantity** screen, **check** the box **Based on Quantity**, to multiply each employee's total hours by the rate you must pay per hour. Click **Next**
- In the **Default rate and limit** screen, enter the per hour charge for this item ($1.00) in the top box. There is no limit, so leave the other box empty. Click **Finish.**

3.2.5.4 Deductions

The deduction items listed below would be classified, or considered to be "Other Withholding" or "Union Dues" deductions, on your Certified Payroll Reports.

For additional information, visit our On-line Support Area, and read the article **"Setting Up Payroll Items"**http://www.sunburstsoftwaresolutions.com/view-document-details/setting-up-payroll-items-pay-rates-workers-comp-benefits-deductions.htm

Create a list of Employee Deductions-examples could include a Medical Ins. Deduction, a Child Support Garnishment, or Union Dues. Your initial list could look similar to this:

Deduction Name	Rate Per Hour	Notes
Job Target	$0.50	Paid per hours worked. Used as base rate for apprentices. Paid to Union Hall Weekly
Work Assessment	$1.00	Paid per hours worked. Used as base rate for apprentices. Paid to Union Hall Weekly
Child Support		Child Support Garnishment, varies by employee
Employee Health Ins.		Employee Health Insurance co-pay.

Now expand this list, to look similar to this

Deduction Name	Rate Per Hour	Notes
Job Target	$0.50	Paid per hours worked. Used as base rate for apprentices. Paid to Union Hall weekly
Job Target - 50%	$0.25	Job Target deduction for 50% Apprentices. Paid per hours worked. Paid to Union Hall weekly.
Work Assessment	$1.00	This rate for Foreman, Supervisor, and Laborers. Used as base rate for apprentices. Paid per hours worked. Paid to Union Hall weekly
Work Assessment - 50%	$0.50	Work Assessment for 50% Apprentices. Paid per hours worked. Paid to Union Hall weekly.
Child Support		Child Support Garnishment, varies by employee
Employee Health Ins.		Employee Health Insurance co-pay.

3.2.5.4.1 Creating Employee Deduction Payroll Items

You will want to create one employee deduction item for each of the items in your list. To do this:
- From the **Lists** menu, choose **Payroll Item List**
- In the Payroll Item List window, select the **Payroll Item** button (located on the lower left), and choose **New** to enter a new payroll item
- In the **Add New Payroll Item** window, select **Custom Setup,** click **Next**
- In the **Payroll Item Type** window, select **Deduction**, click **Next**
- In the **Name used in paychecks and payroll reports**, type the name of the Deduction item name (IPAL), click **Next**
- In the **Agency for employee-paid liability** window
  - Enter the name of the agency that the liability is paid to
  - Enter the number that identifies you to the agency
  - Select the employee-paid liability account

- Click **Next**
- In the **Tax tracking type** window, select none from the drop down list, click **Next**
- In the **Taxes** window, do not select any taxes unless the deduction reduces payroll taxes, click **Next**
- In the **Calculate based on quantity** window, place a check mark in front of **Based on Quantity**, click **Next**
- In the **Gross vs. net** window, select whether this deduction is taken from Gross Pay or Net Pay (most deductions will be taken from Net Pay), click **Next**
- In the **Default rate and limit** window, enter the rate per hour in the top box, if there is a yearly limit, enter that amount in the lower box, and click **Finish**.

3.2.5.5 *Office Wages*

It is important to correctly allocate **Office Wages** as an overhead expense. For additional information, visit our On-line Support Area, and read the article **"Setting Up Payroll Items"** http://www.sunburstsoftwaresolutions.com/view-document-details/setting-up-payroll-items-pay-rates-workers-comp-benefits-deductions.htm

To add a payroll item for Office Labor:

- From the **Lists** menu, choose **Payroll Item List**
- In the **Payroll Item List window**, choose the **Payroll Item button** (lower left), and choose **New**
- Click **Custom Setup**, and click **Next**
- In the **Payroll Item Type** window, select **Wage** (Hourly, Salary), click **Next**
- In the **Wages** window, select **Hourly Wages** or **Salary** and **Regular Pay**, click **Next**
- In the **Name used in paychecks and payroll reports** screen, enter the overhead labor item (Office Wages), click **Next**
- In the **Expense Account** window, select the expense account associated with this window (6501-Office Wages), click **Finish**

3.2.5.6 *Sole Proprietorships & Partnerships*

If your company is Sole Proprietorship or a Partnership, you will be taking draws instead of receiving a weekly paycheck for yourself and/or your partners. Because of this, QuickBooks will not show any costs for you or your partner's time in reports. To get these costs into Job Costing Reports and Certified Payroll Reports, you must transfer owner and/or partner time – in dollars – using an hourly payroll wage item and a deduction payroll item (you will be shown later how to actually do this – Refer to the Processing Payroll 49 **section.**

For additional information, visit our On-line Support Area, and read the article **"Setting Up Payroll Items"** http://www.sunburstsoftwaresolutions.com/view-document-details/setting-up-payroll-items-pay-rates-workers-comp-benefits-deductions.htm

To setup an hourly wage item for an owner or partner:
- From the **Lists** menu, choose **Payroll Item List**
- In the **Payroll Item List window**, choose the **Payroll Item button** (lower left), and choose **New**
- Click **Custom Setup**, and click **Next**
- In the **Payroll Item Type** window, select **Wage** (Hourly, Salary), click **Next**
- In the **Wages** window, select **Hourly Wages** or **Salary** and **Regular Pay**, click **Next**
- In the **Name used in paychecks and payroll reports** screen, enter the **overhead** labor item (Owner's Labor-for a sole proprietorship or Jim's Labor and Sam's Labor for a Partnership), click **Next**
- In the **Expense Account** window, select the expense account associated with this wage (3999-

Owner's Time to Jobs), click **Finish**

To setup the Deduction Payroll Item for an Owner or Partner:
By setting up this deduction, you will be able to reverse wages and payroll taxes from the owner/partner paycheck.
  • From the **Lists** menu, choose **Payroll Item List**
  • In the **Payroll Item List window**, choose the **Payroll Item button** (lower left), and choose **New**
  • Click **Custom Setup**, and click **Next**
  • In the **Payroll Item Type** window, select **Deduction**, click **Next**
  • In the **Name used in paychecks and payroll reports** window, enter the name that you will use for this deduction (Owner's Labor Deduction for sole proprietorship or Jim's Labor Deduction and Sam's Labor Deduction for a partnership), click **Next**
  • In the **Agency for employee paid liability** window, leave the **Name of Agency** box blank, in the **Identifying number** box, enter a short description, such as, **to deduct owner labor,** and in the **Liability Account** box, select the same account that you did for the wage item above (3999-Owner's Time to Job), click **Next**
  • In the **Tax Tracking Type** window, choose **None**, click **Next**
  • In the **Taxes** window, deselect all taxes, QuickBooks will give you a warning, ignore it, click **Yes,** and then click **Next**
  • In the **Calculate based on quantity** window, do not select anything, simply click **Next**
  • In the **Gross vs. Net** window, select **Gross Pay,** and click **Next**
  • In the **Default rate and limit** window, leave both boxes blank, click **Finish**

3.2.5.7 *Setting Up or Changing Employee Records*

> **This is where your hard work all starts to come together! One of the most important items in the employee record is the Use time sheet data to create paychecks option.**

You will want to set up your employees to track their time on jobs, whether you do your payroll in-house, or outsource it to a payroll service.

Each employee record has all the information that you will need to calculate payroll – whether the employee receives a weekly salary, or is paid on an hourly basis. The payroll module is very flexible and easy to use to calculate all common payroll taxes, process, calculate, and print W-2's, 1099's, form 940, form 941, and the new functionality introduced in 2005 provides even more options. To read a complete overview, please visit our website using the link below. http://www.sunburstsoftwaresolutions.com/view-document-details/quickbooks-enhanced-payroll-2005.htm

Setting Up New Employees or Editing Existing Employees

QuickBooks Pro and Premier Editions allow 25 payroll wage items and a total of 25 Additions, Deductions, and Company Contribution Items. Enterprise Solutions will allow 100 in each section.

Please have the spreadsheets that you created in the **Creating Payroll Items for Pay Rates** 36, **WC** 39, **Benefits** 40 & **Deductions** 43, **Office Wages** 44, **and Tracking Time Costs for Sole Proprietor & Partnerships** 44 **sections.**
  • **In QuickBooks Pro/Premier 2008-2011/Enterprise 8.0-11.0** - From the **Employee Center,** select **New Employee**
  • In the **Employee List** window, choose the **Employee Button** (lower left), and choose
  • **New** to set up a new Employee
  • **Edit** to make changes to an existing employee

- In the *Personal Info list – Personal tab*, fill in the **Mr./Ms, First Name, MI, Last Name** fields. **NOTE:** names should be entered, as they are to appear on the Form W-2.
- Enter the employee mailing address, city, state, and zip code **[***Personal Info list – Address & Contact tab***]**
- Enter phone numbers, social security number, email address, type, gender, and hired date **[***Personal Info List – Personal and Address & Contact tabs***]**
- Click to the **Additional Info** tab **[***Personal Info List – Additional Info tab***]**
    - o In the **Custom Fields** area, click the **Define Fields** button, and create the following fields **(the creation of custom fields is not required, only suggested, as a means of gathering this relevant data into report form for easy setup of Employees in Certified Payroll Solutions):**
        - **Union Local** – if applicable, for internal reporting purposes
        - **Race** - if applicable, for internal reporting purposes
        - **Apprentice Y/N %** - to track if the employee is an Apprentice and, if so, what level
- Click on the *Payroll & Compensation from drop down list*
    - o In the **Earnings** section, select all the payroll items that you created with this employee in mind – enter the appropriate dollar value for each earnings item. **Remember that you are limited to 25 items here**---**Using Wage Manager** 53 **will help you automate this task.** Other items may be pulled into the **Preview Paycheck** screen, see **Processing Paychecks** 49.
    - o In the **Pay Period** box, select **Weekly** (Certified Payroll Reports are required weekly, based on the assumption that everyone issues payroll on a weekly basis and should try to follow that mandate)
    - o In the **Class** box, choose the Employee's worker classification **(not required)** – adding it, if necessary
    - o Check the box in front of **Use time sheet data to create paychecks**
    - o In the **Additions, Deductions, and Co. Contributions** box
        - Using your spreadsheets, pull in Union Dues Deductions, Co. Paid Union Benefits, Other Employee Deductions (garnishments), and Workers' Compensation Costs. **Again, you are limited to 25 items here.** Additional items may be pulled in at the **Preview Paycheck** screen – see **Processing Your Payroll**
            - Click on the **Taxes** button and set up appropriate taxes for the employee. Click **OK** when complete.
            - Click on the **Sick/Vacation** button to set up and track company approved sick and vacation time for each employee. Click **OK** when complete.
            - Click on the **Direct Deposit** button and set up the required information, if you offer this option to your employees.
            - When you are back in the **Payroll Info** tab, click **OK** to save, and close this employee record.

3.2.5.8 Entering Timesheets

3.2.5.8.1 Employee Timesheets

QuickBooks Weekly Timesheets are the key to your success in using Certified Payroll Solution. The weekly timesheet is where CPS starts gathering its data to complete your reports, and the hours worked each day are used to complete the weekly "calendar" on the final report, which shows the hours worked each day on a specific project by each individual employee.

QuickBooks Weekly Timesheets are the key to your success in using Certified Payroll Solution. The weekly timesheet is where CPS starts gathering its data to complete your reports, and the hours worked each day are used to complete the weekly "calendar" on the final report, which shows the hours worked each day on a specific project by each individual employee.

The QuickBooks Pro® Timesheet function is the fastest and most efficient way to record individual employee, or owner and partner time to a job, and to process payroll. Of course, first, you need to get your field people to complete a timecard and get it to you.

If you have never used the Weekly Timesheet function, you must enable it in your QuickBooks **Preferences** 27 , and set your **employees up for "time tracking"** 45 .

To Enter an Employee Timecard
- From the **Employee Menu**, choose **Time Tracking** and **Use Weekly** Timesheet, if you use the Employee Navigator, click on Use Weekly Timesheet Icon, or if you use the 2004 Contractor Edition from the Contractor Navigator, choose Use Weekly Timesheet.
- From the **Name** drop-down list, select the employee whose timecard you are about to enter.
- Make sure that you have the correct week showing on your time sheet; use the **Previous** or **Next** button to adjust the week.
- In the **Customer: Job** column, select the appropriate Customer & Job (Customer One: 15-271).
- In the **Service Item** column, select the appropriate job phase or item that the employee performed (01.1 Plans).
- In the **Payroll Item** column, enter the appropriate payroll item code associated with this employee (9898 Spvsr or if the employee is the owner, enter the Owner Labor Item). For more information on payroll items, see **Creating Payroll Items for Pay Rates** 36 .
- In the **Notes** column, enter any relevant note that you wish.
- In the **Class** column, enter the class that is associated with this item (Labor Costs - Job Related).
- In the **Day/Date** columns, enter the appropriate number of hours worked each day on this service item. Click on the little Invoice Icon at the end of the line to X it out, as you are not doing a time and material billing.
- Click on **Save & Close** if you are finished entering timecards, or **Save & New** if you wish to save this timesheet, and enter a new one for another employee.

Important Notes: Enter all hours on all jobs for all employees including owner/partners. **You must manually split out straight time and overtime hours for each employee as QuickBooks has no mechanism for automatically calculating when overtime becomes effective.** If you wish to enter hours worked by office employees or track shop time/downtime, you can create a customer called Overhead and create two jobs – one called Office, and the other called Shop Time, and use these as the Customer: Job Item. If hours are entered on a timesheet without a Customer: Job – Certified Payroll Solution will error out, and you will not be able to continue until you have corrected this. Once you are running Certified Payroll Solution, you may choose jobs that are non-reporting (jobs that do not require a Certified Payroll Report).

For QuickBooks Pro/Premier 2008 -2011 and Enterprise 8.0 - 11.0 Users ONLY:

You are able to access the Weekly timesheets from the Employees Menu->Enter Time->Use Weekly Timesheet OR from the Employee Center->Enter Time->Use Weekly Timesheet OR from the Home Page->Enter Time->Use Weekly Timesheet.

> If you have a lot of employees, have employees who work on multiple jobs each week, have employees who are paid under multiple pay rates, or have employees who frequently work overtime and find entering employee hours one employee at a time to be frustrating; check out our Crew/Overtime Entry Solution program. With Crew/Overtime Entry Solution you can set up the overtime laws that your company must follow, create "crews or groups" of employees, and then enter time by crew, job and day; using just straight time payroll wage items. This information will be written back to the QuickBooks Weekly Timesheet for you. At the end of the week, retrieve your timesheets and Crew/Overtime Entry will calculate overtime and/or "weighted-average" overtime and write the revised information back to QuickBooks, leaving you to process payroll.

3.2.5.8.2 Subcontractor Timesheets

> **Illinois** and **Wisconsin** **require that you list your subcontractors, and the type of work they perform, on your Statement of Compliance.**

Other states, and or companies, are now requesting that subcontractors appear on the final Certified Payroll Reports. In order for this to happen, you must turn on the option to "Report vendor/subcontractors time on Certified Payroll Reports" in System Setup->System Preferences->**Settings** 89 tab, **AND** enter the Subcontractors hours in the QuickBooks Weekly Timesheets.

Once this option has been turned on, CPS will print the Vendors Federal ID or Social Security Number on the reports, if you have completed the information in the **Vendor Record.** Additionally, if you have entered a "Vendor type" (electrician, trucking company, etc.), CPS will put the Vendor type in the Work Classification column on the report - if you leave the "Vendor type" blank, CPS will simply report the Work Classification on the Certified Payroll Report as "Subcontractor".
Entering subcontractor time is much like entering time for your employees.

Many customers, and now some states, are requesting that Subcontractor hours show up on your Certified Payroll Reports. In order for this to happen, you must turn on the option to "Report vendor/subcontractors time on Certified Payroll Reports" in Certified Payroll Solution by choosing- System Setup->System Preferences->**Settings** 89 tab.

Once this option has been turned on, CPS will print the Vendors Federal ID or Social Security Number on the reports, if you have completed the information in the **Vendor Record.** Additionally, if you have entered a "Vendor type" (electrician, trucking company, etc.), CPS will put the Vendor type in the Work Classification column on the report - if you leave the "Vendor type" blank, CPS will simply report the Work Classification on the Certified Payroll Report as "Subcontractor".

If you do need to have the hours show on the reports, but must have them listed on your Statement of Compliance to meet the reporting requirements of **Illinois** or **Wisconsin**
- Choose **Activities**
- Choose **Time Tracking**
- Choose **Use Weekly Timesheet**
- From the **Name** drop down list, choose the name of your subcontractor
- Choose the **Customer: Job** that this subcontractor performed work on
- For the service item, choose the type of work that the subcontractor performed – trucking, landscaping, masonry, etc. from your Item List
- Enter the number of hours that the subcontractor worked each day on each job

3.2.5.9 Processing Paychecks

This section will teach you how to work with and use the Workers' Comp, Fringe Benefits, and Employee deduction items that you have set up - once you get to the point of *actually creating the paycheck*.

For additional information regarding the set-up of payroll items, see **Creating Payroll Items for Pay Rates** 36 , **WC** 39 , **Benefits,** 40 and **Deductions** 43

You will need to choose a **Payroll Option** prior to running a payroll. The options are as follows:
1. **Standard Payroll -** formerly known under several different names including Basic Payroll Service, Tax Table Service, Do-It-Yourself, etc., the cost is $199.00 per year, and you do everything in-house.
2. **Assisted Payroll -** formerly know as Deluxe Payroll Service - offers the Basic features, plus payroll tax depositing and filing, W-2 generation and mailing, and a "no penalties" guarantee provided by Intuit - **contact us if you are new to QuickBooks and are thinking of using the Assisted Payroll Service, as we can get you a 1 time discount.**
3. **Manual Calculations** – an option if you use an outside payroll service, and, simply wish to recreate payroll data for job costing or the **Certified Payroll Solution**. To find out more about this option, select the **Learn more about Basic Payroll**, and then in the Basic Payroll window, scroll down until you see **I choose to manually calculate payroll taxes**.
4. **Enhanced or Enhanced Plus -** This is, also, for those of you who wish to do all of your own payroll in-house, in addition, to being able to complete basic payroll tax forms, the Enhanced or Enhanced Plus provide you with the ability to generate many state forms, in addition, to standard Federal forms.

*There is, also, a **Complete Payroll or Online Payroll** option that is designed for customers who want the convenience of a fully outsourced payroll service that works with QuickBooks. It allows you to submit your payroll to the service from QuickBooks, and then, after the payroll has been processed, download the payroll transactions directly into QuickBooks through the use of Journal Entries.* **This option is not compatible with CPS.**

Working under the assumption that you have already chosen your payroll options and have entered all hours using the Weekly Timesheet – let's generate payroll for regular employees.
• From the **Employee Navigator, Contractor Navigator, Payroll Center,** or from the **Employees List,** choose **Pay Employees.**
• In the **Select Employees to Pay Window**, verify that the correct **Bank Account** is selected, that the **Check Date** and **Pay Period Ends Date** are, also, correct. Make changes as necessary.
• Place a check mark in the far left column near the name of each employee that you will be generating a paycheck for, and click the **Create Button**.
• The **Earnings** section located at the top of the **Preview Paycheck** screen shows all the information entered on the timecard: Payroll Item, Rate, Hours, Customer: Job, Class, and Service Item.
• In the **Other Payroll Items** box, you will see the deductions and company contributions that you originally setup in the Employee Record. If you ran out of room in the **Employee Record,** you now have an opportunity to pull those items into the Employees paycheck.
• For deductions or company contributions that are based on the number of hours worked, enter the total number of hours worked in the **Quantity** column of the **Other Payroll Items** box.
• To calculate the Workers' Compensation Costs, select the correct workers' compensation code from the drop-down list (9898 Supvsr WCC), the rate automatically will appear. You will need to total the employee's gross wages for the 9898 Spvsr Payroll Item ($800.00) and enter that in the Quantity

column.

When you are certain that you have entered everything, click on the **Create** button.

3.2.5.9.1 *Creating An Owner's Or Partner's Paycheck*

> **To get these costs into Job Costing Reports and Certified Payroll Reports, you must transfer owner and/or partner time – in dollars – using an hourly payroll wage item and a deduction payroll item.**

- From the **Employee Navigator** (or from the **Employees List),** choose **Pay Employees**.
- In the **Select Employees to Pay Window**, verify that the correct **Bank Account** is selected, that the **Check Date** and **Pay Period Ends Date** are, also, correct. Make changes as necessary.
- Place a check mark in the far left column near the name of each employee that you will be generating a paycheck for, and click the **Create Button**.
- The **Earnings** section located at the top of the **Preview Paycheck** screen; shows all the information entered on the timecard: Payroll Item (Owner's Labor), Rate, Hours, Customer: Job, Class, and Service Item.
- In the **Other Payroll Items** box, you will see the **Owners' Labor Deduction** Item that we set up. Total the gross wage, and enter it here as a negative amount. Once you enter this negative amount, all payroll taxes will zero out.
- Click the **Create Button**.

3.3   *Are You Paying Prevailing Wage Fringe Benefits in Cash?*

3.3.1   *Prevailing Wage Contractors Association*

What if I told you that you could reduce your payroll tax contributions by at least ***$14,784.00** a year, and receive additional savings on your general liability insurance, (if you live in a state where liability insurance is based on gross payroll, instead of sales)? Would that kind of savings help you lower your bids and still make money? Impossible, you say! What would you say if I, also, told you that your employees would also be happy? Humm, read on!

We have been contacted by Jim Proffitt, a representative of the Prevailing Wage Contractors Association (PWCA), to give you a little background on them:

The Prevailing Wage Contractors Association (PWCA) is a not-for-profit organization that sponsors tax-advantaged programs, enabling its members to comply favorably with the various prevailing wage laws on the federal, state, and local levels.

The PWCA has been around since 1996 providing tools for contractors working on jobs, subject to the Davis-Bacon Act, to compete on a "level playing field" with Union and other Merit Shops. They currently operate in 27 states, are fully approved by the U.S. Department of Labor as having a "bona fide" fringe benefit plan, and meets with the approval of the IRS.

As prevailing wage experts, the PWCA helps contractors (regardless of their size) get full credit, a full tax deduction, and complete liability insurance exemption, (if you live in a state where your liability insurance is based on gross payroll and not sales), for fringe benefit contributions made to their approved plan. You experience the savings, while helping your employees plan for their future. Even if you have other benefit plans – 401K, Health Insurance, Vacation, etc., you probably do not receive these types of exemptions.

The purpose of PWCA is to help, both Union and Non-Union employers, comply with the various prevailing wage laws in the most convenient manner. They sponsor Supplemental Unemployment Benefits (SUB) and Retirement (Pension) Plans that accomplish this goal.

Prevailing Wage Contractors Association members fund the benefit plans with the fringe rate from prevailing wage schedules on all prevailing wage jobs. Their members are able to keep fringe rate dollars by buying non-taxable benefits, instead of incurring taxable payroll.   All of their members enjoy a competitive advantage because of the tax savings.

The "bona fide" plan is set up as a "Supplemental Unemployment Benefit", which means that your employees are eligible right away, do not have to wait to be "vested, as with the Union, AND, if you have to lay them off for a week or two (more here in the Northeast), they can immediately withdraw money from the plan without penalty, when otherwise, they would be unable to collect Unemployment.

Ben & I talked with Jim almost 3 years ago now, read the information that he provided us, and I spoke with a contractor in Pennsylvania who has been making contributions to the plan for 4 years. It was in talking to her, that I made my decision to pass this information onto contractors that we come in contact with. Shortly after talking with the contractor in Pennsylvania, we were contacted by 2 customers in Massachusetts who were looking for some way to get the fringe benefits out of payroll and into a bona fide plan. I forwarded their names on, and one company became a member of PWCA ($200.00 a year membership fee), and they immediately began to see a reduction in their payroll tax liabilities.

PWCA currently has contractors utilizing this program in: Arizona, California, Colorado, Connecticut,

Delaware, Florida, Illinois, Indiana, Iowa, Kansas, Kentucky, Massachusetts, Michigan, Missouri, Montana, New Hampshire, New Jersey, New Mexico, New York, Ohio, Oregon, Pennsylvania, Tennessee, Texas, Virginia, Washington, and West Virginia.

If any of you are interested in more information about this opportunity, please contact Jim at 1-800-558-5862, or via email scainc@copper.net, and tell him that Sunburst Software Solutions, Inc. sent you, he'll be happy to mail you a free information packet. Be sure to ask him for references from your own state!

To find out more about PWCA visit them on the web at http://www.pwca.net/

Visit our On-Line Support Area -> QuickBooks Resources section to find out more about **The High Cost of Payroll** http://www.sunburstsoftwaresolutions.com/view-document-details/the-high-cost-of-payroll.htm and obtain our **free Labor Burden spreadsheet** http://www.sunburstsoftwaresolutions.com/view-document-details/calculating-employee-labor-burden-worksheet.htm

*This figure is based on $10.00 per hour in cash fringes with 12 employees working 40 hours a week for 40 weeks of the year at the combined FICA & M-CARE company contribution rate of 7.65%. It is possible that additional savings are attainable by decreased Worker's Compensation and General Liability Insurance premium costs.

3.4   *Wage Manager Solution*

3.4.1   *Using Wage Manager to Create & Update Employee Payroll Wage Items*

Included with your purchase of Certified Payroll Solution is a complimentary license of Wage Manager Solution – a business owner and payroll administrator tool, which will help you to automate the time consuming process of modifying existing payroll wage items, adding new payroll wage items, or removing obsolete payroll wage items from multiple employee records, at the same time.

Wage Manager Solution can be accessed via a shortcut on your desktop, **OR,** from within Certified Payroll Solution from the **Run Menu,** and choosing **Wage Manager**.

Some things to know about Wage Manager:
- Wage Manager can be accessed from within CPS from the Run Menu, and selecting Wage Manager
- Wage Manager will require you to grant it permission to access your QuickBooks data file as a separate program
- Wage Manager requires read and write permissions to your QuickBooks data file
- Complete Wage Manager Help is accessed directly from each Wage Manager screen by clicking on the question mark in the lower right corner of each screen; there is no printed manual
- Wage Manager Support is handled on our on-line forum at www.certifiedpayrollreports.com/forum only.
- Wage Manager currently can work only with QuickBooks Payroll Wage Items due to limitations in the QuickBooks Software Development Kit (SDK)
- Wage Manager cannot access or work with QuickBooks Company Contribution, Addition, or Deduction items.

What does Wage Manager do for you that QuickBooks can't?
- Allow you to work with single or multiple payroll wage item types - i.e. Hourly Regular Rates, Commissions, Salary Items, or any combination of the above.
- Allow you Modify pay rates for existing payroll items for multiple employees, all at the same time.
- Allow you to Add a new payroll item; creating rates for Straight time, Overtime, Double time, and Triple time, and assign that new payroll item to multiple employees, all at the same time.
- Allow you to Remove obsolete payroll items from multiple employee records, all at the same time.
- Allow you to Increase or Decrease existing pay rates by a specific dollar amount, a percentage, or set the rate to be a fixed rate of pay.
- Allow you to easily work with Shift Differentials and Cash Benefit rates.
- Allow you to view a visible log file as this information is written back to the Employee Records in QuickBooks.

Through the use of Wage Manager, you can:
- Save time.
- Modify, Add, or Remove, multiple payroll wage items for multiple employees, all at the same time.
- Stop wasting valuable time updating individual employee records.
- Streamline the wage rate modification process.
- Print reports for review, prior to writing this information back to QuickBooks.

Part

IV

4   *Certified Payroll Solution - Administrator Manual*

4.1   *How Setup Instructions Work*

Administrator Task:
The installation of Certified Payroll Solution should be done by the **QuickBooks Administrator** in **Single-User mode** so that they can grant CPS permission to access the QuickBooks data file.

The instructions contained in the **System Preferences** 86 and Basic Info topics, pertain to information that is required in <u>ALL STATES.</u>

If your company is in one of the states that require specialized forms, there will be a help topic located at the end of this printed manual that is geared toward your additional and specific setup requirements. If you have chosen to download Certified Payroll Solution, you will want to find your state's Help Topic, located in the CPS In-Program Help file, which is accessed via the Help Menu, and choosing Contents->Certified Payroll Solution->Certified Payroll Solution Setup->Special States, and print your state specific information, as it will address certain setup instructions that are required only by your state.

<u>States requiring special forms are as follows:</u>
Click the link for the state shown below to be taken specifically to that section for detailed setup instructions specific to that state.

Alabama	Alaska	California
Colorado	Connecticut	Delaware
Hawaii	Illinois	Iowa
Kentucky	Massachusetts	Minnesota
Mississippi	Missouri	Nevada
New Jersey	New Mexico	New York
North Carolina	North Dakota	Ohio
Oregon	Pennsylvania	Rhode Island
South Dakota	Texas	Washington
Wisconsin		

4.2   Installation

4.2.1   Important Information for Windows Vista & Windows 7 Users

Windows Vista & Windows 7 Users - take a few moments to review the following important information, as these are our top technical support calls from users:

1. You should be logged in as a Standard User – QuickBooks and any of your other software programs does not need to be run or installed at the Windows Administrator level, HOWEVER, you will need to know the Administrator password to install the programs.
2. Your User Account Control should be turned ON.
3. Your QuickBooks file should be located in the C: -> Users -> Public Folder ->Public Documents -> Intuit -> QuickBooks -> Company Files Folder

NOTE: If when you start Vista or Windows 7 there is only a single login account, that account is the Administrator account and you will need to create a Standard User Account and sign in under the Standard User Account when installing QuickBooks, or any other software.

 Why is it important to have a Standard User Account?

When you use your computer under only the Administrator account, ANY malicious programs or harmful viruses from unfamiliar websites can install themselves with little to no warning to you; because they take on all of the privileges and abilities of you - the computer Administrator.

On the other hand, when you create a Standard User Account, and it is set up so that the User Account Control is turned on, when ANY program is installed (and even some program updates) the Standard User is presented with a window which requires the computer administrator password - essentially asking permission to install the program - therefore, you will be made aware when a program is being installed.

 How do I know if my Windows Vista or Windows 7 settings are correct, and WHY is this important?

Vista implemented tighter security controls to protect us from harmful programs and viruses from malicious websites and Windows 7 made those security controls somewhat less annoying. Basically they have changed how we work with our computers and where we store our information; whether we share it with others or not.

To check your account type, and whether or not your User Account Control is turned on, perform the following task:
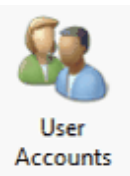
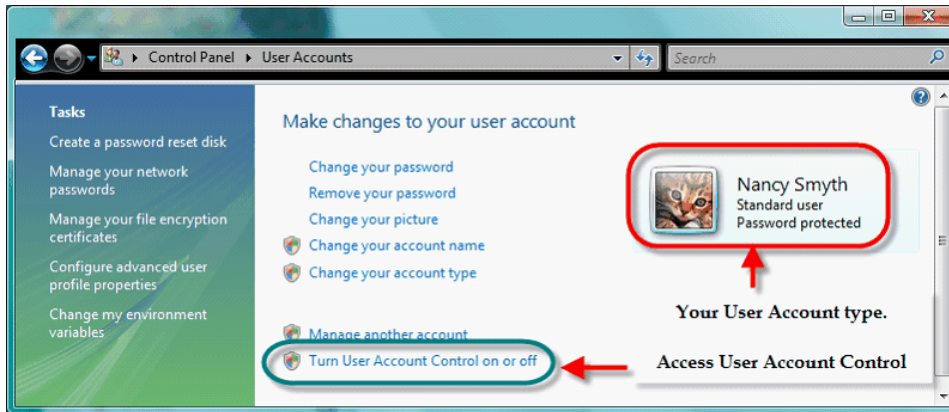1. Click your Start button

2. Choose Control Panel

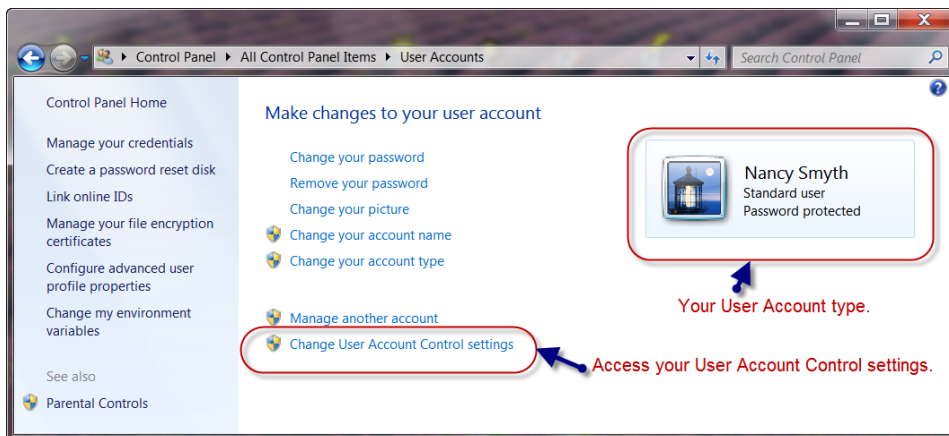3. Choose User Accounts
4. Select Your Account.

Here you should see that you are setup as a Standard User (as shown below). If you are set up as an Administrator, you should create a Standard User Account for yourself, and ALWAYS log in using that account.

Windows Vista - Standard User Account

Windows 7 - Standard User Account

Click the link that says "Turn User Account Control on or off". One of two things will happen.
IF a User Account Control Window appears asking for the Administrator password, your Use Account Control is turned on - enter the Administrator password to Continue. Click OK, and install your software AFTER verifying that your QuickBooks file is in the Public Folder.
IF the User Account Control Window does NOT appear, your User Account Control is turned off, and we need to turn it on.

Below is a screenshot of the User Account Control Window in Windows Vista:
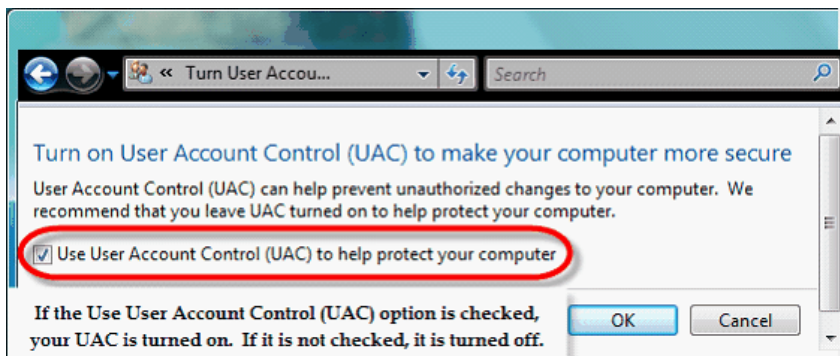
IF the "Use User Account Control (UAC) is checked, it is turned on and properly functioning. All you have to do is click OK, verify that your QuickBooks company data file lives in C: -> Users -> Public Folder ->Public Documents -> Intuit -> QuickBooks -> Company Files Folder, and then you can safely install your new software.

If the "Use User Account Control (UAC) is not checked, it is not turned on. Click into the box to place a check mark in it – the placement of the check mark "turns" the UAC on – click OK, and you will have to reboot or restart your computer in order for this to take effect, before you can install your new software.

Below is a screenshot of the User Account Control window in Windows 7:
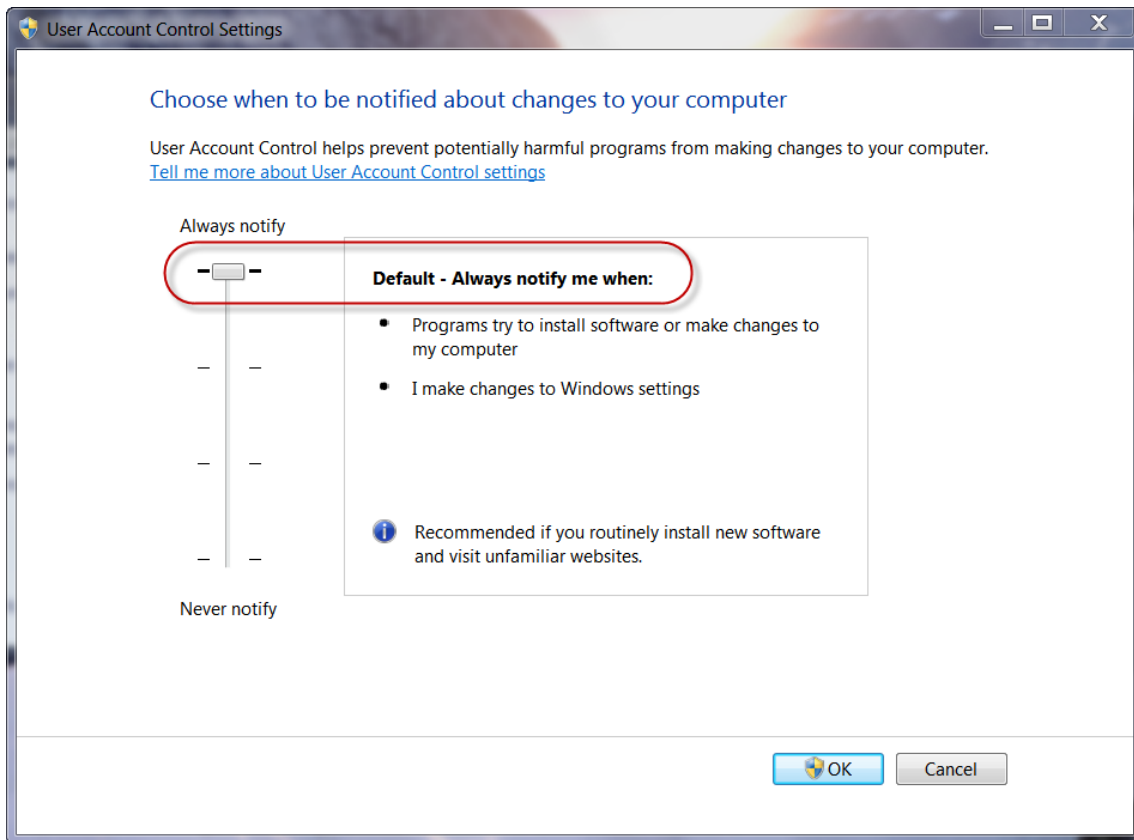
NOTE: The User Account screen will vary in appearance depending upon which version of Windows 7 you are running, however, it should be set to Always Notify you.

4.2.2   Internet Download

From the Web Service Center, locate the button which says "Download Current CPS Setup"

Click on this button, and when prompted to Run or Save the file, choose to **SAVE** it to the hard drive of your computer for future reference.

If you use Firefox   If you use Internet Explorer
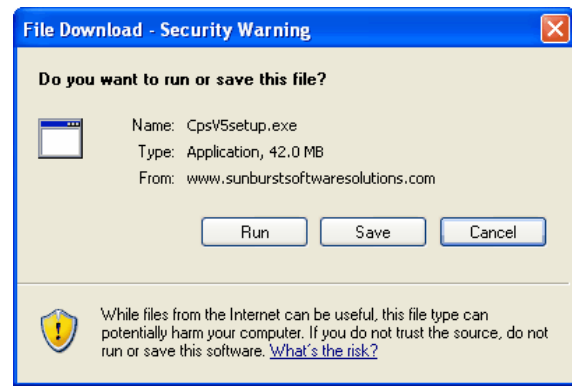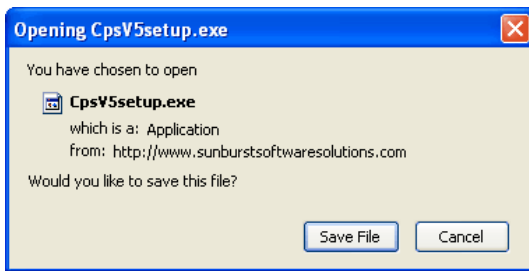
When the program has finished downloading, you will have an opportunity at that time to Open (Firefox) or Run (Internet Explorer). This will automatically initiate the Installation Wizard 64 .

If you do not have time to install the program at this point, you can easily locate the file later, and then initiate the installation.

Where and How do I save the file so I can find it later?

Where you save the file will depend on if you are using Windows XP or Windows Vista, AND if you will ultimately be running CPS only on your computer, OR if you will network it. We'll provide an example for each.

Windows XP:
- **Run on a single computer -** create a new folder in your My Documents Folder called Downloaded Programs - save the file in My Documents -> Downloaded Programs folder.
- **Network -** create a new folder in the Shared Documents folder called Downloaded Programs - save the file in Shared Documents -> Downloaded Programs folder.

Windows Vista & Windows 7:
- **Run on a single computer -** create a new folder in your Documents folder called Downloaded Programs - save the file in C: -> Users -> Your User Name -> Documents -> Downloaded Programs folder.
- **Network -** save the file in C: -> Users -> Public -> Public Downloads

How do I install the program later?

Open the folder where you originally saved the program (see above). Locate the file called CpsSetup or CpsSetup.exe and double-click on it. This action automatically launches the Installation Wizard, and the Vista User Account Control window will appear, and you will need to enter the Administrator password. IF THE USER ACCOUNT CONTROL WINDOW DOES NOT APPEAR, your User Account Control is not turned on and you will experience errors when attempting to run the CPS program. **Immediately cancel the installation and verify your Vista settings as outline in "Important Information for Windows Vista & Windows 7 Users 56 ."**

4.2.3   CD Installation Manager

In most cases, inserting the installation CD starts the Installation Manager. If the Setup Manager shown below does not start, or come up shortly after inserting the CD, do the following.

- ·   Use "My Computer" to locate the CD drive and double click on it.
- ·   Locate the file named "CpsAutoRun" and double click on it.

Please take a few moments to familiarize yourself with the various options contained within the Installation Manager. The Installation Manager is ONLY available on CD Purchases.

Windows 7 & Vista Users:
There will be a User Account Control window that will appear (which cannot be captured) stating that an unidentified program wants to access your computer, *you must select Allow*. If you do not see the User Account Control window - immediately STOP, or CANCEL the installation, and follow the instructions in "**Important Information for Windows Vista & Windows 7 Users** 56 ." You may then start the installation again.

Installation Manager - Installation Options Tab:
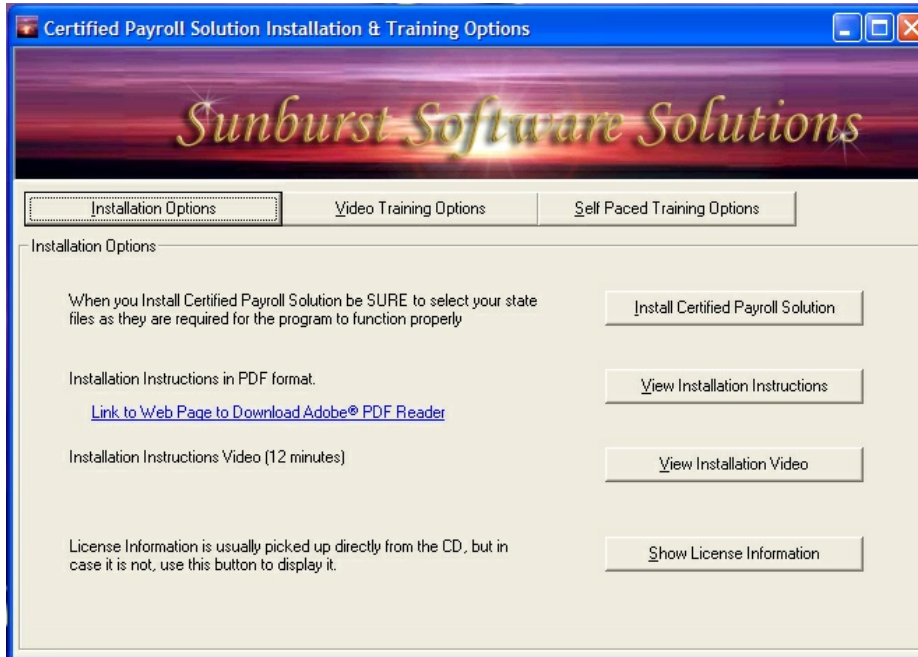
- Clicking on the **"Install Certified Payroll Solution"** button will start the installation procedure for CPS *and* Wage Manager Solution.
- Clicking on the **"View Installation Instructions"** button will open a .pdf which provides complete instructions for installing your new software.
- Clicking the **"View Installation Video"** currently provides a complete overview of how to download the Certified Payroll Solution program electronically from the Web Service Center, save it to the hard drive of your computer, and install the program.
- Clicking the **"Show License Information"** button displays your license information.

Installation Manager - Video Training Options Tab:

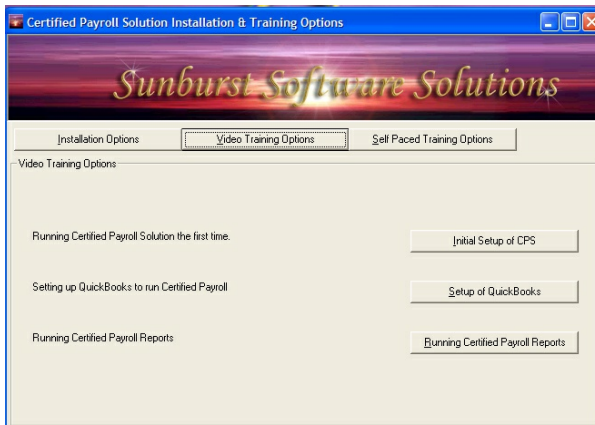We highly recommend that you take the time to watch these Audio/Video training demonstrations, as they do provide a very detailed overview of how the program works and what information is required, and they **will** provide you with the answers to your basic as well as some advanced setup questions.

- Clicking the **"Initial Setup of CPS"** button walks you through entering your license information, granting CPS permission to access your QuickBooks file, and the initial setup of CPS and various certified payroll reporting preferences not handled by QuickBooks. 27 minutes.
- Clicking the **"Setup of QuickBooks"** button provides a review of your QuickBooks company file setup and the information that CPS "expects" to find there in order to accurately generate your certified payroll reports. 25 minutes.
- Clicking the **"Running Certified Payroll Reports"** button provides an overview of running your first set

of certified payroll reports, and the creation of one-time linked records to hold additional information that QuickBooks has no means of tracking. This video demonstrates the setup of a state which falls under the reporting requirements of the Federal WH-347, while providing a good general overview of how the program works for all other states. 30 minutes.

Installation Manager – Self-Paced Training Options Tab:
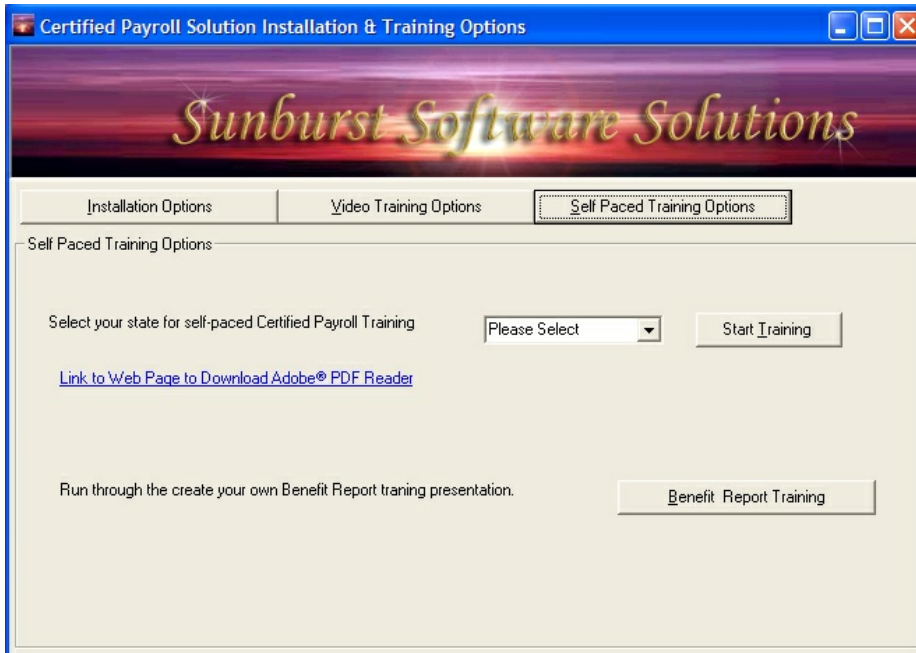
- Clicking the **"Start Training"** button allows you to run through a "Flash" presentation for each specific state. This is provided for your benefit and you should find it to be very helpful in setting up your QuickBooks data file and running your new program. The basics are covered here, and this is well worth the time in getting reports right the first time. The manual has more detailed information. If you have questions – refer to the Quick Start Guide found in your manual for quick referencing appropriate page numbers. Please select your State from the drop-down list.
- Clicking the **"Benefit Report Training"** – allows you to run through a detailed "Flash" presentation on using the Design-Your-Own-Form Benefit Reporting module. Using this presentation, combined with the detailed written instruction in the manual, will guarantee your success in utilizing this new feature should our standard generic reports not meet your specific needs. It is suggested that you review this AFTER having created Certified Payroll Reports.

For Troubleshooting Help on Installation see:
Certified Payroll Solution Common Error Messages in the program Help file, or for the most up-to-date comprehensive list of Error Messages, visit our on-line support at http://www.sunburstsoftwaresolutions.com/certified-payroll-solution-errors/view-category.htm.

NOTE: If problems occur during the installation, specifically a 1329 or 1395 error (possibly others as well), disable your anti-virus software - **after** scanning the installation file or media. Rerun the installation. As a general rule, it is **NOT** a good idea to disable your anti-virus program during the installation of any software program.

Having clicked the **Install Certified Payroll Solution** button from the **Installation Option tab,** you will initiate the installation and will be automatically taken through the setup process. The 7 Steps found in the Installation Wizard 64 is really quite self-explanatory, and in most cases, you need to do nothing more than to simply click the "Next" to continue. If you are installing CPS on a computer running Windows 2000 or XP,

the following screens will appear - **screens will be similar in Windows Vista & Windows 7 and any specific instructions will be noted.**

Return to Installation Manager.
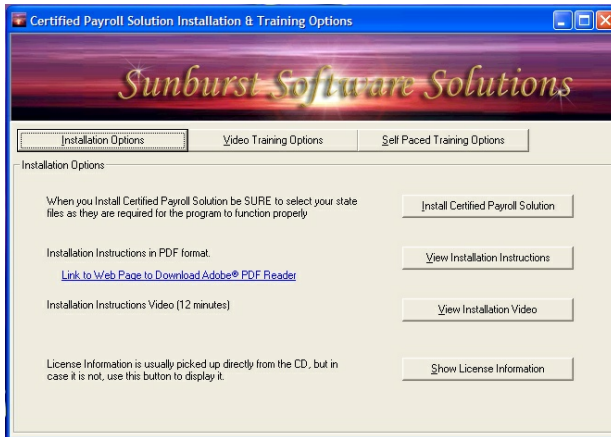
If you have not already watched any of the **Training Demonstration**, select the Video Training Options tab to view Audio/Video training, OR click the Self-Paced Training Options tab from the Drop Down list, select your state, and click on the **Start Training** button. If you have purchased the program via electronic download, you may view the training demonstration on line by clicking this link: http://www. sunburstsoftwaresolutions.com/cps-support/cps-training.htm.

The training demonstrations are provided for *your* benefit, and you should find them to be very helpful in setting up your QuickBooks data file, and running your new program. The basics are covered within the training demonstration and is well worth the time in getting reports right the first time. The manual has more detailed information, if you have questions – refer to the Quick Start Guide found in your manual for quick referencing appropriate page numbers.

For **Network Installation** [66] information, refer to the following page; otherwise, continue to **Installation and Initial Connection to QuickBooks.** [68]

4.2.4   Installation Wizard

Vista & Windows 7 Users:
There will be a User Account Control window that will appear (which cannot be captured) stating that an unidentified program wants to access your computer, *you must select Allow.* If you do not see the User Account Control window - immediately STOP or CANCEL the installation, and follow the instructions in Important Information for Windows Vista & Windows 7 Users 56 to turn the User Account Control setting on. You may then start the installation again.

Installation Preparation
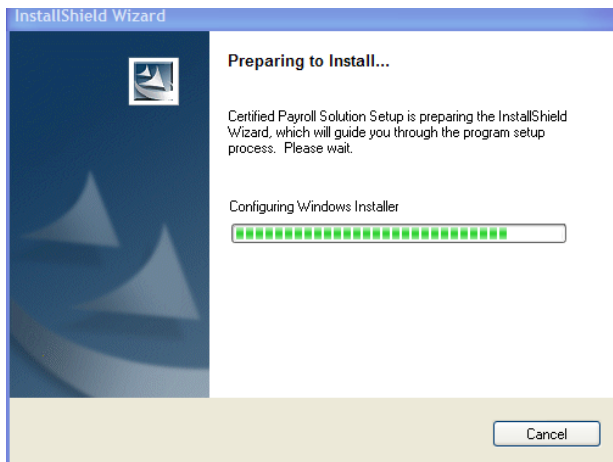
Step 1 - InstallShield Wizard
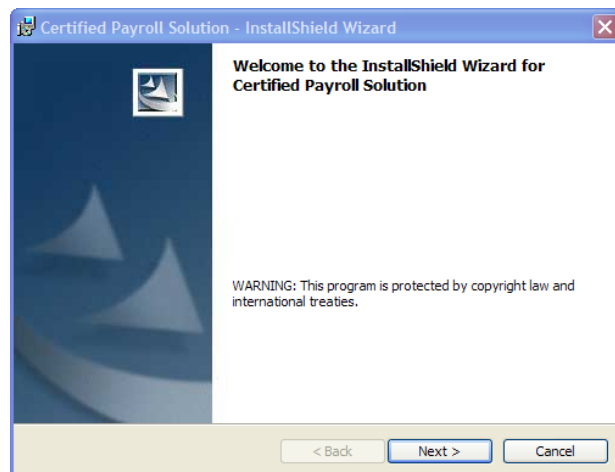
Step 2 - License Agreement
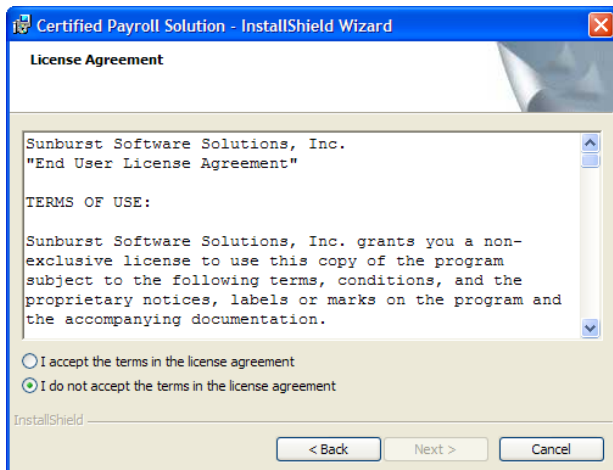
Step 3 - Enter Company Info
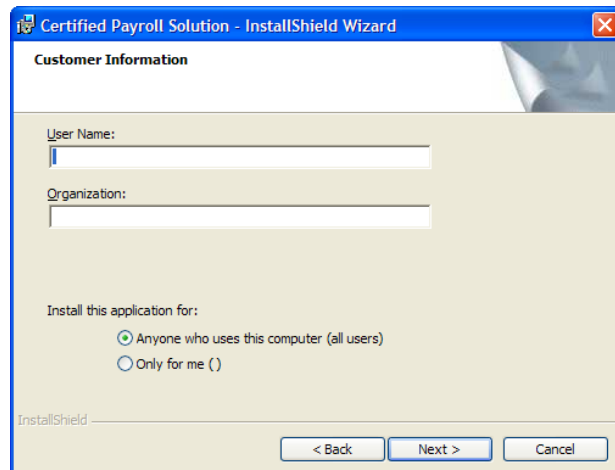
A copy of the entire license agreement 198 *can be found in this manual, as well as, the in-program Help for your convenience.*

Step 4 – Program Installation Path
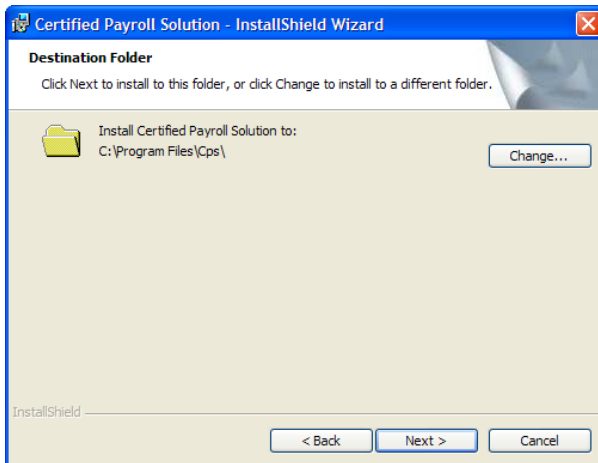
Step 5 – Installation Overview
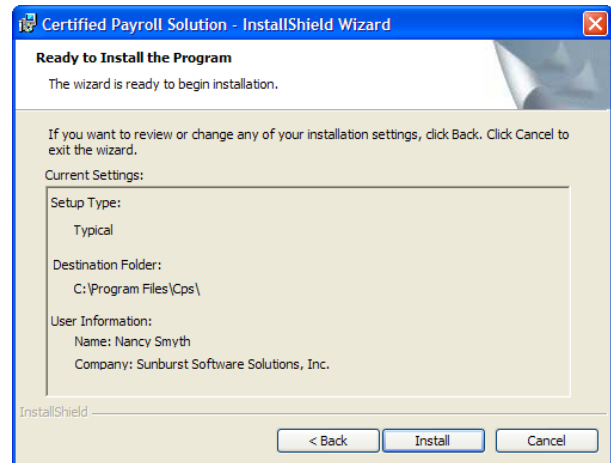
This software, like any other software program, will automatically default its installation to the computer that you are using. **You should NOT change the programs default installation of C: \Program Files\CPS**. Complete network instructions are included within the manual. CPS must be installed on each computer, with all computers sharing a common "data folder".

Step 6 – Installing
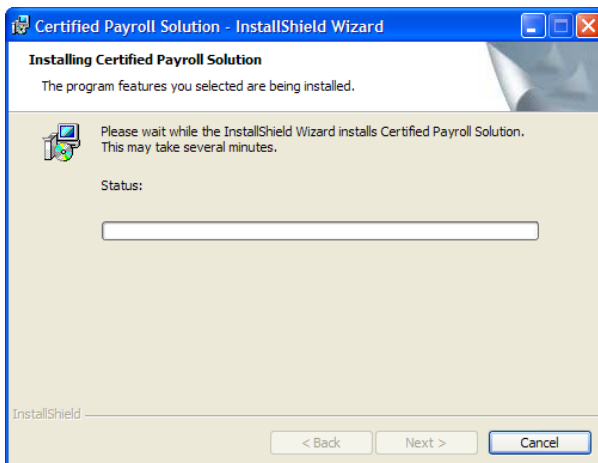
Step 7 – Installation Complete
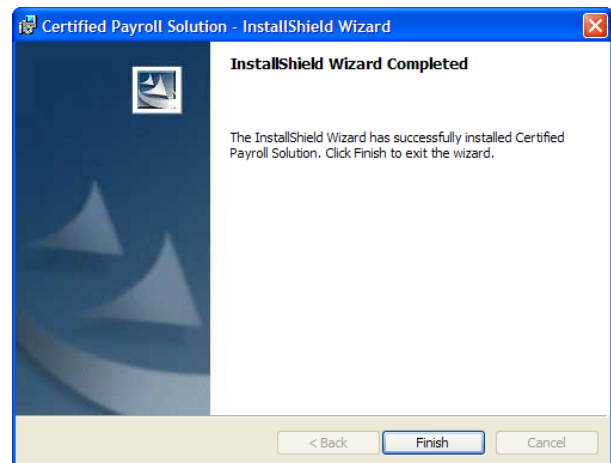
4.2.5   Network Installation

While Sunburst Software Solutions, Inc. does not proclaim to be an "IT Company, we do provide you and your IT Consultants with Network installation instructions, as a courtesy. Also, please be advised that we do not provide any other FREE Network Installation services, support, or troubleshooting assistance.

Running our program on a network is fairly easy. First, an overall view is explained, and then detailed instructions are given.

OVERVIEW:
1. The program is installed on each computer that will run the program. The same version of the program MUST be running on each computer. Use the Help menu -> About to check the version on each computer. Additionally you may download the most current version of the program from our Web Service Center (provided that you have a current Annual Maintenance 190 Contract), by choosing the Help menu -> About -> Login to the Web Service Center.

   The software may NOT be copied from one computer to another. Any computer tech who does this/attempts to do this should be instantly fired

   • Since our software requires QuickBooks, Microsoft Word and Excel, each of these products must also be installed on each PC that runs our software.
   • If you are running Terminal Services, the software only needs to be installed on the server as essentially that is where the software is running, and your networking is complete.
2. The Data for the program is kept in a shared folder on the network that each user has FULL PERMISSION to access.
   • A Run-time Error 75 or 76 will occur immediately upon starting the program (after double-clicking the shortcut on your desktop and BEFORE the menu appears) if the permission levels of a specific user are not sufficient.
3. Our program contains many support files and, therefore, a folder names "Data" contains all of these files. The "Data Path", which is specified in the Data Locations 91 tab (accessed from the System Setup menu -> System Preferences -> Data Locations) points to where this Data folder is and must not contain the final \Data.
   • For example if the program's data is stored in \\Server\Accounting Shared Data\CPS\Data, then the Data Path will be **\\Server\Accounting Shared Data\CPS**

IMPLEMENTATION:
Backups: Even if the server is backed up, use the program's own Backup 185 program to automatically make data backups. The reasons for this are many:
   • Using the program's own data backup 185 is simple and automatic, once it is setup.
   • Restoring data 187 is simple and does not require much searching for what files you may need to restore.
   • The program restore 187 will allow you to specify one particular file if that is the only file you are having trouble with.
   • Allows you to keep multiple backups.

If the program has not yet been run for the first time: When the program is licensed on each PC, there is a "Data Path" folder where you can specify your network folder and you are networked from the start.
   • By "default" this folder is set locally for a single user system and is different for Windows XP, Vista, and Windows 7.
   • You may change this folder upon installation and your networking is complete.
   • NOTE: If this folder ever changes, you need to update it's location using the "Browse for Data Path Folder" button found from the System Setup -> System Preferences -> Data Locations 91 tab.

If you have already been running the program on one computer and now wish to setup another PC:

1. Backup your data on the currently functioning computer.
2. From the System Setup menu -> System Preferences -> Data Locations tab, and note the current location of your data (probably on your C drive).
3. Click into the white box her and press the F5 key to be taken into a Windows Explorer window displaying this folder.
4. Right click on the folder called "Data" and then left click the COPY option.
5. Navigate to the server and create a shared folder for this application if you have not done so already.
6. Double-click into the shared folder, right click, and then left click the PASTE option. This will copy your existing data to it's new server location.
7. TEST to be sure that you have necessary permissions to access this folder by creating a simple Word document named "Test" and saving it to this folder. ALSO TEST to ensure that you can delete the "Test" document. If you cannot save a file to OR delete a file from this folder you do not have sufficient permissions and will need to resolve this BEFORE you attempt to run CPS.
8. Now that your data has been moved, simply tell the program about it's new location by returning to the Data Locations tab and using the Browse for Data Path Folder button.

All computers must be running the same version of CPS - check the Help menu ->About for version information.

Obtain software installations for new computers from our Web Service Center, which can be accessed from the computer that the program is currently installed on by going to the Help menu -> choosing About -> clicking the Login to Web Service Center button.

4.2.6   *Installation & Initial Connection to QuickBooks*

Audio/Video Training Available:
A 30 minute video called Certified Payroll Solution - Initial Setup covering this section is available on your Installation CD, or in our On-Line Support Area using this url - http://www. sunburstsoftwaresolutions.com/cps-training.htm

Congratulations! You are now ready to run **Certified Payroll Solution** for the first time. From your **Start** menu, choose Programs, choose Sunburst Software Solutions, and choose **Certified Payroll Solution.** Or, look on your Desktop for this icon

And double click on it to start CPS.

The first time you run the program, leave the CD in the drive, as it will be used to prefill your license information. The following message box will prompt you.
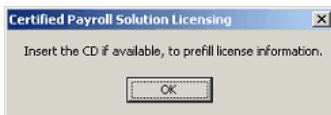
Select OK.

This program is licensed to ONLY THE COMPANY NAME THAT WAS GIVEN WHEN YOU PLACED YOUR ORDER! **If the name is incorrect, you must contact us at (888) 348-2877. If you have additional companies that require Certified Payroll Reporting, please contact us for an additional License(s) at a discounted price.**

You will be taken to the next setup screen, which looks like this - if you have purchased the program on CD, this information will be pre-filled for you, and changing the information in any way, will cause an error. If you have purchased the program via electronic download, simply copy and paste the licensing information contained in the email to their appropriate spots.

Troubleshooting: If you receive the following Error Message **"Invalid Company Name, State, Serial Number and License Key" -** The license key is incorrect for the name of the company, state, and serial number. Make sure that each of these elements matches your licensing letter or email; using upper and lowercase letters.

If you did not install the program in it's default location, YOU MUST write the information contained in the Data Path (including drive) box in this manual. We will not be able to help you, if you have not installed the program to its default location.

You will now receive the following message box – please follow the instruction in the box to begin **Granting CPS Permission to Access Your QuickBooks File** 69 .
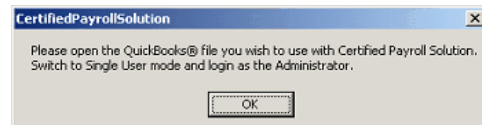
4.2.7   Granting CPS Permission to Access your QuickBooks File

Whenever you initially install a 3rd Party Integrated Application such as ours, you must grant permission within QuickBooks to the integrated application, before the Integrated Application is able to communicate with your company file. This safety protocol was established by Intuit so that QuickBooks users would feel safe using integrated applications.

To grant permissions to an Integrated Application, you must be logged into QuickBooks as the QuickBooks Administrator (Admin) and be in single-user mode.

As the QuickBooks Administrator, Certified QuickBooks ProAdvisor, Accountant, IT Consultant, etc. setting up this program; please take the necessary time up front to make sure that the following permission setting exist – you can even create a new Role in QuickBooks called CPS, if you would like, and assign it to multiple people. The time you spend now will save someone a call to Technical Support, and eliminate the need to call you back into their office to correct any problems.

Be sure to follow the correct instructions, because granting permissions does differ between versions.

We'll cover instructions for Intuit "currently supported" versions of QuickBooks (2008 - 2011) in the manual, and place instructions for QuickBooks 2003-2005 in our On-line Support Area http://www.sunburstsoftwaresolutions.com/cps-technical-training-documentation/view-category.htm?dir=DESC&limit=10&limitstart=10&order=date in the event that any of you are still using those versions, and doing manual payroll.

4.2.7.1   QuickBooks 2008-2011 or Enterprise 8.0-11.0 Users

After opening the QuickBooks Company file that you will be using with CPS and clicking the OK button, CPS will now access your QuickBooks Pro/Premier company file requesting that you grant it permission to access your file. The following QuickBooks Integrated Application Screen will appear as shown below.

Intuit has made it easier to grant permissions in these versions, and allows Developers such as ourselves, to indicate "how" we will be accessing your QuickBooks company file. As shown below, CPS access will be "read-only", meaning, that we will only **read** the information that you have already entered in QuickBooks without ever writing anything back. This screen, also, indicates that CPS requires access to personal data, such as Social Security Numbers, which are required on Certified Payroll Reports.
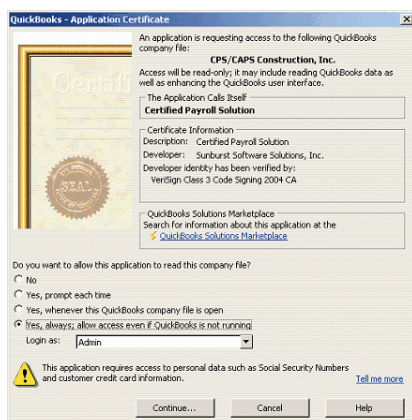
On this screen, select the "Yes, Always; allow access, even if QuickBooks is not running" option.

In the Login As: drop down, choose Admin or someone who has payroll permissions.

Enterprise Users - be sure that the person chosen in the "login as" has sufficient permissions, refer to CPS Minimum Permission Setting for Enterprise Users 70 **.**

Select **Continue,** and confirm the settings that have just been initiated.

Permission Settings Overview:
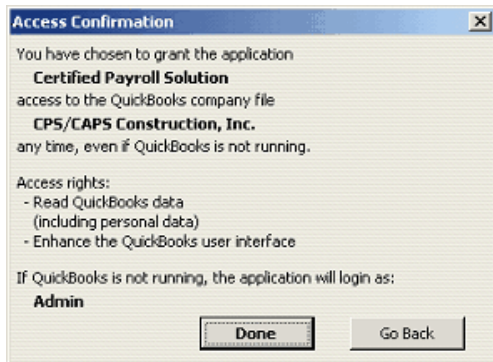
Clicking the Done button, you will be taken to <u>**System Setup -**</u> <u>**> Addresses**</u> 87 **tab**

4.2.7.1.1 *Enterprise 8.0-11.0 Minimum Permission Settings*

The advanced permission setting in Enterprise 8.0-11.0, certainly can make a business owner feel more confident, that only the people they really want to have access to certain data, are the only ones that will indeed be able to access it. However, we have seen many business owners get "carried away"----effectively stopping people from actually doing their job.

When granting Certified Payroll Solution access rights to your QuickBooks file, the user that is assigned, in the "Login As" drop down selection of the Integrated Application properties screen, **must have** the following access rights to the QuickBooks company file – otherwise, Certified Payroll Solution will not be able to access the required information to complete your Certified Payroll Reports, and the user will receive a QuickBooks Error message – stating:

> **Retrieving "x" (time line entries or Jobs) from QuickBooks Failed.**
> **Error Code 0:**
> > **"X" (Job) query failed. Insufficient permission level to perform this action.**

. . . and they will be **unable** to run or print the reports.

As the QuickBooks Administrator, Certified QuickBooks ProAdvisor, Accountant, IT Consultant, etc. setting up this program, please take the necessary time, up front, to make sure that the following permission setting exists – a suggestion is to create a new Role in QuickBooks called CPS, and assign it to multiple people, or, as needed. The time you spend now will save someone a call to Technical Support, and perhaps eliminate the need to call you back into their office from an important meeting.

To ensure that the user has sufficient permissions from the QuickBooks **Company Menu**, select **Users** and, then, **Set Up Users and Roles**. In the **User List tab**, click on the **name of the user** to **view the Roles** assigned to this user. Select the **Role List Tab,** and then, press the **Edit** Button. Following are the **minimum** permissions required to retrieve paycheck and time sheet information from QuickBooks, however, it does not guarantee the ability to actually issue payroll in QuickBooks, OR the ability to correct any errors that the program finds:

Select **Banking** option and expand the Activities by clicking on the **+ sign**.
1. Click on the **Bank Accounts** option, and expand the list by clicking on the **+ sign**. Select the name of the **bank account** that you use to **issue paychecks**. Select **Full Access**, **View** and **Print**.
2. Click on **Checks,** and expand the list, by clicking on the **+ sign**. Select **Partial Access** to **View**, **Create**, **Modify**, and **Print**.

Select **Centers** and expanding the Activities by clicking on the **+ sign**.
1. Click on the **Customer Center** and expand the list by clicking on the **+ sign**. Select **Partial Access** to

View List, Modify Entries, Print List, and View Balance.
2. Click the **Employee Center** and expand the list by clicking on the **+ sign**. Select **Partial Access** to View List, Modify Entries, Print List, and View Payroll Info.
3. Click the **Vendor Center** and expand the list by clicking on the **+ sign**. Select **Partial Access** to View List, Modify Entries, Print List, and View Balance.

Select **Company** and expand the Activities by clicking on the **+ sign**. Select **Company Information** and grant **Full Access** with **View** and **Modify Access** levels.

Select **Employees & Payroll** and expand the list by clicking on the **+ sign**. Select **Paychecks** and choose **Full Activity Access Level,** including **View**, **Create**, **Modify**, **Delete** and **Print**. Select **Payroll Adjustments** and choose **Full Activity Access Level,** including **View**, **Create**, **Modify**, and **Delete**.

Select **Lists** and expand the Activities by clicking on the **+ sign**.
1. Select **Customer & Vendor Profile List** and expand the list by clicking on the **+ sign**. Select **Customer Type List** and choose **Full Activity Access Level,** including **Create Entries**, **Modify**, **Delete,** and **Print**.
2. Select **Payroll Item List** and choose **Full Access** with the ability to **View List**, **Create Entries**, **Modify Entries**, **Delete Entries,** and **Print Lists**.

Select **Reports** and expand the Activities by clicking on the **+ sign**:
1. Select **Custom Transaction**, expand this, select **Custom Transaction Detail,** and choose **Partial Access** to **View**.
2. Select **Customers and Receivables** and choose **Full Access** to **View** and **Print**.
3. Select **Employees and Payroll** and choose **Partial Access** to **View**
4. Select **Jobs** and choose **Full Access** to **View** and **Print**
5. Select **Time** and choose **Full Access** to **View** and **Print**
6. Select **Vendors and Payables** and choose **Full Access** to **View** and **Print**

Select **Time Tracking** and choose **Full Access** to **View**, **Create**, **Modify**, **Delete,** and **Print**.

4.2.8   *What's Next?*

After you have completed the program installation and granted Certified Payroll Solution (CPS) permission to access your QuickBooks Data file, you will automatically be taken to the System Setup menu -> System Preferences -> Address tab.

Access to your CPS Manual (in .pdf format) will be available as:
- a shortcut on your desktop
- from your Windows Start button -> Programs -> Sunburst Software Solutions -> CPS Manual
- from within CPS by going to the Help Menu, and choosing Manual (.pdf)

Searchable Help is available from the CPS Help menu by choosing Contents.

Screen (window) sensitive Help is also available by clicking on the **question mark** (located in the lower right corner of each screen). Clicking on the button will open a browser window containing Help text that is specific to the screen you are working in.

Certified Payroll Solution Setup

Part

V

5   *Certified Payroll Solution Setup*

Important:

Both Administrators and Users should review the Certified Payroll Solution Setup section.

Audio/Video Training Available:

A 30 minute video called Certified Payroll Solution - Initial Setup covering this section is available on your Installation CD or in our On-Line Support Area using this url - http://www. sunburstsoftwaresolutions.com/cps-training.htm

5.1   Program Navigation

Navigating Certified Payroll Solution is accomplished via simple drop down menus, as shown below:
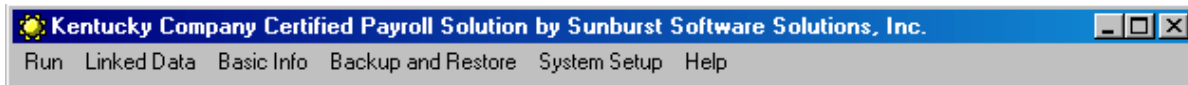
The **Run Menu** contains links to:
> **Certified Payroll Report**
> **EEOC Reports**
>> **Federal Reports**
>>> 1391 EEOC Report 124
>>> 1391-A EEOC Report 124
>>> 1392 EEOC Report 126
>>> CC257 Report 126
>>> 1391/1392 EEOC with Mixed Race 128
>> **State Reports**
>>> Arizona DOT EEO Report 131
>>> California Employment Utilization 132
>>> Connecticut CC-257 133
>>> Illinois DOT EEO Report 138
>>> Illinois Tollway EEO Report 139
>>> Michigan DOT EEOC Report 140
>>> Minnesota EEO-13 140
>>> New Jersey AA-202 144
>>> Oregon DOT EEOC Report 145
>>> Penn DOT EEO Report 148
>>> Washington State EEO Report 149
>>> West Virginia EEO 150 151
>> **Local Reports**
>>> Boston Housing Authority MWPP5 160
>>> City of Chicago EEO Report 152
>>> City & County of Denvers DSBO EEO 154
>>> Jackson County, KS EEOC Report 156
>>> Port Authority of NY NJ Report 158
>>> San Diego Workforce Report 159
> **Recovery Act Reports**
>> Federal ARRA Reports 164
>> Enter Subcontractor Data 168
> **Benefit Reports** 169
> **Wage Manager** 53
> **Exit**

The ***Linked Data Menu*** contains:
> **Jobs** 116
> **Employees** 115
> **Wages** 118
> **Deductions** 119

The **Basic Info Menu** contains shortcuts to the following:
> **Union Locals**
> **Awarding Authorities**

The **Backup and Restore Menu** contains links to:
> Enhanced Backup CPS Data 185
> Enhanced Restore CPS Data 187

The **System Setup menu** contains links to:
> **Benefit Reporting**
>> Benefit Form Setup 76
>> Benefit Setup 76
> **Edit Job Completion Dates** 76
> **Remove Old History** 76
> **Statement of Compliance** 77
> **Defaults**
>> Employee 78
>> Job 79
> **Mailing Label Settings** 80
> **QuickBooks Menu & Notifications** 81
> **View CPS Log File** 83
> **Users** 83
> ****Fringe Benefits & Special Withholdings**** 86
> **System Preferences** 86

The **Help Menu** contains links to:
> **Contents**
> **Manual (PDF format)**
> **Setup Wizard**
> **Enterprise Permission Settings**
>> Version 5.0
>> Version 8.0-11.0 70
> **Where Does the info come from? (PDF format)**
> **On the Web**
>> Training
>> Support Area
>> Common Problems
>> Errors
>> Forum
>> Get Adobe PDF Reader
>> Save $ on QuickBooks
>> Pay Annual Maintenance
> **Repair**
>> Registry Entries
>> Reset QuickBooks after update
> **Check for Updates**
> **About**

Work Classifications 92

Race Classifications

*The Linked Data Menu will contain the "linked records" that you create during the first payroll that you run in CPS, you can easily make modification to those records from this menu.*****

Fringe Benefits and Special Withholdings menu option is available only for certain states.****

Browser based Help is easily accessible from each screen by clicking on the question mark located in the lower right corner. Clicking on the question mark will open Help that is specific to the screen you are working on.

5.2 System Setup Menu

The System Setup Menu of CPS contains quick access to the setup of reporting requirements specific to your company. Most of these items may also be accessed on the "fly" when you are setting up other items, however, it is well worth the time to go through them, one by one, initially.

5.2.1 Benefit Reporting

5.2.1.1 Benefit Form Setup

This option may, also, be accessed from the Run and Benefit Reports Menu Option, and choosing Form Setup. For detailed information about Benefit Form Setup, see the Union/Bona Fide Plan Benefit Reports, Overview 169 section.

5.2.1.2 Benefit Setup

This option may, also, be accessed from the Run and Benefit Reports Menu Option and choosing Benefit Setup. For detailed information about Benefit Setup, see the Union/Bona Fide Plan Benefit Reports, Overview 169 section.

5.2.2 Edit Job Completion Dates

Ever mark a job as "finished", only to discover a month down the road, that someone had to go back and spend 3-4 hours there, and you can't run the report in CPS?

Editing the Job in this list and removing the Job Complete Date, will once again, make it active.

A "blank" job completion date indicates that this is a job you are still actively working on. An actual date in this field indicates that "on that date" you indicated that you were finished working on the job.

5.2.3 Remove Old History

If you have been running CPS for a long time, you may have a lot of jobs that are long since finished in your Linked Data -> Jobs list. By selecting this option and entering a date, you can remove job history prior to a date that you specify.

Remove Job history prior to a date that you enter here. Once you remove the history, you **can not** get it back.

5.2.4 Statement of Compliance

States requiring additional information to be completed on this screen:

Minnesota

Selecting the Statement of Compliance option will allow you to input "default" information that you wish to have appear on each of your Statements of Compliance.

WH-348(1) Tab:

The WH-348(1) Tab provides a standard "deduction explanation" - we have included a generic statement, but feel free to modify it to meet your needs. The information that you enter here will appear on **ALL** of your Statements of Compliance.

WH-348(4) Tab:

The WH-348(4) Tab allows you to automatically check how your fringe benefits are paid, enter exceptions, or remarks. You should select the radio button for "Use this information as a default on each job", so that you can access this screen during your initial **Job Reconciliation** 116 in order to enter exceptions or remarks that are Job Specific.

For example: if you issue payroll on a bi-weekly basis, you could type the following information in the Remarks section:

Payroll is issued on a bi-weekly basis. The hours worked shown on the Certified Payroll Report reflect the hours for the week in question, however, the dollar amounts are the sum of the actual bi-weekly paycheck that the employee was issued.

5.2.5   Defaults

5.2.5.1   Employee

The Employee Defaults screen allows you to quickly and easily set up "default" information about your Employees.

These items may be changed on an individual basis in the CPS Employee Linked Record, either during the initial setup, or at a later date, by first accessing the CPS Linked Data Menu, and then choosing Employees.

Local – if, for example; all of/or a majority of your employees belong to the same Union Local, you can click the **Edit Locals** button, choose **Add,** and then create the Union information and amend it, as necessary, when you are creating their linked Employee record.

EEOC Work Class – if, for example; all of/or a majority of your employees fall under the Primary Classification of Equipment Operators, from the drop down menu, you would choose the Equipment Operators Work Classification and amend it, as necessary, when you are creating their linked Employee record.

Race – if, for example; all of/or a majority of your employees are American Indians, from the drop down menu, you would choose American Indian and amend it, as necessary, when you are creating their linked Employee record.

Federal Allowances – if, for example; all of/or a majority of your Employees file as Single, you could enter S in the Federal Allowances box and amend it, as necessary, when you are creating their linked Employee Record.

Allow entry of Veteran checkbox – place a check mark in this box, if you wish to utilize the Veteran status box in the Employee Linked Record.

Allow entry of Referred by checkbox – place a check mark in this box, if you wish to utilize the Referred by box in the Employee Linked Record.

Allow entry of Reclassification Date checkbox – place a check mark in this box, if you wish to utilize the Reclassification Date box in the Employee Linked Record.

Allow entry of Employee # checkbox – place a check mark in this box, if you wish to manually assign Employee numbers to each of your employees, instead of letting CPS automatically number them for you.

5.2.5.2 *Job*

The Job Defaults screen allows you to quickly and easily set up "default" information about your Jobs.

Standard Tab:

These items may be changed on an individual basis in the CPS Job Linked Record, either during the initial setup, or, at a later date, by first accessing the CPS Linked Data Menu, and then, choosing Jobs. The information contained on this screen will vary, depending upon whether the State that your business resides in, has its own reporting format (s). Please refer to the State Specific Setup instruction in the manual or the program help for additional details.

NOTE: For States that have multiple forms to choose from there is a PREVIEW button which will allow you to look at each form that is available.

Non-reporting Job - this is simply an option, but, it is recommended that YOU NOT check this box.
Use Department of Defence Statement of Compliance - allows you to choose to print the Department of Defense DD879 Statement of Compliance instead of the standard statement of compliance that goes with the Federal WH-347.
Primary Contractor checkbox – if your company is the Prime (Primary) contractor on all of/or most of your jobs, place a check mark in this box and amend it, as necessary, when you are creating the linked Job record ,or, at a later date, by selecting the CPS Linked Data Menu and choosing Jobs.
Electronic Upload Type - if you have indicated that you need to electronically upload (file) your certified payroll reports (when you did the System Setup->**Data Locations Tab** 91), here you are able to select from four different options:
  • **None:** You will not need to submit electronic reports for most of your jobs
  • **Standard XML Export file:** selecting this option will create a standard XML file that is suitable for electronic filing. With the large number of contract compliance companies seemingly "popping up out of absolutely nowhere", it is difficult to know which agencies that this will work with. If you are being required to file electronically, please contact us and we will contact the Compliance Company to "make sure" this feature will work for you. As of April 2006, this format is compatible with the D-BAS (Davis-Bacon Automation System) developed by Elation Systems, Oakland, CA, as well as, with TRS Consultants, Inc. who developed the Wisconsin Department of Transportation Electronic filing program.
  • **LCP Tracker Export File:** LCP Tracker is currently being utilized by numerous School Districts in California and has recently been adopted in Colorado.
  • **Sandia Laboratory XML Export File:** currently being utilized in New Mexico.
License – enter any special license number relating to this job or your company in this box for inclusion on Certified Payroll Reports and/or EEOC Reports.
Serial – enter any special serial number relating to this job or your company in this box for inclusion on

Certified Payroll Reports and/or EEOC Reports.
Location – enter any special location information relating to this job in this box for inclusion on Certified Payroll Reports and/or EEOC Reports.
County – enter any special county information relating to this job in this box for inclusion on Certified Payroll Reports and/or EEOC Reports.

Form Options Tab:

To comply with new Federal WH-347 Reporting mandates, which became effective on 1/19/09, you are no longer required to display the full social security number of the employee - but rather a unique employee identification number, or the last 4 digits of their social security number or their address. There are 5 different ways to display employee social security numbers on your reports: display full social security number, display first 5 digits, display last 4 digits, do not show, or show a CPS generated employee number.**

WH-347 requirements are set by default, however, if you are required to submit electronic certified payroll reports to LCPtracker, TRS Consultants, Elation Systems, etc. you should contact them to determine their requirements **and then** set the applicable defaults here for each job.

** To show a CPS generated employee number, see System Setup -> System Preferences -> <u>Settings</u> 89 -> Auto Number Employees option.

IMPORTANT NOTE: All other users will have the ability to set these defaults by form, so if you live in a state that has it's own reporting requirements, you can choose how you wish to display social security numbers/ addresses by form.

5.2.6   Mailing Label Settings

Mailing labels for sending your reports can be printed for most label formats.

The **default settings are for the Avery 6241**, but nearly any label can be setup and used, by making adjustments to the programmed settings.

The "**Count of Labels Across**" is the number of labels across the width of the page.

The "**Count of Labels Down**" is the number of rows per sheet of page.

The "**Width of Each Label**" is usually just that, but more precisely, is the measurement from the start of the first label to the start of the second label to its right in inches.

The "**Height of each label**" is usually just that, but more precisely, is the measurement from the top of the first label to the start of the label below it in inches.

"**Shift all labels horizontally**" allows you to move all the labels, left or right, in inches, negative moving them to the left, though this would be rare.

"**Shift all labels vertically**" allows you to move all the labels up or down in inches, though again, a negative number moving them up would be rare.

There are 2 ways the labels can be printed on an ongoing basis.
Printing labels in a laser printer will work fine, but usually, it is best to feed an entire sheet in the printer, since if there is a partial sheet, a single label could get stuck on a roller. Therefore, the program can fill any remaining labels with your own mailing address specified here. The program can start printing your labels at any label you choose on the page. For example, it could start on row 7, at the third label across. This option may work with your printer, or may not. Therefore, you have the option of filling the remaining labels on the page with the address you enter here. This allows for partial sheets of labels to be used in a wise manner. Labels will print from left to right and then top to bottom, and does not allow you to skip any.

The last field is a message, or note to yourself, if there are special loading instructions for your printer that you might forget.

Mailing Labels must be setup before the button will be active on the Certified Payroll Report [print][120] **screen.**

Use the "Print Test" button to print an alignment on plain paper, and then hold it up to the light to see how it aligns for your label. If you enter your name and address in the boxes, it will print that on your test page, otherwise, it will print a simple text test. Use the Shift Alignment fields until you get it right, then click "Ok" to save your settings.

5.2.7   QuickBooks Menu & Notification

The QuickBooks Menu & Event Notification option *will not* work, if you are using Windows Vista or Windows 7. This is a known issue with the Intuit Software Development Kit, and we are waiting for them to fix the problem, however, it appears to remain an issue.

If you are using QuickBooks Pro/Premier 2008-2011 or Enterprise 8.0-11.0 in conjunction with Window XP, you can now automatically have CPS notified when a job or an employee is added, modified, or deleted, merged with another job, or if you have condensed your company file. These changes are called QuickBooks *data events*, or simply, data events. This will help you with setup, as you can add the job or the employee, to CPS at the same time that you add it to QuickBooks, while you have all the necessary information right in front of you. Additionally, with the above versions, the SDK allows us to add our menus directly to existing QuickBooks menus so that you may start CPS directly from within QuickBooks; this alleviates the need to minimize QuickBooks and then start CPS.

While these are useful tools, they are not without drawbacks.
There are two major drawbacks to these new features that we do not have any control over, and that is why we have made subscribing to these events optional.
1. **If you are in a network/multi-user environment** and CPS is installed only on your computer, but other people add jobs or employees, CPS will not be notified when others add jobs or employees. You

will still need to add the jobs or employees through the normal reconciliation process. To avoid this, you could install CPS on other users computer's and have them subscribe to Add/Change/Delete Notifications – so that they can complete the setup for you in both programs.

2. **If you have more than one company that you do bookkeeping/accounting functions for** – when you add a subscription to one or more events, that subscription goes into effect **for all** company files in ALL versions of QuickBooks that you work with. You will want to subscribe to events for **only** the company file that you were granted a CPS license for in order to guarantee accurate Certified Payroll Reports, and you can filter out events from other files by denying CPS access to that file when you open the other company files on your computer. Rest assured, that once you deny CPS access to the other company files, it would not access them.

How to add CPS menu items to QuickBooks and subscribe to events
The first time that you run Certified Payroll Solution and it has determined which version of QuickBooks you are using, you may Add Certified Payroll Solution Menu items to the QuickBooks Employee Menu!

From the CPS **System Setup** Menu, choose the **QuickBooks Menu & Notification** Option. This screen is sectioned into two tabs.

To Subscribe ONLY to Menu Items: on the Menu Items Tab, select only the Menu Items that you wish to have added to QuickBooks.
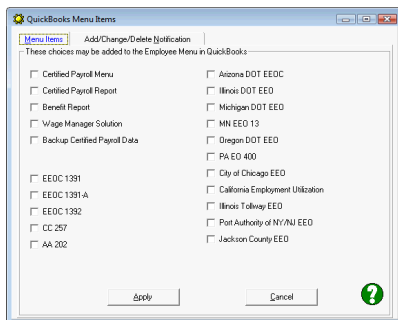

Placing a check mark next to any of the items shown on this screen will add a menu item to the QuickBooks Employee Menu, which will allow you to select and generate the selected report, without having to leave QuickBooks.

After making the selections, click **Apply**, wait for the QuickBooks Menu Items message box that informs you **These changes will take effect next time QuickBooks is started**, click OK, then Cancel. Close and re-open QuickBooks and select the Employee drop down menu.
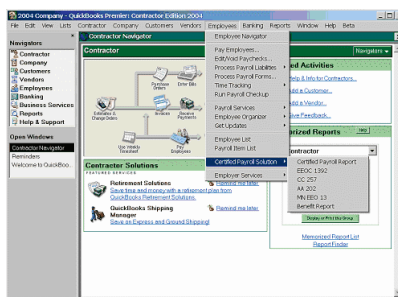
You may now run any of the reports that you chose directly from QuickBooks by going to the Employee Menu, choosing the Certified Payroll Solution Option, and clicking on Certified Payroll Report, EEOC 1392, etc.

Subscribing to the Add/Change/Delete Notification
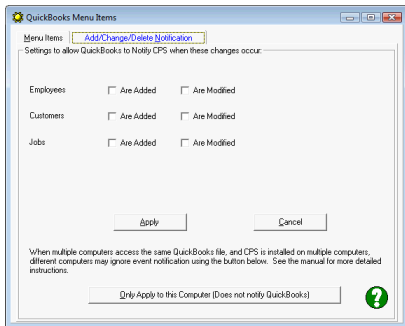
These settings will notify CPS when changes occur in the following manner.
When an employee is **Added** to QuickBooks, CPS will be notified and you will be given an opportunity to set that employee up in CPS at the same time as the CPS Employee Record will automatically open (beneficial).

You may, also, choose to be notified when an employee record has been **Modified** (can be annoying).

You may choose these same options for Customers and/or for Jobs.

Select the notification types you wish to be notified of and click the APPLY button. Wait for the QuickBooks Menu Items Box informing you that **these changes will take effect next time QuickBooks is started.** Click OK, Cancel, close, and re-open QuickBooks.

If other users add Employees and Jobs, you should choose the APPLY button and inform them that they, too, will be notified of the events that you have chosen to subscribe to, and that they can complete the required CPS setup of those items, at the same time.

IMPORTANT NOTE FOR NETWORK/MULTI-USER ENVIRONMENTS
When multiple computers access the same QuickBooks file and CPS is, also, installed on multiple computers, other users may choose to ignore event notifications by using the **ONLY APPLY TO THIS COMPUTER** button, if you are the only person who adds Employees or Jobs.

5.2.8   *View CPS Log File*

When running CPS and you encounter error messages, it is extremely difficult for us to fit "everything" in those tiny little boxes, selecting this option will allow you to see more detail of the errors that CPS encountered when trying to comply with your request. Each error message will provide you with possible causes for the error, as well as, steps that you can take to resolve the error. For more detailed information on resolving these errors, visit our On-line Support Area where we explain the most common and up-to-date error messages that you might encounter - http://www.sunburstsoftwaresolutions.com/certified-payroll-solution-errors/view-category.htm

5.2.9   *Users*

Certified Payroll Solution comes with no initial User or Security functions, however, you can easily setup users and user permissions.

From the **System Setup** menu -> choose **Users**

Important Note: As the CPS Administrator it is YOUR responsibility to keep a "master list" of User Names and Passwords in the event that your co-workers forget.

There will be a $50.00 Technical Support Charge for calls regarding forgotten passwords.

You will be presented with the User window as shown below:
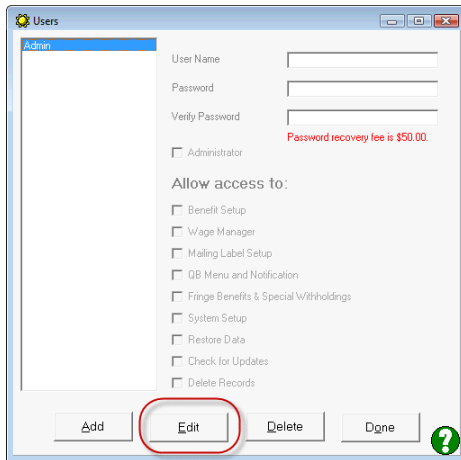
The Admin (Administrator) account has already been created, **HOWEVER**, you will need to **Edit** the Admin account to add a password if you wish to activate security.
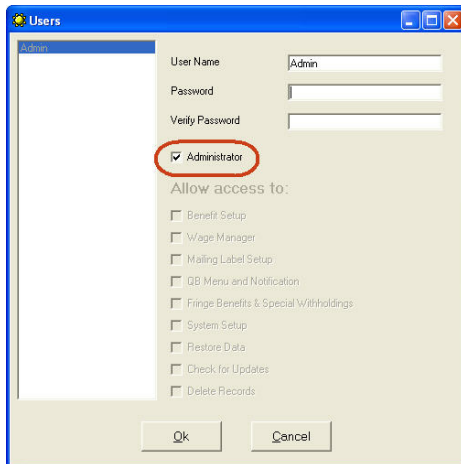
The main Administrator account has access to all of the functions listed.

Once a password has been created and verified, click the Ok button -> Done -> and Yes, to Save Changes.

Exit and restart CPS.
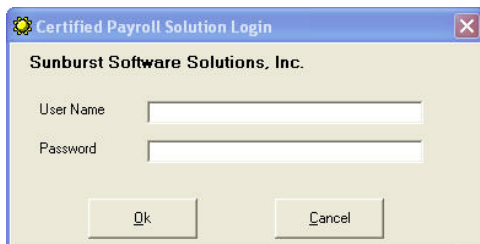
Once an Administrator Account has a password you will be required to login to CPS using the Admin account with the password you created.

Make sure you remember what your password is!

User Names and Passwords are CaSe sensitive! Creating a User Name of Nancy and then typing in as nancy will result in an error.

Adding a New CPS User Account
From the System Setup menu -> choose Users -> click the Add button
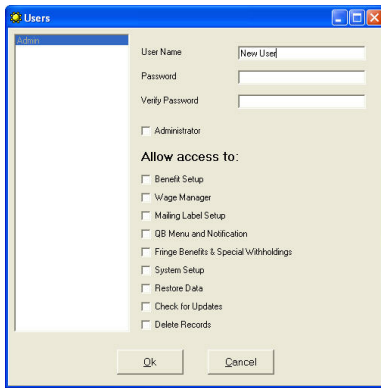
Create a User Name and Password.

Click into the box in front of the word Administrator, if you would like this user to have the same access rights as the CPS Administrator.

OR

Check the box(es) for the options that you would like this user to be able to access.

NOTE: Leaving the options unchecked indicates that you do not want the user to have access to/make changes to the items listed, however, the user can still run reports.

Make sure that YOU, the Administrator, keep a list of User Names and Passwords.

Items that are not checked, such as access to Wage Manager, will no longer display on the menu, see below:
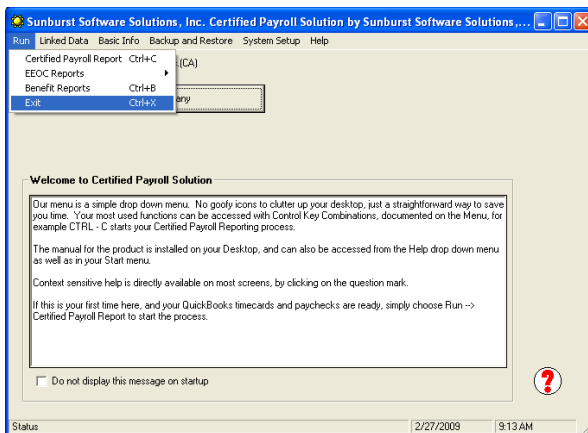
Access to Wage Manager usually appears on the Run menu, when a user is denied access to Wage Manager, it no longer appears on the menu when that user logs into CPS.

Additionally, if a User is not given access to the Check for Updates option, that user will not be able to "side step" and obtain updates through the Help menu -> About -> Login to Web Service Center button.

How to tell who is logged in:
A "Standard User" (one with limited or no additional permissions) will display with the User Name assigned to them in the lower left corner of the main CPS window, see below:
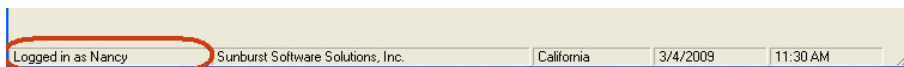
ALL users who have been granted "Administrator Permissions" will simply be shown as being logged in as Admin regardless of the User Name assigned to them. This is done to prevent others from knowing the User Name of Administrators and possibly guessing what the password is. See below:
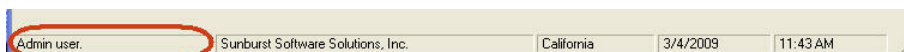
5.2.10 *Fringe Benefits & Special Withholdings*

Whenever CPS encounters "special items" on a reporting form; be it an employee deduction or a company contribution, you'll need to tell the program how you "handle" these items in QuickBooks, so that it can correctly report them on your final reports. "Special items" are items that are NOT found on the standard WH-347 report and are usually requirements that you report the hourly rate of certain fringe benefits. Previously, this sometimes required a call to technical support for additional "special assistance", but this new enhancement should enable most, if not all users, to easily and accurately, setup any "special" items that are on the reports.

The following states will be able to take full advantage of the Fringe Benefit & Special Withholding section, and you will find instructions in the back pocket of the printed manual, or within the In-Program Help file, by clicking on the **?** in the lower right corner of the Fringe Benefits & Special Withholding window, and then clicking on your state name below:

Alabama	Alaska	California
Colorado	Connecticut	Delaware
Illinois	Iowa	Kentucky
Massachusetts	Mississippi	Missouri
Nevada	New Jersey	New Mexico
New York	North Dakota	North Carolina
Ohio	Oregon	Rhode Island
Pennsylvania	Washington	South Dakota
Wisconsin	Hawaii	

5.2.11 *System Preferences*

You are now ready to input your company information and preferences into the System Setup ->System Preferences portion of your program.

There are 5 System Preferences sections that you will need to input or verify information in, prior to running your first Certified Payroll Report. Please do not skip this step. If your company is located in a state that has their own customized reporting form, please refer to your state in the **Special States** section located at the end of your manual for additional information that may be required on these screens.

While initial set-up is always time-consuming, think of CPS as a new employee that you have hired and need to teach how your company operates. The bonus with "hiring" CPS is that you only have to "teach it once".

For Troubleshooting Information visit our Support Area, http://www.sunburstsoftwaresolutions. com/technical-support.htm, and search for "troubleshooting"

5.2.11.1 Addresses

States requiring additional information to be completed on this screen:

Alaska, California, Connecticut, Illinois, Nevada, Oregon, Pennsylvania

The basic **Addresses** screen will look like this, and the information entered here will flow through to your Certified Payroll Reports, Statements of Compliance, EEOC, and Benefit Reports.:

Address 1-4 should be address information that you wish to have appear on your certified payroll reports.
Phone & Fax #'s: will flow through on all applicable reports.
Preparer's Name: enter the name of the person who prepares the Certified Payroll Report and signs the Statement of Compliance.
Preparer's Title: enter the title of the person who prepares and signs the Certified Payroll Report.

Owner's Name: enter the name of the company owner here, if it is required for signature on either the Certified Payroll Report or the Statement of Compliance.
Owner's Title: enter the title of the owner whose signature is required on the forms.
Contractor's License #: enter your company's contractor license number, if it is required on the forms.
NOTE: the last 3 items may be left blank, if they are not required on your forms.
Click **OK** to save your information.

5.2.11.2 W/C Info

States Requiring Workers' Compensation Information

California, Connecticut, Missouri, Texas, Wisconsin

Some states require Workers' Compensation (W/C) Information to be reported on the Certified Payroll Report that you submit. You will need to fill out this section **ONLY** if it is required by your state. The screen that you fill out will look like this:

W/C Carrier: Enter the name of your Workers' Compensation Insurance Carrier.
W/C Policy Number: Enter your policy number.
W/C Effective Date: Enter your policy effective date in MM/DD/YYYY format, you must put in the / marks.
W/C Expire Date: Enter the policy expiration date in MM/DD/YYYY format, you must put in the / marks.
Click OK to save your information.
*Federal Employer ID#: enter your company's Federal Employer Identification number here, if you are mandated to show this number on any of the reports.
DUNS #: required on Recovery Act Reports 163

*We are unable to access this information from your QuickBooks company file at this time, due to limitations in the Intuit Software Development Kit.

5.2.11.3 Labels

States requiring additional set-up for proper use of the WH-347 Other Withholding:

California, Illinois, Missouri, New Jersey, New York, Oregon, Pennsylvania, South Dakota, Washington

Certified Payroll Solution comes pre-defined as to the location and description of the pay rates mandated on your form.

The wage rate descriptions formed here correspond in the order as they are seen on your Certified Payroll Report, as shown in the example below (a state that only uses the WH-347):

The **Labels Tab** shows:

- a "blank" slot
- an O-Time slot (OT or Overtime)
- a "blank" slot
- a S-Time slot (ST or Straight time)

The sample **Weekly Calendar** from the final Report shows:

- a "blank" row
- an "O" row (for reporting Overtime Hours)
- a "blank" row
- a "S" row (for reporting Straight time Hours)

If you have additional wages, such as Downtime or Double Time that you wish to report, please feel free to add them to either of the "blank" slots - **but do not change the positions of S-Time (straight/ regular time) or O-Time (Overtime).**

The initial setup of this screen will look similar to what is shown below - **each state will come with the correct information already programmed into this tab** and will be shown in the training demonstration. Only states that require a "special" WH-347 Label (to track state specific withholdings) will be shown in the Special States instructions.

Customize your WH-347 Deduction Key Codes:

The lower half of this form provides you with the ability to create 4 individual categories for items that would normally be listed as Other Withholding on the WH-347. You may change the names of these categories to suit the needs of your company and they will be updated appropriately on the Other Deductions Key Coding on the final printed report.

5.2.11.4 Settings

States requiring additional information on this screen:

California, Oregon

This tab contains various settings for your CPS program:

By selecting from various options, you can customize and/or specify the manner in which several things can be handled.

A detailed explanation of each option is below.

- **Auto Number Employees** – all users should opt to let CPS automatically number employees, by selecting **Yes --- UNLESS you wish to create unique employee numbers to display on your certified payroll reports, then you should select NO.** When you select No, in each CPS Linked Data -> Employee record, you will be presented with a field in which you can enter a unique identification number for each employee to display on your final reports.

   What is the difference between selecting Auto Number Employees to Yes or No?
   When you select Yes in the Auto Number Employees option, CPS automatically numbers employees from 0 to whatever so you will have 1, 2, and possibly 3 and 4 digit numbers and the numbering will not be consistent; when you select No in the Auto Number Employees option, CPS will allow you to consistently number your employees in a manner of your choosing.

- **Last Day of Pay Period** – from the drop down list, select the last day of your QuickBooks Pay period. This should correspond to the information that is found in QuickBooks by choosing Edit, Preferences, and selecting Time Tracking – Company Preferences. If, in QuickBooks, the First Day of the Work Week is Selected as Sunday, then you would Select Saturday as your Last Day of Pay Period on this screen. Further, when you issue paychecks, you should be sure that the date chosen for Pay Period Ending Date is really a Saturday date.
- **Include Additional Wages in Gross?** – If you wish to have **all** payroll wage items that are classified as an **Additional Wage** type added to gross pay, please select this box. **Note:** You can also be selective as to which items are to be added to Gross pay by choosing them when these items are pulled into the Deduction Reconciliation later.
- **Add "Final" to last application payroll number -** check this box, if you would like the word **Final** to be added to the payroll number for jobs that you indicate as "finished".
- **Report Vendors/subcontractors time on certified payroll?** Other states, and or companies, are now requesting that subcontractors appear on the final Certified Payroll Reports. In order for this to happen, you must turn on the option to "Report vendor/subcontractors time on Certified Payroll Reports" AND enter the Subcontractors hours in the QuickBooks Weekly Timesheets. See **Tracking Subcontractors on Jobs** 35.
- Once this option has been turned on, CPS will print the Vendors Federal ID or Social Security Number on the

reports, if you have completed the information in the Vendor Record; additionally, if you have entered a "Vendor type" (electrician, trucking company, etc.), CPS will put the Vendor type in the Work Classification column on the report - if you leave the "Vendor type" blank, CPS will simply report the Work Classification on the Certified Payroll Report as "Subcontractor". However, Vendors/subcontractors will not show on EEOC counts.

- **Never Print the Statement of Compliance (NOT recommended).** Checking this box will cause the program to always omit the printing of the Statement of Compliance.

- **Reporting Jobs must have CPS in the QuickBooks job record Customer Type field.** Checking this box affects how jobs that are new to CPS are handled. When this box is checked, any new job that does not have **CPS** (upper or lower case) in the QuickBooks "Customer Type" field, will be considered a "Non-Reporting job to CPS and is automatically added as a non-reporting job without user intervention. These jobs can, and must be, edited afterwards if it is, indeed a reporting job, by going in CPS to Linked Data ->Jobs. For more information regarding the setup of the QuickBooks Job Record, see **Create a "Filter" for Jobs Requiring Certified Payroll** 34

- **Use wage rates from the employee record instead of the paycheck checkbox -** with this box unchecked, the rates of pay in the paycheck are the ones that are reported; if this box is checked, the hourly rates of pay are retrieved from the dollar amount tagged to a specific payroll item in the QuickBooks Employee Record; Payroll and Compensation Tab; Earnings sections.

- **Paychecks are issued bi-weekly checkbox** – if you issue paychecks on a bi-weekly basis, place a check mark in this box; leaving it unchecked, indicates that you issue payroll on a weekly basis.

- **Employer Health Insurance Setup** – Clicking on this button will take you to the following screen, where you can select various options for health insurance:
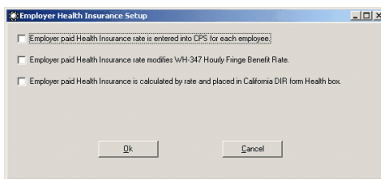
See below for descriptions and use of each option displayed on this window.

- **Employer paid Health Insurance rate is entered into CPS for each employee** – if the employer pays all or a portion of the employee's health insurance, **AND** if you are allowed "credit" toward cash fringe benefits paid to the employee as part of gross wage, you should select this option.

- **Employer paid Health Insurance rate modifies WH-347 Hourly Fringe Benefit Rates** – select this option, if you wish to have CPS deduct the hourly company paid health insurance benefit from the TOTAL hourly cash fringe benefit rate.

- **Employer paid Health Insurance is calculated by rate and placed in California DIR form Health Box** – relates to California Department of Industrial Relations form users.

5.2.11.5 Data Locations
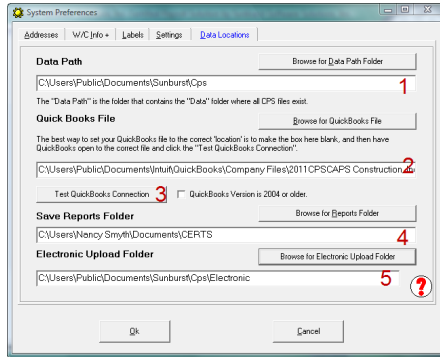
This screen simply provides you with information as to where everything lives on your computer or your network that involves CPS and makes it work - you need to know this information; take a screen shot (picture) of this window and save it for future reference. If you call Sunburst Technical Support, you may need to have access to this information.

1. **Data Path** – shows the location of Certified Payroll Solution program data, OR all of the information that you will be setting up in the program that QuickBooks has no way to keep track of.
2. **QuickBooks File** – shows the location of your QuickBooks Company data file, you may also use the **Browse for QuickBooks File** button, if necessary. As you can see where your QuickBooks file lives and where your CPS data lives are two different places - this means that when you backup QuickBooks you are NOT backing up your CPS data. Your CPS data MUST be backed up separately - See Enhanced Backup of CPS Data 185 for additional details on how to set up an automatic backup routine for CPS each time you exit the program.
3. **Test QuickBooks Connection** - Allows you to test the CPS connection to your QuickBooks company data file.
4. **Save Reports Folder -** if you would like to save a computer copy of your certified payroll reports, EEOC reports, etc. (or use one of the many 3rd party document management programs available to attach them to your QB job records) use the Browse for Reports folder button to create and specify a folder that you want them to be saved in. Reports will only be saved IF YOU PRINT OR PREVIEW them.
5. ***Electronic Upload Folder*** **–** More agencies are beginning to request an electronic upload of the certified payroll reports in addition to, or instead of, paper submission. Other computer systems, as well as the human eye, can read an electronic file created using XML. Use the **Browse for Electronic Upload Folder** button – an option to name new folders for saving these electronic reports, and may be created from within the Browse dialog box.

Important Note: An electronic certified payroll report file will only be created, **if you specify a folder here**, for them to be saved in. Once a folder is assigned here, you may select the option for creation of electronic reports in each Job 116 record - Form Options tab. For more information regarding the creation of Electronic certified payroll reports, see Creating an Electronic Certified Payroll Report 122.

*We have worked with various companies/agencies including:
TRS Consultants, Inc. from **California** - implemented electronic filing standards for the **Wisconsin** Department of Transportation and various agencies in California, New York City School Construction Authority, and various others..
LCPtracker, Inc.- Labor Compliance Software from California; implemented electronic filing standards for many of the **California** School districts, New York School Districts, Nevada Department of Transportation.
Elation Systems D-BAS software from California; implemented electronic filing standards for additional **California** School Districts.
Sandia Laboratory in **New Mexico**.
Texas Department of Transportation.

For Troubleshooting Information visit http://www.sunburstsoftwaresolutions.com/technical-support.htm

Important Note: This completes all of your initial set-up in Certified Payroll Solution – all other information will be pulled in from QuickBooks the first time you choose to generate a Certified Payroll Report. At that time, you will be required to set-up your Employees, Jobs, Wages, and Deductions,

thus, establishing the required link to your company data file for these items.

5.3   *Work Classification*

5.3.1   *Dealing With Work Classifications*

Employee Work Classifications – Understanding the transition or flow of Employee Work Classifications on Prevailing Wage Jobs – From QuickBooks to EEOC Reports and/or the Certified Payroll and Benefit Reports.

QuickBooks has no real means of dealing with, or providing you with, an accurate means of tracking the various work classifications that your employees may fall under. The QuickBooks manual or even the Contractor specific help do a poor job, at best, of helping you to setup the program to deal with tracking employee work classifications, especially on Prevailing Wage jobs.

Because of this, there are many ways that different contractors deal with employee work classifications in QuickBooks, when those employees work on prevailing wage projects. There, also, are many ways that Work Classifications can be dealt with in Certified Payroll Solution (CPS) in order to generate accurate Certified Payroll, EEOC/Manning, and Benefit Reports.

5.3.1.1   *Understanding Work Classifications*

Work Classifications are used in two ways:
1. A Work Classification that the employee falls under for EEOC Reporting counts.
2. A Work Classification that the employee must be reported under for the Certified Payroll Report, and any subsequent Union or "bona-fide" plan Benefit Reports.

Let's start by looking at how the government looks at Work Classification categories tracked on Equal Employment Opportunity Commission (EEOC) Reports. The reports track how many employees work on the jobsite, during a specific time frame, from any of the following 15 major categories:

Officials/Managers	Supervisors	Foreperson
Clerical	Equipment Operators	Mechanics
Truck Drivers	Ironworkers	Carpenters
Cement Masons	Electricians	Pipefitter/Plumbers
Painters	Laborer, Semi-Skilled	Laborer, Unskilled

In addition to the 15 major categories, you will also need to report how many employees are Apprentices and/or On-the-Job Trainees. *It is important* to understand that these 15 major categories can have an unlimited amount of sub-categories or sub-classifications.

For example, within the major category of Cement Masons, you could have sub-categories for Masons, Mason Tenders, Brick Layers, etc., which would need to be reported on the Certified Payroll Report. Likewise, within the major category of Equipment Operators, you could have sub-categories for Crane Operator, Backhoe Operator, Bulldozer Operator, etc., which again, would need to be reported on the Certified Payroll Report.

Because we realize that you may also have classifications that might not be required on either the EEOC or Certified Payroll Reports, we have created one additional major Work Classification called **Never Report and Defer to Employee,** which can be used when an employee works in the shop (which isn't reported), but you wish to post the time against the job in QuickBooks, **OR,** when you only have one payroll item that you use for every employee, regardless of Work Classification.

The 15 major categories of Employee Work Classifications shown above, as well as, the **Never Report and**

Defer to Employee Classification, are kept within Certified Payroll Solution, and you can access this list by choosing the Basic Info Menu/Work Classifications. From this list, add the specific sub-categories or sub-classifications that your employees fall under. You may, also, access this list when CPS prompts you to create *"linked employee and wage records"*, by choosing the Edit Work Class button.

Why are employee counts so important?
The EEOC Report is a count of how many employees you had working on a job during a specified time from the major classifications list.

For example: You have a total of 10 employees who work on the job site during a month. One employee worked under a total of 4 different Work Classifications; you want to report that employee only one time – under his usual Work Classification, for a total of 10 employees – *not once under each classification for a total of 13 employees*.

5.3.2   *The CPS Work Classification Screen*

Name – This will be the name of the Work Classification as it will appear on the Certified Payroll Report.
Federal EEOC Code – The drop-down menu contains a list of the 15 major Work Classifications, plus the special **Never Report and Defer to Employee** option.
*Apprentice – Check this box if the Work Classification you create is for an Apprentice Classification.
*Percent – Used in conjunction with the Apprentice option, enter the Apprentice Level Percent in this box.

*For additional information regarding apprentices, see the section titled **What if I have Apprentices** 94 .

Use this Name on EEOC Reports – Used for a situation in which the Work Classification that your employees fall under is not one of the major 15, or, when there is a need to modify the name of the Work Classification. *See the following sections for additional information:* **My Employees Do Not Fall Under any of the Standard 15 Work Classifications** 94 **and Example 7** 108 .

LCP Class Code – Currently, only applicable for California electronic certified payroll reporting requirements, additionally, other states may have special "work class" codes that are reported.

On the Certified Payroll Report Section:
Omit Employee's Wages & Hours – Used in special circumstances, such as, the reporting of company Officials/Managers time on a job. *For additional information, see* **Example 8** 108 .
Omit Employees Wages (Show Hours) – Used in special circumstances, such as, reporting employees classified as Foreman. *For additional information, see* **Example 8** 108 .
Omit Employee Entirely – Used in special circumstances, perhaps when an employee has non-reporting hours, such as shop time, posted against a job. *For additional information, see* **Example 6** 106 .
For Wages, Defer to Employees Work Classification – Used for each employee who falls under a specific Work Classification that never changes (Joe is always a Laborer). *For additional information, see* **Examples 4** 102 **and 5** 104 .

5.3.3 Employee Work Classifications & EEOC Reporting

Employee Work Classifications for EEOC Reporting are maintained within CPS.

When CPS prompts you to create *"linked records"* for each employee, you will be able to select which of the 15 major categories the employee should be counted in. By selecting the EEOC Work Class Drop Down Menu, select the Work Classification that the employee falls under most often.

For example: Your employee is a Crane Operator and in his linked Employee Record, you would want him to be counted under Equipment Operators on any EEOC Reports that you may generate.

5.3.3.1 What if I Have Apprentices?

What if I have Apprentices? How Do I Report them?

In CPS, you will create a new Work Classification.

Begin by selecting the **Edit Work Class** button in the *"linked employee record"*, **OR** from the **Basic Info** menu, choose **Work Classifications**. Click the **Add** button to open a new Work Class screen. Type in the **Name** of the Work Class, select the **Federal EEOC Code** drop down, and choose the main category that this new classification is part of, check the **Apprentice box**, and enter the **Percent.** Click the **Ok** button, **Done**, and **Yes to Save Changes.** You have now created a new work classification.

You will now select this Apprentice Classification from the drop down menu.

5.3.3.2 Work Classification Not Available

My Employees Do Not Fall Under Any of the Standard 15 Work Classifications.

When you have a Work Classification that is not one of the standard 15, you can easily create a new Work Classification and have that classification name appear on the EEOC Reports. As an example, this will happen if all employees are classified as Traffic Flaggers.

Selecting the **Edit Work Class** button in the *"linked employee record"*, **OR** from the **Basic Info** menu, choose **Work Classifications**. Click the **Add** button to open a new Work Classification screen. Type in the **Name** of the Work Class, select the **Federal EEOC Code** drop down, and choose the main category that this new classification is part of, and check the **Use This Name on EEOC Reports box.** Click **Ok**, **Done**, and **Yes to save changes.**

5.3.3.3 I Do Not Have to File EEOC Reports

I do not have to file EEOC Reports; do I still need to set this up?

There is very little effort involved in setting this up, and you never know when you might be asked for an EEOC Report.

5.3.4   Employee Work Classifications & Certified Payroll Reports

Employee Work Classifications for the Certified Payroll Reports, and any subsequent Union or bona-fide Plan Benefit Reports, are linked to QuickBooks Payroll Wage Items.

Again, QuickBooks does not provide a straightforward or reliable way to assign a specific Work Classification to an employee. This information is stored in CPS linking to QuickBooks via Payroll Wage Items that are used in the QuickBooks Employee Record, Weekly Timesheet, and Paycheck.

Prevailing Wage Laws require that each employee must be listed on the Certified Payroll Report for each type of Work Classification worked under, while on the jobsite. It is quite common, for a single employee, to fall under one or more Work Classification on the same job in the same day – for example:
1. Joe could work in the morning as a Laborer (base rate $12.00/Fringe Rate $4.00) and in the afternoon could be an Equipment Operator (base rate $25.00/Fringe Rate $6.00).
2. Joe could be an Equipment Operator (base rate $25.00/Fringe Rate $6.00), in the afternoon, the job Foreman could leave the jobsite, and Joe would then become the Foreman (base rate $30.00/Fringe Rate $10.00) for the rest of the day.

The most effective way for QuickBooks to track various work classifications for your employees is through the use of Custom created QuickBooks Payroll Wage Items. This wage item is assigned to the employee in the QuickBooks Employee Record->Payroll & Compensation section with applicable rates of pay. It is then used, when entering the hours in the Weekly Timesheet, switching payroll items when the employee switches Work Classifications, which then automatically transfers to the paycheck. These payroll items will then be assigned to specific Work Classifications that will print on the Certified Payroll Reports.

There are numerous ways that this can be accomplished. See the following sections.
- **Example #1** 97 - All of your employees fall under a single Work Classification category, and you are a Union Shop, or Pay Fringes to a bona-fide plan.
- **Example #2** 99 - All of your employees fall under one Work Classification category, and you pay fringe benefits in cash to the employee, as part of gross wages.
- **Example #3** 100 - You have employees that fall under several different Work Classification categories. Each employee falls under a specific classification, and always works under that specific classification, and you are a Union Shop, or Pay Fringes to a bona-fide plan.
- **Example #4** 102 - You have employees that fall under several different Work Classification categories. Each employee falls under a specific classification, and always works under that specific classification, and you pay the fringe rate in cash to your employees, as part of gross wages.
- **Example #5** 104 - You have employees that fall under several different Work Classification categories. Each employee falls under a specific classification, and always works under that specific classification. In QuickBooks, you currently have only three payroll items - Hourly Rate, Hourly Rate OT, and Hourly Rate DT – which you use for all employees, and you are a Union Shop, or Pay Fringes to a bona-fide plan.
- **Example #6** 106 - Joe, usually a Laborer (base rate $12.00/Fringe Rate $4.00), also, spent time in the Shop (base rate $10.00/No Fringe) for a particular Job. Shop time is not reported on Certified Payroll Reports; but, for internal job costing purposes, you want to record his time and wages against the job OR Your employees work on both, reporting and non-reporting, jobs.
- **Example #7** 108 - Employees classified as Foreman are to be reported without showing wages and

deductions and must show on EEOC Reports, as well as, Certified Payroll Reports, as a Foreman.
- **Example #8** [108] - Salary Employees Classified as Officials/Managers are to be reported without showing hours and wages.

5.3.4.1 *QuickBooks Payroll Items Tied To Work Classifications*

QuickBooks Payroll Items and Work Classifications that print on the final Certified Payroll Reports – the basic flow.
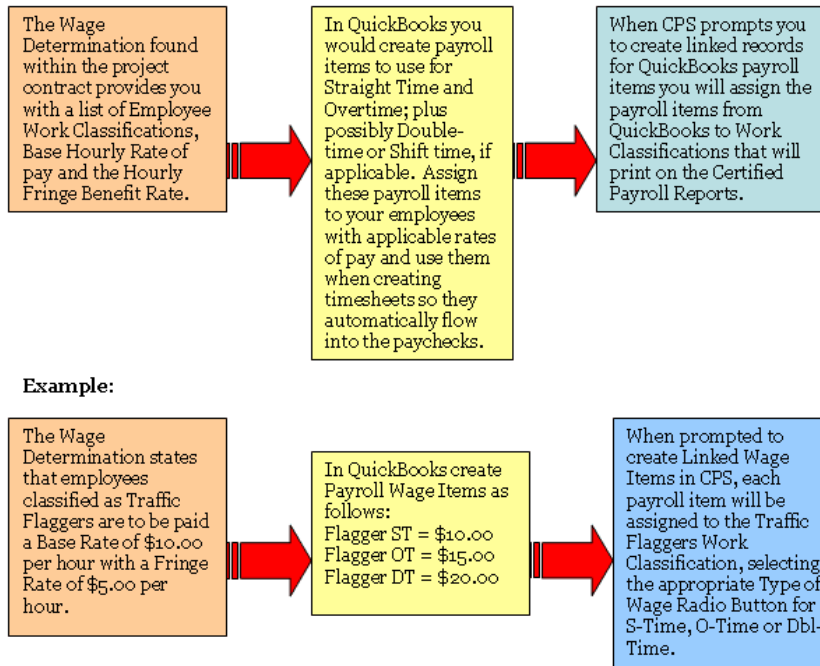
Over the next few pages, we will demonstrate some examples based on the following common examples of how contractors may need to classify their employees. While the example shows payroll items created in QuickBooks being "named" with the Work Classification that they will be associated with, we do not require you to create them in this manner. You may name or number your QuickBooks payroll items whatever you choose. Following the examples below will help you to quickly make any changes to your QuickBooks payroll items list and, thus, the "linking" of these items within CPS.

1. **Simple:** All of the employees for this company are Traffic Flaggers, and that is the only type of work this company does. *See Example 1* [97]*, if you are a Union Shop or pay the Fringes to a bona-fide plan. See Example 2* [99]*, if you pay the Fringes in Cash to the Employee as part of gross wages.*
2. **Medium:** Each employee has one Work Classification, they are a Laborer, Crane Operator, Backhoe Operator, or Foreman, and their Work Classification will not vary within any given week or by any given job. *See Example 5* [104]*, if you are a Union Shop or pay the Fringes to a bona-fide plan. See Example 4* [102]*, if you pay the Fringes in Cash to the Employee as part of gross wages.*
3. **Complicated:** Joe, usually a Laborer, worked on 3 jobs this week. On one particular, he worked as a Laborer, Crane Operator, Backhoe Operator, and as Foreman. *See Example 3* [100]*, if you are a Union Shop or pay the Fringes to a bona-fide plan. See Example 4* [102]*, if you pay the Fringes in Cash to the Employee as part of gross wages.*
4. **Complex:** Joe, usually a Laborer, also spent time in the Shop for a particular Job. Shop time is not reported on Certified Payroll Reports. *See Example 6* [106]
5. **Extremely Complex:** In addition to Prevailing Wage Jobs which require Certified Payroll Reports, work is performed on private jobs or jobs that do not require Certified Payroll.   Your employees are paid a lower rate when they work on these private jobs. *See Example 6* [106]
6. **Employees Classified as Foreman** are to be reported without showing wages. *See Example 7* [108]

7. **Salary Employees Classified as Officials/Managers** are to be reported without showing hours and wages. *See [Example 8](108)*

5.3.4.1.1 #1-Single Work Class-Fringes Paid to 3rd Pary

All of your employees fall under a single Work Classification category, and you are a Union Shop, or Pay Fringes to a bona-fide plan.

If all of your employees fall under a single Work Classification – Traffic Flaggers is a good example, and the Wage Determination states the **base rate as $10.00 per hour** with a **$5.00 per hour Fringe Rate**. You would set things up as follows:

In QuickBooks	**In CPS**
Create payroll wage items as follows: *Flagger ST *Flagger OT *Flagger DT	Create Traffic Flagger Work Classification: Basic Info Menu**->** Work Classifications**->** Select Laborer, Semi-Skilled**->** Edit**->** Name=Laborer, Semi-Skilled **change to** Traffic Flagger**->** Federal EEOC Code=Laborer, Semi-Skilled**->** Check=Use this name on EEOC Reports Ok**->** Done**->** Yes to Save Changes
Edit Employee Records/Payroll and Compensation tab to Add New Payroll Items and assign rates, as follows: Flagger ST $10.00 Flagger OT $15.00 Flagger DT $20.00	Make Traffic Flagger the Default Employee Work Classification: System Setup Menu**->** Defaults**->** Employee EEOC Work Class Drop Down Menu**->** Traffic Flaggers**->** Ok
NOTE: You can use the Wage Manager Solution program to help you create these new payroll wage items and assign the applicable pay rates to all of your employees. Wage Manager can be accessed from within CPS from the **Run** Menu.	Add Double-time to CPS: System Setup Menu**->** System Preferences**->** Labels Tab**->** Top Section**->** Blank Box**->** Type in the word Dbl-time**->** DT**
Use these payroll items when entering hours in Weekly Timesheets.	When CPS prompts you to create the *"linked Wage record"*: Flagger ST = EEOC Work Class**->** Traffic Flagger**->** Type of Wage=select S-Time Radio Button
Create non-taxable or taxable company contribution items for the Fringe Benefits equaling $5.00	Flagger OT = EEOC Work Class**->** Traffic Flagger**->** Type of Wage = select O-Time Radio Button
Note: It is best to create individual company contribution items for each type of Fringe Benefit that you are required to pay.	Flagger DT = EEOC Work Class**->** Traffic Flagger**->** Type of Wage = select Dbl-Time Radio Button

Notes:
*The canned "Hourly Rate" and "Hourly Rate Overtime" that QuickBooks provides can be used instead of creating these new payroll item names.
**Some states do not provide a means of reporting Double time on their certified payroll reports –

please see your state specific instructions in the manual or in the program help.

5.3.4.1.2 #2-Single Work Class-Fringes Paid in Cash

All of your employees fall under one Work Classification category, and you pay fringe benefits in cash to the employee, as part of gross wages.

If all of your employees fall under a single Work Classification – Traffic Flaggers is a good example, and the Wage Determination states the **base rate as $10.00 per hour** with a **$5.00 per hour Fringe Rate**. You would set things up, as follows:

In QuickBooks
Create payroll wage items, as follows:
    *Flagger ST
    *Flagger OT
    *Flagger DT

Edit Employee Records to Add New Payroll Items and assign rates, as follows:
    Flagger ST $15.00
    Flagger OT $20.00
    Flagger DT $25.00

NOTE: You can use the Wage Manager Solution program to help you create these new payroll wage items and assign the applicable pay rates to all of your employees. Wage Manager can be accessed from within CPS from the **Run** Menu.

Use these payroll items when entering hours in Weekly Timesheets.

In CPS
Create Traffic Flagger Work Classification:
    Basic Info Menu**->** Work Classifications**->** Select Laborer, Semi-Skilled**->** Edit**->** Name=Laborer, Semi-Skilled *change to* Traffic Flagger**->** Federal EEOC Code=Laborer, Semi-Skilled**->** Check=Use this name on EEOC Reports Ok**->** Done**->** Yes to Save Changes

Make Traffic Flagger the Default Employee Work Classification:
    System Setup Menu**->** Defaults**->** Employee EEOC Work Class Drop Down Menu**->**Traffic Flaggers
    Ok

Add Double-time to CPS
    System Setup Menu**->** System Preferences**->** Labels Tab**->** Top Section**->** Blank Box**->**Type in the word Dbl-time**->** DT**

When CPS prompts you to create the *"linked Wage record"*
Flagger ST= EEOC Work Class**->** Traffic Flagger**->** Cash Benefit Rate=$5.00**->** Type of Wage = select S-Time
Flagger OT = EEOC Work Class**->** Traffic Flagger**->** Cash Benefit Rate=$5.00 **->** Type of Wage = select O-Time
Flagger DT = EEOC Work Class**->** Traffic Flagger**->** Cash Benefit Rate=$5.00**->**Type of Wage = select Dbl-Time

Notes:
*The canned "Hourly Rate" and "Hourly Rate Overtime" that QuickBooks provides can be used instead of creating these new payroll item names.
**Some states do not provide a means of reporting Double time on their certified payroll reports – please see your state specific instructions in the manual or in the program help.

5.3.4.1.3 #3-Multiple Work Classes-Fringes Paid to 3rd Party

You have employees that fall under several different Work Classification categories. Each employee falls under a specific classification, and always works under that specific classification, and you are a Union Shop, or Pay Fringes to a bona-fide plan.

According to the Wage Determination sheet, you have employees that fall under the classifications:

        Laborers – base rate $12.00 per hour; fringe rate $4.00
        Equipment Operators – base rate $25.00 per hour; fringe rate $6.00 per hour
        Foreman – base rate $30.00 per hour; fringe rate $10.00 per hour

Under the Equipment Operator categories, you have employees who are Crane Operators and Backhoe Operators, and need to be reported as such, on the Certified Payroll Reports. The majority of your employees fall under the Equipment Operator Work Classification.

In QuickBooks

Create payroll wage items, as follows:
    Laborer ST
    Laborer OT
    Laborer DT

    Crane Op ST
    Crane Op OT
    Crane Op DT

    Backhoe Op ST
    Backhoe Op OT
    Backhoe Op DT

    Foreman ST
    Foreman OT
    Foreman DT

Edit Employee Records to Add New Payroll Items and assign rates, as follows:
    Laborer ST $12.00
    Laborer OT $18.00
    Laborer DT $24.00

    Crane Op ST $25.00
    Crane Op OT $37.50
    Crane Op DT $50.00

    Backhoe Op ST $25.00
    Backhoe Op OT $37.50
    Backhoe Op DT $50.00

In CPS

Create Crane Operator and Backhoe Operator Work Classification:
    Basic Info Menu-> Work Classifications-> Add->
    Name = Crane Operator-> Federal EEOC
    Code = Equipment Operator-> Ok

    Add-> Name = Backhoe Operator-> Federal
    EEOC Code = Equipment Operator->
    Ok-> Done-> Yes to Save Changes

Make Equipment Operator the Default Employee Work Classification:
    System Setup Menu-> Defaults-> Employee EEOC
    Work Class Drop Down Menu-> Equipment
    Operator-> Ok

Add Double-time to CPS
    System Setup Menu-> System Preferences->
    Labels Tab-> Top Section-> Blank Box->Type
    in the word Dbl-time-> DT**

When CPS prompts you to create the *"linked Employee records"* ,
    change the EEOC Work Class of Employees who
    are not Equipment Operators by choosing
    Laborer, Semi-Skilled, or Foreperson from the
    drop down menu.

When CPS prompts you to create the *"linked Wage records"*:

Laborer ST = EEOC Work Class-> Laborer,
    Semi-Skilled-> Type of Wage = select S-Time
Laborer OT = EEOC Work Class-> Laborer,

In QuickBooks	In CPS

<div style="float:right">

Semi-Skilled-> Type of Wage = select O-Time
Laborer DT = EEOC Work Class-> Laborer,
  Semi-Skilled-> Type of Wage = select Dbl-Time

</div>

In QuickBooks

Foreman ST $30.00
Foreman OT $45.00
Foreman DT $60.00

In CPS

Crane Op ST = EEOC Work Class-> Crane
  Operator-> Type of Wage = select S-Time
Crane Op OT = EEOC Work Class-> Crane
  Operator-> Type of Wage = select O-Time
Crane Op DT = EEOC Work Class-> Crane
  Operator-> Type of Wage = select Dbl-Time

Backhoe Op ST = EEOC Work Class-> Backhoe
  Operator-> Type of Wage = select S-Time
Backhoe Op OT = EEOC Work Class-> Backhoe
  Operator-> Type of Wage = select O-Time
Backhoe Op DT = EEOC Work Class-> Backhoe
  Operator-> Type of Wage = select Dbl-Time

NOTE: You can use the Wage Manager Solution program to help you create these new payroll wage items and assign the applicable pay rates to all of your employees. Wage Manager can be accessed from within CPS from the **Run** Menu.

Foreman ST = EEOC Work Class-> Foreperson->
  Type of Wage = select S-Time
Foreman OT = EEOC Work Class-> Foreperson->
  Type of Wage = select O-Time
Foreman DT = EEOC Work Class-> Foreperson->
  Type of Wage = select Dbl-Time

Use these payroll items when entering hours in Weekly Timesheets, switching payroll items as employees switch Work Classifications that are required to appear on the certified payroll report.

Create non-taxable or taxable company contribution items for:

    Fringes – Laborer $4.00
    Fringes – Equipment Op $6.00
    Fringes – Foreman $10.00
Note: It is best to create individual company contribution items for each type of Fringe Benefit that you are required to pay.

Notes:
**Some states do not provide a means of reporting Double time on their certified payroll reports – please see your state specific instructions in the manual or in the program help.

5.3.4.1.4 #4-Multiple Work Classes-Fringes Paid in Cash

You have employees that fall under several different Work Classification categories. Each employee falls under a specific classification, and always works under that specific classification, and you pay the fringe rate in cash to your employees, as part of gross wages.

According to the Wage Determination sheet, you have employees that fall under the classifications:
Laborers – base rate $12.00 per hour; fringe rate $4.00
Equipment Operators – base rate $25.00 per hour; fringe rate $6.00 per hour
Foreman – base rate $30.00 per hour; fringe rate $10.00 per hour

Under the Equipment Operator categories, you have employees who are Crane Operators and Backhoe Operators who need to be reported as such, on the Certified Payroll Reports. The majority of your employees fall under the Equipment Operator Work Classification.

In QuickBooks	In CPS
Create payroll wage items, as follows:	Create Crane Operator and Backhoe Operator Work Classification:
Laborer ST	
Laborer OT	
Laborer DT	Basic Info Menu **->** Work Classifications **->** Add **->** Name = Crane Operator **->** Federal EEOC Code = Equipment Operator **->** Ok
Crane Op ST	
Crane Op OT	Add**->** Name = Backhoe Operator**->** Federal EEOC Code = Equipment Operator**->** Ok**->** Done**->**
Crane Op DT	Yes to Save Changes
Backhoe Op ST	Make Equipment Operator the Default Employee
Backhoe Op OT	Work Classification:
Backhoe Op DT	System Setup Menu**->** Defaults**->** Employee EEOC Work Class Drop Down Menu**->** Equipment Operator**->** Ok
Foreman ST	Add Double-time to CPS
Foreman OT	System Setup Menu**->** System Preferences**->**
Foreman DT	Labels Tab**->** Top Section**->** Blank Box**->**Type in the word Dbl-time**->** DT**
Edit Employee Records to Add New Payroll Items and assign rates, as follows:	When CPS prompts you to create the *"linked Employee records",*
Laborer ST $16.00	change the EEOC Work Class of Employees who are
Laborer OT $22.00	not Equipment Operators by choosing Laborer, Semi-
Laborer DT $28.00	Skilled or Foreperson, from the drop down menu.
	When CPS prompts you to create the *"linked Wage records"*
Crane Op ST $31.00	
Crane Op OT $43.50	
Crane Op DT $56.00	Laborer ST = EEOC Work Class**->** Laborer,
	Semi-Skilled**->** Cash Benefit Rate= $4.00**->**
Backhoe Op ST $31.00	Type of Wage = select S-Time

In QuickBooks	In CPS

In QuickBooks

    Backhoe Op OT $43.50
    Backhoe Op DT $56.00

    Foreman ST $40.00
    Foreman OT $55.00
    Foreman DT $70.00

NOTE: You can use the Wage Manager Solution program to help you create these new payroll wage items and assign the applicable pay rates to all of your employee. Wage Manager can be accessed from within CPS from the **Run** Menu.

Use these payroll items when entering hours in Weekly Timesheets, switching payroll items as employees switch Work Classifications.

In CPS

Laborer OT = EEOC Work Class**->** Laborer, Semi-Skilled**->** Cash Benefit Rate = $4.00**->** Type of Wage = select O-Time
Laborer DT = EEOC Work Class**->** Laborer, Semi-Skilled**->** Cash Benefit Rate= $4.00**->** Type of Wage = select Dbl-Time

Crane Op ST = EEOC Work Class**->** Crane Operator**->** Cash Benefit Rate= $6.00**->** Type of Wage = select S-Time
Crane Op OT = EEOC Work Class**->** Crane Operator**->** Cash Benefit Rate = $6.00**->** Type of Wage = select O-Time
Crane Op DT = EEOC Work Class**->** Crane Operator**->** Cash Benefit Rate = $6.00**->** Type of Wage = select Dbl-Time

Backhoe Op ST = EEOC Work Class**->** Backhoe Operator**->** Cash Benefit Rate = $6.00**->** Type of Wage = select S-Time
Backhoe Op OT = EEOC Work Class**->** Backhoe Operator**->** Cash Benefit Rate = $6.00**->** Type of Wage = select O-Time
Backhoe Op DT = EEOC Work Class**->** Backhoe Operator**->** Cash Benefit Rate = $6.00**->** Type of Wage = select Dbl-Time

Foreman ST = EEOC Work Class**->** Foreperson**->** Cash Benefit Rate= $10.00**->** Type of Wage = select S-Time
Foreman OT = EEOC Work Class**->** Foreperson**->** Cash Benefit Rate = $10.00**->** Type of Wage = select O-Time
Foreman DT = EEOC Work Class**->** Foreperson**->** Cash Benefit Rate = $10.00**->** Type of Wage = select Dbl-Time

Notes:
**Some states do not provide a means of reporting Double time on their certified payroll reports – please see your state specific instructions in the manual or in the program help.

5.3.4.1.5 #5-Each Employees Work Under Multiple Work Classes -Fringes Paid to 3rd Party

You have employees that fall under several different Work Classification categories. Each employee falls under a specific classification, and always works under that specific classification. In QuickBooks, you currently have only three payroll items - Hourly Rate, Hourly Rate OT, and Hourly Rate DT – which you use for all employees, and you are a Union Shop, or Pay Fringes to a bona-fide plan.

According to the Wage Determination sheet, you have employees that fall under the classifications:
Laborers – base rate $12.00 per hour; fringe rate $4.00
Equipment Operators – base rate $25.00 per hour; fringe rate $6.00 per hour
Foreman – base rate $30.00 per hour; fringe rate $10.00 per hour

Under the Equipment Operator categories, you have employees who are Crane Operators and Backhoe Operators, and need to be reported as such, on the Certified Payroll Reports. The majority of your employees fall under the Equipment Operator Work Classification.

In QuickBooks

In each Employee Record, you have assigned the correct hourly rates of pay per the wage determination.

Continue to use these payroll items when entering hours in Weekly Timesheets.

Create non-taxable or taxable company contribution items for
    Fringes – Laborer $4.00
    Fringes – Equipment Op $6.00
    Fringes – Foreman $10.00

Note: It is best to create individual company contribution items for each type of Fringe Benefit that you are required to pay.

In CPS

Create Crane Operator and Backhoe Operator Work Classification:

Basic Info Menu-> Work Classifications-> Add->
  Name = Crane Operator-> Federal EEOC Code
  = Equipment Operator-> Ok

Add-> Name = Backhoe Operator-> Federal EEOC
  Code = Equipment Operator-> Ok
Add-> Name = Defer to Employee-> Federal
  EEOC Code = Never Report/Defer To Employee
  -> On The Certified Payroll Report Section->
  check box, For wages, defer to Employee's
  Worker Classification-> Ok-> Done->
  Yes to Save Changes

Add Double-time to CPS
  System Setup Menu-> System Preferences->
  Labels Tab-> Top Section-> Blank Box->Type
  in the word Dbl-time-> DT**

When CPS prompts you to create the "*linked Employee records*" for each employee, select their applicable Work Classification from the drop down list – Laborer, Semi-Skilled, Crane Operator, Backhoe Operator, or Foreman

When CPS prompts you to create the "*linked Wage records*":
Hourly Rate = EEOC Work Class-> Defer to
  Employee-> Type of Wage = select S-Time
Hourly Rate OT = EEOC Work Class-> Defer to
  Employee-> Type of Wage = select O-Time
Hourly Rate DT = EEOC Work Class-> Defer to
  Employee-> Type of Wage = select Dbl-Time

Notes:

**Some states do not provide a means of reporting Double time on their certified payroll reports – please see your state specific instructions in the manual or in the program help.

5.3.4.1.6 #6-Prevailing & Non-Prevailing Wage Jobs-Fringes Paid in Cash

Joe, usually a Laborer (base rate $12.00/Fringe Rate $4.00), also, spent time in the Shop (base rate $10.00/No Fringe) for a particular Job. Shop time is not reported on Certified Payroll Reports; but, for internal job costing purposes, you want to record his time and wages against the job.
      OR
Your employees work on both, reporting and non-reporting, jobs.

In QuickBooks	In CPS

Create payroll wage items, as follows:
    Laborer ST
    Laborer OT
    Laborer DT
	Create Never Report Work Classification:
	Basic Info Menu-> Work Classifications-> Add->
	Name = Shop Time (or Never Report)-> Federal EEOC
	Code = Never Report/Defer to Employee -> On the
	Certified Payroll Report Section-> Check Box for
	"Omit Employee Entirely" Ok-> Done-> Yes to Save
	Changes

Shop ST
    Shop OT
    Shop DT
	Add Double-time to CPS
	   System Setup Menu-> System Preferences->
	   Labels Tab-> Top Section-> Blank Box->Type
	   in the word Dbl-time-> DT**

Edit Employee Records to Add New Payroll Items and assign rates, as applicable.	When CPS prompts you to create the *"linked Wage records"*:
	
	Laborer ST = EEOC Work Class-> Laborer,
	  Semi-Skilled-> Cash Benefit Rate =
	  ($4.00 if applicable)-> Type of Wage =
	  select S-Time
	Laborer OT = EEOC Work Class-> Laborer,
	  Semi-Skilled-> Cash Benefit Rate =
	  ($4.00 if applicable)-> Type of Wage =
	  select O-Time
	Laborer DT = EEOC Work Class-> Laborer,
	  Semi-Skilled-> Cash Benefit Rate =
	  ($4.00 if applicable)-> Type of Wage =
	  select Dbl-Time

NOTE: You can use the Wage Manager Solution program to help you create these new payroll wage items and assign the applicable pay rates to all of your employees. Wage Manager can be accessed from within CPS from the **Run** Menu.
 	
Use these payroll items when entering hours in Weekly Timesheets, switching payroll items as Joe switches Work Classifications.
	Shop ST= EEOC Work Class-> Shop Time (or
	  Never Report)-> Cash Benefit Rate = if
	  applicable-> Type of Wage =
	  select S-Time
	Shop OT= EEOC Work Class-> Shop Time (or
	  Never Report)-> Cash Benefit Rate =
	  if applicable-> Type of Wage =
	  select O-Time
	Shop DT= EEOC Work Class-> Shop Time (or
	  Never Report)-> Cash Benefit Rate =
	  if applicable-> Type of Wage =
	  select Dbl-Time

Notes:

**Some states do not provide a means of reporting Double time on their certified payroll reports – please see your state specific instructions in the manual or in the program help.

5.3.4.1.7 #7-Report Employee Hours-No Wages

Employees classified as Foreman are to be reported without showing wages and deductions and must show on EEOC Reports, as well as, Certified Payroll Reports, as a Foreman.

In QuickBooks

Create, or have in place, payroll items for:
    Foreman ST
    Foreman OT
    Foreman DT

In CPS

Modify the Foreperson Work Classification:
Basic Info Menu-> Work Classifications-> Find
    Foreperson Classification-> Edit-> Change Name
    From Foreperson **to** Foreman-> Check Box for
    Use This Name On EEOC Reports-> On the

Certified Payroll Report section-> check box for
    Omit Employee Wages (show hours)
    Ok-> Done-> Yes to Save Changes.

Add Double-time to CPS
    System Setup Menu-> System Preferences->
    Labels Tab-> Top Section-> Blank Box->Type
    in the word Dbl-time-> DT**

When CPS prompts you to create the *"linked Employee records"*:
Foreman ST = EEOC Work Class-> Foreman->
    Type of Wage = select S-Time
Foreman OT = EEOC Work Class-> Foreman->
    Type of Wage = select O-Time
Foreman DT = EEOC Work Class-> Foreman->
    Type of Wage = select Dbl-Time

Notes:
**Some states do not provide a means of reporting Double time on their certified payroll reports – please see your state specific instructions in the manual or in the program help.

5.3.4.1.8 #8-Officials/Manages Reported Without Hours & Wages

Salary Employees Classified as Officials/Managers are to be reported without showing hours and wages.

In QuickBooks

Create, or have in place, payroll items for:
    Salary (or Officer Salary)

In CPS

Modify the Foreperson Work Classification:

Basic Info Menu-> Work Classifications-> Find
    Officials/Managers Classification-> Edit->
    On the Certified Payroll Report section-> check
    box for Omit Employee Wages & Hours
    Ok-> Done-> Yes to Save Changes.

When CPS prompts you to create the *"linked Employee records"*:
Salary (or Officer Salary) = EEOC Work Class->
    Officials/Managers-> Type of Wage = Salary

Part

VI

6   Certified Payroll Solution - User Maual

6.1   Starting the Certified Payroll Solution Process

If you have chosen to use the custom fields for Customer:Job and Employee screens as suggested in the Help file, please generate the following reports in QuickBooks:

Employee Withholding Info Report, as follows:
CPS is not able to access the number of Federal Withholding allowances for each employee from your QB file at this time, and you will be required to enter this information, when you initially set up your employees. Please create & memorize this report, and have it displayed on your QuickBooks screen, when you initially run CPS.

In QuickBooks Pro/Premier 2004-2005 and Enterprise 4.0-5.0
From the List Menu, Choose Employee List
Click the Reports button at the bottom of this window, choose Contact List
When this report appears on your screen, click on the Modify Report button

Display tab
       Check the following columns only
              Left Margin   Employee   Federal Allowances
Header/Footer Tab
       Report Title = CPS Employee Withholding Info
Click OK to save these changes
Back at the Report window, select the Memorize button, Save in = check and select Employee

In QuickBooks Pro/Premier 2008-2011 and Enterprise 8.0-11.0
From the Reports Menu, choose Employees & Payroll, and then Employee Withholding

Starting the Certified Payroll Report Process

Audio/Video Training Available:
A 30-minute video called Certified Payroll Solution - Running Certified Payroll Solution covering this section is available on your Installation CD or in our On-Line Support Area using this url - http://www.sunburstsoftwaresolutions.com/cps-training.htm

After generating your payroll, minimize QuickBooks Pro® being sure that you are in *single user mode* and logged in as the Administrator. Administrators are the only ones allowed to manage the initial connection of any Integrated Application. If you have already granted CPS Permission to access your company file during the installation, you do not need to be in single-user mode or logged in as the Administrator.

From the **Start** menu, choose **Programs**, **Sunburst Software Solutions, Certified Payroll Solution.**

If you issue Bi-Weekly Payroll [113]**, read Section 5.4.1.1. before continuing!**
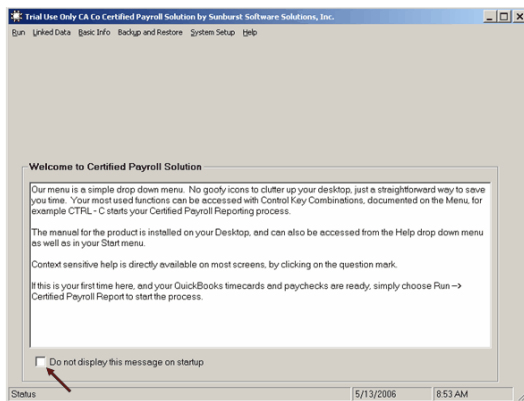
The main screen looks like this screenshot. Our software provides simple menu-driven navigation; for information on the contents of each menu, see the **Program Navigation** [74] section in this manual. You may stop the display of the **"Welcome Message"** by placing a check mark in the **"Do not display this message on startup"** option box.

From the **Run** Menu
Choose **Certified Payroll Report.**
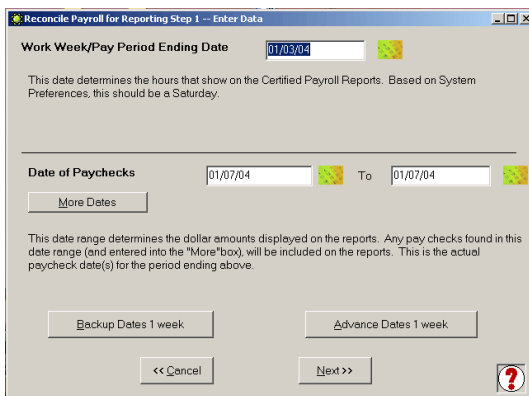
You will be required to enter the **Work Week/Pay Period Ending Date** (this is the last day of your workweek), and the **Date of Paychecks** (this is the actual day that you issue paychecks for the pay period ending date).

For example, if your pay period ending date is 1/03/04 and you issue the paychecks on 1/07/04, you would fill this screen with that information.

If you issue Bi-Weekly Payroll [113]**, read Section 5.4.1.1.**

Advance Dates One Week Button - If you always issue your paychecks on the same day each week, after you initially setup up your dates, select this button to have CPS automatically advance the dates one week. Likewise, the **Backup Dates 1 Week** button allows you to go backwards one week at a time to regenerate reports.
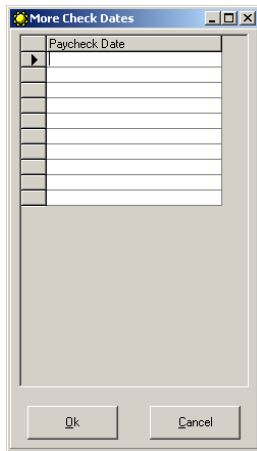
Selecting the **More Dates** button will take you to this screen where you will be allowed to enter additional dates that paychecks were cut for during this pay period ending date - this is especially useful for Union Contractors who issue layoff checks, or when you need to issue a "make-up" check, when the Prevailing Wage Determination changes.

Certified Payroll Solution is extremely date sensitive, so you might wish to verify this information: in QuickBooks Edit an Employee's paycheck that you have generated and review/verify the information, as follows:

The **Pay Period Ending Date** is the last date shown for the **Pay Period** (1/03/04)
The **Check Date Range** is the **Date** of the check (01/07/04)
This is our #2 Support Call problem.
NOTE: You must enter this date as MM/DD/YYYY

Click on the **NEXT** button.

CPS will now access your QuickBooks Pro/Premier company file requesting that you grant it permission to access your file. **If you have not previously granted permissions, please follow the instructions found in Granting CPS Permission to Access your QuickBooks File: If you do not grant these permissions, you will not have employee social security numbers or pay rates on your reports!**
When CPS has gathered the required information, this screen will appear:
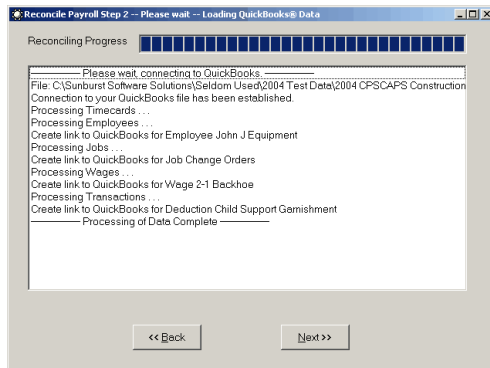
NOTE: If this is your first time running Certified Payroll Solution, you will be **prompted** in the white box, in the middle of the screen, that you need to **"Create Link to QuickBooks"** for Employees, Jobs, Wages, and Deductions.

Click **NEXT,** and you will **automatically** be taken through the entire setup process for Employees, Jobs, Wages, Company Contributions, and Deductions.

The creation of "links" is a one time process. You will not be prompted to do this again until CPS finds new employees, jobs, wages, or deduction items.
Depending on the size of your file, it can take several seconds, to a half an hour, before the blue validation bar starts to fill in, during this time, the bar will remain gray.

6.1.1   Bi-Weekly Payroll

How does Certified Payroll Solution handle bi-weekly payroll?

Certified Payroll reports can be generated from QuickBooks bi-weekly paycheck, although it is a little more complex, and there are some items that we simply cannot compensate for - the main one is, how QuickBooks recognizes payroll - which is, as of the date you cut your paycheck, instead of accurately accruing the payroll over each week. Because of this, you will run two certified payroll for each paycheck; one referencing the date of the first pay period ending date, and another, with the second pay period ending date.

If this frustrates you as much as it frustrates us - please submit Feedback to Intuit. In QuickBooks, choose the Help Menu, Send Feedback Online, Product Suggestion, and request that bi-weekly payroll be accurately accrued over the workweeks.

For example:
Your pay period ends on Saturday.
Your first work week covers Sunday, December 21, 2003 through Saturday, December 27, 2003
Your second work week covers Sunday, December 28, 2003 through Saturday, January 3, 2004. Your checks will be dated January 7, 2004.

 In CPS, be sure that you have checked the option, for Paychecks are issued bi-weekly on the System Setup -> System Preferences -> **Settings Tab** 89 .

You may wish to enter the following "Remark" on your **Statement of Compliance, section WH-348(4):** 77
 "Payroll is issued on a bi-weekly basis, amounts shown on the Certified Payroll Report reflect gross amounts from the employees single bi-weekly paycheck."
1. When you run CPS, enter the following dates for the first week:
   Work Week/Pay Period Ending Date 12/27/03 with **Date of Paychecks From** 01/07/04 To 01/07/04
2. When you run CPS, enter the following dates for the second week:
   Work Week/Pay Period Ending Date 01/03/04 with **Date of Paychecks From** 01/07/04 To 01/07/04

Further details:
Your pay period ends on Saturday.

Your first work week covers Sunday, December 21, 2003 through Saturday December 27, 2003. Employee Brad Biweekly's timesheet is entered, as shown in the following screen.

Your second work week covers Sunday, December 28, 2003 through Saturday, January 3, 2004. Employee Brad Biweekly's timesheet is entered, as shown below.

Your paychecks are cut and dated on Wednesday, January 7, 2004.

Your Certified Payroll report for week ending 12/27/03 will look like this:

Your Certified Payroll report for week ending 1/3/04 will look like this:

6.2 Employee Reconciliation

States requiring additional information on this screen are: – Alaska, California, Connecticut, New York, and Oregon

The first time you run Certified Payroll Solution, you will need to establish a link back to the QuickBooks Employee Record for each of your employees, and enter information about your Employees, that QuickBooks does not hold. The Employee Reconciliation screen will look like this:

Basically what you are telling CPS is:

Amy L. Apprentice belongs to Local 17, on EEOC Reports she needs to be counted under Laborer-Apprentice 50%, she is White, her Federal Allowances are S-0, she is Female, and ARRA Reporting 164 purposes she is a New Hire.

1. **Name** - the Employee Name shown in this box is the current employee that CPS is seeking additional information about.
2. **Local** - (this drop down is for Union Benefit Reporting) that employee belongs to. Unions may be added by clicking on the **Edit Locals** button, and then selecting, **Add**. If your employees do not belong to a Union, select the **None** option in the drop down list.
3. **EEOC Work Classification -** *this should be their most often used work classification; this classification is used for EEOC Employee counts only*. Work Classification that will appear on the final Certified Payroll Report are the Work Classifications that are assigned to QuickBooks Payroll Items, and will be addressed in the Wage 118 Reconciliation section.
4. **Race** is not available from QuickBooks, unless, you subscribe to the Employee Organizer. CPS contains the standard race classifications that are used on EEOC Reports.
5. **Federal Allowances -** this box holds the Employee's Number of Federal Withholding Allowances, which may be entered as follows S-#, M-#, HH-#, S#, M#, HH#, or simply #. We are unable to read this information currently, from the employee's record in QuickBooks.

   If not being able to access the number of Federal Allowances from the QuickBooks Employee Record is as frustrating to you as it is to us (after all, it is duplicate data entry for you), please sign our petition to Intuit requesting that 3rd party developers, such as ourselves, be allowed to have access to this information. To sign our petition - in CPS, go to re the Help Menu, choose About/Check for Updates,

and click the Login to Web Service Center; you will see petition information on the main page.

6. **Gender -** is pulled from QuickBooks, if you have set this feature up in each Employee Record.

7. **ARRA Hire? -** ARRA or American Recovery and Reinvestment Act reporting requires that you report new hires when they are a direct result of jobs that you are working on that are funded with stimulus money. To indicate if this employee is to be classified as an ARRA hire, just click into the ARRA hire box.

Other Options that could appear on this window, depending upon how you have set up your preferences so far, are as follows;

• **Veteran -** this is an optional field, and will only appear, if you checked this box in System Setup->Defaults->**Employee** 78. The Veteran option is a simple Yes/No dropdown selection - meaning Yes this employee is a Veteran or No this employee is not a veteran.

• **Referred by -** this is an optional field, and will only appear, if you checked this box in System Setup->Defaults->**Employee** 78.

• **Employee # (not SSN) -** this is an optional field, and will only appear, if you selected No to Auto-number Employee in the System Setup ->System Preferences->**Settings tab** 89. *It is highly recommended that you let CPS number your employees.*

• **Reclassification Date -** this is an optional field, and will only appear, if you checked this box in System Setup->Defaults->**Employee** 78.

• **Empr Health Benefit Rate -** this is an optional field, and will only appear, if you selected this option in System Setup->System Preferences->Settings Tab->**Employer Health Insurance Setup** 89. You would use this if you pay your fringe benefits in cash, and are given "credit" for the company portion of health insurance benefits; enter the rate per hour, for credit, for this employee, here.

All of this information will remain in your Certified Payroll Solution software; you will only need to do this again, when you hire new employees.

       For information on setting up additional Work Classifications see: **Adding Work Classifications** 94

6.3   *Job Reconciliation*

States requiring additional information:

Alaska	**California**	**Colorado**	**Illinois**
Massachusetts	**New Jersey**	**New Mexico**	**New York**
Minnesota	**Ohio**	**Oregon**	**Pennsylvania**
Nevada	**South Dakota**	**Washington**	**Wisconsin**
Rhode Island	**Missouri**		

The first time you run Certified Payroll Solution, and any time you add a job to QuickBooks®, you will be prompted to **Reconcile the Jobs**. The Job Reconciliation screen holds vital information that is required on your Certified Payroll Reports, that QuickBooks either doesn't hold, or doesn't keep, in a manner that we can reliably pull this information from, it is split into three sections, and will look like the following window:

Standard Information:

The Standard Information tab contains information that is "standard" to the Certified Payroll Report, Statement of Compliance, and various EEOC Reports.

Basically, what you are telling CPS is:
The QuickBooks Job name "QuickBooks Job Record = Project" is a reporting job, we are not the Primary Contractor, instead of the QuickBooks Job name, I want this name to print on the reports, the federal project number is ????, the State Project number is ???, and the Original Bid amount was $105,250.00.

1. **Name -** Your Job number or name, that is found in your QuickBooks® Customer:Job List, will automatically come up, this is the job that CPS is seeking information about.
2. **Non-Reporting Job -** (job that does not require a certified payroll report), indicate that this is a non-reporting job (job that does not require a certified payroll report) place a check mark in the box.
3. **Primary Contractor -** If you are the Primary Contractor on this job, place a check mark in the box. **The software default is that you are a Subcontractor.** If you are always the Primary Contractor - you should set this option up in the Job Defaults 79 window.
4. **Print Name as -** if you do not want your QuickBooks Job Name to print on the final certified payroll report and Statement of Compliance, you may enter a different name here. **WARNING -** while changing the Job name that displays is permissible, understand that it is going to make troubleshooting reports much more difficult.
5. **Federal Project Number -** enter a Federal Project # or other specific project number, that you wish to have flow through to the Certified Payroll Report, Statement of Compliance, EEOC Reports, etc.
6. **State Project Number -** like the Federal Project #, information that you enter into this box will flow through to the Certified Payroll Report, Statement of Compliance, EEOC Reports, etc.
7. **Original Bid Amount -** for use on various EEOC Reports.
8. **Statement of Compliance Optional Fields -** this is an optional button that will only appear if you checked the option to "Use this information as a default for each job", when setting up System Setup-> Statement of Compliance-> **WH-348(4) Tab** 77 . It will allow you to add Exceptions and Remarks, that are specific to this job.
9. **List by "Print Name As"** checking this option will allow your jobs to be listed by the name that you gave it in #4 above rather than being listed by the name they were given in QuickBooks.

Additional Information:

This tab will usually contain EEOC Reports, and state specific information, and the "labels" terminology may change from State to State. Always consult your State page for details of the required contents, for this section of the job information tab.

Basically, you are telling CPS:
Our License # is ???, the job Serial # is ???, the Job Location is ???, the County is ???, we Began Work on 10/15/00, and we expect to be Completed on 11/01/01.

1. **License –** Contractor's License Number, if applicable, will flow from System Setup ->System Preferences-> **Addresses Tab** 87 .

2. **Serial** – The job serial number, if applicable, will flow through from System Setup -> Defaults -> Job 79 .

3. **Location** – only used in specific states – see your state page, if applicable, will flow through from System Setup -> Defaults -> Job 79 .

4. **County** – County that the job is located in, used in various EEOC reports, will flow through from System Setup -> Defaults -> Job 79 .

5. **Begin Date/Est. Complete Date** – Date work began on project AND the Estimated Completion Date, for use in EEOC Reports

6. **Optional Reports to Print -** includes a Daily Time Report, Employee List, and Authorized Deduction list.

Form Options:

The Form Options tab will display the Preferences that you set up in the Job Defaults 79 {System Setup menu -> Defaults -> Jobs}.

You can change any of the options here to meet the reporting needs of this specific job.

NOTE: For states with their own specific reporting formats, you can even change the form to use for this job to be something other than your default selection.

When you have completed these selections, click the **OK** button, and the next job will come up. CPS will only find jobs that are used in the current week's timesheets.

6.4   Wage Reconciliation

States Requiring Additional Information on this screen:

Alaska	**California**	**Colorado**	**Connecticut**
Illinois	**Massachusetts**	**Nevada**	**New Jersey**
New York	**Ohio**	**Oregon**	**Pennsylvania**
South Dakota	**Washington**	**Wisconsin**	**Missouri**

The first time that you run Certified Payroll Solution, **every** payroll wage item contained in your Payroll Item list will be brought in, and you will be required to add them – if you have payroll items that you do not use, it is suggested that you make those items inactive in your QuickBooks Payroll Item List.

From this point forward, the only time you will be required to set up a new item is, if you have added a new wage rate in your QuickBooks® file; you will be prompted to add this new item, when you reconcile your wages.

The screen that appears will look similar to the following screen:

Basically, what you are telling CPS is:

"Every time you see the QuickBooks Payroll Item named Backhoe used in Timesheets AND Paychecks, I want you to print the Work Classification on the Certified Payroll Report as Backhoe Operator, this is the amount of the hourly Cash Benefit Rate for this Work Classification, and this is a payroll item we use for S-Time (Straight Time)."

1. **Name** – this is the name of the Payroll Item from QuickBooks.

2. Work Classification – This is the Work Classification that is assigned to the payroll item, for use on the certified payroll report. New Work Classifications may be added here, by selecting the **Edit Work Classes** button, and following the instructions under **Adding Work Classifications** 94 . **Remember the QuickBooks Payroll item is tied to the Work Classification that prints on the final report.**

3. Cash Benefit Rate – This is **ONLY** for employers who pay the fringe benefit rate in cash to their employees, as part of gross hourly rate. Enter the full value of the hourly fringe benefit rate. *For example if the wage determination states that you MUST pay base rate at $10.00 and Fringe Rate at $5.00 per hour AND you pay the employee the full $15.00 per hour as his/her rate of pay - HERE YOU WOULD ENTER $5.00 as the Cash Benefit Rate.*

4. Type of Wage – Select the type of wage that this payroll item is used for - Straight Time, Overtime, etc.

NOTE: If you should need to add a downtime or double-time wage type, you can easily do so, by going to System Setup->System Preferences->**Labels** 88 Tab.

For each wage rate **Name,** assign a **Worker Classification** from the drop down list, enter the total hourly fringe benefit rate paid in cash associated with the wage rate, and classification in the **Cash Benefit Rate** box. **NOTE:** this is ONLY for companies that pay the fringe benefits in cash to their employees, as part of Gross Wages. This benefit amount is used to calculate fringe benefits for the Certified Payroll Report. Choose the type of wage that this is, usually **Straight Time** or **Overtime**. In essence, each worker classification will have 2 payroll items associated with it, one for straight time and one for overtime – For example: Backhoe and Backhoe OT will both be assigned to the worker classification of Backhoe Operator.

> Unlike the Work Classification assigned during the Employee Reconciliation, **the Work Classification assigned here, is the one that will appear on your completed Certified Payroll Reports.**

6.5 Payee/Deduction Reconciliation

States requiring additional information on this screen:

> **California**   **Connecticut**   **Illinois**   **New York**
> **Pennsylvania**   **South Dakota**   **Washington**

The deduction reconciliation screen will look similar to the sample below:

To reconcile your deductions, you are simply choosing what type of deduction each one is, and where it should be reported, on the final report.

Basically, you are telling CPS:
Child Support Garnishments are an Other Withholding, and should be classified as Child Support, on the final report.

Unfortunately, the QuickBooks SDK (Software Development Kit) which we use to write our software, doesn't provide us with much information about items that you have set up in your QuickBooks Payroll Item List as Additions, Deductions, or Company Contributions...we are allowed to see their "names", and that's about it.

1. **Name -** this is the QuickBooks Payroll Item Name that CPS is seeking additional information about.
2. **This is really an additional wage -** if this is an item in your Payroll Item List that is a payroll item type of **Addition**, place a check mark to have the amount associated with this item, added to Gross Pay, All Jobs.

3. **Type of Deduction/Contribution -** the upper half of this screen is used to indicate the type of deduction, or contribution, and where it is to appear on the completed Certified Payroll Report. In our example, **Child Support** should be classified as, an **Other Withholding**.

4. **Type of Other W/H -** this lower half provides a breakdown of items you classify as, Other Withholding. The Other Withholding Labels come from information that you entered in System Setup->System Preferences->**Labels Tab** 88ˈ.

> Items that should not be shown on the final report - such as Federal Unemployment or State Unemployment, should be classified as **Unused** in section 3 - meaning, they are not to be used on the report.
>
> If you find that deductions are incorrect on the Certified Payroll Report, then, you probably have these deductions classified incorrectly, edit this list by going to Linked Data, and choosing Deductions.

6.6 Numbering Payrolls

States requiring additional information in this screen:

Alaska, Massachusetts

The **Number Payroll** screen will look like this:

The first time you run CPS, it will automatically number all of your payrolls as 1 - after all, it is the first time it has seen them.

You will only need to enter the payroll numbers for the current payroll the very first time that you run Certified Payroll Solution, after that, the program will automatically number them for you.

1. **Payroll # -** the first time that you run CPS, all of your jobs will have a Payroll # of 1; this is, after all, the first time that CPS has seen these jobs. Simply, enter the current payroll # for this run, and next week, it will automatically "bump up" these numbers by 1, for you.

2. **Select no work performed sheets -** CPS will automatically generate "No Work Performed" payrolls for you - once it knows about a job.

3. **Finished? -** if a job is finished, as of this payroll, simply, type in "Yes", in the Finished column. If you selected the option to **Add "Final" to last application payroll number?,** in System Setup, System Preferences, Settings 89ˈ tab, when the report is printed, the payroll number will be appended by the word "final".

6.7 Printing Reports

The following screen will appear each time you run your Certified Payroll Reports. It simply allows you the option of selecting a different printer, to change the number of copies that you wish to generate, or select only one Job, to print a report for.   The screen will look similar to this:
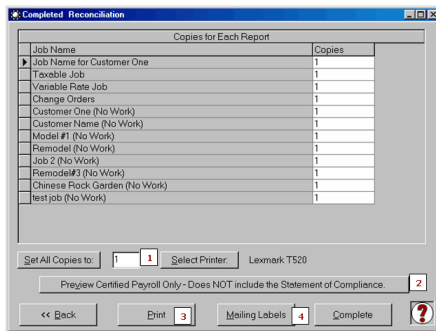
NOTE: A **Run-time Error 91** when selecting **Preview** or **Print,** indicates that Microsoft Excel is **not** installed on this computer, or that the installation is corrupt. **Excel is required to generate completed reports**.

How to use this screen:

1. Set All Copies To button - if you wish to print 6 copies of each report – simply, enter the number 6 in the **Set All Copies To** box, and click on the Set All Copies To button.

   If you wish to print only 1 copy of a report for a specific job – first, enter the number 0 in the Set All Copies To box, press the Set All Copies To Button and, then, enter the number 1, next to the Job Name in the Copies Column. This function is brand new as of January 2002 ,and is very useful if you are regenerating a lost report, or, if this is the first time, you are running reports.

2. Preview button - this function will allow you to Preview your Certified Payroll Reports <u>ONLY</u>. To begin, choose to Set All Copies to , and then, click on the Preview button. One by one, your Certified Payroll Reports will appear on your screen, similar to the Excel Print Preview function, **do not select the Print button from here, as you will not get the Statement of Compliance.** You may click on the Zoom button to enlarge the report. When you have finished previewing this report, click on the Close button to preview the next report. Your computer screen may flicker, and it will take several seconds for the next report to appear on your screen.

3. Print button - use this button to print, both your Certified Payroll Report **AND** your Statement of compliance.

4. Mailing Labels - if you have set up this option using System Setup-> **Mailing Labels Settings** 80 , you can print mailing labels for each of your certified payroll reports.

5. Complete - click the Complete button, when you have finished your printing tasks, to return to the Main menu.

   🔶 **Have blank spots or missing information on your final reports? Troubleshoot your printed reports,** by selecting the **Help** Menu, and choosing, **Where Does the Info Come From?**

6.7.1   *Printing Mailing Labels*

Mailing labels can only be printed from the Completed Reconciliation screen, for Certified Payroll Reports. Clicking the "Mailing Labels" button, pulls up this screen.
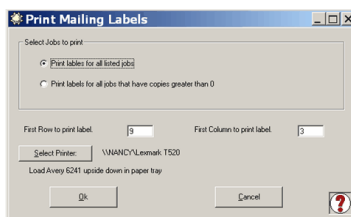
Simply select, either "All Jobs" listed on the Certified Payroll Reconciliation screen, or, you can alternately print labels for jobs that you have specified a copy, greater than zero. Use the cancel button to return to the Reconciliation screen, if you have any doubts about the labels to be printed.

The First Row to print labels specifies which row the program should start with, for your first label. This is explained in the **Mailing Labels Setup** 80 . The First Column to print is similar. This allows for partial sheets of labels to be used in a wise manner. Labels will print from left to right, and then top to bottom, and does not allow you to skip any.

Select your printer, and Click "Ok". **Be sure** to reselect the printer, after returning to the prior screen, if you use a different printer.

6.7.2 *Creating an Electronic Certified Payroll Report*

The certified payroll reports produced by Certified Payroll Solution (CPS) can easily be created for electronic transfer. There are three simple steps you must do, to create these files. Your Awarding Authority, or state agency, will give you instructions for uploading these files, as CPS will simply create these files.

1. Using "My Computer" or "Explorer" to create a folder on your computer or network, where these files will be saved. You may create this folder anywhere you have permissions to do so. If you are on a network, it is best to use a mapped network drive.
2. Second, in CPS, under System Setup & System Preferences [Data Locations][91], you will specify AND select the location of the folder created in the first step under **"XML Electronic Upload Folder"**. Use the browse button to locate this folder.
3. If you will be required to submit electronic reports as the "norm", set this option up under System Setup -> Defaults -> [Jobs][79], any new jobs will follow these defaults.
4. Lastly, for each existing job, you will need to go to the Linked Data menu, choose Jobs, click to select a specific job and click Edit (OR double-click on the job name), click on the Form Options tab and choose the Electronic Upload type.

Electronic upload files will ONLY be created if you print or preview a Certified Payroll Report. These files will be named as follows:

     CPR YYYY-MM-DDZZZZZ.XML

Where CPR and .XML are constant, YYYY-MM-DD is the workweek ending date, and ZZZZZ is the name of the job. You may use any text editor, it is more difficult to view the data, in my opinion. During the upload process, you will most likely browse to this folder, and point to the proper job and week of the file, to be uploaded.

It is still *very important* for you to print, verify, and keep a printed copy for your records.

Compatibility with your Awarding Authority: There are "Contract Compliance Companies" crawling out of the woodwork these days. This is a MAJOR problem for us - because, each one seems to have their own set of rules, that do not necessarily comply with the reporting mandates. Should you encounter a problem, please contact us with detailed information about the Contract Compliance Company that you are dealing with, and we will attempt to work with them.

6.7.3 *Print/Save Reports To PDF*

To Print or Save your Certified Payroll Reports (or any of the other reports that CPS can generate) we recommend that you download and install a pdf creation tool. We have used both CutePDF (www.cutepdf.com) or PDF995 (www.pdf995.com), both of these are free tools. When you install them they will show up in your printers folder. Simple select whichever program you downloaded, using the Select Printer option.

You can then create, and save the reports to whatever folder you choose and then email them.

6.7.4 *Saving Reports To Your Computer*

By default, CPS does not save your final reports anywhere on your computer, however, we have provided you with a means to do so. From the [Data Locations][91] window you can select and then choose a folder in which to save a final copy of your reports. Once this folder is selected, any time that you print or preview a report, a copy will automatically be created and saved in the folder you specified.

6.8   Equal Employment Opportunity Commission (EEOC) Reports

We know that you'll want to "run the reports, just to see what they look like", but **please**, take the time to enter **"header"** information, for reports that offer that option. If you click Ok without entering any information in the required **"default"** fields, CPS will **"assume"** that you have no information to enter into these fields, and they will appear blank in the grid, or on the printed reports.

Certified Payroll Solution comes pre-programmed with 19 standard EEOC/Work Utilization Reports. These reports may be accessed from the CPS Run Menu, and choosing, EEOC Reports. Here, you will be able to access Federal, State, and Local Reports. The following reports are available:

Federal:
- Form 1391 |124|
- Form 1391-A |124|
- Form 1392-A and 1392-A Reverse |126|
- Form CC-257 |126|
- 1391/1392 with Mixed Race |128|

State:
- Arizona Department of Transportation (DOT) EEO Report |131|
- California Employment Utilization Report |132|
- Connecticut CC-257 |133|
- Illinois Department of Transportation (DOT) Form 494-0441 |138|
- Illinois Tollway EEO Report (Illinois Tollway, Equal Employment Opportunity - Form 0003 - Workforce Analysis) |139|
- Michigan Department of Transportation EEO 1199 |140|
- Minnesota Department of Transportation (DOT) EEO-13 |143|
- New Jersey AA-202 |144|
- Oregon Department of Transportation EEO Report |145|
- Pennsylvania EEO-400 |148|
- Washington State EEO Report - (Washington State Department of Transportation Monthly Employment Utilization Report) |149|
- West Virginia EEO-15 |151|

Local:
- Boston Housing Authority Weekly EEO Report |160|
- City of Chicago EEO Report |152|
- City & County of Denver DSBO EEO Report - (Division of Small Business Opportunity (DSBO) Monthly Compliance (Workforce) Activity Report) |154|
- Jackson County, KS |156|
- Port Authority of NY/NJ |158|
- San Diego Workforce Report |159|

"No Work" EEOC Reports will automatically be printed for all Reporting Jobs, that CPS currently knows about (or are listed in the CPS->Linked Data->Jobs section).

Full-sized sample reports are available, by first, going to the Quick Tour Page at http://www.sunburstsoftwaresolutions.com/certified-payroll-quick-tour.htm and scrolling to the "table" at the bottom of the page.

To see a completed sample of these Reports, log onto the internet, and go to:
http://www.sunburstsoftwaresolutions.com/about-on-the-job-training.htm

6.8.1   Form 1391

We know that you'll want to "run the reports, just to see what they look like", but **please**, take the time to enter **"header"** information, for reports that offer that option. If you click Ok without entering any information in the required **"default"** fields, CPS will **"assume"** that you have no information to enter into these fields, and they will appear blank in the grid, or on the printed reports.

The 1391 work utilization report shows for ALL jobs, the number of Employees per Work Classification, then, broken down into sex and race, that worked on ALL of your jobs during a user defined time frame.

From the Certified Payroll Solution Main Screen, choose **Run, EEOC Reports, Federal Reports, 1391 EEOC Report**

Enter your **From Date** and **To Date**

Certified Payroll Solution will now access your QuickBooks company file, and show you the reports' status, in the center white box.

Patience is important here, as CPS is doing an employee count just like you would have to, if you were doing the reports manually.

When you are prompted that the **Report is ready to be processed**, click **Next**.

Enter the following information for each job: Number of copies, Type of Construction, County location, % Complete, if you do not wish to generate a report for a listed job – place a check mark in the Omit column, Date Work Began, Estimated Peak Month/Year, and Estimated Peak Employees.

Verify that the correct printer is selected. When you are prompted that the **Report is ready to be processed**, click **Next**. A **Reporting Progress** status bar will be displayed, as your reports are generated to your printer. When your status bar is completely filled in, click on the **OK** button.

CPS, also, has the built-in ability to automatically generate a **"No Work Performed"** EEOC Report, should you be required to file one.

6.8.2   Form 1391-A

We know that you'll want to "run the reports, just to see what they look like", but **please**, take the time to enter **"header"** information for reports that offer that option. If you click Ok without entering any information in the required **"default"** fields, CPS will **"assume"** that you have no information to enter into these fields, and they will appear blank in the grid, or on the printed reports.

Form 1391-A was originally specific to the state of Connecticut, however, we have had many contractors successfully change the reporting state and city. It provides a report for each individual job, showing the

number of Hours Worked by Work Classification, broken down by Ethnic Group, and then Sex. This form further reports the Total Number of Employees, Hartford Resident Hours, and New Hires.

From the Certified Payroll Solution Main Screen, choose **Run, EEOC Reports, Federal Reports, 1391-A EEOC Report**

Enter your **From Date** and **To Date**.

Select your printer.

Click on the **Header Info** button.

It is very important that you enter the Employee City, to count city name, EXACTLY as you have entered it in the QuickBooks Employee Records.

CPS looks to each QuickBooks Employee Record to see if they live in the City that you have chosen, in order to do, not only the Hours count, but also, the Total No. of Residents.

When you have completed this information, select **Ok**.

Certified Payroll Solution will now, access your QuickBooks company file, and show you the report's status.

Patience is important here, as CPS is doing an employee count just like you would have to, if you were doing the reports manually.

When CPS has finished gathering the required information, you will see a message stating **"Report ready to print, click next."**

CPS will pull the Start and the Complete dates from the Job record Additional Info Tab, if you have entered this information.

You will need to enter % complete, Substantial Completion Date, and Comp. Proj #

Verify that the correct printer is selected.

Click Print or Preview.

A **Reporting Progress** status bar will be displayed, as your reports are generated, to your printer. When your status bar is completely filled in, click on the **OK** button.

CPS, also, has the built-in ability to automatically generate a **"No Work Performed"** EEOC Report, should you be required to file one.

6.8.3   *Form 1392-A & 1392A-Reverse*

We know that you'll want to "run the reports, just to see what they look like", but **please**, take the time to enter **"header"** information for reports that offer that option. If you click Ok without entering any information in the required **"default"** fields, CPS will **"assume"** that you have no information to enter into these fields, and they will appear blank in the grid, or on the printed reports.

The 1392-A work utilization report shows by Job, the number of Employees per Work Classification, then broken down into sex and race, that worked on jobs during a user defined time frame.

From the Certified Payroll Solution Main Screen, choose **Run, EEOC Reports, Federal Reports, 1392 EEOC Report**.

Enter your **From Date** and **To Date**

Certified Payroll Solution will now access your QuickBooks company file, and show you the report's status, in the center white box.

Patience is important here, as CPS is doing an employee count just like you would have to, if you were doing the reports manually.

When you are prompted that the **Report is ready to be processed**, click **Next**.

Enter the number of copies that you wish to Preview or Print.

Indicate, if you wish to, also, **Print** the 1392-A Reverse.

Select your Printer.

Select Preview or Print.

A **Reporting Progress** status bar will be displayed, as your reports are generated. When your status bar is completely filled in, click on the **OK** button.

CPS, also, has the built-in ability to automatically generate a **"No Work Performed"** EEOC Report, should you be required to file one.

6.8.4   *CC-257 Report*

We know that you'll want to "run the reports, just to see what they look like", but **please**, take the time to enter **"header"** information for reports that offer that option. If you click Ok without entering any information in the required **"default"** fields, CPS will **"assume"** that you have no information to enter into these fields, and they will appear blank in the grid, or on the printed reports.

The CC-257 report differs from the 1392/1391 EEOC Reports, in that, it breaks out your workforce by hours, worked by the different Construction Trade, Employee Classification, and Ethnic composition, as well

as, the number of employees, instead of, just the number of employees, for each job.

To generate this report from the Main Certified Payroll Solution screen, choose **Run**, **EEOC Reports, Federal Reports, CC-257 Report**.

Enter your **From Date** and **To Date**.

Select your printer.

Click on the **Header Info** button.

The **Default Form Information** screen contains information that is required on the "Header" of each completed EEOC Report. You will be able to change the entries to be more job specific, just prior to printing.

If you click **Ok** without entering any information in the required **"default"** fields, CPS will **"assume"** that you have no information to enter into these fields, and they will appear blank in the grid, and/or, on the printed reports.

When you have completed this screen, click **Ok** to return to the CC 257 Reporting screen, and click **Ok** to begin to generate this report.

Certified Payroll Solution will now access your QuickBooks company file and show you the report's status, in the center white box.

Patience is important here, as CPS is doing an employee count just like you would have to, if you were doing the reports manually.

When you are prompted that the **Report is ready to be processed**, click **Next**.

The screen shown above will allow you to input header information relevant to each individual job. Use your **Arrow Keys** and the **scroll bar,** located at the bottom of the grid, to complete the following information. You may, also, resize the screen and individual column width, exactly as you would resize the

column width in Excel.

Number of copies	Minority Goal
Female Goal	Skilled Goal
Labor Goal	Covered Area
Awarding Agency	Start Date
Complete Date	% Complete
Substantial Completion Date	Comp. Project #

When you have completed reviewing and updating the information for each individual job, select **OK**.

Select **Preview** or **Print**. A **Reporting Progress** status bar will be displayed, as your reports are generated. When your status bar is completely filled in, click on the **OK** button.

CPS, also, has the built-in ability to automatically generate a **"No Work Performed"** EEOC Report, should you be required to file one.

6.8.5   1391/1392 EEOC with Mixed Race

New FHWA-1391 & FHWA-1392 Federal-Aid Highway Construction Contractor's Annual EEO Reports were released by the Federal Highway Administration (FHWA) in June 2010.

The new FHWA-1391 & 1392 forms are **printed on legal sized paper** and require that you report how many employees (by gender and work classification) belong to more than one race and the race classifications have changed slightly.   See a sample 1391 here.

CERTIFIED PAYROLL SOLUTION REQUIRED SETUP:
Some additional setup is required in order for CPS to deliver all of the information required on the newly revised 1391 & 1392.

Use ONLY the most appropriate Job Category/Work Classifications listed in Table A to report employees:

Table A contains the following list of 15 "parent" Job Categories/Work Classifications - these classifications can often be different than the specific Job Category/Work Classification that is printed on a certified payroll report:
- Officials
- Supervisors
- Foremen/Women
- Clerical
- Equipment Operators
- Mechanics
- Truck Drivers
- Ironworkers
- Carpenters
- Cement Masons
- Electricians
- Pipefitter/Plumbers
- Painters
- Laborers-Semi Skilled
- Laborers-Unskilled

For example, *list flaggers as Laborers-Unskilled, operators of paint striping trucks are NOT painters, they are truck drivers or equipment operators, form builders and helpers are carpenters, form setters are*

Laborers-Semi Skilled, list survey crews as Laborers-Semi Skilled for lack of a better category. Do not alter any part of the report, cross out any pre-printed categories, write in different categories, or provide information not requested on the report. This is according to instructions that we found for completing this form.

In Certified Payroll Solution, from the **Basic Info** menu -> choose **Work Classifications** -> **Edit** EACH of the 15 Work Classifications shown above and make sure that the **"Use this Name on EEOC Reports"** option is **checked,** see screenshot below.

Reporting Employees Who Are of Two (2) or More Races:
When an employee is of mixed-race (Black & Hispanic, but predominately Black), you need to report this employee on the new 1391 & 1392 Forms in the "Two or More Races" column.

To create mixed race classifications:
Using the example above - an employee who is Black & Hispanic, but predominately Black - we will create a mixed race classification.

From the Certified Payroll Solution **Basic Info** menu -> choose **Race Classifications** -> click the **ADD** button -> in the **Description Field,** type in **Black & Hispanic** -> in the **EEOC Report Column,** type in **1 for Black** -> check **BOTH** the **Minority** and **Two or More Races** options -> click the **OK** button -? the **Done** button -> and when prompted to **Save Changes,** select **Yes.**

Assigning Employees to this new race:

From the **Linked Data** menu -> choose **Employees ->** select an **Employee** who is both Black & Hispanic, but predominately Black -> **Edit** -> click the **Race** drop down menu -> choose the **Black & Hispanic** race created above -> click the **OK** button -> the **Done** button -> and when prompted to **Save Changes,** select **Yes.**

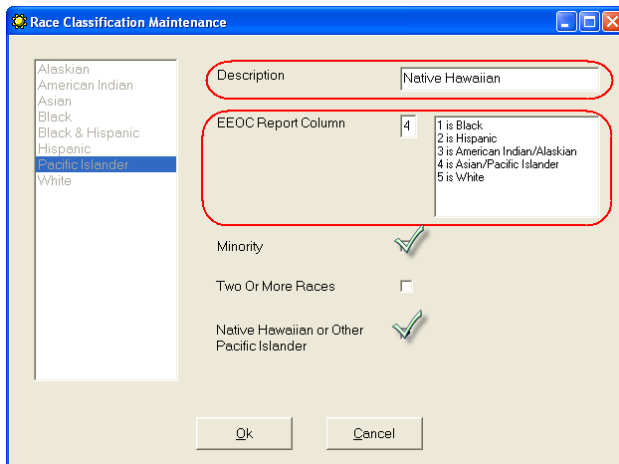## IMPORTANT NOTE:

Native Hawaiian or Other Pacific Islander is a new race classification on the revised 1391 & 1392 forms, so you will need to create a NEW race (following the instructions/example above) to properly report this information. The completed Hawaiian race should be completed as shown in the screenshot below:

Running the Revised 1391 Form:

From the CPS **Run** menu -> choose **EEOC Reports** -> **Federal Reports** -> **1391/1382 EEOC with Mixed Race** -> enter the **beginning** and **ending** date for the report -> click **OK** -> click the **Next** button when it is active -> enter the **Percent Complete** for each job -> load your printer with **LEGAL SIZED** paper, select/set the **number of copies** you need to print AND whether or not you want the **1392** (summary of all jobs submitted) or the **1392A Reverse** -> click **Print.**

WARNING:

During our research, we found that there seemed like there was a LOT of confusion as to the due dates and reporting dates for the 1391 (see our *blog for additional details*) - even confusion over the submission of the OLD or the new form. Make sure that YOU know which form you need to submit, call the main DOT office, the General Contractor, Project Owner, Contract Administrator, etc., if necessary.
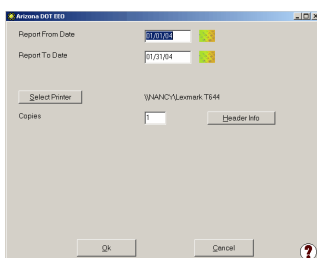
6.8.6   *Arizona DOT EEO Report*

 We know that you'll want to "run the reports, just to see what they look like", but **please**, take the time to enter **"header"** information for reports that offer that option. If you click Ok without entering any information in the required **"default"** fields, CPS will **"assume"** that you have no information to enter into these fields, and they will appear blank in the grid, or on the printed reports.

The Arizona Department of Transportation (ADOT) Monthly Highway Project Report is done by Work Classification. Report details include the number of "Hours" and a "Body" count, by race and sex.

From the Certified Payroll Solution Main Screen, choose **Run, EEOC Reports, State Reports, Arizona DOT EEO Report.**

Enter your **From Date** and **To Date**.

Select your printer.

Click on the **Header Info** button.

Enter the **Name and Title** of the person who will be signing the EEOC Reports.

Enter their phone **number**.

Click **Ok** to return to the AZ DOT Main screen, and click **Ok,** again.

Certified Payroll Solution will now access your QuickBooks company file, and show you the reports' status, in the center white box.

Patience is important here, as CPS is doing an employee count just like you would have to, if you were doing the reports manually.

When you are prompted that the **Report is ready to be processed**, click **Next**.

Complete the information under the column titles, for each job. Select **Preview** or **Print**. A **Reporting Progress** status bar will be displayed, as your reports are generated. When your status bar is completely filled in, click on the **OK** button.

CPS, also, has the built-in ability to automatically generate a **"No Work Performed"** EEOC Report, should you be required to file one.

6.8.7 California Employment Utilization

We know that you'll want to "run the reports, just to see what they look like" but, **please**, take the time to enter **"header"** information for reports that offer that option. If you click Ok without entering any information in the required **"default"** fields, CPS will **"assume"** that you have no information to enter into these fields, and they will appear blank in the grid, or on the printed reports.

This report is specific to the California, and is similar to the CC-257, except, that it omits race and gender.

From the **Run Menu**, Choose **EEOC Reports**, **State Reports, California Employment Utilization**.

Enter your **From Date** and **To Date**.

Select your printer.

Click on the **Header Info** button.

The **Default Form Information** screen contains information that is required on the "Header" of each completed EEOC Report. You will be able to change the entries to be more job specific, just prior to printing.

If you click **Ok** without entering any information in the required **"default"** fields, CPS will **"assume"** that you have no information to enter into these fields and they will appear blank in the grid, and/or, on the printed reports.

When you have completed this screen, click **Ok** to return to the California Employment Utilization Reporting screen, and click **Ok** to begin to generate this report.

Certified Payroll Solution will now access your QuickBooks company file and show you the report's status in the center white box.

Patience is important here, as CPS is doing an employee count just like you would have to, if you were doing the reports manually.

When you are prompted that the **Report is ready to be processed**, click **Next**.

The amount of time required for this message to appear will vary greatly, and will depend on the length of your time frame (week, month, year), and how many active jobs you have had, during this time period.

Use your **Arrow Keys** and the **scroll bar** located at the bottom of the grid to complete the following information. You ma,y also, resize the screen and individual column width, exactly as you would resize the column width in Excel.
The screen will allow you to input header information relevant to each individual job.

- Number of copies
- Female Goal
- Labor Goal
- Awarding Agency
- Complete Date
- Substantial Completion Date

- Minority Goal
- Skilled Goal
- Covered Area
- Start Date
- % Complete
- Comp. Project #

When you have completed reviewing and updating the information for each individual job, select **OK**. Select **Preview** or **Print**.

A **Reporting Progress** status bar will be displayed, as your reports are generated. When your status bar is completely filled in, click on the **OK** button. CPS, also, has the built-in ability to automatically generate a **"No Work Performed"** EEOC Report, should you be required to file one.

6.8.8 Connecticut CC-257

We know that you'll want to "run the reports, just to see what they look like", but **please**, take the time to enter **"header"** information for reports that offer that option. If you click **Ok** without entering any information in the required **"default"** fields, CPS will **"assume"** that you have no

information to enter into these fields, and they will appear blank in the grid, or on the printed reports.

This report is specific to the State of Connecticut.

From the **Run Menu**, Choose **EEOC Reports**, **State Reports**, **Connecticut CC-257**.

Enter the report date range in the **Report From Date** and **Report To Date** fields.

Select your printer.

Enter the number of copies you wish to print, for each job (can be changed later).

Click the **Header Info** button.

The *Default Form Information* window contains information that is required on the form, which never or seldom, changes. You will be able to change most entries to be more job specific, just prior to printing.

If you just click into this window, and then click *OK* without entering any information, CPS will "assume" that you have no *default* information to enter, and these fields will ALWAYS appear blank or empty in the grid, and/or, the printed reports. Going back after the fact, and then entering the information, does not fix the problem.

When you have completed the *Header Info*, click *OK* to return to the Date window, and then click *OK,* again.

Certified Payroll Solution will now access your QuickBooks company file and show you the report's status, in the center white box.

Patience is important here, as CPS is doing an employee count just like you would have to, if you were doing the reports manually.

When you are prompted that the **Report is ready to print**, click **Next**.

The amount of time required for this message to appear will vary greatly, and will depend on the length of your time frame (week, month, year), and how many active jobs you have had, during this time period.

TIP: Use the "arrow" keys on your keyboard to move around the grid.

Set the number of copies to print for each job. Select **Preview** or **Print**. A **Reporting Progress** status bar will be displayed, as your reports are generated. When your status bar is completely filled in, click on the **OK** button.

CPS, also, has the built-in ability to automatically generate a **"No Work Performed"** EEOC Report, should you be required to file one.

6.8.9   *Colorado DSBO Compliance Report*

The Colorado Division of Small Business Opportunity (DSBO) has a Monthly Compliance (Workforce) Activity Report - Form COMP-FRM-024 which is now being required by the City & County of Denver.
  View the Division of Small Business Opportunity (DSBO) report by *clicking here.*

Setting Up CPS to generate the Division of Small Business Opportunity (DSBO) Monthly Compliance (Workforce) Activity Report.

This report does not have a pre-defined list of Work Classifications that the DSBO wants to track - so you get to choose.

Each page of the report will hold a total of 17 different "parent" Work Classifications.

How to Setup & Select Work Classifications to Print on the Report.

Let's say our Certified Payroll Report displays the Work Classifications displayed to the Left;
- Laborer, Semi-Skilled
- Backhoe Operator
- Laborer - Apprentice 80%
- Laborer - Apprentice 50%

In CPS we'll go to the Basic Info menu -> choose Work Classifications -> find and double-click on the Backhoe Operator Work Classification to Edit it - when CPS was originally installed, the Work Classification of Backhoe Operator didn't exist - when you created the new classification, you should have "tied" it to the Federal EEOC Code of Equipment Operators - YOU may have selected some other Federal EEOC Code as the "parent" - if so, you should change the Federal EEOC Code to Equipment Operators.

IF you want the Work Classification of Backhoe Operator to print on the EEOC Report, click into the box to the right of where it says, Use This Name on EEOC Report - click OK, Done, and Yes to Save Changes.

OR IF you want the Work Classification of Backhoe Operator to still appear on your Certified Payroll Report BUT want Equipment Operators to appear on the EEOC report - find the Equipment Operators Work Classification and click into the box where it says, Use This Name on EEOC Reports -> click OK, Done, and yes to Save Changes.

For our grouping of Laborer, Semi-Skilled employees; which includes the Apprentice 80% and 50%. You would first edit the Laborer-Semi-Skilled Work Classification (this is the "parent work classification), indicate that this is the name you wanted to use on EEOC Reports.

Then edit Laborer-Apprentice 80% and Laborer - Apprentice 50% and make sure that the Federal EEOC Code was Laborer Semi-Skilled, that the Apprentice box was checked, and that you had entered the Apprentice Percent in the Percent box. See screenshot to the left.

When you run our EEOC Reports, you will be reporting the Equipment Operators & Labor Semi-Skilled Work Classes and your Apprentices will be listed at the bottom.

New Hire Reporting:
This form also requires that you report all new hires for the month in question. Each page of the report has the ability to hold information about 15 newly hired employees.

The New Hire list is driven by the Hire Date in the QuickBooks Employee Record -> Employment Info tab -> Hire Date field as shown below.

Creating the City & County of Denver Division of Small Business Opportunity (DSBO) Monthly Compliance (Workforce) Activity Report

Accesses the report from the **Run** menu -> **EEOC Reports** -> **Local Reports** -> **City & County of Denver DSBO EEO** also known as the Division of Small Business Opportunity (DSBO) Monthly Compliance (Workforce) Activity Report -> enter the report **dates ->** set the number of **copies** to create **->** click **OK.**

<u>Troubleshooting "blank" spots on the final report:</u>
Below is a detailed listing of where each piece of information on the report comes from:
1. **Hours Obtained (Minority & Female)** - CPS totals the hours for you for these items.
2. **Report For** - this is the date range of the report that you entered.
3. **Contractor/Subcontractor check boxes** - CPS checks the box based on the information you provided in the CPS Job Record (Linked Data menu -> Jobs ->) find and double-click on this job to edit -> Standard Information tab (CPS defaults to you being a Subcontractor, however, if you checked the Primary Contractor box here,) the Contractor box will automatically be checked on the form.
4. **Project Number** - this is a combination of the information that you entered into the CPS Job Record in the Federal Project # and State Project # fields (Linked Data menu -> Jobs -> find and double-click on this job to edit -> Standard Information tab -> Federal Project #/State Project # fields.)
5. **Name and Address of Firm -** your company name and address, which appears on ALL reports created by CPS.
6. **Construction Dates (Begin & End)** - this information comes from what you entered in the CPS Job Record -> Additional Information tab -> Begin Date AND Est. Complete Date fields (Linked Data menu -> Jobs -> find and double-click on this job to edit -> Additional Information tab -> Begin Date & Est. Complete Date fields.).
7. **Dollar Amount of Contract** - this information comes from what you entered in the CPS Job Record -> Standard Information tab -> Original Bid Amount (Linked Data menu -> Jobs -> find and double-click on this job to edit -> Standard Information tab -> Original Bid Amount field).
   - Job Class - the job classes displayed are the Work Classifications that you designated to "Use this name on EEOC Reports" from the CPS Basic Info menu -> Work Classifications
   - Employment Data (Employee Count by Race, Sex & Work Classification) this is the actual number of employees that you have working on this specific job and is based on Race, Sex, and Work Classification information that you entered into the CPS Employee Record (Linked Data menu -> Employees).
   - Work Hours (Hours worked by Employees by Race, Sex & Work Classification) this information is driven by a combination of employee hours entered in the QuickBooks Weekly timesheet, specifically utilizing the payroll item assigned in the timesheet.
8. **New Hire Reporting section**
   - Names - the name column is populated by employees who have a hire date that falls within the date of the report month - (QuickBooks Employee Record -> Edit -> Employment Info tab -> Hire Date field).
   - Job category - this is pulled from the information you entered in the CPS Employee Record -> Work Classification field (Linked Data menu -> find and double-click on this employee to edit -> Work Classification field/drop down menu).
   - Hours - pulled from the QuickBooks Weekly Timesheet for this employee.
9. **Prepared by Information** - this information comes from CPS -> System Setup -> System Preferences ->

Addresses tab -> Preparer's Name, Preparer's Title, Phone and Fax fields.

6.8.10   *Illinois DOT Form 494-0441*

We know that you'll want to "run the reports, just to see what they look like", but **please**, take the time to enter **"header"** information for reports that offer that option. If you click Ok without entering any information in the required **"default"** fields, CPS will **"assume"** that you have no information to enter into these fields, and they will appear blank in the grid, or on the printed reports.

The Illinois Department of Transportation is a two page report, with the first page providing the total number of Employees by Work Classification and then, broken down into Total Employees - M/F, Total Minority Employees - M/F, and then, total Employees by Ethnic background - M/F. The second page reports the total number of hours worked, using the same breakdown as the first page. The first page, also, summarizes new hires during the reporting period. CPS looks at the **Hire Date** in the QuickBooks Employee Record, to determine new hires.

From the Certified Payroll Solution Main Screen, choose **Run, EEOC Reports, State Reports, Illinois DOT EEO Report**.

Enter your **From Date** and **To Date**.

Select your printer.

Click on the **Header Info** button.

The **Default Form Information** screen contains information that is required on the "Header" of each completed EEOC Report. You will be able to change the entries to be more job specific, just prior to printing.

If you click **Ok** without entering any information in the required **"default"** fields, CPS will **"assume"** that you have no information to enter into these fields, and they will appear blank in the grid, and/or, on the printed reports.

When you have completed this screen, click **Ok** to return to the IL DOT Reporting screen, and click **Ok,** to begin to generate this report.

Certified Payroll Solution will now access your QuickBooks company file, and show you the reports' status, in the center white box.

Patience is important here, as CPS is doing an employee count just like you would have to, if you were doing the reports manually.

When you are prompted that the **Report is ready to be processed**, click **Next.**

When you have updated/reviewed the items shown in the grid, select **Preview** or **Print**. A **Reporting Progress** status bar will be displayed, as your reports are generated. When your status bar is completely filled in, click on the **OK** button.

CPS, also, has the built-in ability to automatically generate a **"No Work Performed"** EEOC Report, should you be required to file one.

6.8.11   *Illinois Tollway EEO Report*

We know that you'll want to "run the reports, just to see what they look like", but **please**, take the time to enter **"header"** information for reports that offer that option. If you click **Ok** without entering any information in the required **"default"** fields, CPS will **"assume"** that you have no information to enter into these fields, and they will appear blank in the grid, or on the printed reports.

This report is specific to the Illinois Tollway and has been revised January 2010..

From the **Run Menu**, Choose **EEOC Reports**, **State Reports, Illinois Tollway EEO Report**.

Enter the *From* and *To Dates* for your report.

Select your printer.

Click on the *Header Info* button.

The *Default Form Information* window contains information that is required on the form, which never or seldom, changes. You will be able to change most entries to be more job specific just prior to printing.

If you just click into this window and then click *OK* without entering any information, CPS will "assume" that you have no *default* information to enter, and these fields will ALWAYS appear blank or empty in the grid and/or the printed reports. Going back after the fact and then entering the information does not fix the problem.

When you have completed the *Header Info*, click *OK* to return to the Date window and then click *OK* again.

Certified Payroll Solution will now access your QuickBooks company file and show you the report's status in the center white box.

Patience is important here, as CPS is doing an employee count just like you would have to, if you were doing the reports manually.

When you are prompted that the **Report is ready print**, click **Next**.

The amount of time required for this message to appear will vary greatly and will depend on the length of your time frame (week, month, year), how many active jobs you have had during this time period, and the overall size of your QuickBooks file.

The screen shown to the left will allow you to input/ change header information and section 21 Narrative box relevant to each individual job.

Use your **Arrow Keys** and the **scroll bar** located at the bottom of the grid to complete the following information. You may also resize the screen and individual column width exactly as you would resize the column width in Excel.

> **Set # of copies** for each report
> **Work Performed** - change this information here for each job
> **Pay Estimate No**. - manually update this monthly
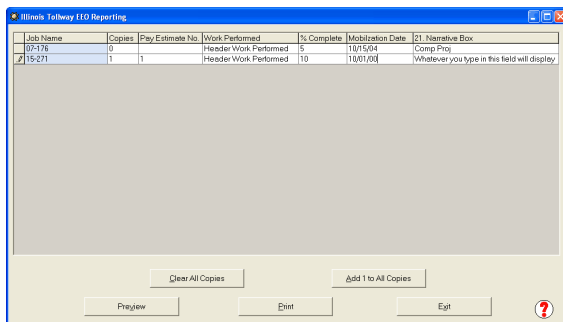> **% Complete** - update this information each time you run the report
> **Mobilization Date** - comes from the CPS Job Record -> Additional Info tab -> Start Date OR change here.
> **21. Narrative box** - describes efforts taken to meet EEOC goals during the current reporting period. **You are limited to a total of 244 characters including spaces and can create a default narrative from the Header Info tab. Narrative Information will only appear for new jobs.**

When you have completed reviewing and updating the information for each individual job, select **OK**.

Select **Preview** or **Print**. A **Reporting Progress** status bar will be displayed as your reports are generated. When your status bar is completely filled in, click on the **OK** button.

CPS, also, has the built-in ability to automatically generate a **"No Work Performed"** EEOC Report, should you be required to file one.

6.8.12 *Michigan DOT EEOC Form 1199*

We know that you'll want to "run the reports, just to see what they look like", but **please**, take the time to enter **"header"** information for reports that offer that option. If you click Ok without entering any information in the required **"default"** fields, CPS will **"assume"** that you have no information to enter into these fields, and they will appear blank in the grid, or on the printed reports.

The Michigan Department of Transportation EEO Report is run on a weekly basis, and like most of the other EEOC Reports, it shows Total Number of Employees (Male/Female) by Work/Trade Classification, Total Number of Minority Employees (Male/Female) by Work/Trade Classification, and then, Total Number of Employees (Male/Female) by Ethnic Background.

Before you run this report, you will want to verify that you have all the correct information in the CPS Linked Job Records to complete the **"header"** area of this report - otherwise, you will have numerous "blank" spots in the "header".

In CPS; choose the **Linked Data Menu**, Select **Jobs**, click on one of the **Jobs** that you will be running the EEOC Report for, and choose **Edit**.

On the Standard Information Tab:

Federal Project # : will be used for *both* the Project Number on the Certified Payroll Report **AND** the Federal No. on the EEO Report.

State Project #: will be used for *both* the Contract Number on the Certified Payroll Report **AND** the Project No. on the EEO Report.

Original Bid Amount: amounts entered here will show on the EEO Report, in either, the Subcontract or Prime Contract Box.

On the Additional Information Tab:

- **License:** Enter the name of the Resident Project Engineer in the License box.
- **Serial:** Enter the Job # that you wish to have appear on the EEO Report.
- **Location:** Enter the Location that you wish to have appear on the EEO Report.
- **County:** Enter the County that the job is located in.
- **Begin Date:** The date you enter here will appear on the EEO Report in the Start Date block.
- **Est. Complete Date:** Information entered here will not appear on the Michigan EEO Report.

Once, you have completed the information in the job record, to generate this report; from the Main Certified Payroll Solution screen, choose **Run ->EEOC Reports ->State Reports ->Michigan DOT EEO Report.**

This screen will allow you to enter default information for your EEO Reports:
- **EEO Officer:** Enter your company's EEO Officer's name here.
- **Type of Work:** Enter the type of work that your company usually performs (you can always change this, once you get into the "grid".)
- **Region:** Enter a default region that you usually work in (you can always change this once you get into the "grid".)
- **DBE/WEB check boxes:** Check the appropriate box for your company.

Click **Ok.**

The **Report From Date** will be the first day of your work week.

The **Report To Date** will be the last day of your work week.

Click **Ok**.

Certified Payroll Solution will now access your QuickBooks company file, and show you the reports' status, in the center white box.

Patience is important here, as CPS is doing an employee count just like you would have to, if you were doing the reports manually.

When you are prompted that the **Report is ready to be processed**, click **Next**.

The amount of time required for this message to appear will vary greatly and will depend on the length of your time frame (week, month, year) and how many active jobs you have had during this time period.

When CPS has finished compiling the information from QuickBooks, click the Next button to be taken to the "grid" where you will still need to enter some additional information.

What you'll need to enter in the "grid":
- **Type of Work** - you can change this for each individual job and CPS will remember it from report to report.
- **EEO Officer –** if yours is a large company and the EEO Officer varies by job, you can change the name here for specific jobs and CPS will remember the name from week to week.
- **Route # –** you will need to enter the Route # for each individual job, but CPS will remember this from week to week.
- **% Complete –** you will have to update this from week to week, as we have no way of obtaining this information.
- **First Time –** the first time that you run this report, you may have to "help" CPS out, because all of your jobs will be "new" as far as CPS is concerned; but, as you use the program and CPS finds new jobs for

reporting purposes, it should be correct. If not, let us know.

- **Award Date -** you will need to enter this information the first time you run this EEO Report, we have no way of knowing when the Award Date of individual jobs occurred.
- **Est Peak Month/Year -** refers to the Estimated Peak Employment Month and Year on the Report and you will need to enter this information.
- **Est Peak Employees -** refers to the Number of Employees on the report.
- **DBE, WBE, Started, Resumed, Suspended, Completed -** you'll need to verify and/or update these check boxes, each time you run the report.
- **Completion Date/Work Days -** refers to the Completion Date/Work Days box on the EEO Report.

When you have updated/reviewed the items shown in the grid, select **Preview** or **Print**.

A **Reporting Progress** status bar will be displayed as your reports are generated. When your status bar is completely filled in, click on the **OK** button.

CPS, also, has the built-in ability to automatically generate a **"No Work Performed"** EEOC Report, should you be required to file one.

6.8.13   Minnesota DOT EEO-13

We know that you'll want to "run the reports, just to see what they look like", but **please**, take the time to enter **"header"** information for reports that offer that option. If you click Ok without entering any information in the required **"default"** fields, CPS will **"assume"** that you have no information to enter into these fields, and they will appear blank in the grid, or on the printed reports.

This form is specific to the Minnesota Department of Transportation.

From the **Run Menu**, Choose **EEOC Reports**, **State Reports, Minnesota EEO-13**.

Enter your **From Date** and **To Date**.

Select your printer.

Click on the **Header Info** button.

Information entered here will be the Default information for all of your jobs. (You do have a chance to modify it later.) Select **OK** when you have completed the information.

You will be taken back to the Minnesota EEO-13 Reporting screen - click **Ok**.

Certified Payroll Solution will now access your QuickBooks company file and show you the report's status in the center white box.

Patience is important here, as CPS is doing an employee count just like you would have to, if you were doing the reports manually.

When you are prompted that the **Report is ready to be processed**, click **Next**

While the Default information always comes into the screen above, you may need to update the Number of copies, Minority Goal, Female Goal, Skilled Goal, Unskilled Goal, County or City, and % Complete for each job listed. Additionally, you will be able to **Omit White Males** from your reports, should you so desire - there seems to be conflicting information about this subject.

When you have updated/reviewed the items shown in the grid, select **Preview** or **Print**. A **Reporting Progress** status bar will be displayed as your reports are generated. When your status bar is completely filled in, click on the **OK** button.

CPS, also, has the built-in ability to automatically generate a **"No Work Performed"** EEOC Report, should you be required to file one.

6.8.14 New Jersey AA-202

We know that you'll want to "run the reports, just to see what they look like", but **please**, take the time to enter **"header"** information for reports that offer that option. If you click Ok without entering any information in the required **"default"** fields, CPS will **"assume"** that you have no information to enter into these fields, and they will appear blank in the grid, or on the printed reports.

The AA-202 EEOC Report is specific to New Jersey, however, many other customers are currently utilizing it, with some help from us, in removing some of the standard pre-printed header information. This report differs from the 1392/1391 EEOC Reports, in that it breaks out your workforce by hours worked, by the different Construction Trade, Employee Classification and Ethnic composition, as well as, the number of employees, instead of, just the number of employees, for each job.

To generate this report from the Main Certified Payroll Solution screen:
Choose **Run**, **EEOC Reports**, **State Reports, New Jersey AA-202 Report**.

Enter your **From Date** and **To Date**.

Select your printer.

Click on the **Header Info** button.

The **Default Form Information** screen contains information that is required on the "Header" of each completed EEOC Report. You will be able to change the entries to be more job specific, just prior to printing.

If you click **Ok** without entering any information in the required **"default"** fields, CPS will **"assume"** that you have no information to enter into these fields, and they will appear blank in the grid, and/or, on the printed reports.

When you have completed this screen, click **Ok** to return to the AA 202 Reporting screen, and click **Ok** to begin to generate this report.

Certified Payroll Solution will now access your QuickBooks company file, and show you the reports' status in the center white box.

Patience is important here, as CPS is doing an employee count just like you would have to, if you were doing the reports manually.

When you are prompted that the **Report is ready to be processed**, click **Next**

The screen shown above will allow you to input header information relevant to each individual job. Use the **Arrow Keys** and the **scroll bar,** located at the bottom of the grid, to complete the following information. You may, also, resize the screen and individual column width, exactly as you would resize the column width in Excel.

- Number of copies
- Female Goal
- Labor Goal
- Awarding Agency
- Complete Date
- Subs. Compl Date

- Contractor ID
- Skilled Goal
- County
- Date of Award
- % Complete
- Comp Proj #

Select **Preview** or **Print**. A **Reporting Progress** status bar will be displayed, as your reports are generated. When your status bar is completely filled in, click on the **OK** button.

CPS, also, has the built-in ability to automatically generate a **"No Work Performed"** EEOC Report, should you be required to file one.

IMPORTANT NOTE FOR GENERAL CONTRACTORS ONLY:
For Jobs that you indicate your company is the Primary Contractor, you will be able to save the AA-202 with your Company information for the reporting period, to a file that you can open, and then, add to it your Subcontractor information.

6.8.15 Oregon DOT EEO Report

We know that you'll want to "run the reports, just to see what they look like", but **please**, take the time to enter **"header"** information for reports that offer that option. If you click Ok without entering any information in the required **"default"** fields, CPS will **"assume"** that you have no

information to enter into these fields, and they will appear blank in the grid, or on the printed reports.

This form is specific to the Oregon Department of Transportation.

From looking at an "original" version of the report from the DOT, it appears that they specifically want the following Work/Trade Classifications reported:

- Laborer
- Carpenter
- Equipment Operator
- Cement Mason
- Mason Tender
- Ironworker
- Electrician
- Truck Driver
- Painter
- Highway/Parking Striper
- PileDriver

Additionally, on the report, there are two blank Work/Trade Classification fields for you to utilize.

NOTE: THIS IS A 2-PAGE REPORT WITH A TOTAL OF 13 REPORTABLE WORK/TRADE CLASSIFICATIONS.
To view a full-sized sample in .pdf format, <u>click here.</u>

STEP 1 - SELECT WORK/TRADE CLASSIFICATIONS TO PRINT ON REPORT
- From the CPS Basic Info menu -> choose Work Classifications -> Edit each of the Work Classifications listed above and select (check) the "Use this name on EEOC Reports" option - see screenshot below:
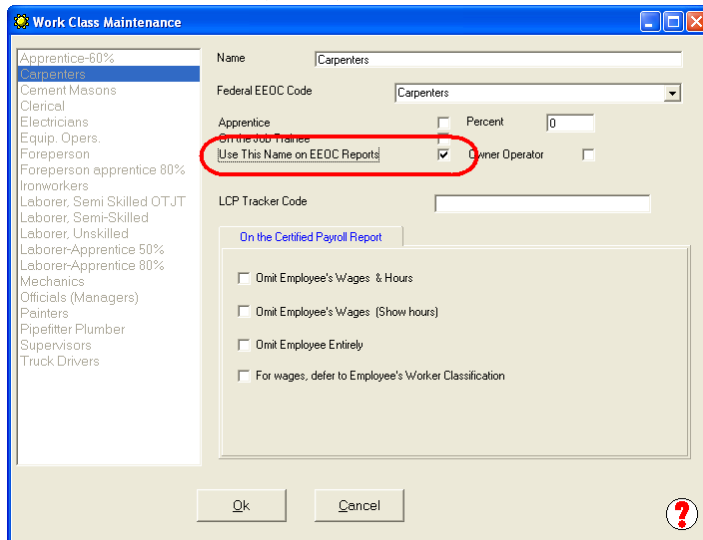
- In addition to the 11 specific Work/Trade Classifications listed above, you are allowed to only select 2 additional Work Classes to print on the report.
- When you have finished editing your Work Classifications, click the Ok button -> the Done button -> and Yes, to save your changes.

STEP 2 - VERIFY THAT YOUR EMPLOYEES ARE CORRECTLY CLASSIFIED FOR EEOC REPORTING PURPOSES
- From the CPS Linked Data menu -> choose Employees -> beginning with the first employee in this list, click the Edit button and select the proper EEOC Work Classification from the 11 listed above and the 2 that you have chosen.

- Click the OK button, the next employee will automatically be selected -> click the Edit button -> repeat
- When you have finished editing each employee record, don't forget to click the OK button -> the Done button -> and the Yes, to Save Changes.

IMPORTANT NOTE: For those of you who use the <u>SAME</u> Quickbooks Payroll Wage Item to pay multiple classifications/employees -- the classifications that you have chosen here will also be the classifications that will appear on your certified payroll reports. If you need different classifications on your certified payroll reports, you will need to create additional payroll wage items in Quickbooks and use them in timesheets and paychecks. Consult your manual, specifically looking at the section on Pay Rates 36 , beginning on page 21 of the most recent manual.

RUNNING THE OREGON TOLLWAY EEOC REPORT
From the **Run** Menu, choose **EEOC Reports**, **State Reports, Oregon DOT EEO Report**.

Enter your **From Date** and **To Date**.

Select your printer.

Click on the **Header Info** button.

Verify or change the Name and Title of the person who will be signing the report.

Verify or change the Phone number.

Click **Ok**.

You will be taken back to the Oregon DOT EEO screen, click **Ok.**
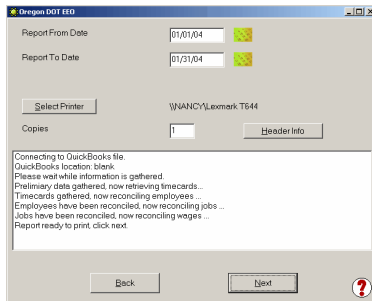
Certified Payroll Solution will now access your QuickBooks company file and show you the report's status in the center white box.

Patience is important here, as CPS is doing an employee count just like you would have to, if you were doing the reports manually.

When you are prompted that the **Report is ready to be processed**, click **Next**.
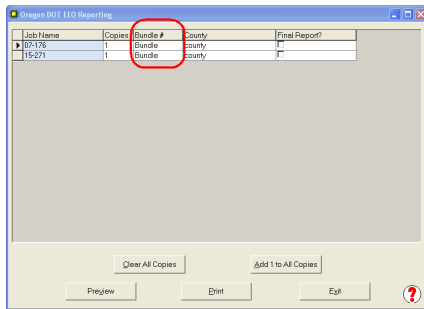
You will need to enter the **Bundle #** for each job just before printing, and if this is the Final Report, check the box to indicate Yes.

When you have updated/reviewed the items shown in the grid, select **Preview** or **Print**.

A **Reporting Progress** status bar will be displayed as your reports are generated. When your status bar is completely filled in, click on the **OK** button.

CPS, also, has the built-in ability to automatically generate a **"No Work Performed"** EEOC Report, should you be required to file one.

6.8.16   *Penn DOT EEO-400*

We know that you'll want to "run the reports, just to see what they look like", but **please**, take the time to enter **"header"** information for reports that offer that option. If you click Ok without entering any information in the required **"default"** fields, CPS will **"assume"** that you have no information to enter into these fields, and they will appear blank in the grid, or on the printed reports.

This report is specific to the Pennsylvania Department of Transportation.

From the **Run Menu**, Choose **EEOC Reports**, **State Reports, Penn DOT EEO Report**.
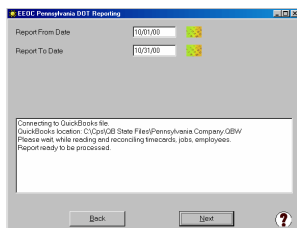
Enter the **Report From** and **To Dates** and Select **OK**.

Certified Payroll Solution will now access your QuickBooks company file and show you the report's status in the center white box.

Patience is important here, as CPS is doing an employee count just like you would have to, if you were doing the reports manually.

When you are prompted that the **Report is ready to be processed**, click **Next**.

In this window, enter the following information for each job: Number of Copies, District, CMS, County, % Complete, if the job is *Inactive,* place a check mark in the box, and the next scheduled submission date.

When you have updated/reviewed the items shown in the grid, select **Preview** or **Print**. A **Reporting Progress** status bar will be displayed as your reports are generated. When your status bar is completely filled in, click on the **OK** button.

CPS, also, has the built-in ability to automatically generate a **"No Work Performed"** EEOC Report.

6.8.17   Washington State EEO Report

The Washington Department of Transportation Monthly Employment Utilization Report does not have a pre-defined list of Work Classifications that DOT wants to track - so, you get to choose.

Each page of the report will hold a total of 9 different "parent" Work Classifications which are then broken down into Journey Worker, Apprentice, and Trainee classifications.

How To Setup & Select Work Classifications to Print on the Report.

Perhaps the best way to explain how to do this is by example.

Let's say our Certified Payroll Report displays the Work Classifications displayed to the Left:
- Foreperson
- Laborer, Semi-Skilled
- Laborer - Apprentice 80%
- Laborer - Apprentice 50%

In CPS, we'll go to the Basic Info menu -> choose Work Classifications -> find and double-click on the Foreperson Work Classification to Edit it:

When the CPS program was originally installed, the Work Classification of Foreperson was tied to the Federal EEOC Code of Foreperson - YOU may have changed the Federal EEOC Code to Supervisor or some other Classification.

SEE BELOW FOR MORE INFORMATION

- IF you want the Work Classification of Foreperson to appear on the EEOC Report, click into the box

where it says, Use This Name on EEOC Reports - then, click OK, Done, Yes, to Save Changes.

- IF you want the Work Classification of Foreperson to still appear on your Certified Payroll Report BUT want Supervisors to appear on the EEOC Report, change the Federal EEOC Code to Supervisors -> click OK, and Done. Find the Supervisor Work Classification and click into the box where it says, Use This Name on EEOC Reports -> click OK, Done, and Yes, to Save Changes.

For our grouping of Laborer, Semi-Skilled employees; which includes the Apprentice 80% and 50%. You would first, edit the Laborer-Semi-Skilled Work Classification (this is the "parent work classification), indicate that this is the name you wanted to use on EEOC Reports, and then, edit Laborer-Apprentice 80% and Laborer - Apprentice 50%, and make sure that the Federal EEOC Code was Laborer Semi-Skilled, that the Apprentice box was checked, and that you had entered the Apprentice Percent in the Percent box. See screenshot to the left.

When you run your EEOC Reports, you will be reporting the Foreperson & Labor Semi-Skilled Work Classes.

Running the Report:
From the CPS **Run** menu -> choose **EEOC Reports** -> choose **State Reports** -> choose **Washington State EEO Report** -> enter your **dates** -> enter the number of **copies** to print -> click **OK**

Troubleshooting "blank" spots on your Monthly Employment Utilization Report.
Below is a listing of where each piece of data on the report comes from:
- **WSDOT Contract Number** - this is the State Project Number from your CPS Job Record (Linked Data menu -> Jobs -> double-click on this job to edit -> Standard Information tab -> State Project # field).
- **Federal Aid Number** - this is the Federal Project Number from your CPS Job Record (Linked Data menu -> Jobs -> double-click on this job to edit -> Standard Information tab -> Federal Project # field).
- **Employer's I.D. Number** - this is your Federal Employer ID # (System Setup menu -> System Preferences -> W/C Info tab -> Federal Employer ID # field).
- **Federal Funding Agency** - this is the Awarding Authority information in your CPS Job Record (Linked Data menu -> Jobs -> double-click on this job to edit it -> Awarding Authority dropdown OR Edit Authorities to add new Federal Funding Agency).
- **Project Description and Location** - this is combination of the CPS Print Name as field in the CPS Job Record (Linked Data -> Jobs -> double-click on this job to edit ->Standard Information tab -> Print Name field) AND your QuickBooks Job Record "Ship To" Address information.
- **County** - this information comes from the CPS Job Record -> Additional Information tab -> County field.
- **Reporting Period** - these are the dates you entered when running the reports.

6.8.18   West Virginia EEO 150

We know that you'll want to "run the reports, just to see what they look like", but **please**, take the time to enter **"header"** information for reports that offer that option. If you click Ok without entering any information in the required **"default"** fields, CPS will **"assume"** that you have no information to enter into these fields, and they will appear blank in the grid, or on the printed reports.

This report is specific to the West Virginia Department of Transportation.

IMPORTANT NOTES:
CPS determines "new hires" by the hire date found in the QuickBooks Employee Record.

To enter or verify Employee Hire Dates in QuickBooks, go to the Employee Center, Edit the Employee Record in the Change tabs drop down, select Employment Info, and enter the **Hire Date** in the appropriate box.

CPS determines Race reporting from the information that you entered in the CPS Linked Employee Record

To verify Employee Race information in CPS, choose the Linked Data -> Employees -> Edit Employee and verify the race classification is correct here.

CPS determines Trainees and Apprentices from information it finds in Work Classification Settings.

To verify Apprentice or Trainee designations in CPS, choose Basic Info -> Work Classifications -> select and Edit any Work Classifications that you have created that apply to either Apprentices or Trainees, and verify that the Apprentice or On the Job Trainee box is checked.

NEXT, make sure that the correct Work Classifications are assigned to the proper employees: Linked Data -> Employees.

From the **Run Menu**, Choose **EEOC Reports**, **State Reports, West Virginia EEO 150.**
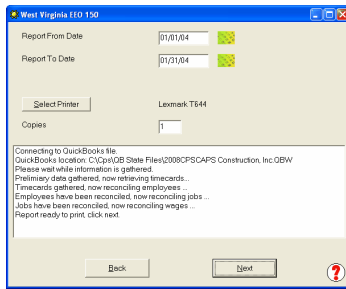
Enter the **Report From** and **To Dates** and Select **OK**.

Certified Payroll Solution will now access your QuickBooks company file and show you the report's status in the center white box.

Patience is important here, as CPS is doing an employee count just like you would have to, if you were doing the reports manually.

When you are prompted that the **Report is ready to be processed**, click **Next**.
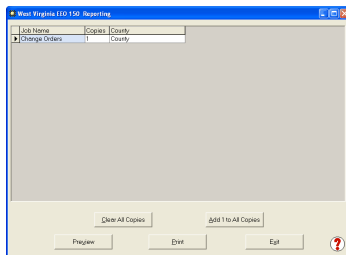
County information will prefill from the CPS Job Record, Additional Info tab - accessed from the CPS Linked Data menu -> Jobs -> select Job -> Edit -> Additional Info tab -> County box.

Print or Preview your report.

When you have updated/reviewed the items shown in the grid, select **Preview** or **Print**. A **Reporting Progress** status bar will be displayed as your reports are generated. When your status bar is completely filled in, click on the **OK** button.

CPS, also, has the built-in ability to automatically generate a **"No Work Performed"** EEOC Report, should you be required to file one.

6.8.19 *City of Chicago EEO Report*

We know that you'll want to "run the reports, just to see what they look like", but **please**, take the time to enter **"header"** information for reports that offer that option. If you click Ok without entering any information in the required **"default"** fields, CPS will **"assume"** that you have no information to enter into these fields, and they will appear blank in the grid, or on the printed reports.

This report is specific to the City of Chicago, Illinois, and is a very odd multi-page report. We were informed that we had to use their Excel templates to generate the report, and unfortunately, they do not format correctly when printed. We have reported this problem to them, but to date, have not been notified of any corrections.

From the **Run Menu**, Choose **EEOC Reports**, **Local Reports, City of Chicago EEO Report**.
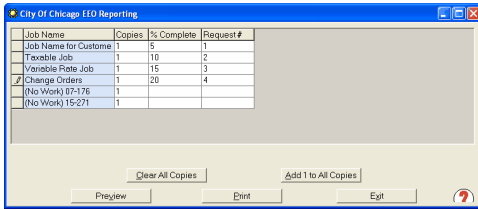
Enter the **Report From** and **To Dates** and Select **OK**.

Certified Payroll Solution will now access your QuickBooks company file and show you the report's status in the center white box.

Patience is important here, as CPS is doing an employee count just like you would have to, if you were doing the reports manually.

When you are prompted that the **Report is ready to be processed**,

click **Next**.

In the columns to the right of each job name; enter the percent complete and the Request number.

When you have updated/reviewed the items shown in the grid, select **Preview** or **Print**. A **Reporting Progress** status bar will be displayed as your reports are generated. When your status bar is completely filled in, click on the **OK** button.

CPS, also, has the built-in ability to automatically generate a **"No Work Performed"** EEOC Report, should you be required to file one.

6.8.20   City & County of Denver DSBO EEO

This report does not have a pre-defined list of Work Classifications that the DSBO wants to track - so, you get to choose.

Each page of the report will hold a total of 17 different "parent" Work Classifications.

How To Setup & Select Work Classifications to Print on the Report.

Perhaps the best way to explain how to do this is by example.

Let's say our Certified Payroll Report displays the Work Classifications displayed to the Left:
- Laborer, Semi-Skilled
- Backhoe Operator
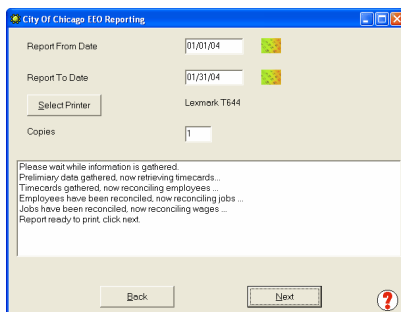- Laborer - Apprentice 80%
- Laborer - Apprentice 50%

In CPS, we'll go to the Basic Info menu -> choose Work Classifications -> find and double-click on the Backhoe Operator Work Classification to Edit it:

When the CPS program was originally installed, the Work Classification of Backhoe Operator did not exist - when **you** created this new classification, you should have "tied" it to the Federal EEOC Code of Equipment Operators - YOU may have selected some other Federal EEOC Code as the "parent" - if so, right now you should change the Federal EEOC Code to Equipment Operators.

MORE INFORMATION BELOW

IF you want the Work Classification of Backhoe Operator to print on the EEOC Report, click into the box to the right of where it says, Use This Name on EEOC Report - click OK, Done, and Yes, to Save Changes.
OR
IF you want the Work Classification of Backhoe Operator to still appear on your Certified Payroll Report BUT want Equipment Operators to appear on the EEOC report - find the Equipment Operators Work Classification and click into the box where it says, Use This Name on EEOC Reports -> click OK, Done, and Yes, to Save Changes.

For our grouping of Laborer, Semi-Skilled employees; which includes the Apprentice 80% and 50%. You would first edit the Laborer-Semi-Skilled Work Classification (this is the "parent work classification), indicate that this is the name you wanted to use on EEOC Reports, and then edit Laborer-Apprentice 80% and Laborer - Apprentice 50%, and make sure that the Federal EEOC Code was Laborer Semi-Skilled, that the Apprentice box was checked, and that you had entered the Apprentice Percent in the Percent box. See screenshot to the left.

When you run your EEOC Reports, you will be reporting the Equipment Operators & Labor Semi-Skilled Work Classes and your Apprentices will be listed at the bottom.

New Hire Reporting:

This form also requires that you report all new hires for the month in question. Each page of the report has the ability to hold information about 15 newly hired employees.

The New Hire list is driven by the Hire Date in the QuickBooks Employee Record -> Employment Info tab -> Hire Date field, as shown below.

Creating the City & County of Denver Division of Small Business Opportunity (DSBO) Monthly Compliance (Workforce) Activity Report

Accesses the report from the **Run** menu -> **EEOC Reports** -> **Local Reports** -> **City & County of Denver DSBO EEO** also known as the Division of Small Business Opportunity (DSBO) Monthly Compliance (Workforce) Activity Report -> enter the report dates -> set the number of copies to create -> click OK.

Troubleshooting "blank" spots on the final report:

Below is a detailed listing of where each piece of information on the report comes from:

1. **Hours Obtained (Minority & Female) -** CPS totals the hours for you for these items.
2. **Report For -** this is the date range of the report that you entered.
3. **Contractor/Subcontractor check boxes** - CPS checks the box based on the information you provided in the CPS Job Record (Linked Data menu -> Jobs -> find and double-click on this job to edit -> Standard Information tab (CPS defaults to you being a Subcontractor, however, if you checked the Primary Contractor box here, the Contractor box will automatically be checked on the form.
4. **Project Number** - this is a combination of the information that you entered into the CPS Job Record in the Federal Project # and State Project # fields (Linked Data menu -> Jobs -> find and double-click on this job to edit -> Standard Information tab -> Federal Project #/State Project # fields).
5. **Name and Address of Firm** - your company name and address, which appears on ALL reports created by CPS.
6. **Construction Dates (Begin & End) -** this information comes from what you entered in the CPS Job Record -> Additional Information tab -> Begin Date AND Est. Complete Date fields ((Linked Data menu -> Jobs -> find and double-click on this job to edit -> Additional Information tab -> Begin Date & Est. Complete Date fields).
7. **Dollar Amount of Contract** - this information comes from what you entered in the CPS Job Record -> Standard Information tab -> Original Bid Amount ((Linked Data menu -> Jobs -> find and double-click on this job to edit -> Standard Information tab -> Original Bid Amount field).
   - **Job Class** - the job classes displayed are the Work Classifications that you designated to "Use this name on EEOC Reports" from the CPS Basic Info menu -> Work Classifications
   - **Employment Data (Employee Count by Race, Sex & Work Classification)** this is the actual number of employees that you have working on this specific job and is based on Race, Sex, and Work Classification information that you entered into the CPS Employee Record (Linked Data menu -> Employees)
   - **Work Hours (Hours worked by Employees by Race, Sex & Work Classification)** this information is driven by a combination of employee hours entered in the QuickBooks Weekly timesheet, specifically utilizing the payroll item assigned in the timesheet.
8. **New Hire Reporting section**
   - **Names -** the name column is populated by employees who have a hire date that falls within the date of the report month - (QuickBooks Employee Record -> Edit -> Employment Info tab -> Hire Date field).
   - **Job Category -** this is pulled from the information you entered in the CPS Employee Record -> Work Classification field (Linked Data menu -> find and double-click on this employee to edit -> Work Classification field/drop down menu)
   - **Hours** - pulled from the QuickBooks Weekly Timesheet for this employee.
9. **Prepared by Information** - this information comes from CPS -> System Setup -> System Preferences -> Addresses tab -> Preparer's Name, Preparer's Title, Phone, and Fax fields.

6.8.21 Jackson County, KS EEOC Report

We know that you'll want to "run the reports, just to see what they look like", but **please**, take the time to enter **"header"** information for reports that offer that option. If you click **Ok** without entering any information in the required **"default"** fields, CPS will **"assume"** that you have no information to enter into these fields, and they will appear blank in the grid, or on the printed reports.

This report is specific to the Jackson County, KS Sports Complex Authority.

From the **Run Menu**, Choose **EEOC Reports**, **Local Reports, Jackson County**.

Enter the *From* and *To Dates* for your report.

Select your printer.

Set the Number of **Copies.**

Click on the *Header Info* button.

The *Default Form Information* window contains information that is required on the form, which never or seldom changes. You will be able to change most entries to be more job specific, just prior to printing.

If you just click into this window and then click *OK* without entering any information, CPS will "assume" that you have no *default* information to enter, and these fields will ALWAYS appear blank or empty in the grid and/or the printed reports. Going back after the fact, and then entering the information, does not fix the problem.

When you have completed the *Header Info*, click *OK* to return to the Date window and then click *OK* again.

Certified Payroll Solution will now access your QuickBooks company file and show you the report's status in the center white box.

Patience is important here, as CPS is doing an employee count just like you would have to, if you were doing the reports manually.

When you are prompted that the **Report is ready to print**, click **Next**.

The amount of time required for this message to appear will vary greatly and will depend on the length of your time frame (week, month, year) and how many active jobs you have had during this time period.

The screen shown to the left will allow you to input/change header information relevant to each individual job. Use your **Arrow Keys** and the **scroll bar** located at the bottom of the grid to complete the following information. You may also resize the screen and individual column width exactly as you would resize the column width in Excel.

- Set # of copies for each report   • Complete Date

When you have completed reviewing and updating the information for each individual job, select **OK**.

Select **Preview** or **Print**. A **Reporting Progress** status bar will be displayed as your reports are generated. When your status bar is completely filled in, click on the **OK** button.

CPS, also, has the built-in ability to automatically generate a **"No Work Performed"** EEOC Report, should

you be required to file one.

6.8.22 *Port Authority of NY/NJ EEOC Report*

We know that you'll want to "run the reports, just to see what they look like, but **please**, take the time to enter **"header"** information for reports that offer that option. If you click **Ok** without entering any information in the required **"default"** fields, CPS will **"assume"** that you have no information to enter into these fields, and they will appear blank in the grid, or on the printed reports.

This report is specific to the Port Authority of New York/New Jersey.

From the **Run Menu**, Choose **EEOC Reports**, **Local Reports, Port Authority of NY NJ**.

Enter the *From* and *To Dates* for your report.

This form requires Legal Size Paper.

Select your printer.

Set the Number of **Copies.**

Click on the *Header Info* button.

The *Default Form Information* window contains information that is required on the form, which never or seldom changes. You will be able to change most entries to be more job specific just prior to printing.

If you just click into this window and then click *OK* without entering any information, CPS will "assume" that you have no *default* information to enter, and these fields will ALWAYS appear blank or empty in the grid and/ or the printed reports. Going back after the fact, and then entering the information, does not fix the problem.

When you have completed the *Header Info*, click *OK* to return to the Date window and then click *OK* again.

Certified Payroll Solution will now access your QuickBooks company file and show you the report's status in the center white box.

Patience is important here, as CPS is doing an employee count just like you would have to, if you were doing the reports manually.

When you are prompted that the **Report is ready to print**, click **Next**.

The amount of time required for this message to appear will vary greatly and will depend on the length of your time frame (week, month, year) and how many active jobs you have had during this time period.

The screen shown above will allow you to input/change header information relevant to each individual job. Use your **Arrow Keys** and the **scroll bar** located at the bottom of the grid to complete the following information. You may also resize the screen and individual column width exactly as you would resize the column width in Excel.

- Set # of copies for each report
- Payment Application #
- Female Goal
- Skilled Goal
- Labor Goal
- Complete Date

When you have completed reviewing and updating the information for each individual job, select **OK**.

Select **Preview** or **Print**. A **Reporting Progress** status bar will be displayed as your reports are generated. When your status bar is completely filled in, click on the **OK** button. **Remember, this form requires Legal Size Paper to print!**

CPS, also, has the built-in ability to automatically generate a **"No Work Performed"** EEOC Report, should you be required to file one.

6.8.23 San Diego Workforce Report

We know that you'll want to "run the reports, just to see what they look like", but **please**, take the time to enter **"header"** information for reports that offer that option. If you click **Ok** without entering any information in the required **"default"** fields, CPS will **"assume"** that you have no information to enter into these fields, and they will appear blank in the grid, or on the printed reports.

This report is specific to the City of San Diego.

From the **Run Menu**, Choose **EEOC Reports**, **Local Reports, San Diego Workforce Report**.

Enter the *From* and *To Dates* for your report.

Select your printer.

Set the Number of **Copies.**

Click on the *Header Info* button.

The ***Default Form Information*** window contains information that is required on the form, which never or seldom changes. You will be able to change most entries to be more job specific just prior to printing.

If you just click into this window and then click *OK* without entering any information, CPS will "assume" that you have no *default* information to enter, and these fields will ALWAYS appear blank or empty in the grid and/or the printed reports. Going back after the fact, and then entering the information, does not fix the problem.

When you have completed the ***Header Info***, click *OK* to return to the Date window and then click *OK* again.

Certified Payroll Solution will now access your QuickBooks company file and show you the report's status in the center white box.

Patience is important here, as CPS is doing an employee count just like you would have to, if you were doing the reports manually.

When you are prompted that the **Report is ready to print**, click **Next**.

The amount of time required for this message to appear will vary greatly and will depend on the length of your time frame (week, month, year) and how many active jobs you have had during this time period.

Set the number of copies to print for each job. Select **Preview** or **Print**. A **Reporting Progress** status bar will be displayed as your reports are generated. When your status bar is completely filled in, click on the **OK** button.

CPS, also, has the built-in ability to automatically generate a **"No Work Performed"** EEOC Report, should you be required to file one.

IMPORTANT NOTE REGARDING THE EMPLOYEE SOURCE COLUMN: CPS currently does not support the data required in the Employee Source column, this information will need to be manually entered after the report is generated.

6.8.24   Boston Housing Authority Weekly EEOC

This Weekly EEOC Report does not have a pre-defined list of work/trade classifications to be report - so, you will need to select the parent categories to show on the report.

• **Consult your prevailing wage decision** to determine the "parent" classification that your employees fall under, these will be the trade/work classification that you want to use on the report. For example, if you have Work Classifications that print on your Certified Payroll Reports of Crane Operator and/or Bulldozer Operator, you would want the Equipment Operators Work Classification to print on the EEOC Report.
• From the CPS Basic Info menu -> choose Work Classifications. Edit the parent classifications and check

the option to "Use this name on EEOC Reports".

- When you are finished making these changes to the Work Classifications, click the Ok Button, the Done button, and then Yes, to Save Changes.

RUNNING THE BOSTON HOUSING AUTHORITY WEEKLY EEOC REPORT

- From the Run menu -> EEOC Reports -> Local Reports -> Boston Housing Authority MWPP5
- Enter the report dates - this would be the first day of your work week date through the last day of your work week date

- Select your printer
- Set the number of copies you need to print
- Click OK
- CPS will connect to QuickBooks and the box at the bottom will let you know what it is doing

- When the Back and Next buttons become active - click on the Next button
- Print, Preview, Clear All Copies (set all copies to 0), etc.

6.9   Recovery Act Reports

The American Recovery and Reinvestment Act of 2010 (ARRA), provides the State Departments of Transportation and Federal Lands Agencies with $27.5 billion for highway infrastructure investment.

With this money there also comes an increased level of reporting, which we have added to Certified Payroll Solution to better and more fully serve the needs of our customers who may be working on these types of construction projects.

ARRA Reports include:
• Monthly Employment Report – Form FHWA-1589 - required to be completed by all subcontractors, consultants, and prime/general contractors working on the ARRA funded project.
• Monthly Recipient Project Status Report – Form FHWA-1585 (a summary report in addition to Form FWA-1589 – usually completed at the State level)
• Initial ARRA Project Plan – Form FHWA-1586 (a summary report in addition to Form FWA-1589 – usually completed at the State level)
• Monthly Summary Employment Report – Form FHWA-1587 (a summary report in addition to Form FWA-1589 – usually completed at the State level)
• Periodic Grouped Project Report – Form FHWA-1588 (a summary report in addition to Form FWA-1589 – usually completed at the State level)

To Save Your ARRA Reports:
If you wish to save your ARRA Reports in Excel format, you may do so if you follow these steps:
1. From the System Setup menu -> System Preferences -> Data Locations 91 tab -> if there is currently a folder specified in the **Electronic Upload Folder** – this is where your ARRA Reports will be saved
2. If there is no folder specified, use the Browse for Folder to create and then select a folder in which to save your ARRA Reports.

Add Your Company Dun & Bradstreet Number to CPS:
A Dun & Bradstreet number for your company is required to be reported on Form FHWA-1589. A Dun & Bradstreet number is a unique nine-digit number, sometimes followed by an optional 4 digit DUNS Plus Number.

If you currently do not have a DUNS Number you may request one free of charge using the following url - http://fedgov.dnb.com/webform/displayHomePage.do or call 1-866-705-5711 for the government dedicated DUNS Number request line.

Once you have your DUNS Number, start CPS -> go to the System Setup menu -> System Preferences -> W/C Info 87 Tab and enter your DUNS or DUNS Plus number in the DUNS # field; i.e. 999999999.9999, as shown below:

Reports are accessed from the CPS Run menu -> Recovery Act Reports -> Federal ARRA Reports.

6.9.1   Federal ARRA Reports

At this point we know that all subcontractors, general contractors and consultants and funding recipient working on an ARRA project MUST submit Form FHWA 1589 on a monthly basis and that prime/general contractors or consultants for each project will be responsible for reporting their own company data as well as all subcontractor data. These reports will be required until the completion of the project or until September 2012. The State will provide you with a "due date" for the report.

Form FHWA 1589 will either be required by or used as a "guide" for the States in providing employment information on each ARRA project. Monthly employment information on each ARRA project is then used by the States for meeting additional reporting requirements which are imposed at the State level; such as taking the collected data and completing Form 1587 to submit to the FHWA. For most of you, this will be all that you need to complete.

Generating the 1589 Report:

From the Run menu -> choose Recovery Act Reports -> Federal ARRA Reports

Enter the month and year covered by the report you wish to generate.

January 2004 would be entered as 01 for Report Month and 2004 for Report Year.

Click the Ok button.

The window displayed at the bottom of the screen will tell you what CPS is currently doing – reading and reconciling timecards, jobs and employees.

When the "Report ready to be processed" message appears, click the Next button to continue.

The ARRA Reporting home page will display with a convenient grid, similar to other EEOC Reports.

Because screen shots are sometimes difficult to deal with, we'll describe each column and the data that is required to be entered:
- Job Name – this column will display the Job Name from QuickBooks OR the name you have chosen in the CPS Job record -> Standard Info -> Print Name As option.
- 1589 Copies – use this column to enter the number of copies of the 1589 report that you wish to print for each specific job, if the number of copies varies by job.
- Omit – use this column to omit a specific job(s) from one of the Optional Summary Reports (Forms FHWA-1585, FHWA-1586, FHWA-1857, and FHWA-1588). The Omit column would be used for non-ARRA funded projects.

Errors – this is an extremely important column as it will indicate if there are errors that will affect your reports or if No Errors were found. When CPS finds problems a "View Errors" button will display.

Click on the "View Errors" button to see what problems CPS has discovered so that you can correct them before printing your reports.

This error is telling you that CPS cannot find a rate of pay in the John J. Equipment's employee record in QuickBooks for the payroll item called 2-1 Backhoe and 2-3 Dozer – this will cause wages to be incorrect on your report.

Read the error message window and learn to trust CPS; as it will seldom if ever steer you wrong.

When you open John J. Equipment's employee record in QuickBooks and switch to the Payroll & Compensation Info tab; you will indeed see that there is NO rate of pay associated with the payroll items 2-1 Backhoe and 2-3 Dozer. Correct the error in QuickBooks and run your reports again.

- **Hours** – this column displays the total hours for the period that CPS has found from your QuickBooks timesheets that have been posted against this job. Hours are to be rounded to the nearest whole number when the report is printed.
- **Wages** – this column displays the total wages for the period that correspond to the total number of hours. Wages are to be rounded to the nearest whole number when the report is printed.
- **Employees** – this column displays the total number of your employees who performed work on the jobsite during the reporting period.
- **Subcontractors** – As a general contractor you are required to enter the data collected on Form 1589 by you from your subcontractors and add that data to your own report.
- Each Job will have a More Information button. Clicking on the More Information button will display a window where you can enter your Subcontractor names, the number of employees that they had on the jobsite, the number of hours those employees worked, and the total wages paid to those employees.

IF you have no subcontractor names displayed, click the Edit Subcontractors button to setup your subcontractors.

Use the Default Subcontractors window to enter ALL of your subcontractors for ALL of your jobs.

This will then make the complete list of subcontractors available for selection on each job.

When you have finished entering your list of subcontractors, click the Ok button.

You can also access Subcontractor setup from the Run menu -> Recovery Act Reports -> Enter Subcontractor Data option.

Enter applicable subcontractor data for each specific job.

Click Ok when complete and ready to enter subcontractor data for the next job in your list.

State, County or FLMA Region – this column contains the data displayed in Item 5 in the report header – Project Location. Here you will enter the state where the construction project occurs. If the project is performed for Federal Lands, provide the FLH Division or Federal Land Managing Agency (FLMA) region.

Contracting/Awarding Agency – this column contains the data displayed in Item 2 in the report header – Contracting Agency. Here you will enter the name of the contracting agency. Enter "State" for State DOT projects. For non-state projects, enter the name of the contracting agency (other State agency, Federal agency, tribe, MPO, city, county, or other funding recipient).

Additional Documentation:
Download the complete 22 page American Recovery and Reinvestment Act of 2010 Reporting Requirements, published by the Federal Highway Administration U.S. Department of Transportation; with an effective date of 3/23/09, from our website – by clicking here **http://www.sunburstsoftwaresolutions.com/u.s.-dot-arra-reporting-requiremnts.htm** This document will contain detailed information about the Summary Reports required at the state level.

6.9.2   Enter Subcontractor Data

General Contractors are required to add collected subcontractor data to their own reports.

To setup a "master list" of ALL of your subcontractors working on ALL ARRA funded projects can be done up front by going to the CPS Run menu -> Recovery Act Reports -> and choosing Enter Subcontractor Data.

Click the **Edit Subcontractor List** button to display the **ARRA Default Subcontractors** window where you will enter just the company name's of your subcontractors. Click the **Ok** button when you have finished.

Once you have entered your list of Subcontractors, each subcontractor is then available from the grid where you actually generate the 1589 form and need to enter the data that you have collected from them.

Don't worry if you forget someone, you can always add them to this "master list" when you generate your 1589 form.

6.9.3   Alabama ARRA Report

The Alabama Department of Transportation is the first State DOT Agency to develop it's own ARRA Reporting form - the 41409.

It is only slightly different than the current Federal Form 1589, so rather than add a completely new section at this time you can select to print the 41409 form instead of the 1589 form from the Federal ARRA Reports [164] "print" window.

6.10 Union/Bona Fide Plan Benefit Reports

6.10.1 Overview

Certified Payroll Solution comes with a powerful Benefit Reporting module that can be configured to produce reports in a variety of formats to suit your needs. The program comes pre-configured with two generic benefit reports; however, you will still need to complete the wage assignment to produce the reports.

A Flash Tutorial is available on our website if you need more visual assistance, located at http://www.sunburstsoftwaresolutions.com/cps-training.htm

As with our other reports, the reporting data mostly originates in QuickBooks. All reports gather the timesheets for the date range of the report for each employee/job/payroll item combination. Payroll Items (aka Wages in CPS) are optionally assigned to benefit(s) that are reported. This concept follows closely to what has already been setup for Certified Payroll Reporting. Entering time by wage item allows for one employee to be in multiple Laborer "Funds"/Unions/Benefit Groups.

Each report is assigned up to 50 separate benefits with an hourly rate. Each benefit may be assigned to Wages (QB Payroll Items). Hence, apprentice benefits are assigned to the wage items used for apprentices, labor benefits to labor benefits, etc. Non-benefit wages, or wages not associated with a fund, are not assigned to any benefit and are omitted from reports, clerical, for example.

Each report is assigned to a form or form definition. This form associates the data that can be put on the form to locations within an Excel spreadsheet. This form allows you to customize the reports to suit your local requirements. While an attempt has been made to cover a wide variety of conceivable reports, some information may not be able to be reported, or reported in the format or layout required.

CPS comes with two basic form designs, a Standard Benefit Fund and a Monthly Benefit Fund. You may copy these forms to create forms more to your liking, or create new forms entirely from scratch. Each form may be used for more than one Fund. Keeping the existing forms is a good point of reference to fall back on.

This manual will cover first things first, progressing from setting up your funds, to running the report with the basic forms. Finally, designing your own form is covered; it is optional and the most difficult.

There are 18 detailed pages contained in this manual that cover how to set up your various Union or bona-fide plan reports - from the use of our standard pre-programmed forms or from the design of your own custom report.

6.10.2 Fund/Union/Plan Setup

Each report is assigned to a *form or form definition*. This form associates the data that can be put on the form to locations within an Excel spreadsheet. This form allows you to customize the reports to suit your local requirements. While an attempt has been made to cover a wide variety of conceivable reports, some information may not be able to be reported, or reported in the format or layout required.

CPS comes with two basic form designs, a **Standard Benefit Fund** and a **Monthly Benefit Fund**. You may copy these forms to create forms more to your liking, or create new forms entirely from scratch using Excel. Each form may be used for more than one Fund. Keeping the existing forms is a good point of reference to fall back on.

This manual will cover first things first, progressing from setting up your funds, to running the report with

the basic forms. Finally, designing your own form is covered; it is optional and the most difficult.

From the **System Setup Menu**, Choose **Benefit Setup**, select by highlighting either the **Standard Benefit Fund** or **Monthly Benefit Fund,** and select the **Edit Selected Fund** button. The Address tab will appear on your screen.

The Fund name and address information is straightforward; it is to whom you will submit the report.

Form to use – from the drop down list, select the reporting layout that you wish to use. To begin with, we are using the Standard Benefit Report.

Only include reporting jobs in report? (Unchecked, reports all hours for employees) - If the benefits are for hours worked on reporting jobs, place a check mark in the box; otherwise, leave the box unchecked to have it based on all hours for the wage assignment that is explained next.

NOTE: It is in your best interest to use the standard form to run the report to be certain the figures and wage assignments are correct. Later, if you need your own form, this can easily be changed into your own form.

- **Select the Benefit Rates Tab**

    Benefits and amounts (hourly rates) are created here. If you have a mixture of benefits that are paid at both an hourly rate and a % of gross wage, those benefits should be included on the final report template. Additionally, if you submit Union Dues to the same place at the same time as your Benefits, you may add your Union Dues directly on the Excel report template and manually do the formulas. A mixture of flat rate and percentages will require the creation of a new form, or the modification of an existing form, and details can be found in the example provided in the Design-Your-Own Form section.

    If **ALL** of your benefits are based on a percentage of gross pay, you will need to set them up in the grid, and assign a value of 1, to the Hourly rate column provided.

    In the grid box, enter the benefit names and dollar amount per hour that you are paying – currently, there are a total of 50 available slots for benefits. If you employ apprentices and pay a reduced rate on certain benefits, you will want to include those items here, also. (In the example below, you will see Appr Health & Welfare, Appr Pension, and Appr Vacation - this is the reduced rate that you would pay for an employee with a classification of 50% Apprentice.)

- **Select the Wage Assignment Tab**

    In this grid, you will see that the first column contains all of your QuickBooks Payroll Items that have been brought into CPS as wages, you may enter the **Fund/Union Wage Name** – which is simply, the Work Classification associated with each of the Payroll items – for example, QB Wage Name 1-1 App Lab 50% has a Union Wage Name of Laborer, Apprentice 50%. If you leave this column blank, the payroll item name will be used. Each of the remaining columns contain the benefit names that you set up in the previous step.
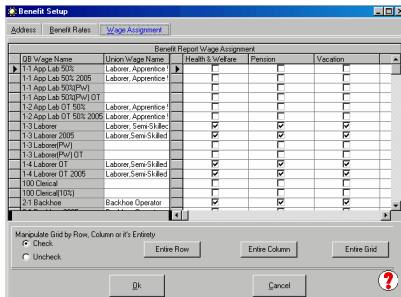
You will simply assign, via the **check box,** which benefits are associated with which payroll item/employee classification. To speed up the assignment, you may check or uncheck entire rows or columns. Your completed grid should look similar to the sample shown below.

The *manipulate grid* frame allows you to check or uncheck an entire row or column, based on the last cell that was active. The "Entire Grid" button allows you to check or uncheck the entire grid.

When you have completed this, Click OK. You are now ready to generate your report!

The two caveats to this assignment are that you must assign these wages <u>after</u> you add new payroll items/CPS wages. Also, if there are any wages missing, return to the prior screen and reconcile the wages so that they get added.

Please note from the example:
- The payroll item 100 Clerical is not assigned to any of the benefits and these hours will not be reported.
- That payroll item 1-1 App Lab 50% has been assigned to Appr Health & Welfare, Appr Pension and Appr Vacation.
- Similarly, Cement Mason and Brick Layer are not assigned to any benefits, as employees covered under these work classifications are non-reporting employees. This may be because their total fringe benefit rate is paid to them as part of gross wages, or they may be reported to a separate fund.

6.10.3 Standard Generic Reports

From the Run Menu, select Benefit Reports, Enter the date range of the report, and select the Fund from the drop down list.

There are two pre-defined generic reports that come standard with CPS. The **Standard Benefit Fund** will show the employee, total hours worked, benefit name, and benefit rate, for the entered date range. The **Monthly Benefit Fund** shows the employee and hours worked for 5 weeks based on the ending date specified. These reports provide an accurate count of hours for the dates that you specify, accessing and counting hours, found in your QuickBooks timesheets for each employee working, on each and every job.
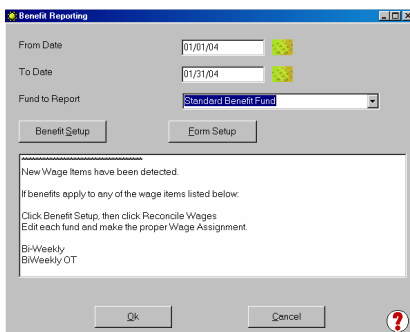
Enter the **From** and **To Dates** for the reporting period.

Select the **Fund To Report** from the drop down list.

If you have not yet completed your **Benefit Setup** or **Form Setup**, click the appropriate button.

If you have not done the Benefit Setup, CPS will inform you of such. Please complete this setup prior to continuing.

Please wait until this screen shown below appears – how long it takes to appear will depend on the size of your QuickBooks Company file, how many employees you have, the date range processing, and the speed of your computer. **Patience is important here!**

When the above information appears in the white box, click **Next**.

The screen below will now appear.

The "When saving, ask to save each file?" option allows you to specify the name of each benefit report before it is saved. The program will automatically generate and suggest the file name based on the Report Name, Job Name (if by job), and date of the report.

General Note:

If you have some benefits that are calculated based on a percentage of gross pay, you would choose "Save to disk" and then, open the report using Excel and adding that benefit manually. All forms are saved to C: \Program Files\Cps\Data\Benefits\Reports, unless you have specified another location.

Below is a sample of the **Standard Report** with form options of "**Report by Job**", "**Show Detail Contributions**", and "**Print Employee Address"**.

<div align="center">

Standard Benefit Fund
Local 721
P.O. Box 225
West Charleston, VT 05872

Employer's Remittance Report

Your Company Name
2378 Dane Hill Road West Charleston, CA 05872
802-895-4929

</div>

					Project Number	
					CPS Fed Proj CPS St Proj	
Payroll Period 1/1/2004 - 1/31/2004						

Employee's Social Security Number	Employee Work Classification	Union Local	Name of Employee Last Name, First Name	Total Hrs. Worked	Benefit Rate	Total
003-21-0080	Laborer, Apprentice 50%	721	Apprentice, Amy L	16		
			PO Box 1111			
			1234 Some Street			
			Hartford, CA 03810			
			Appr. Health & Welfare	16	$1.50	$24.00
			Appr. Pension	16	$1.00	$16.00
			Appr. Vacation	16	$1.00	$16.00

Below is a sample of the **Monthly Report** using the "**Consolidate employee hours**" option. The "Report by Job", "Show Detail Contributions", and "Print Employee Address" have been removed, compared to the above form.

Submitted By: **Nancy's Test**
2378 Dane Hill Road
West Charleston, VT 05872

Submitted To: **Monthly Benefit Fund**
Laborer's Local 555
Street
Montpelier, VT 05877

Fax #here

Benefits for Laborer's funds
Reporting Period: 1/1/2004 - 1/31/2004

Employee's Social Security Number	Employee Work Classification	Local Union #	Name of Employee Last Name, First Name	Hours Worked by Week					Total Hrs. Worked
003-21-0080	Laborer-Apprentice 50%	711	Apprentice, Amy L	20	0	0	0	0	20
005-66-9987	Backhoe Operator	711	Equipment, John J	8	0	0	0	0	8
005-66-9987	Bulldozer Operator	711	Equipment, John J	8	0	0	0	0	8
002-55-1234	Laborer, Grade 1	711	Laborer, Laura B	20	0	0	0	0	20
010-22-3345	Supervisors	711	Supervisor, Sam L	16	0	0	0	0	16
077-05-6698	Truck Drivers	711	Trucker, Tammi T	16	0	0	0	0	16

John Equipment is listed twice, because Backhoe Operator and Bulldozer operators are different work classification. However, in this report, any overtime or regular time for the same work classification has been combined. By changing the options on the report form, the amount of information generated can vary greatly.

6.10.4 *Design-Your-Own Form*

This method will require more work and planning, and there is a training demonstration that walks you through, start to finish, of the steps required. This demonstration is available on new installed CD's, as well as, at our Web Service Center, and our on-line support area located at http://www.sunburstsoftwaresolutions.com/cps-training.htm. **You will need to be proficient with Excel's formatting and formula options**.

The Design-Your-Own Form Benefit Report offers much more flexibility than the existing Benefit Reports. The concepts for the existing reports remain the same, but it has been expanded in a very flexible way so that it meets the needs expressed by our users. These requests included the ability to print the report for multiple funds or unions, and the ability to print a specialized form.

The reports can be modified to use a spreadsheet that you have created. Two forms are provided with the program, a Benefit Report and a Monthly Benefit Report. If you are upgrading, each of these reports has been duplicated and is converted in the update procedure. New forms can be created and maintained, once the update has been installed.

Design your form in Excel with all the items that are fixed or never changing. Format it. Add mathematical formulas, etc. Save it in the C:\Program Files\CPS\Data\Benefit\Reports Folder for single computer installation or the shared path, if you use CPS on a network.

- **Fund/Benefit Forms:**
   Choose System Set-Up, Benefit Form Setup, and you will be presented with a list of existing defined forms. Here you may add, edit, delete, or copy, the selected form. Often, it is easier to copy an existing form that works to make your changes, leaving the existing form intact.   Select the desired Fund, and then Copy the Selected Form.

   By default, a folder has been created for both, the "master" forms and where the reports will be saved. The default is your "data path", plus "\Data\Benefits" for "master" forms, and "data path" plus "\Data\Benefits\Reports", for where the completed reports will be saved. The "data path" is what is specified in System Setup, System Preferences, and Data Locations. By default, the saved files will exist in the following folder **C:\Program Files\Cps\Data\Benefits\Reports**

- **Select the Options tab**, and complete, by selecting from the following options.

These are the options that you will select on how the report is generated:
- **Report by job** – generate a single report for each job that has timesheets for the dates selected.
- **Consolidate the employee hours** – if an employee works under multiple classifications, you can choose to consolidate all of the hours, instead of reporting the employee once, for each classification. Benefits are still calculated by your specifications in the benefit assignment grid.
- **Show the detail contributions** – show each benefit, benefit rate, and total contribution for each benefit, for each employee.
- **Report Non-Union Employees** – you can opt to include non-union employees in your report.
- **Include Non-Reporting Jobs** – you can opt to include private or non-reporting jobs in your report.
- **Print Employee Address** – include the employee address in the detail of the report.
- **Sort by Social Security Number instead of Name** – choose how to sort employees on the report.
- **Total by Employee's Union #** - include a total by union number.
- **Choose Last day of week for weekly hours** – this should be the same as the last day of the workweek, but may be different, if so specified, by the fund/union.

These options can easily be changed and modify the report output .

At this point, it would be beneficial for you to open your Excel spreadsheet and input cell locations for various items, print that out, and close the spreadsheet, without saving the changes. A sample is shown on the following page to help you determine how to map items.

A1
A2
A3
A4

Contribution Report for the period: D6

Employer Information		Jobsite Information (one jobsite per sheet)	
Name:	C8	Local Union Jurisdiction:	COMPLETE MANUALLY
Address:	C9	Specific Job Location:	H9
City, State, Zip:	C10	City, State, Zip:	H10
Phone:	C11	Phone:	COMPLETE MANUALLY
EIN:	C12	Foreman:	COMPLETE MANUALLY

The undersigned, an authorized representative of the above Employer, hereby agrees, on behalf of the Employer, to bind the Employer to all the provisions, terms and conditions of (1) the Agreement and Declaration of Trusts establishing the New Jersey Building Laborers Statewide Pension Fund, the New Jersey Building Laborers Statewide Welfare Fund and the New Jersey Building Laborers Statewide Annuity Fund (the Benefit Funds) and as signatory to (2) all provisions, terms and conditions of the Collective Bargaining Agreement by and between the Environmental Workers L.I.U.N.A. Local 1030 and Independent Environmental Contractors and Employers, which Agreements and Declarations of Trusts and Collective Bargaining Agreements (the Agreements) are incorporated herein by reference. The undersigned further certifies that the information set forth in this report is a true and complete record of all hours worked by employees covered by the aforementioned Agreements for the period specified in this report. In consideration of such representations and Agreements, the Benefit Funds do hereby agree to accept contributions from the Employer on behalf of the Employer's employees as set forth in said Agreements.

THIS FORM MUST BE SIGNED

	Signature of Authorized Individual		Print Name and Title				Date
	Social Security #	**Journeyworkers Name (Last, First)**	**Pay Rate**	**Loc. Union**	**Reg. Hrs.**	**OT Hrs.**	**Gross Wages**
1	B18	C18	D18	F18	G18	H18	I18
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
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30							
31							
32							
			TOTALS		0	0	$ -
							I51

- **Step 1:** Select the **Heading tab,** and map the Excel cell locations of the following items, referring to the printout of your form.

As you can see, there are many standard items that you can include in the header of your report. Leaving an item **blank,** means that it will not be placed on the form.

At this time, you should also have Excel open with the specified worksheet in place. You will be switching between this screen and the worksheet, in order to assign the locations of the items, listed at the left.

See the training demonstration for details on how these items were mapped, or refer to the previous page, to see the cell locations of these items.

Explanation of items found on the Header tab:
- **Last cell on page** – the bottom right cell is used as the print range, this is also what is previewed or printed.
- **Company Name** – the cell location of your company name
- **Laborer's Fund Name** – the cell location of the Laborer's Fund name from the "Benefit Setup"
- **Laborer's Fund Address 1 – 3 -** the cell location of the Laborer's Fund Address from the "Benefit Setup"
- **Laborer's Fund Phone & Fax -** the cell locations of the phone & fax number from the "Benefit Setup"
- **Report Title** – the cell location of the Report title for this form, as specified in the "Benefit Setup"
- **Federal EIN** – the cell location for your company's Federal Employer Identification Number (FEIN), as specified in CPS -> System Setup -> System Preferences -> Settings
- **Reporting Period** – the cell location for the Reporting Period Date Range that you specify
- **Company Address 1 – 4** – the cell locations of your company address, as specified in CPS -> System Setup -> System Preferences -> Addresses
- **Company Phone & Fax** – the cell locations of your company's phone and fax numbers, as specified in CPS -> System Setup -> System Preferences -> Addresses

Use the following, ONLY if "Report by Job" is specified on the "Options" tab, for this form.
- **Job Name & Address 1-3** – the cell locations of the job information you entered in the QuickBooks Job Record Ship to Address block
- **Job Federal Project # -** the cell location of the Federal Project Number you entered in the CPS Job Record
- **Job State Project # -** the cell location of the State Project Number you entered in the CPS Job Record
- **Job County** – the cell location of the County location you entered in the CPS Job Record (**not available for all states)**
- **Job Contractor Name** – the cell location for the QuickBooks Customer Name in the job record (**last minute addition and not shown in the screen shot above)**
- **Job Contractor Address 1-3** – the cell location for the QuickBooks Customer Bill To information

in the job record **(last minute addition and not shown in the screen shot above)**

- **Step 2.** Select the **Detail tab** and map the Excel cell locations of the following items, referring to the printout of your form. Be sure to scroll down to see all of the available items in this list.

  First Detail Line (numeric) – tells the program where to start listing your employees
  Lines Per Employee (numeric or blank) – this will determine whether the report has a "Fixed Format" or is "Free Form"
    - **Fixed Format –** is when each employee has a fixed number of lines to report that is greater than one. For example, if each employee has 4 lines of information to be shown, a 4 would be entered here. If a fixed format is chosen for the form layout, both the row and column location must be specified for each data element shown in the screen shot below, and you need only specify the row/column combination for the first employee listed on the report: for example, Employee Name, First, MI, Last, could have a cell location of C18
    - **Free Form –** if all the columns are the same for the body of the report, and only 1 line or row for each employee, a 1 would be entered here. If a Free Form format is chosen, you only need to specify the column of the cell location of each data element shown in the screen shot below: for example, Employee Name, First, MI, Last, would have a location of Column C. This method is used in this help document, as well as, the Flash training demonstration.

  Details per page (numeric) – is how many "employees" will be listed per page

Explanation of items found in the Detail tab:
  - **Employee Name First, MI, Last** – displays Employee names as First, MI, Last

- **Employee Name Last, First, MI** – displays Employee names as Last, First, MI
- **Employee SSN** – Employee Social Security Number as entered in QuickBooks
- **Employee Address 1** – Employee Address Line 1 as entered in QuickBooks
- **Employee Address 2** – Employee Address Line 2 as entered in QuickBooks
- **Employee Address 3** – Employee Address Line 3 as entered in QuickBooks
- **Union Local #** - the employees Union Local number as assigned in Union setup in CPS
- **Worker Classification** – the QuickBooks Payroll Item name used to pay this employee will be used, UNLESS a Union Wage name is assigned in the "Benefit Setup" wage rate screen
- **Total Hours Worked** – total hours worked for the period chosen, gathered from QuickBooks timesheets
- **Wage Rate** – rate of pay associated with this work item, from the QuickBooks Employee Record -> Payroll and Compensation information
- **Total Wages** – total wages reported for the employee being reported
- **Benefit Name** – if the "Show Detail Contributions" is selected on the "Options" tab, each Benefit Name with a rate per hour will be displayed.
- **Benefit Rate** – if the "Show Detail Contributions" is selected on the "Options" tab, each benefit that has a rate per hour will be displayed.
- **Total Benefit Amount** – if the "Show Detail Contributions" is selected on the "Options" tab, each benefit total contribution for the employee listed will be shown
- **Week #1-5 Hours** – When hours must be reported by week, determined by the report beginning and ending date, chosen for this form. Hours are gathered from the QuickBooks Weekly Timesheets
- **Employee Name First, MI only** – displays employee First Name and MI only
- **Employee Name First only** – displays employee First Name
- **Employee Name Last only** – displays employee Last Name
- **Total Hours Worked Type #1-4 (ST, OT, DT, etc)** – reports hours worked for this type, if the "Consolidate Hours" is selected on the "Options" tab. Positioning will vary from state to state, but correct descriptions will be carried forward from CPS -> System Setup -> System Preferences -> Labels
- **Week #1 Hours Type #1-5 (ST, OT, DT, etc)** – hours worked by week by type

If you need a single totals page, or to submit totals by specific job, design this in Excel, also, map the cells, and print it out.

A1
A2
A3
A4

Contribution Report for the period: E6

Name: C8	Local Union Jurisdiction: COMPLETE MANUALLY
Address: C9	Specific Job Location: I9
City, State, Zip: C10	City, State, Zip: I10
Phone: C11	Phone: COMPLETE MANUALLY
EIN: C12	Foreman: COMPLETE MANUALLY

REMITTANCE TOTALS									
Benefits					Deductions				
Category	Hours	Rate	Amount Due	Fund	Item	Base	Ref.	Rate Multi	Amount
Regular		$3.60	$0.00	Pension	Dues Check Off		Gross	5.00%	$0.00
OT @1.5		$3.80	$0.00	Welfare					
Total Paid Hrs.	0	$2.95	$0.00	Annuity	LEROF	0	Hours	$0.15	$0.00
		$0.24	$0.00	TEA					
		$0.10	$0.00	LECET	NJSLPAC	0	Hours	$0.10	$0.00
		$0.05	$0.00	H&S					
		$10.74	$0.00	FUNDS TOTAL			Deductions Total		$0.00

REMITTANCE TOTAL: $0.00   Includes Funds Total, Dues Ck Off, LEROF, & NJSLPAC

Make one check payable to the New Jersey Building Laborers Statewide Welfare Fund and Remit to the Address Listed Above.

When the totals page is designed in this fashion, you will manually input the total of **Regular** and **OT** hours from the **Detail Page,** and through the use of an Excel formula, which adds the two together, you will have **Total Paid Hours**. Then create additional Excel formula, which will **multiply** the **Total Paid Hours by each individual Benefit Rate,** to give you the **Amount Due.**

Deductions are calculated in a similar fashion. For the **Dues Check Off item,** you will **manually enter the total gross wages from the Detail page,** and create an Excel formula, which will **multiply the total gross wage by the Rate Multi of 5.00%,** to give you the **Amount.**

Create similar formulas for LEROF and NJSLPAC, first, by creating a formula wherein the **base hours are equal to the Total Paid Hours,** and then additional formulas for the **base hours, times the multi to provide the Amount.**

The **Remittance Total,** equals the **Funds Total, PLUS** the **Deductions Total.**

- **Step 3.** Select the **Totals Tab,** and map the Excel cell locations of the following items, using your printout as a reference, as explained in the Detail setup.

After completing the necessary setup, select Ok, and Exit to return to the main screen.

Explanation of items found on the Totals Tab:
- **Last Cell on this page** – the bottom right cell is used as the print range, this is what is previewed or printed
- **Worksheet # (numeric)** – refers to the number of the tab to be used from the Excel Workbook, entering 1, indicates the use of the same sheet as the header/detail; entering a 2, indicates that you wish to use the 2nd Worksheet in the Workbook
- **First Detail Line (numeric)** – the first row of the actual totals
- **Detail Lines this page (numeric)** – the number of total lines on this page
- **Company Name** – the cell location of your company name
- **Laborer's Fund Name** – the cell location of the Laborer's Fund Name
- **Laborer's Fund Address 1-3** – the cell location for the Fund mailing address
- **Laborer's Fund Phone & Fax** – the cell locations for the Fund phone and fax numbers
- **Report Title** – the cell location for the report title
- **Job Name** – cell location of the job name, if reporting by job
- **Job Address 1-3** – cell locations for the job location
- **Job Federal Project #** - cell location for the Job's Federal Project number
- **Job State Project #** - cell location for the Job's State Project number
- **Job County** – cell location for the Job's County location
- **Federal EIN** – the cell location for your companies Federal Employer Identification Number
- **Union Local** – the cell location for the Union Local
- **Reporting Period** – the cell location for the reporting period information
- **Benefit Name Column** – the location of the column containing each of the Benefit names

- **Total Hours Column** – the location of the column containing the total number of hours for the reporting period
- **Rate Column** – the location of the column containing the benefit rates per hour for the benefits listed
- **Total Amount Column** – the location of the column containing the total amount for the benefit listed
- **Wages Column** – the column containing the total wages applied to this benefit
- **Total Benefit Amount (Column/Row)** – the location for the final total for all benefits listed
- **Company Address 1-4** – the cell locations for your companies address
- **Total Hours Week 1-5 Column** – the column location showing hours worked for each week that apply to the benefit shown
- **Total Hours Worked Type #0 (ST, OT, DT, etc.)** – total hours worked for each type of wage for the reporting period for each benefit
- **Week #1-5 Hours Type #1 (ST, OT, DT, etc.)** – total hours worked each week during the reporting period for each type of wage, for each benefit
- **Company Phone** – cell location for your company phone number
- **Company Fax** – cell location for your company's fax number

You will still need to create your benefits and assign them to wages, prior to generating reports, following the instructions earlier under Benefit Setup.

Sample completed Detail Page.

New Jersey Building Laborers Statewide Benefit Funds
3218 Kennedy Blvd., Jersey Dity, NJ 07306
Phone 201-963-0633, Toll Free 866-999-0300, Fax 201-963-1563
ENVIRONMENTAL WORKERS (LOCAL 1030) EMPLOYER CONTRIBUTION REPORT

Contribution Report for the period: 1/1/2004 - 1/4/2004

Employer Information		Jobsite Information (one jobsite per sheet)	
Name:	Nancy's Test	Local Union Jurisdiction:	Local 711
Address:	2378 Dane Hill Road	Specific Job Location:	Job Name for Customer One
City, State, Zip:	West Charleston, VT 05872	City, State, Zip:	City, VT 05842
Phone:	802-895-4929	Phone:	(800) 771-7892
EIN:	01-2345678	Foreman:	Sam L. Supervisor

The undersigned, an authorized representative of the above Employer, hereby agrees, on behalf of the Employer, to bind the Employer to all the provisions, terms and conditions of (1) the Agreement and Declaration of Trusts establishing the New Jersey Building Laborers Statewide Pension Fund, the New Jersey Building Laborers Statewide Welfare Fund and the New Jersey Building Laborers Statewide Annuity Fund (the Benefit Funds) and as signatory to (2) all provisions, terms and conditions of the Collective Bargaining Agreement by and between the Environmental Workers L.I.U.N.A. Local 1030 and Independent Environmental Contractors and Employers, which Agreements and Declarations of Trusts and Collective Bargaining Agreements (the Agreements) are incorporated herein by reference. The undersigned further certifies that the information set forth in this report is a true and complete record of all hours worked by employees covered by the aforementioned Agreements for the period specified in this report. In consideration of such representations and Agreements, the Benefit Funds do hereby agree to accept contributions from the Employer on behalf of the Employer's employees as set forth in said Agreements.

THIS FORM MUST BE SIGNED

Signature of Authorized Individual			Print Name and Title				Date	
	Social Security #	**Journeyworkers Name (Last, First)**	**Pay Rate**		**Loc. Union**	**Reg. Hrs.**	**OT Hrs.**	**Gross Wages**
1	003-21-0080	Apprentice, Amy L	$ 7.50		711	16		$ 120.00
2	005-66-9987	Equipment, John J	$ 30.00		711	8		$ 240.00
3	005-66-9987	Equipment, John J	$ 30.00		711	8		$ 240.00
4	002-55-1234	Laborer, Laura B	$ 15.00		711	8		$ 120.00
5	010-22-3345	Supervisor, Sam L	$ 65.00		711	6		$ 390.00
6	077-05-6698	Trucker, Tammi T	$ 25.00		711	8		$ 200.00
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
24								
26								
27								
28								
29								
30								
31								
32								
				TOTALS		54	0	$1,310.00

Sample Completed Totals Page.

New Jersey Building Laborers Statewide Benefit Fund
3218 Kennedy Blvd., Jersey City, NJ 07306
Phone 201-963-0633, Toll Free 866-999-0300, Fax 201-963-1563
ENVIRONMENTAL WORKERS (LOCAL 1030) EMPLOYER CONTRIBUTION REPORT

Contribution Report for the period: 1/1/2004 - 1/4/2004

Name:	Nancy's Test	
Address:	2378 Dane Hill Road	
City, State, Zip:	West Charleston, VT 05872	
Phone:	802-895-4929	
EIN:	01-2345678	

Local Union Jurisdiction:	Local 711
Specific Job Location:	Job Name for Customer One
City, State, Zip:	City, VT 05842
Phone:	800-781-7892
Foreman:	Sam L. Supervisor

REMITTANCE TOTALS									
Benefits					**Deductions**				
Category	Hours	Rate	Amount Due	Fund	Item	Base	Ref.	Rate Multi	Amount
Regular	54	$3.60	$194.40	Pension	Dues Check Off	$1,310.00	Gross	5.00%	$65.50
OT @ 1.5		$3.80	$205.20	Welfare					
Total Paid Hrs.	54	$2.95	$159.30	Annuity	LEROF	54	Hours	$0.15	$8.10
		$0.24	$12.96	TEA					
		$0.10	$5.40	LECET	NJSLPAC	54	Hours	$0.10	$5.40
		$0.05	$2.70	H & S					
		$10.74	$579.96	FUNDS TOTAL			Deductions Total		$79.00

REMITTANCE TOTAL: $658.96   Includes Funds Total, Dues Ck Off, LEROF, & NJSLPAC

Make one check payable to the New Jersey Building Laborers Statewide Welfare Fund and Remit to the Address Listed Above.

Due to the nature and complexity of so many different reports required by each Union/Bona-fide Plan Administrator in each state, **there will be extremely limited technical support available for this option**. Please follow the above instructions carefully, and take the time to watch the training presentation provided on your installation CD, or on the web http://www. sunburstsoftwaresolutions.com/certified-payroll-solution-free-training/view-category.htm

6.11 Data Backup/Restore

We cannot stress how important it is to back up your data! Whether, it is your QuickBooks or CPS data.

Your CPS data is not backed up when you backup your QuickBooks file, and we have provided you with a means to quickly and easily back up your CPS data, in the event of hard drive failure or other computer issues.

Some of you will say, "Oh, but I don't need to back it up; my server is backed up everyday". I'll ask you this, can YOU easily recover just the CPS data and restore it from that server backup? Most of our customers cannot, and this is WHY we have added a backup & restore function directly within CPS.

Our backup routine creates a single "zip" file, which reduces the storage space/size required, and is easier to copy to a CD or other media. This routine can be set so that you can automatically backup your CPS data every time you exit the program. Also, if need be, you can selectively restore specific files from the backup.

Please be aware of the notes below:
1. It is HIGHLY recommended that you create a folder on your "C" (local drive), or a network drive, to save your backups to, and **not** a removable drive. After you have made the backup, you can then copy it to a CD or other external media.
2. If you have CPS for multiple companies, you will need to have a separate backup folder for **each** company.

6.11.1 Enhanced Backup of CPS Data

From the **Main CPS Menu**, choose **Backup and Restore**, **Enhanced Backup CPS Data**.
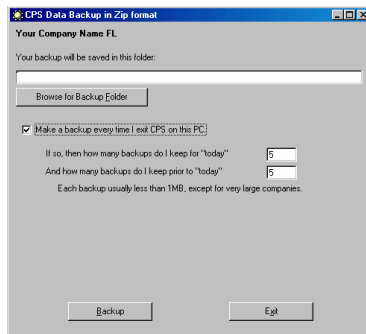
If you created a folder on your computer or a network to hold your backups, use the **Browse for Backup Folder** button to locate it.

You have the option to backup your data automatically, each time you exit CPS.

You may choose how many backups to keep each day, as well as, how many previous backups you wish to keep.

Each backup is roughly 200 KB. A minimum of 5 backups is recommended. Keep more, if you can.

Clicking on the Browse for Backup folder button will display the following screen
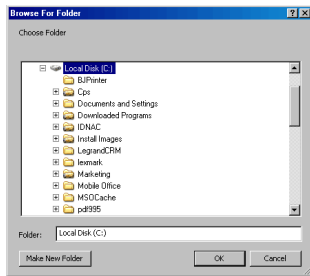
If you have not already created a folder in which to hold your CPS Data, you can do so from within this window. It is HIGHLY recommended that you create the folder in a place that is easy for you to remember - such as **My Documents**

To accomplish this:
1. Click on the + sign next to Documents and Settings.
2. Click the + sign next to your name.
3. Click on My Documents (it will highlight and expand)
4. Click on the **Make New Folder** button
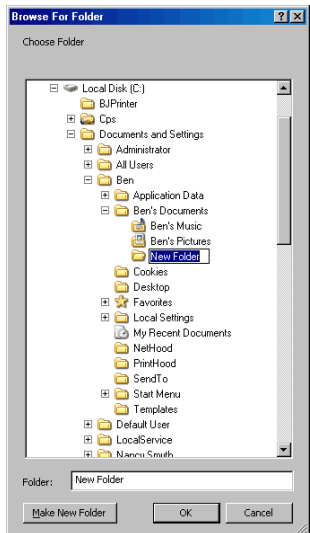
While the New Folder box is active (see left screenshot), click into the box where it says New Folder and type "CPS Backups".

Click on the **Ok** button to create and save your backup folder - as well as, save its location in the backup window, as shown below.
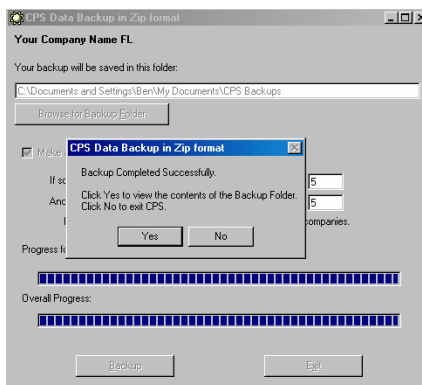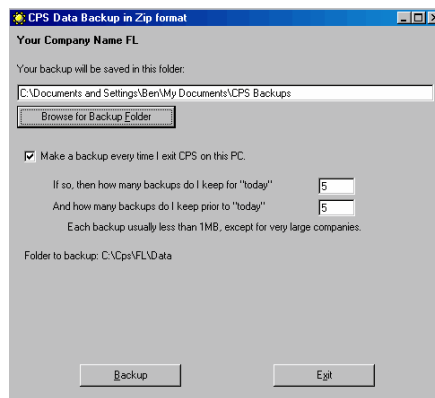
Clicking on the **Backup** button produces the following results - first, the **Progress** bars will fill in and, then, the **Backup Completed Successfully** window, opens.
If you wish to verify that the backup was indeed created, click the **Yes** button.

Name ▲	Size	Type	Date Modified
Cps Data 2006-09-23 10.10AM.Zip	379 KB	WinZip File	9/23/2006 10:10 AM

Each backup file name contains the date and time it was created so you can easily see when the date of your last backup was made.

6.11.2 Enhanced Restore of CPS Data

From the **Main CPS Menu**, choose **Backup and Restore**, **Enhanced Restore CPS Data**

CPS will automatically remember the last backup it made, where it is to retrieve it from, and where it is supposed to restore it to. All pretty easy stuff, isn't it?

If you are restoring your data after a computer crash or to a new computer, use the **Browse for File to Restore** button to locate where your backup is currently stored.

*Use the **Browse for "Data Path" to be Restored** button to indicate where the data is to be restored to.

Click the **Restore All Data** to restore all of the data contained in your last backup, **OR Selective Restore,** if you only need to restore a portion of your last backup.

* In most cases, the "Restore CPS Data to Folder" is correct, and is determined from information contained in System Setup -> System Preferences - > Data Locations, and should not be changed. Should you wish to change the location, then use the Browse for "Data Path" button.

More About Selective Restore

There are times, when the information contained within the CPS Linked Records become corrupted. The most common causes of this are:
1. CPS is installed in a network environment, you update to a new version of CPS, and run reports; your co-worker (who has not installed the newer version of the program) goes into CPS to re-run some old reports. OOPS! the data is now corrupted.
2. Sometimes data within QuickBooks becomes corrupt, sometimes it is not apparent when we look at the QuickBooks data, and other times, it is very apparent.
3. Right in the middle of running reports, your power goes out and you do not have a battery backup to keep your computer running during such a situation.

Of course, there are other things as well, but I'm sure that you get the drift. When something like this happens, it may be necessary to restore certain portions of your CPS data, and the Selective Restore allows you to do just that.

The **Selective Restore** option allows you to restore data from predefined file groups (use the drop down menu) to select to restore Employee, Job, Weekly Job History, Job Statement of Compliance Options, Wages, Deductions, or Work Classifications.

OR, if you need to restore something more specific, like your Pennsylvania DOT EEOC Report, you would select PAEEO400.xls from the **Select specific files from CPS Data backup Content listed below** section.

6.12 Program Updates

We will notify you via email when an update/enhancement is available; so, please keep us updated with your most current email address.

Program "bug" fixes are available on the Web Service Center as we correct them, and we do not notify you; however, you may access the Web Service Center at anytime to see what is available.

Program "enhancements", such as the release of a compatibility update for a new version of QuickBooks, or, the release of an updated certified payroll report, are made available on the Web Service Center, and we do notify you via email that "enhancement" updates are available, and what the enhancements are.

As a customer of Sunburst Software Solutions, Inc., it is your responsibility to maintain your program, unlike Intuit and Microsoft, we do not arbitrarily and automatically update your software, as, we feel that software programs should do things when YOU tell them to do it. You are, also, responsible for downloading and installing updates, following the instructions that we provide on the Web Service Center.

It is, also, your responsibility to keep us informed of your current email address, updating it on the Web Service Center, as you change it – you can even have multiple email addresses, if you desire.

Beginning with Certified Payroll Solution version 5.0.253, we have included a **Check for Updates** option on the **Help** menu. This option is, in addition to, the existing Login to Web Service Center ……. button located in the HELP About window.

You should use the **Check for Updates** option to update your existing software, and the Login button to obtain a new program, for a new or additional computer.

Determining your current version of Certified Payroll Solution
From the CPS **Help** menu: choose **About** to display the **About Certified Payroll Solution** window
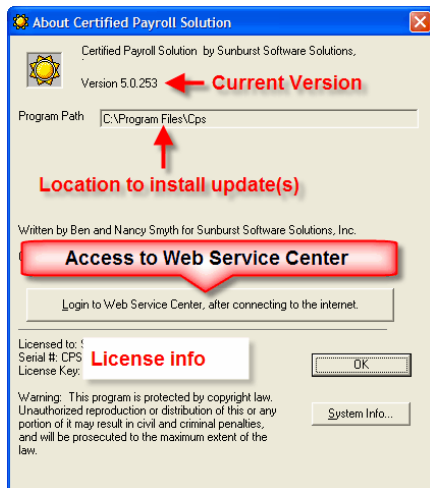
The **About Certified Payroll Solution** window *will display the current version of CPS* that is installed on your computer. Version 5.0 is the Major or Parent release, while .253 is the "update or child release". These update releases are numbered sequentially, following normal numbering – for example, Version 5.0.207 is a lower or older version than Version 5.0.253.

You can still use the Login to Web Service Center button to obtain a program to install on an additional computer, update company contact information, QuickBooks version, etc., and review a full listing of available updates, including new features that are available for beta testing..

Obtaining Updates if your version is 5.0.253 or HIGHER

If your current CPS version is 5.0.253 or HIGHER, we have made the update process more automated for you, by adding an Update option directly on the Help menu.
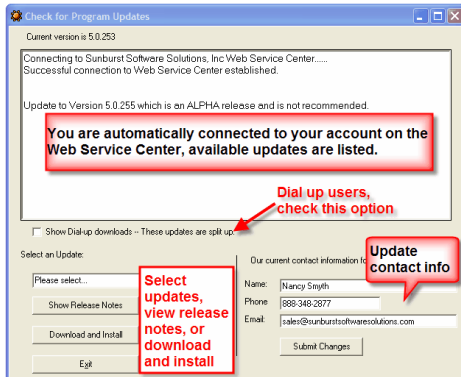
From the CPS **Help Menu,** choose **Check for Updates**

Selecting the **Check for Updates** menu option will launch the following window:

Using the drop down menu, select an update from the list
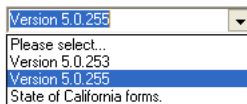
The drop down menu will always provide access to download your state forms. The release notes will indicate if there are new or updated state forms that should be downloaded and installed. These form updates will be downloaded separately.

Click on the Show Release Notes button to display what enhancements/updates are included in this version.

Clicking the **Download and Install button** opens the following window:
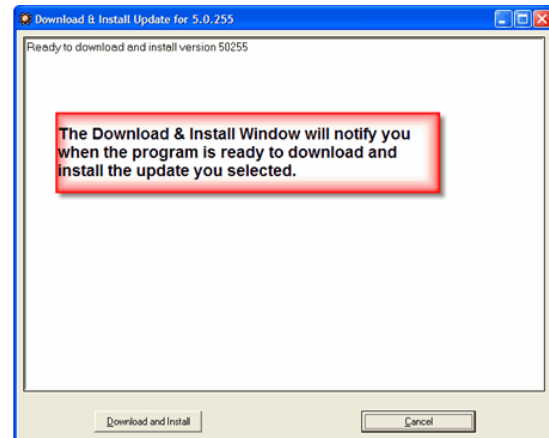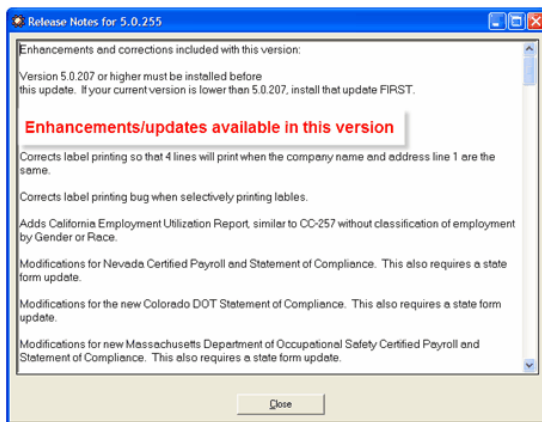
Click the **Download and Install button** and watch the status of the installation

A download wizard will inform you of what task [function] the program is performing and its status.
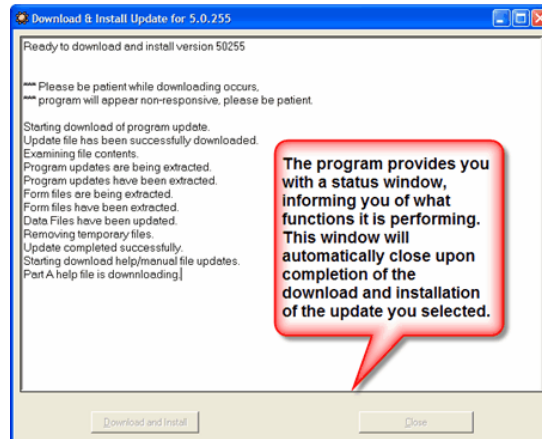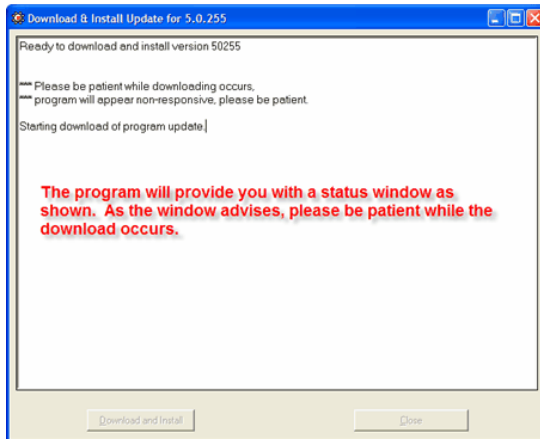
This window will automatically close when the update is complete.

Reminder: Updates must be installed on all computers on which the CPS program resides. We do NOT automatically or arbitrarily download new updates like Intuit.

6.13 Annual Maintenance

Your first year of Maintenance is included with the purchase of Certified Payroll Solution. The following year, you will receive an Annual Maintenance Invoice in the mail for $75.00.

For $75.00 per year, you will receive:
- updates to certified payroll report forms as they change
- updates to certified payroll reporting mandates as they change
- program enhancements that we do
- new EEOC Reports that are requested by customers just like you
- compatibility updates to new versions of QuickBooks, these are usually available when Intuit announces that they are available.
- 1 free technical support incidents.

To pay your Annual Maintenance, you may pay on-line using Master Card, Visa, or American Express by going to the CPS Help menu -> On the Web -> Pay Annual Maintenance **OR** Mail a check to: Sunburst Software Solutions, Inc., 2378 Dane Hill Road, West Charleston, VT 05872

Error Messages

Part

VII

7 Error Messages

7.1 Common Error Messages

Error messages should not stop you from using your program, nor should they be ignored. Error messages are indications that something is not accurate. Errors are documented, and those that are not do have a solution, and we will find that solution for you. This applies to the first year of ownership, and any year thereafter, provided you are on maintenance.

It would be impossible to keep this Help file updated with the most current error messages, so we have added, not only proved, the list shown below, but have, also, included convenient links to the On-Line Support Area of our site, which may be accessed directly from within CPS.

From the CPS Help Menu, choose On the Web, and Support Area.

Or visit our searchable On-line Support & Resource Area directly, by using the link below
http://www.sunburstsoftwaresolutions.com/certified-payroll-cps/

The On-Line Support & Resource Area contains the following items - other items will be added as time progresses, so please bookmark the above referenced page.
- **Common Error Messages and their resolutions**
- **Generating Delinquent Certified Payroll Reports**. Complete Step-by-Step instructions for Generating Delinquent Certified Payroll Reports with Certified Payroll Solution.
- **Enterprise 4.0/5.0 Minimum Permissions** Enterprise 4.0/5.0 users will want to ensure that the person responsible for generating Certified Payroll Reports has these minimum permission levels within QuickBooks®.
- **Granting CPS Permissions to access your QuickBooks 2004/2005 company file** - designed for those of you who are still running these versions of QuickBooks, and are doing manual payroll.
- **Where does the info come from?** A detailed overview of where all the information comes from that appears on your final certified payroll reports and statements of compliance. This is a great aid for troubleshooting "blank spots" in your reports, and is now available directly from the CPS Help Menu, by choosing Where Does Info Come from?.

Other items of interest on our website are:
- Free, advanced training on such issues as Four Ways Contractors Pay Prevailing Wage Fringe Benefits, and HOW to Set QuickBooks Up to Handle This When Using CPS, Handling Employee Pay Scale Changes, and Dealing with Underpaying your Employees.
- Our reviews of the newest release of QuickBooks.
- Links to Newsletter articles containing FREE Advanced QuickBooks tips & tricks for the commercial construction industry, overviews of other 3rd party integrated applications, etc., located on
- Articles & Resources of interest to QuickBooks ProAdvisors & CPA's

Part

VII

8   Resolving QuickBooks Connection Error 80040408

There are a number of issues that can occur when ANY third party application attempts to connect to QuickBooks. The QuickBooks Error Description usually contains helpful information, and sometimes, they may be vague, at best.

These errors usually occur when the third party application initially connects to QuickBooks and basically says; "Hi, my name is application X, and I'd like to work with this QuickBooks data file". Cover the basics first, double-checking the most simple things first.

The solutions below are used to diagnose and solve the following QuickBooks Error Codes: 80040401, 80040402, 80040403, 80040404, 80040405, 80040406, 80040407, 80040408, 80040409, 8004040A, 8004040B, 8004040C, 80040416, 80040417, 80040418, 8004041B, 8004041C, and 8004041D. All other QuickBooks error messages can be found on our On-Line Support Area http://www. sunburstsoftwaresolutions.com/quickbooks-errors/

WHAT CAUSES AN 80040408 ERROR?
Unfortunately, this is one of those errors that can happen for a lot of reasons and there are several steps that you can take to resolve this issue.

Simple things to check:
- Make sure you have the correct QuickBooks file specified. All third party applications need to know which QuickBooks file it's supposed to be working with. Perhaps you initially created a test file to experiment with, or you have recently upgraded to a new version of QuickBooks. This is especially true if you work with a 3rd party application that is linked to one specific QuickBooks file. Somewhere, within the 3rd party application you linked it to your QuickBooks file.
- For Certified Payroll Solution - Open QuickBooks with the correct data file and from the Certified Payroll Solution System Setup Menu choose System Preferences and the Data Locations Tab. The Data Locations tab contains 4 different fields (as of 9/28/09); delete the "address" (file location) in the white box below where it says "QuickBooks File"; click OK; and try again. (Making the QuickBooks File location "blank" tells CPS to work with the open company file).
- For Wage Manager Solution - Open QuickBooks with the correct data file and click the button titled "Use Open QuickBooks File".

Why do I need to delete the location of my QuickBooks file in order for this to work?
Well, it's kind of like this. When you upgrade your QuickBooks data file from say QuickBooks 2006-2008 to QuickBooks 2009 you probably don't change the name or the location of the file BUT the file structure changes - it's no longer a QuickBooks 2006-2008 file - it's now a 2009. Now our software "knows" it's always worked with a 2006-2008 file that lives in that "location" but it's not the same file anymore. So by clearing the location of the file in our software, having your "new QuickBooks 2009 file" open it knows it's now supposed to use this file. Otherwise it's kind of like moving and not leaving a forwarding address.

- Make sure you have the proper version of QuickBooks running.
- Make sure you have the correct QuickBooks file open and with the proper version of QuickBooks.
- Have you applied all of the QuickBooks Maintenance Releases or "patches"?
- Make sure permissions are set so the application can access the QuickBooks data.
- Permission in QuickBooks are set by the QuickBooks Administrator in Single-User Mode under Edit-> Preferences->Integrated Applications->Company Preferences; and are further documented in the manual provided with your software. Enterprise users may have specific instruction depending upon the version.
- Be sure that permission is granted to access SSN and other sensitive data, for Certified Payroll

Solution and Wage Manager Solution, because wages are considered "other" sensitive data. This only applies to QuickBooks 2003/2004 and Enterprise 3.0/4.0 - any flavor.

- Do you have multiple versions of QuickBooks installed on your computer? Having multiple versions of QuickBooks installed on your computer causes problems with integrated applications and is a known problem at Intuit.
- For Certified Payroll Solution from the Help Menu, choose Help, Repair, and Reset QuickBooks after update; window will appear listing all installed versions of QuickBooks -> select the version that you now want the program to work with and follow the on-screen prompts/instructions.

Special Note for Certified Payroll Solution

While both of these programs are multi-company compatible; each company should have it's own license. If you have multiple QuickBooks companies that you are using under 1 CPS and/or CAPS license, erroneous certified payroll reports or AIA billings are extremely likely to occur. If you have multiple companies, you should have multiple CPS and/or CAPS licenses; contact us for details and discount pricing.

Once the basics are covered and the error persists; there are further steps that can be taken, each of which has a good chance of solving the error. Try each suggested resolution individually and in the order shown.

The #1 Best Resolution

In QuickBooks, single-user mode and logged in as the Administrator. Go to the Edit menu -> Preferences -> Integrated Applications -> Company Preferences tab -> highlight and remove the integrated application that you are having trouble with. Try connecting again. If this doesn't work you'll need to go into the integrated application and remove the location of the QuickBooks file – you should contact the developer of the program for assistance in this matter.

If the above does not resolve your problem, here are other things that we've found to work:

- Close QuickBooks, the integrated application, and all other open programs. Using "My Computer" or "Windows Explorer" and navigate to the folder where this QuickBooks version is installed. By default this folder is C:\Program Files\Intuit\QuickBooks Pro (or whichever edition you originally installed). When you get to the Program Files Folder you may need to click on the "Show Contents" option. Once you have found this folder which contains hundreds of files, scroll down to locate the file named "reboot" or "reboot.bat" and double-click on this file. A black box will come up and after several seconds disappears. Once it has disappeared, try the connection process again.
- Close all running programs, remove any diskettes or CD's from all drives, and reboot your computer. While your computer is starting up, press the F8 key (on the top row of your keyboard) ever 2 seconds, until a simple text menu appears. If Windows boot normally, try again; this time pressing the F8 key more frequently than before. Depending upon your version of Windows 2 or 3 different menus will appear. Using your arrow keys, select to boot in "Safe Mode with Networking". You may also need to specify which device you wish to boot to; and usually the first or highlighted option is correct. Once Windows boots in safe mode, start QuickBooks - giving it a few minutes to load completely; then close QuickBooks and reboot Windows normally.
- Rebuild the QuickBooks data file. In QuickBooks, switch to single-user mode, from the Window Menu choose Close All. From the File Menu, choose Utilities and Rebuild Data. You will be forced to make a backup of your data (save this somewhere that it can be easily found and deleted; like "My Documents") and then the rebuild process will start. This process may take quite awhile depending upon the size of your QuickBooks data file and the speed of your computer.
- As the last resort; QuickBooks needs to be un-installed and then re-installed (this resolution was provided to us in 2006 by IDN Support).
  - Backup your QuickBooks file
  - Un-install QuickBooks; by clicking on your Start Button, choose Control Panel, and Add/Remove Programs

- Using "My Computer" or "Windows Explorer" navigate to C:\Program Files\Common Files\Intuit folder; right click on the QuickBooks Folder and choose delete.
- Reboot your computer
- Install QuickBooks
- Update QuickBooks with all applicable updates
- Open your company data file
- Try again

Windows Vista Users can receive this error if:
- The Vista User Account Control (UAC) is set to "OFF. This setting is found in the Vista Control Panel–>User Accounts section and must be set to "ON" (as recommended by Microsoft).
- Your QuickBooks file resides anywhere other than the PUBLIC folder in a network environment or the PRIVATE (Home) folder in a single user environment.
- Both QuickBooks and the integrated application should have been installed and run with Standard User Permissions (NOT elevated to run as Administrator).

See Important Information for Windows Vista & Windows 7 Users 56 for more information.

Resolution for 80040408 with QuickBooks 2010
This years resolution involved removing the application from the QuickBooks Preference-> Integrated Applications -> Company Preferences tab and then closing QuickBooks and restarting it.

In our software you will need to remove the location of the QuickBooks data file from the System Setup -> System Preferences -> Data Locations tab -> 2nd box from the top. Click OK. Try again.

Company Policies or Legals

Part

IX

9   Company Policies or Legals

9.1   Software Return Policy

Product returns are not fun for anybody, and we try to do everything we can, to keep them to a minimum. Because we already know that all the products work as represented, the most common reason for a return, would simply be, that the software did not fit your needs. Therefore, we encourage you to carefully review the Product Detail pages for the software you are interested in, and view the appropriate on-line product demonstration presentation available on this website, before you make your purchase. In addition, you are encouraged to call us to discuss any product that you are interested in, but still have questions about. We'll be pleased to answer any questions, and engage in an in-depth discussion about how the products work, and how they might be of benefit to you.

RETURN POLICY
Since we offer a 30-day trial version of our software before any money is spent, returns are expressly prohibited. No Refunds, under any circumstances.

DEFECTIVE CD'S
Defective CD's sometimes happen, and will promptly be replaced by Sunburst Software Solutions, Inc. upon notification by the customer. ALL Replacement CD's will be shipped Priority Mail through the US Postal Service.

NOTICE:
This return policy has become part of our End User License Agreement, effective August 1, 2003 to comply with VISA & MasterCard mandates that require proof of Return Policy Disclosure for all sales. Our End User License Agreement is displayed on our website, enclosed in printed form as part of our software manuals, and must be accepted prior to the ability to fully download and/or install the software; and as such, constitutes signed proof of prior disclosure of the policy.

9.2   End User License Agreement

TERMS OF USE:
Sunburst Software Solutions, Inc. grants you a non-exclusive license to use this copy of the program subject to the following terms, conditions, and the proprietary notices, labels or marks on the program, and the accompanying documentation.

You may:
1. Use this program only for the Company or Companies that have been granted a license by Sunburst Software Solutions, Inc.
2. Make a copy of the program in machine-readable form for archival purposes, as long as, all proprietary notices are reproduced on each copy.

You may not:
1. Modify, translate, reverse engineer, decompile, disassemble, or create derivative works, based upon this program.
2. Rent, transfer, or grant any rights in this program, or accompanying documentation, in any form to anyone else, without the prior written consent of Sunburst Software Solutions, Inc.
3. Remove any proprietary notices, labels, or marks, on the program or accompanying documentation.
4. Use this program, or permit this program to be used, for Companies that are not granted a license.

This software product is provided "as-is" and Sunburst Software Solutions, Inc. makes no warranty, either

express or implied, including but not limited to, warranties of correctness and fitness for a particular purpose. In no event, will Sunburst Software Solutions, Inc. be liable for any indirect, special, consequential or other damages, however caused by the software, or data, produced by it.

The software has been designed to operate on hardware with Microsoft® Windows® 98, NT®, 2000, XP, Server 2003, Vista® and Windows 7® based operating systems. Sunburst Software Solutions, Inc. shall have no responsibility for use of the Program in conjunction with other hardware or other operating systems.

The responsibility for testing for "viruses" shall be yours. Sunburst Software Solutions, Inc. applies virus testing to the software product before it is released, but cannot guarantee that diskettes or CD's are virus free of random strains, new evolutions not yet detectable, or inadvertent infections.

This license is not for sale, and it may not be assigned or sublicensed, to anyone else. Title and copyrights to the program, and the accompanying documentation, and any copies, remain with Sunburst Software Solutions, Inc.

Any violations of this license agreement will subject the violator to injunctive relief in the State of Vermont, County of Orleans. You agree to submit to jurisdiction in the Orleans County Court, and by acceptance of the Sunburst Software Solutions, Inc. products, agree not to contest or dispute, venue or jurisdiction, of the action. Acceptance of this license agreement is acknowledged, when you enter a license code for your software. You, further understand, that Sunburst Software Solutions, Inc. is entitled to seek, both injunctive relief and damages, for proven violation of this license agreement in said Court. The prevailing party, in any such action, will be entitled to recover attorney fees and cost disbursements. Sunburst Software Solutions, Inc. has the right to an automatic temporary, preliminary, and permanent injunctive relief from said Orleans County Court, in the case of a breach, or any wrongful use, of this license agreement.

If you do not comply with any of the above restrictions, this license will terminate, you will be liable to Sunburst Software Solutions, Inc. for damages or losses caused by your non-compliance, and Sunburst Software Solutions, Inc. will be entitled to a court order, which will require you, to comply.

This agreement is the entire agreement. If any provision of this agreement is held invalid, the remainder of this agreement shall continue in full force and effect.

If you do not agree to the above terms, you must discontinue any further use of this product, and return to Sunburst Software Solutions, Inc. any material (including any copies), which Sunburst Software Solutions, Inc. has sent to you, in connection with this product.

"This product includes software developed by vbAccelerator (http://vbaccelerator.com/)."

9.3   *Sunburst Software Solutions, Inc. Privacy Policy*

Your privacy is important to us. It is our policy to give you notice of the information our office collects on our website, and notice of what we do with the information. It is our goal to protect your privacy to the extent possible under the law, and we will modify this Privacy Policy, whenever necessary, to reflect changes to our web site, or changes in our information collection practices. This policy applies only to our website, and not to any sites which may be linked to, from this site.

NOTICE:
Information We Collect and Store Automatically.
When you visit our website, we, collect and store, anonymous information, about your visit.   This information, which your computer automatically supplies to every website you visit, includes your computer's

Internet Protocol (IP) address, the name of the domain from which you gain access to the internet (aol.com if you are using an AOL account, or mit.edu if you are using a Massachusetts Institute of Technology account), the website from which you gained access to our website (www.google.com), and the browsing software that you are using (Microsoft's Internet Explorer or Netscape Navigator).

We create summary reports using this anonymous information to count how many people visit our website, and to access what information is most interesting to our visitors. We may store all of the information we collect indefinitely. We do not try to match any personally identifiable information (from email correspondence, for instance), with any of the anonymous information. The only time that we will attempt to trace the anonymous information to a specific individual, is when there are reasonable grounds to believe that doing so, would provide information that is relevant and material to an ongoing criminal investigation, and requested by law enforcement.

- *Cookies:* Our website uses cookies, only to track the movements of visitors among the pages of our website.
- *Information collected from emails:* We do not sell, rent, or divulge names, addresses, or other personally identifying information for commercial purposes, or for any other reason.

CHOICE:
About What Information We Collect From You and How We Disseminate that information.
We do not sell, rent, lease or give out names, addresses, or other personally identifying information for commercial purposes, or for any other reason.

The only personally identifying information about you that we collect through our website, is information that you choose to submit to us. You have complete control then, over the personally identifying information, we collect from you.

Once you submit the information to us, it will only be used by our company and never sold, rented, or leased, to any other party.

If you have a concern, for any reason, about any correspondence that you have submitted to us, please do not hesitate to contact us.

Security:
We do not currently offer secure or encrypted email, so, we encourage you not to send us highly sensitive information by email. If you need to submit such information to us, please consider contacting us instead, by telephone at 888-348-2877 or US Mail at 2378 Dane Hill Road, W. Charleston, VT 05872.

Access to Information We Collect from You:
Our website does not collect personally identifying information, except what you submit to us for demo requests, purchasing, and in any emails, that you send. We do not match any personally identifying information, with any of the anonymous information, that we do record. As a result, we generally cannot identify, and therefore, are not able to provide any information about your visit to our website.

Definitions:
Personally Identifying Information:
Any information that could reasonably be used to identify you personally, including:
  * Name
  * Address
  * Email Address
  * Social Security Number
  * Birth Date

    * Bank Account information
    * Credit Card Information
    * Any combination of information that could be used to identify you; such as, your birth date, your zip code, and your gender.

Cookies:

Small files that websites store on your computer. A cookie file generally contains an identification number that allows the website to recognize you as you navigate through the site, and also, when you return to the site, at a later date. Cookies allow a website to store your references, and to tailor, its offerings to you. Cookies can, also, be used to track your browsing behavior on the web. You can prevent websites from placing cookies on your computer by using your browser's preference menu, although, disabling cookies may affect your ability, to view or interact, with some websites.

Changes to the Privacy Policy: We will post changes to this Privacy Policy at least 30 days before they take effect. Any information we collect under the current privacy policy, will remain subject to the terms of this Privacy Policy. After any changes take effect, all new information we collect, if any, will be subject to the revised Policy. This policy was created January 1, 2001, revised: N/A.

9.4   Support Policy

Since our inception in August, 2000, we have worked with thousands of customers, each with their own preferred method of learning.

Because of this type of experience, we have literally spent thousands of hours compiling various types of "Help" documents and training materials, to meet the needs of our customers; ranging from printed manuals, in-program Help, Flash demonstrations,.PDF demonstrations, Audio/Video Training, and even articles that address high-end QuickBooks tips and techniques (which are published in a FREE Quarterly Newsletter http://visitor.constantcontact.com/email.jsp?m=1101296186686).

Each year, we spend over 100 hours just updating our manuals and in-program Help. In 2007, we spent well over 150 hours developing a total of 4 Audio/Video Training demonstrations for Certified Payroll Solution, which take you approximately 1 1/2 hours to watch.

We have found that the customers who take advantage of these FREE training mechanisms are much happier with their software; they end up really "knowing" how the program works, by exploring all of the things that it can do; as they actually get to see the program in action, while the setup procedures are explained and demonstrated. These same customers have felt like they have had personal one-on-one training through the use of these videos, and that the videos were much more helpful than speaking with a Sunburst Support rep - due to the fact, that they could really "see" the steps involved.

Those customers who do not avail themselves of any of the training materials, are often dissatisfied and frustrated, because they do not understand how the program works - they only know what they have been "told" to do, when they call for assistance on a specific matter. This is a very unsatisfactory feeling for both the user, and our support staff.

Sunburst Software Solutions, Inc. defines **Technical Support** as *"Knowledgeable people **assisting** the users of our software products"*. Our software programs have been designed to be very user friendly and straightforward - requiring you to only enter the information that QuickBooks is incapable of holding, and teaching the program about your company, and how you operate, therefore, our technical support services have been designed to help you solve a specific problem that you are having with a product - rather than, providing training, customization, or other support services (such as QuickBooks training, training new employees, or what is really considered to be IT Services/Computer Consulting) - so the word ***"assisting",*** in

this definition, is extremely important.

- If you call us, and we "teach" you to use our software, or "walk you" through setup, which has been documented, in the "Training Demonstration" or in the manual - that is *training* - and is billable to you. *(See Paid Training* 205*)*

- If you call us, and we help you with an error code, or a problem you have with our software, answer a specific question that you have about setup, or listen to your feedback about our software - that is *"technical support".*

Our Support Policy does include provisions for Free Support 203**, Free Training** 204**, Paid Training** 205**, and Maintenance** 205**.**

9.4.1   Free Support

The *most important* step that you would undertake to understand about getting help from technical support people, is the amount of detail that you will need to supply to them. Whenever you get an error message, be sure to "write down EXACTLY what is says". Better yet, use ALT - Print Screen to copy a screen to a clip board, and then use Paste (CTRL - V) to paste the screen into a Word document. "It doesn't work", or "It isn't right, will generally not get your problem solved quickly and efficiently.

1. **Initial Support:** We offer FREE technical support covering installation, set-up, integration, and implementation of the software with QuickBooks, valid for 30 days from the date of purchase OR trial request. For Certified Payroll Solution, we offer *1 hour of free initial support*. Prior to contacting Support, and in order for our support team to better serve you, as well as, for you to better understand resolutions that might result from this contact, we strongly urge you to take 20 - 30 minutes of your time, and go through the FREE Training Demonstration(s) provided on your installation CD or http://www.sunburstsoftwaresolutions.com/cps-training.htm, as, they will cover most, if not all, of your questions.

2. **Free full year product updates/enhancements:** Sunburst Software Solutions, Inc. will maintain your existing product under the following conditions. For the first year of use, you will receive free upgrades to your product; including, but not limited to: changes to reporting/billing formats, compatibility updates for the newest version of QuickBooks®, and any product enhancements that may result, during this time. You will receive these updates by access to the Web Service Center through the doorway in your program, and NOT through our normal website. Your Key is in the Help Menu -> Check for Updates ....

3. **Errors & Bugs:** It is through our customer relations that the products evolve with enhancements and upgrades. Known errors are documented, and those that are not, do have a solution. **We will find that solution for you!** Support applies to the first year of ownership for the product(s) you have purchased, and continues by maintenance agreement for any year, thereafter.

4. **On-line Support Area:** The On-line Support area http://www.sunburstsoftwaresolutions.com/technical-support.htm is designed for user self-help, and contains links to: common problems, common error messages, troubleshooting resources, newsletter articles, advanced training, etc. In this area, you will find the most up-to-date listing of all previously encountered problems and error messages. The support area is fully searchable, using keywords; such as, an error code or message.

5. **On-line Forum:** For **basic** ongoing free lifetime support, use this forum, http://www.sunburstsoftwaresolutions.com/support-forum/. Through the use of this forum, you may ask questions, request enhancements, post problems about CPS, CAPS, Wage Manager, or QuickBooks, that you are experiencing. You do not need to use our products in order to use this forum. Posts are *usually* answered within a business day.

6. **Detailed instruction to help you catch up on delinquent Certified Payroll Report Submissions:** We have provided free of charge, detailed instruction for you to follow, so that you can generate delinquent reports using Certified Payroll Solution. As this can be a time consuming process, it is no longer considered part of your initial free support.

7. Another great aid for troubleshooting "blank spots" on your reports and billing, is provided in the detailed documentation. Read these "resources" to know where each piece of information comes from that is required on Certified Payroll Reports and Statements of Compliance. Links to these items can be found directly within your software program, by choosing the Help Menu ->Where Does Info Come From.

9.4.2 Free Training

We realize how important it is for you to "understand" how your new software program works, not only how it integrates with QuickBooks, but exactly what it does, and how it does it. Because of this, we provide a wealth of *"Free Training Materials and Resources"* in our On-Line Support Area.

1. **Self-Paced Flash Training Demonstrations:** Training demonstrations are provided on your installation CD or on-line. This training shows how *Sunburst Software* will interface, and utilize, your existing QuickBooks data. This demonstration takes you on a guided setup tour, and an overview of how it all works, and will take approximately 20-30 minutes of your time. Additionally, Certified Payroll Solution, also, includes a detailed training presentation on how to utilize the *"Design Your Own Benefit Reporting module"*. The specifics of this training walks you through step-by-step, the entire process of creating your own Benefit Reports, from design to printing.

2. **Free Audio/Video Training (Plays with Flash OR Windows Media Player)** are available on the Certified Payroll Solution On-Line Support area at http://www.sunburstss.com/cps-support.htm.
   • **Certified Payroll Solution - Download & Installation -** Provides a complete overview of how to download the Certified Payroll Solution program electronically from the Web Service Center, save it to the hard drive of your computer, and install the program. 12 minutes.
   • **Certified Payroll Solution - Initial Setup Video -** Walks you through entering your license information, granting CPS permission to access your QuickBooks file, and the initial setup of CPS, and various certified payroll reporting preferences, not handled by QuickBooks. 27 minutes.
   • **Certified Payroll Solution - QuickBooks Setup -** A review of your QuickBooks company file setup, and the information that CPS "expects" to find there, in order to, accurately generate your certified payroll reports. 25 minutes.
   • **Certified Payroll Solution - Running Certified Payroll Solution -** An overview of running your first set of certified payroll reports, and the creation of one-time linked records to hold additional information that QuickBooks has no means of tracking. This video demonstrates the setup of a state which falls under the reporting requirements of the Federal WH-347, while providing a good general overview of how the program works for all other states. 30 minutes.

3. **Whitepaper/Technical Documentation:** Available to download as a .PDF file from the Demonstration page, for each product. The whitepaper, combined with the various product demonstrations, will provide you with a very thorough overview of the setup and use of Certified Payroll Solution.

4. **Quick Start Guide:** Each manual contains a *Quick Start Guide* that provides you with the specifics of the setup required in QuickBooks, as well as, our programs. Each item on the Quick Start Guide refers you to a specific page, in the provided manual for all the details.

5. **Comprehensive Manuals:** We have made every effort possible to include a comprehensive manual detailing setup, common problems, error messages, as well as, QuickBooks tips and tricks, to help you utilize your accounting software to its fullest capacity. These tips are provided as a "Free Added Bonus", are specific to the commercial construction industry, and are not available in other QuickBooks training manuals.

6. **Program Help:** Additional QuickBooks tips, tricks, and useful memorized reports that are found in the CPS Program Help file. Program Help is easily accessed from each screen, by clicking on the question mark in the lower right corner of each screen.

7. **Free QuickBooks Training:** There are very few resources for contractors on "how to use QuickBooks in the commercial construction industry". We offer such resources in our *FREE Quarterly Newsletter - QuickBooks for Contractors,* and keep an archive of the articles from previous newsletters in our On-Line Support Area.

8. Once you have applied all the FREE information available for your review in the Training Demonstrations, either from the CD or on-line, your Basic Training Questions, and clarifications, will be handled by phone, email, or forum posts.

9.4.3   Paid Training

It is understood that not all questions/problems can be addressed through free training avenues. Therefore, additional training options are available through the purchase of Paid Training/Support Plans.

If you **HATE** reading manuals. Feel that Audio/Video and Flash Training Demonstrations are **not** enough. Are Feeling totally overwhelmed by the software. Then, interactive installation, setup, and training for Certified Payroll Solution, are probably for you. Interactive plans, using a combination of teleconferencing and internet desktop sharing, is available, **however**, this is NOT included in your initial purchase price, and is considered billable (see below for pricing plans). Contact us to schedule an interactive training session; 24-hour advance notice is required.

1 hour training contract - good for 1 year: minimum call will be billed at 30 minutes. **$100.00**
2 hour training contract - good for 1 year: minimum call will be billed at 30 minutes. **$190.00**
3 hour training contract - good for 1 year: minimum call will be billed at 30 minutes. **$360.00**

NOTE: Training plans may be purchased directly from our order page - http://www.sunburstsoftwaresolutions.com/order-information.php

9.4.4   Maintenance

We believe in maintaining your original program - it's easier for us and more affordable for you, therefore, maintenance will be billed annually, at the beginning of the month of your original purchase, and will be effective for an entire year. Basic Maintenance includes, but is not limited to: compatibility updates for use with new versions of QuickBooks, changes to reporting/billing formats, changes to reporting/billing mandates, and product enhancements. Your first year of maintenance is included with the purchase of your product(s).

Product updates are available from our Web Service Center, which can **ONLY** be accessed from within the program, by going to the Help Menu -> Check for Updates.

Maintenance pricing is as follows:
> **Certified Payroll Solution Maintenance:** $75.00 per year, and includes the above, plus, 1 free support incidents.

You will be notified, via email, when an update is available. **Updates on CD are provided for an additional fee of $25.00 per year,** and is available, upon request.

Support Policy Last Updated on December 15, 2006 and made clearer on 9/05/07.