

As most of you are aware, the California DIR's electronic certified payroll reporting (eCPR) system has been updated with new requirements in place for public works projects awarded on or after April 1, 2015. The new requirement involves submitting an XML file and replaces the previous pdf upload. We were advised that there were no changes when DIR re-implemented the system in August 2016. The following instructions are based on the MOST CURRENT INFORMATION THAT WE HAVE.

We made the coding changes to Certified Payroll Solution (CPS) to accommodate the DIR xml format last June – in addition to the existing compatibility for Elation Systems, LCPtracker, MyLCM, PRISM, etc.

MOST of our customers have been able to successfully upload the xml file that we have created into the eCPR system without issue – SOME have had issues with the system not finding the job/project even though Project Numbers, Awarding Body ID's, DIR Project ID, and Awarding Body Names have all been entered correctly and have to click the link to load the xml into the Online eCPR form.

We have no idea what the issue is (it could be as simple as the fact that the data is not linked to their internal system) – so, if you run into a problem try clicking the link to load the xml into the Online eCPR file and finish the submission process.

Please be aware that as DIR fine tunes this process they WILL NOT notify us of any changes – therefore, please keep this in mind and contact us when you are made aware of future changes.



If you are a trial user, a new customer, OR an existing customer who has updated the software in the last year simply follow the steps below.

IF you have not updated your software in over a year, go to the Help menu → choose About → click the big “login” button and download/install the latest version of the software and then follow the steps below.

Step 1: Finding the information, you need about the job to enter into CPS

For each job/project that requires you to create an eCPR, you will need the following information:

- Your Contractor License type – this will be CSLB, PL or OTHER
- Your PWCR Number – this is a 10 digit number
- Project Number
- Project Name
- Brief Description
- Contract ID
- Awarding Body ID
- DIR Project ID
- Awarding Body Name
- For the City of San Diego PRISM upload – your PRISM UserName

If you do not have all of this information, you can find it by searching the PWC-100 database at <https://www.dir.ca.gov/pwc100ext/ExternalLookup.aspx> using the information that you DO have.

For example, if you do know the Awarding Body Name, you can enter it in the search window.

The same is true if you know the Name of the Project (this is **NOT** what you call it – **but the actual name of the project from the contract documents**).

You can also do a search based on **your company name** and **PWCR number**.

In the following example, I'm searching for an Awarding Body of "Test Only City of"

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Search the database using information that you DO have.

Public Search Utility - You may search by DIR Project ID or enter at least one search criteria to display projects matching your selections.

DIR Project ID

OR

Awarding Body Name

Name of Project

Name of Contractor PWCR Number

Name of Subcontractor PWCR Number

First Advertised Bid Date Contract Amount Project Award Date Estimate Start Date

Estimated Completion Date Classification of Workers:

Physical Address Address Location

Address Line 1

Address Line 2

City State Zip Code Mail Stop County

Sort By

This will produce a list off all projects associated with the Awarding Body name you entered. Find the project that you are looking for in this listing to obtain the DIR Project ID.

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Home | [Search PWC-100](#) | Search Results

Select the ID number below to see more information about the project.

SEARCH RESULTS

Click the DIR Project ID to see more information about the project.

ID	Awarding Body	Project Name	Contractor	Sub Contractor	Site Address	Dates	Classification	County
Project Number: Test Only City of 123 321 DIR Project ID: 15501	DIR	Test	Name: - PWCR Number: -	Name: - PWCR Number: -	123 Main Street Sacramento, CA 95825	Advertised: 02/03/2015 Award: 03/12/2015 Est. Start: 02/10/2015 Est. Comp: 04/30/2015	CARPENTERS LABORERS OPERATING ENG	SACRAMENTO
Project Number: Test Only City of Butte College 100-100 DIR Project ID: 16339	DIR	Test	Name: - PWCR Number: -	Name: - PWCR Number: -	125 Butte College District Road Oroville, CA 95655	Advertised: 03/01/2015 Award: 03/16/2015 Est. Start: 03/03/2015 Est. Comp: 03/03/2015	CARPENTERS GLAZIERS	BUTTE
Project Number: Test Only City of Test Test DIR Project ID: 128107	DIR	Test	Name: - PWCR Number: -	Name: - PWCR Number: -	2031 howe avenue Sacramento, CA 95825	Advertised: 09/01/2016 Award: 08/12/2016 Est. Start: 09/01/2016 Est. Comp: 09/01/2016	TEAMSTER	SACRAMENTO
Project Number: Test Only City of Test 211-269 DIR Project ID: 14214	DIR	Waste Project	Name: - PWCR Number: -	Name: - PWCR Number: -	2031 Howe Ave, Suite 100 Sacramento, CA 95825	Advertised: 01/14/2015 Award: 02/25/2015 Est. Start: 02/17/2015 Est. Comp: 05/14/2015	LABORERS	SACRAMENTO

Right click on the DIR Project ID and choose to open in a new tab or window. Here you will find the Project Number, Contract ID, Awarding Body ID, DIR Project ID and the FULL name of the Awarding Body. Make sure you have all of this information so that you can enter it into QuickBooks and the CPS job record. All of the information that is outlined in red will be utilized. You should either print this page or keep it open so you can

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Project Number: 100-100 **Contract ID:** 3500 **Project Award Date:** 3/16/2015

Awarding Body ID: 100012482 **DIR Project ID:** 16339

AWARDING BODY INFORMATION

Name:	Test Only City of DIR	Primary Contact:	Eric Rood
Address:	2031 Howe Avenue, Suite 100 Sacramento, CA 95825	Primary Email:	erood@dir.ca.gov
		Work Phone:	9169282742

PROJECT INFORMATION

Project Name: Butte College Test	Brief Description: Test PW Project	
Contract Amount: \$5000.00	Total Project Cost: \$5000.00	Alternative Model: N

Physical Address / Location

Address line 1	Address line 2	City	State	Zip	County
125 Butte College District Road		Oroville	CA	95655	BUTTE

Propositions:

Will this project receive (or has it received) any funding from Proposition 84 (The Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006)? No

Will this project receive (or has it received) any funding from Proposition 39 (California Clean Energy Jobs Act of 2012)? No

Compliance and Agreements:

Is language included in the Contract Award to effectuate the requirements of Section 1771, 1774 - 1776, 1777.5, 1813 and 1815 of the Labor Code? No

Will you operate a DIR-Approved Labor Compliance Program (LCP) for this project? No

Is there a Project Labor Agreement (PLA) associated with this project? No

General Contractor 1

PWCR Number	NAME	Address	Email	Classification
			erody@yahoo.com	

Step 2: Make the following changes in CPS if you are an existing customer – OR – if you are a new customer/trial user you will add this information during your initial setup.

From the System Setup menu -> choose System Preferences:

On the Addresses tab

In addition to the standard information that you have provided here, the following information is now also required:

1. The Address 1 field should contain your Street or P.O. Box mailing address
2. The Address 2 field should contain your City, CA Zip code
3. Email address
4. License Type – this is either CSLB, PL or OTHER
5. PWCR Number which you may obtain at <http://www.dir.ca.gov/Public-Works/PublicWorks.html> this is a 10-digit number. **To our knowledge every contractor & subcontractor is required to have a PWCR #, that is what it states on the website linked to above.**

The screenshot shows the 'System Preferences' dialog box with the 'Addresses' tab selected. The 'Email' field is highlighted with a red box and contains the text 'REQUIRED'. The 'LicenseType' field is also highlighted with a red box and contains 'CSLB, PL or OTHER'. The 'PWCR (CA Upload)' field is highlighted with a red box and contains 'REQUIRED'. A red question mark icon is visible in the bottom right corner of the dialog box.

On the W/C Info + tab, make sure you have entered:

1. Self-Insured Certificate #, OR
2. W/C (Workers Comp) Policy Number; with both an
3. Effective date and
4. Expiration date
5. PRISM User Name – IF you do work for the City of San Diego
6. If you must upload to PRISM – check the option so Save Prism Upload as XLSX

System Preferences

Addresses | **W/C Info +** | Labels | Settings | Data Locations

Enter information if it is required on your forms.

Self-Insured Certificate #	Self-Insured Certificate #
W/C Policy Number	Workers Comp Policy #
W/C Effective Date	01/01/2015
W/C Expiration Date	12/30/2015
Federal Employer ID # (FEIN)	FEIN
DUNS #	DUNS #
Texas DOT Contractor ID (5 digit #)	0
Unemployment Insurance #	SUI #
Prism User Name	Prism Username

Save Prism Upload as XLSX file instead of XLS

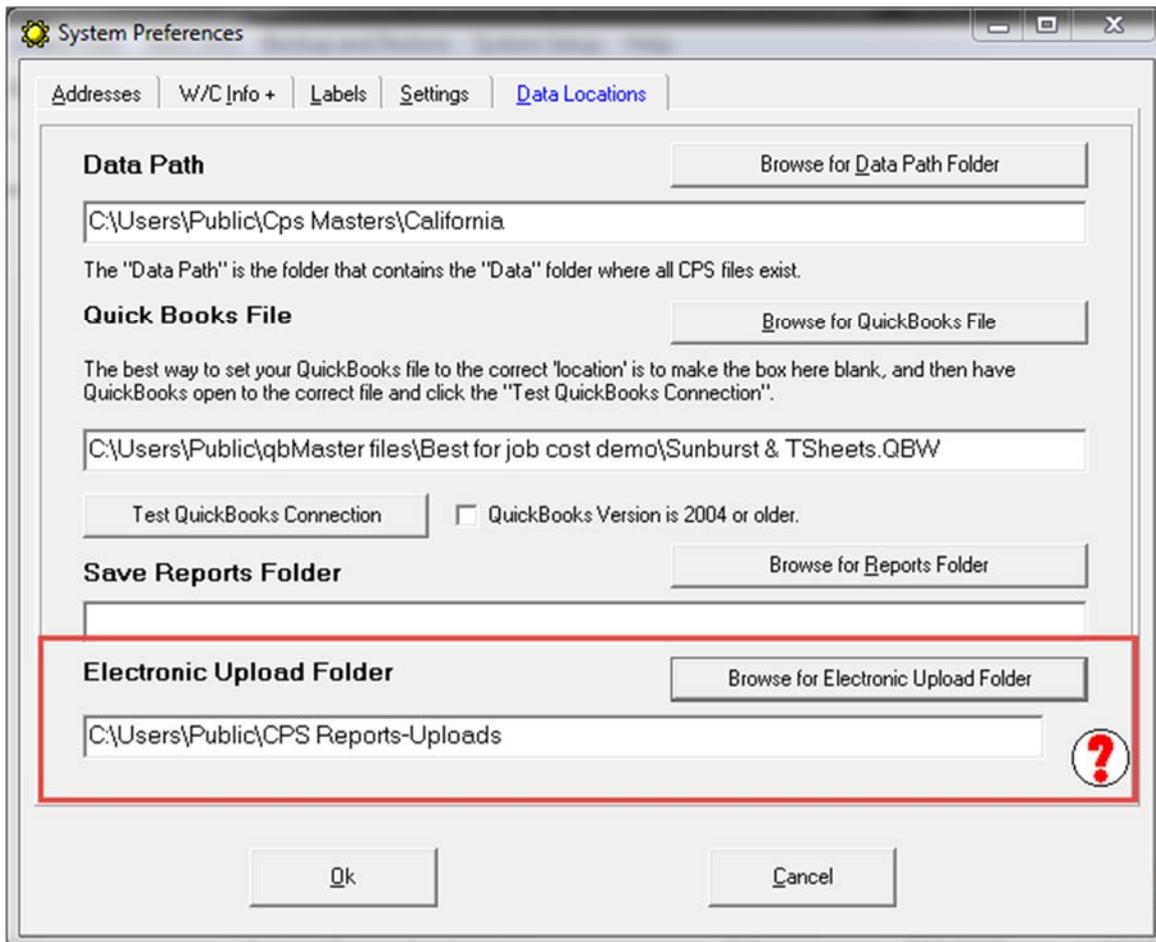
Ok Cancel

?

On the Data Locations tab:

Make sure that you have created and/or selected an “Electronic Upload Folder”.

Use "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. Once you have the folder in place, use the “Browse for Electronic Upload Folder” to navigate to and select this folder.



If you already have an Electronic Upload Folder specified, CPS will automatically create a sub-folder called CA-eCPR for you in which to save these files.

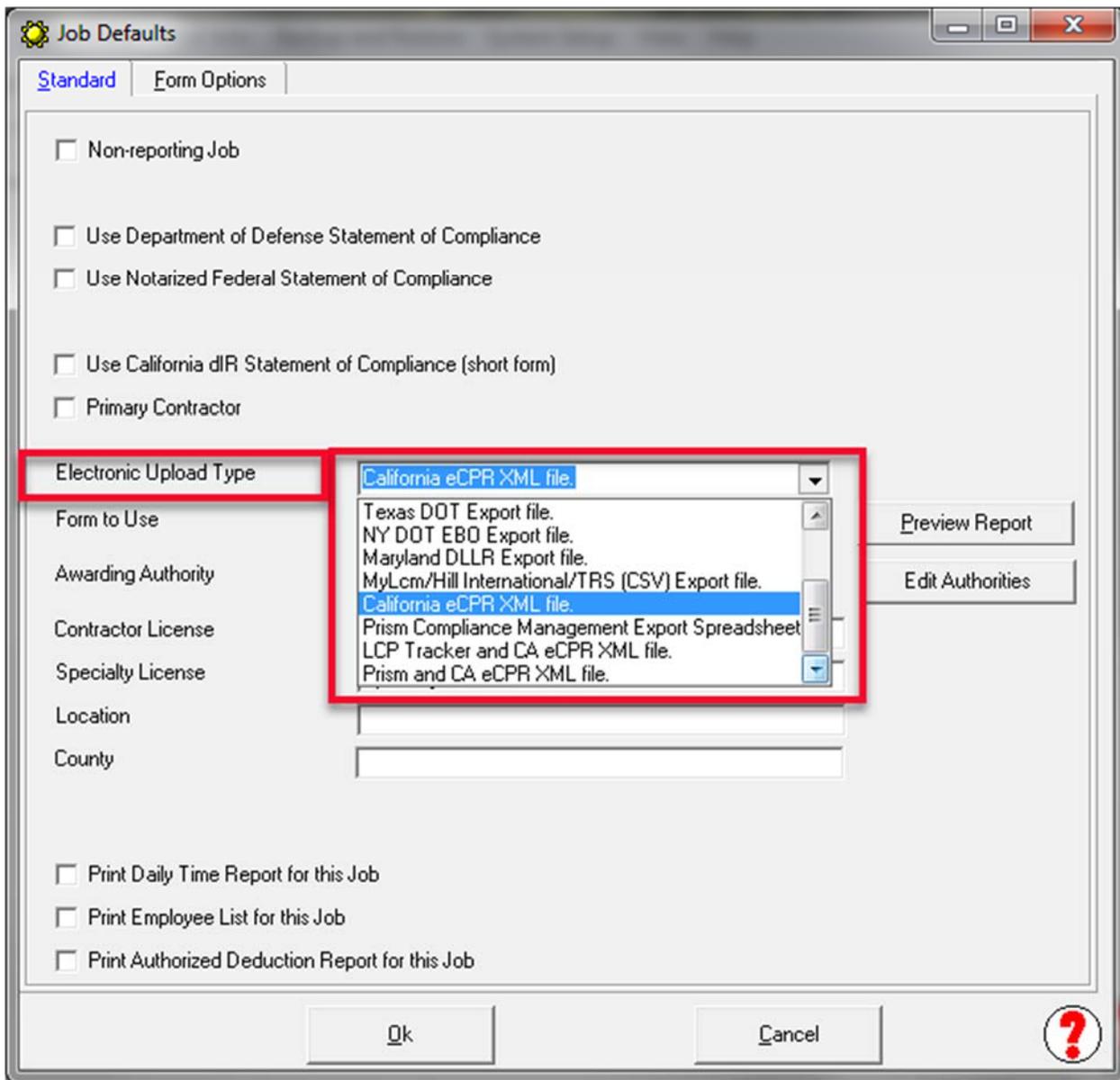
No folder location = NO eCPR's – CPS must have a location to create/save them.

From the System Setup menu → choose Defaults → Job → Standard Tab

Using the *Electronic Upload type drop down menu*, select **California eCPR XML file** – there is also an option to create electronic uploads for **BOTH LCPtracker and the CA eCPR XML file and Prism and CA eCPR XML file**.

Using the *Form to Use drop down menu*, select the **CA diR A-1-131 Form**

This sets the defaults for ALL NEW jobs. It may not be the right choice if not all of your jobs require any sort of certified payroll reports. This can be selected on individual jobs.



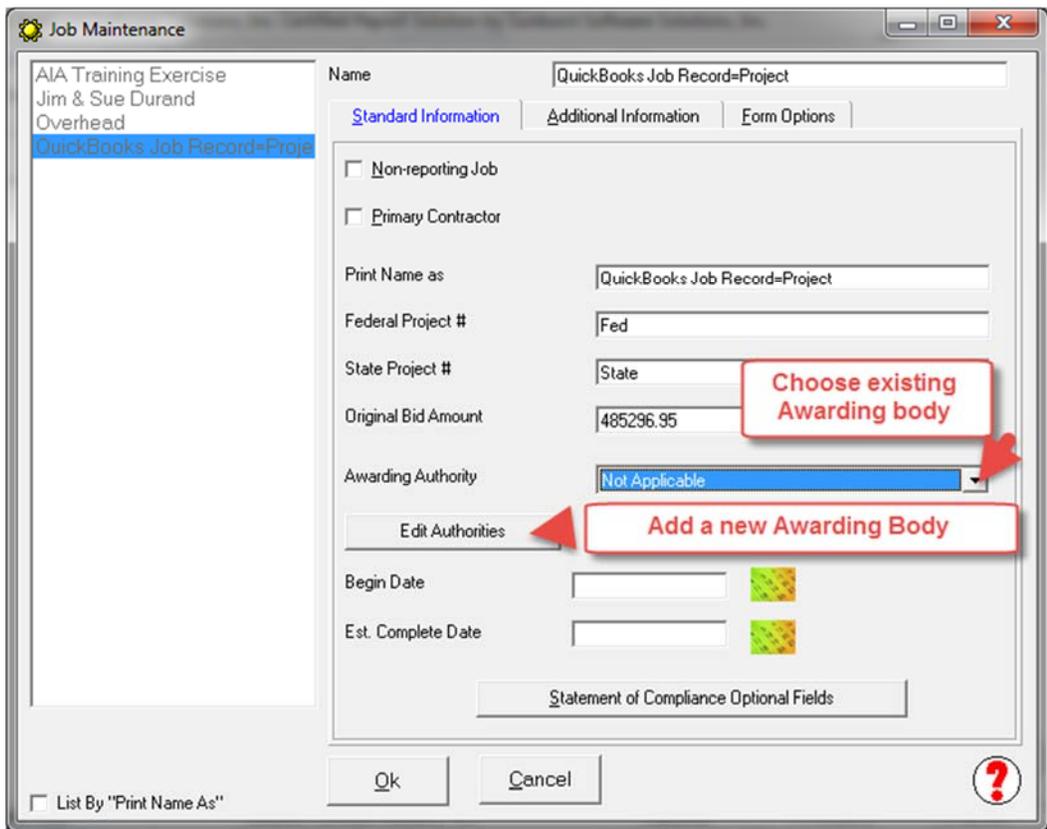
When adding New Job – OR – if you need to edit existing jobs - From the Linked Data menu → choose Jobs

For each EXISTING JOB that you have that is now subject to eCPR requirements, you must edit each job individually and make the following changes. (For new jobs added to the program in the future, just make sure that you have the information available to enter).

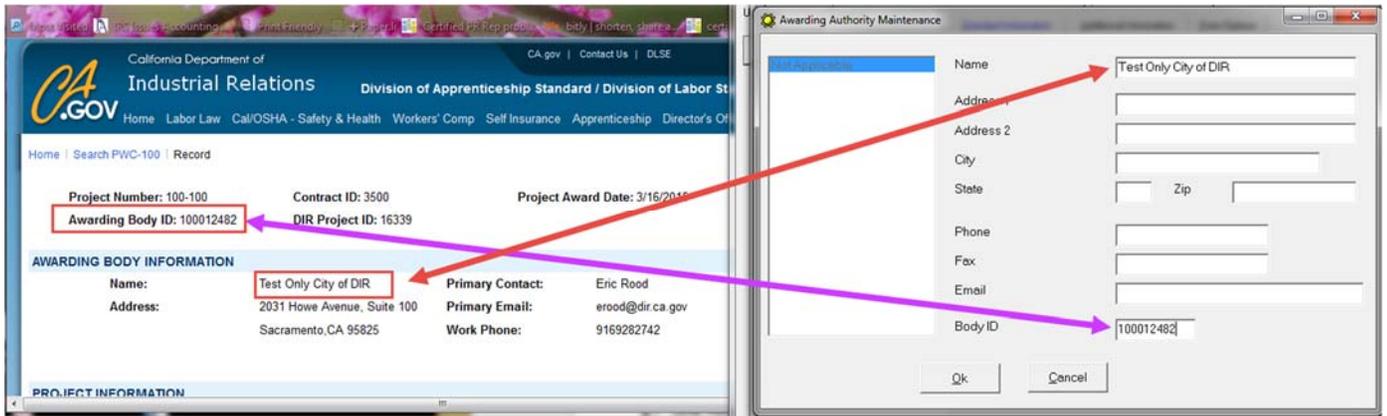
On the Standard Information tab:

You will need to Select OR Add an Awarding Authority (this is your Awarding Body Name and ID and must be EXACT!)

Choose an existing Awarding body from the drop-down list.



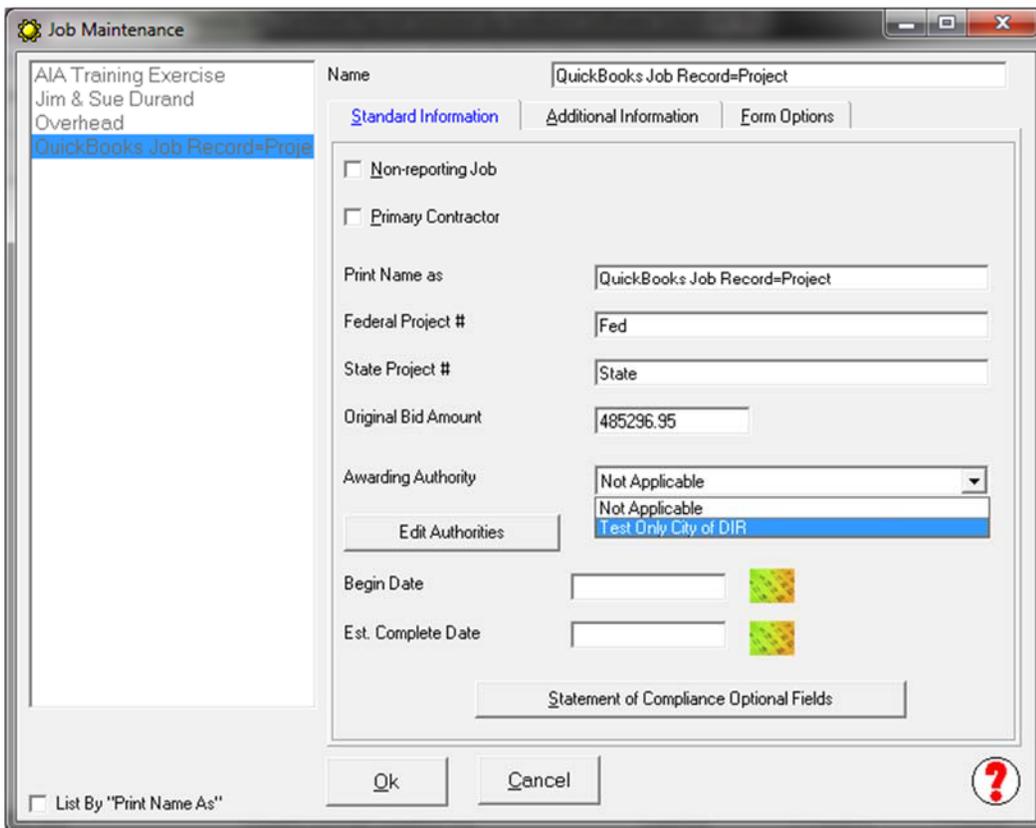
OR, add a New Awarding Body by clicking the Edit Authorities button. Which will open the following window, where you will click the ADD button.



- Enter the Awarding Body Name EXACTLY as it is shown into the name field.
- Enter the Awarding Body ID number in the Body ID field.

Click the Ok button, then the Done button, and when prompted to save your changes click Yes.

Now you can select the Awarding Body from the drop-down menu as shown below.



On the Additional Info tab, enter:

1. Contract Agency
2. Project ID – this is DIR Project ID
3. License Type - CSLB, PL or OTHER
4. Contract ID (if needed)
5. If you also have to upload for San Diego job, the Prism Jurisdiction MUST BE City_of_San_Diego

The screenshot shows the 'Job Maintenance' software window. On the left is a list of job records, with 'QuickBooks Job Record=Project' selected. The main area displays the 'Additional Information' tab for this job. The 'Name' field contains 'QuickBooks Job Record=Project'. Below are several input fields: 'Contractor License' (License #), 'Specialty License' (Specialty #), 'Location', 'County / LAUSD School' (Orleans/Newport), 'Prism Jurisdiction' (City_of_San_Diego), and 'LCP Work Order #'. There are also three unchecked checkboxes for printing reports. A red box highlights the 'Contract Agency (CA eCPR)' field (Butte College Test), 'Project ID (CA eCPR)' (16339), 'License Type' (CSLB), and 'Contract ID (if needed)' (3500) fields. At the bottom are 'Ok' and 'Cancel' buttons, and a help icon (red circle with a question mark).

On the Form Options tab:

Using the *Electronic Upload Type drop down menu*, select *California eCPR XML file*.

We've also added an option to create BOTH an LCPtracker and DIR eCPR upload at the same time for a specific job.

The screenshot shows the 'Job Maintenance' window with the 'Form Options' tab selected. The 'Name' field contains 'QuickBooks Job Record=Project'. The 'Certified Payroll Report' section includes a 'Form to Use' dropdown set to 'Los Angeles Schools' and several unchecked checkboxes for compliance statements. The 'Electronic Filing' section is highlighted with a red box and contains an 'Electronic Upload Type' dropdown menu. The dropdown is open, showing a list of options: 'None', 'Texas DOT Export file.', 'NY DOT EBD Export file.', 'Maryland DLLR Export file.', 'MyLcm/Hill International/TRS (CSV) Export file.', 'California eCPR XML file.', 'Prism Compliance Management Export Spreadsheet', 'LCP Tracker and CA eCPR XML file.', and 'Prism and CA eCPR XML file.'. The 'California eCPR XML file.' option is selected. Below the dropdown is an 'SSN # Format' field set to 'Show SSN' and an unchecked checkbox for 'Omit Employee's address'. The window also features 'Ok' and 'Cancel' buttons, a 'List By "Print Name As"' checkbox, and a help icon.

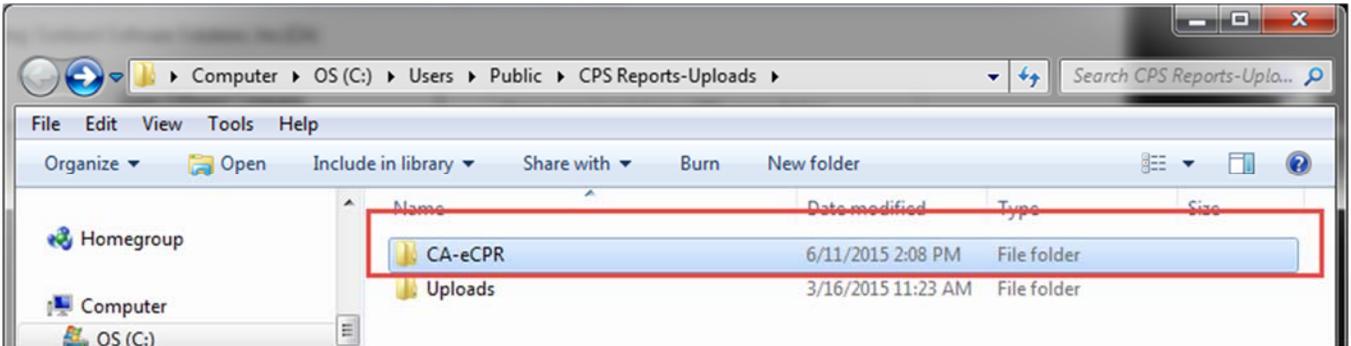
NOTE: If you do not have all of the required DIR information, CPS will NOT allow you to save this record. To bypass this – DO NOT select an Electronic Upload type and then come back to enter the information at a later time by going to the Linked Data menu → Jobs and edit the job.

Adding Employee Notes

Add any employee specific notes by going to the Linked Data menu → Employees → Edit a specific Employee and enter notes in the eCPR Notes block on the right side of that window.

Generating Reports & eCPR xml files

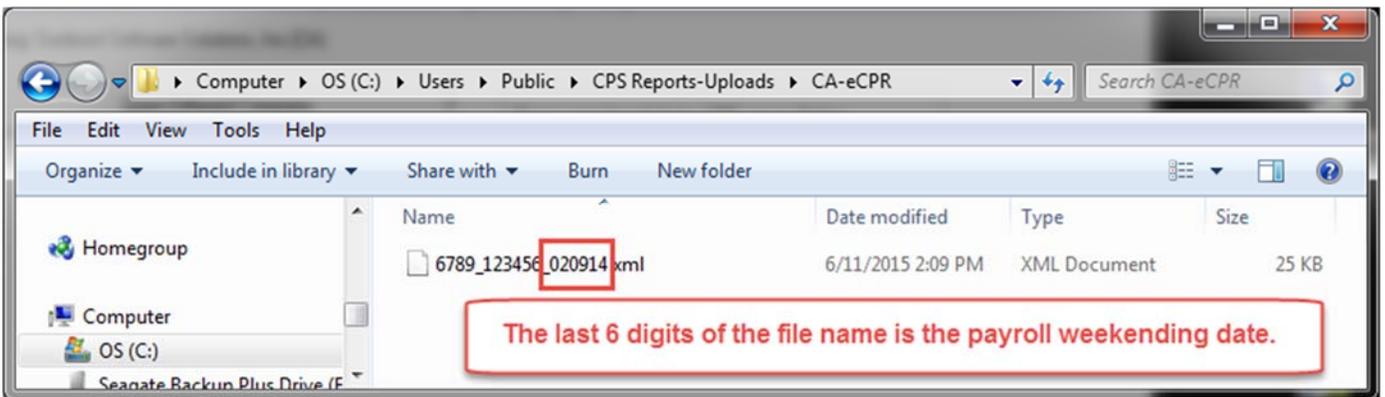
Run and PRINT your certified payroll reports as usual. Click the Complete button at the Print window. From the View menu → choose Electronic Uploads, this will open the folder where the files are saved. You will see a folder called CA-eCPR, double-click on this folder.



Once you are inside the CA-eCPR folder you will see the xml files that you will upload. DO NOT CHANGE THE FILE NAME.

FILE NAMES EXPLAINED:

- The first 4 digits are the LAST 4 digits of your company EIN
- The middle 6 digits are the DIR Project ID
- And, the last 6 digits of the file name is the payroll week ending date.



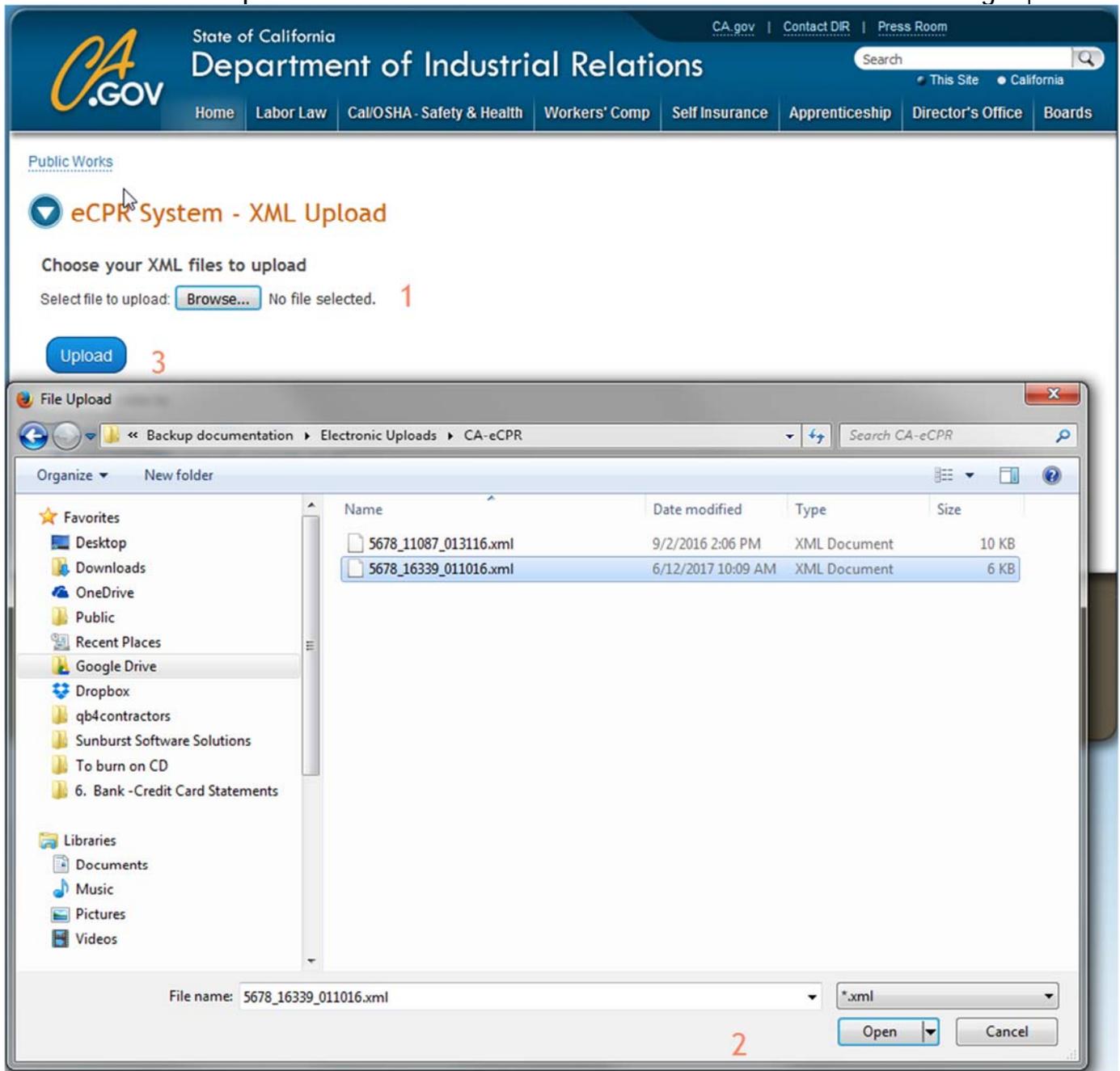
How to upload

You will upload your reports using the following url (current as of 2016)
<https://www.dir.ca.gov/Public-Works/Certified-Payroll-Reporting.html>

Click the button to Submit Payroll in XML file



1. Use the Browse button to navigate to the folder where the electronic uploads are stored
2. Select the correct file and choose Open
3. Click the Upload button



If any errors are noted - click on the LINK that says “load the xml into the OnLine eCPR form

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Public Works

Electronic Certified Payroll Records

eCPR XML Validation Error

The XML file you have provided contains invalid data.

Please review the following error:

cvc-elt.5.2.2.2.1: The value 'Test Only City of DIR' of element 'CPR:awardingBody' does not match the fixed (value constraint) value '.

You can either fix the problems in the XML file and upload it again.

OR

You may be able to [load the xml into the OnLine eCPR form](#).

There you fix your issues and then submit the payroll information.

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Once your data have been imported into the OnLine eCPR form – errors are clearly visible in RED so you can make the necessary corrections.

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Public Works

eCPR System - Online Form

By entering information on this page, you understand that you are in position with the authority to act for and on behalf of the business or contractor, certify under penalty of perjury that the records or copies thereof submitted and consisting of certified payroll records for the week ending are the originals or true, full, and correct copies of the originals which depict the payroll record(s) of the actual disbursements by way of cash, check, direct deposit of other forms to the individuals named.

Tip: Hover cursor over the field for more information.

Contractor Information

Contractor FEIN: License Type: License Number:

Contractor Name: Contractor P.W.C.R. # the 9 digit number that companies with two or more employees are required to have. If you are a sole proprietor or owner operator without a FEIN, please enter your 9 digit social security number. For example: 123456789

Contractor Address: City: State: Zip:

Insurance Number: Contractor Email:

This contractor does not yet exist in the eCPR Database. You must click the "Add New Contractor" button to add it to the database.

[Add New Contractor](#)

Project Information

DIR Project ID: [DIR Project ID Lookup](#)

Project Detail:

Awarding Body: Contract With:

Project Name:

Street: City: County: State: Zip:

Description:

You have not yet associated the project to the value entered in the "Contract With" field. You must click the "Connect To Project" button to make this association.

[Connect To Project](#)

SSN: Name:

Address: City: State: Zip:

Classification: Number of Withholding:

	Mon 01/04	Tue 01/05	Wed 01/06	Thu 01/07	Fri 01/08	Sat 01/09	Sun 01/10	Total Hours	Base Hourly Rate
Straight Time	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00	27.43
Over Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Double Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Vacation/ Health/ Training Fund/ Travel & Pension Savings Other Dues

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Known errors and issues

If you encounter errors, verify that all of the information has been entered correctly before picking up the phone and calling us. Any error that involves the word “null” is a DIR error and NOT an error from CPS.

*Some of our customers have had issues with the system finding the job/project even though Project Numbers, Awarding Body ID's, DIR Project ID, and Awarding Body Names have all been entered correctly and have to click the link to **load the xml into the Online eCPR form.** **We have no idea what the issue is – if you encounter this issue you will have to click the link to load the xml into the Online eCPR file and finish the submission process.***

Please be aware that as DIR fine tunes this process they WILL NOT notify us of any changes – therefore, please keep this in mind and contact us when you are made aware of future changes.

The upload process will result in an error about employees if they don't have a Street Address, City State & Zip. The City State and Zip must be the last line of the employee's address in QuickBooks and the City & state must be separated by a comma and the State and Zip must be separated by a space or spaces. No exceptions.

When you upload, and receive an “Awarding Body does not match the fixed value” error message - click the BLUE the link text that says “load the xml into the Online eCPR form” to resolve the issue.

The screenshot shows the State of California Department of Industrial Relations website. The page title is "Electronic Certified Payroll Records" and the sub-section is "eCPR XML Validation Error". The error message reads: "The XML file you have provided contains invalid data. Please review the following error: cvc-elt.5.2.2.2.1: The value '' of element 'CPR:awardingBody' does not match the fixed (value constraint) value *." Below the error message, there are two options: "You can either fix the problems in the XML file and upload it again." and "OR You may be able to load the xml into the OnLine eCPR form. There you fix your issues and then submit the payroll information." A green box highlights the second option with the text "Resolve the error by loading the xml into the Online eCPR form".

USUALLY when you open the xml file in the Online eCPR form whatever the problem is has RED text below it so it's very visible. Review the errors and make your corrections in CPS as needed. Many times, it is a “name” issue.

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