

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"

California Department of Industrial Relations
CA.gov | Contact Us | DLSE
Division of Apprenticeship Standard / Division of Labor Standards Enforcement

Home Labor Law Cal/OSHA - Safety & Health Workers' Comp Self Insurance Apprenticeship Director's Office Boards

Home | Search PWC-100

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.



California Department of

Industrial Relations

CA.gov | Contact Us | DLSE

Division of Apprenticeship Standard / Division of Labor Standards Enforcement

[Home](#)
[Labor Law](#)
[Cal/OSHA - Safety & Health](#)
[Workers' Comp](#)
[Self Insurance](#)
[Apprenticeship](#)
[Director's Office](#)
[Boards](#)


[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 Removal of 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

Sunburst Software Solutions, Inc. is an independent company and is not affiliated with or endorsed by Intuit Inc. QuickBooks® is a registered trademark and service mark of Intuit Inc. in the United States and other countries. For use with U.S. versions of QuickBooks only.



California Department of
Industrial Relations
 Home Labor Law Cal/OSHA - Safety & Health Workers' Comp Self Insurance Apprenticeship Director's Office Boards

CA.gov | Contact Us | DLSE
Division of Apprenticeship Standard / Division of Labor Standards Enforcement

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

Project Number: 100-100
Awarding Body ID: 100012482

Contract ID: 3500
DIR Project ID: 16339

Project Award Date: 3/16/2015

AWARDING BODY INFORMATION

Name: Test Only City of DIR
Address: 2031 Howe Avenue, Suite 100
 Sacramento, CA 95825

Primary Contact: Eric Rood
Primary Email: erood@dir.ca.gov
Work Phone: 9169282742

PROJECT INFORMATION

Project Name: Butte College Test
Contract Amount: \$5000.00

Brief Description: Test PW Project
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
			erood@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 fields are as follows:

Field	Value
Address 1	2378 Dane Hill Road
Address 2	West Charleston, VT 05872
Address 3	
Address 4	
Phone	(888) 348-2877
Cell Phone	
Preparer's Name	Nancy Smyth
Preparer's Title	CQA
Owner's Name	
Owner's Title	Chief Coder
Contractor's License #	License #
Specialty License #	Specialty #
Fax	
Email	REQUIRED
LicenseType	CSLB, PL or OTHER
PWCR (CA Upload)	REQUIRED

Buttons: Ok, Cancel. A red question mark icon is in the bottom right corner.

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

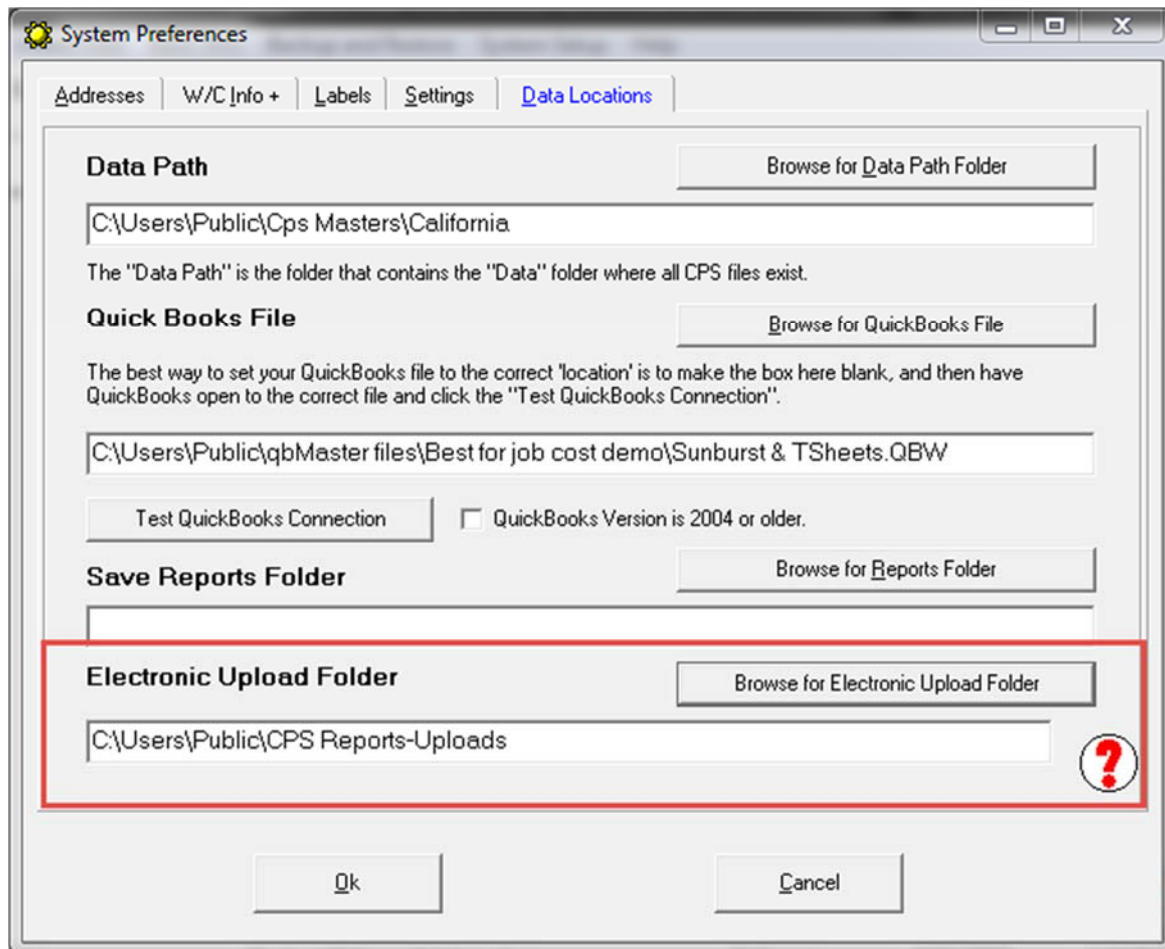
Ok Cancel

?

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.

The screenshot shows the 'Job Defaults' dialog box with the 'Standard' tab selected. The 'Electronic Upload Type' dropdown menu is open, displaying a list of options: 'California eCPR XML file.', 'Texas DOT Export file.', 'NY DOT EBO 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 highlighted. The 'Form to Use' dropdown menu is also open, showing the same list of options. The 'Preview Report' and 'Edit Authorities' buttons are visible on the right side of the dialog box. The 'Ok' and 'Cancel' buttons are at the bottom, along with a red question mark icon.

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.

The screenshot shows the 'Job Maintenance' window. On the left, a list of jobs includes 'AIA Training Exercise', 'Jim & Sue Durand Overhead', and 'QuickBooks Job Record=Project' (selected). The main area is the 'Standard Information' tab. Fields include: Name (QuickBooks Job Record=Project), Print Name as (QuickBooks Job Record=Project), Federal Project # (Fed), State Project # (State), Original Bid Amount (485296.95), and Awarding Authority (Not Applicable). A red callout box points to the 'Awarding Authority' dropdown with the text 'Choose existing Awarding body'. Another red callout box points to the 'Edit Authorities' button with the text 'Add a new Awarding Body'. At the bottom are 'Ok' and 'Cancel' buttons, and a 'List By "Print Name As"' checkbox. A red question mark icon is in the bottom right corner.

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.

California Department of Industrial Relations
Division of Apprenticeship Standard / Division of Labor Standards Enforcement

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

AWARDING AUTHORITY MAINTENANCE
Name: Test Only City of DIR
Address:
Address 2:
City:
State:
Zip:
Phone:
Fax:
Email:
Body ID: 100012482
Ok Cancel

- 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.

Job Maintenance

Name: QuickBooks Job Record=Project

Standard Information Additional Information Form Options

☐ Non-reporting Job
☐ Primary Contractor

Print Name as: QuickBooks Job Record=Project

Federal Project #: Fed

State Project #: State

Original Bid Amount: 485296.95

Awarding Authority: Not Applicable
Not Applicable
Test Only City of DIR

Edit Authorities

Begin Date:
Est. Complete Date:
Statement of Compliance Optional Fields

Ok Cancel

☐ List By "Print Name As"

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' window in QuickBooks. The 'Name' field is set to 'QuickBooks Job Record=Project'. The 'Additional Information' tab is selected. The form contains the following fields and values:

Field	Value
Contractor License	License #
Specialty License	Specialty #
Location	
County / LAUSD School	Orleans/Newport
Prism Jurisdiction	City_of_San_Diego
LCP Work Order #	
School Code	
<input type="checkbox"/> Print Daily Time Report for this Job	
<input type="checkbox"/> Print Employee List for this Job	
<input type="checkbox"/> Print Authorized Deduction Report for this Job	
Contract Agency (CA eCPR)	Butte College Test
Project ID (CA eCPR)	16339
License Type	CSLB
Contract ID (if needed)	3500

At the bottom left, there is a checkbox labeled 'List By "Print Name As"'. At the bottom right, there are 'Ok' and 'Cancel' buttons, and a red question mark icon.

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 'Certified Payroll Report' section includes a 'Form to Use' dropdown set to 'Los Angeles Schools' and several checkboxes for compliance statements. The 'Electronic Filing' section is highlighted with a red box, showing the 'Electronic Upload Type' dropdown menu open. The menu lists several options, with 'California eCPR XML file' selected. Other options include Texas DOT Export file, NY DOT EBO Export file, Maryland DLLR Export file, MyLcm/Hill International/TRS (CSV) Export file, Prism Compliance Management Export Spreadsheet, LCP Tracker and CA eCPR XML file, and Prism and CA eCPR XML file. The 'SSN # Format' dropdown is set to 'Show SSN', and the 'Omit Employee's address' checkbox is unchecked. The 'List By "Print Name As"' checkbox is also unchecked.

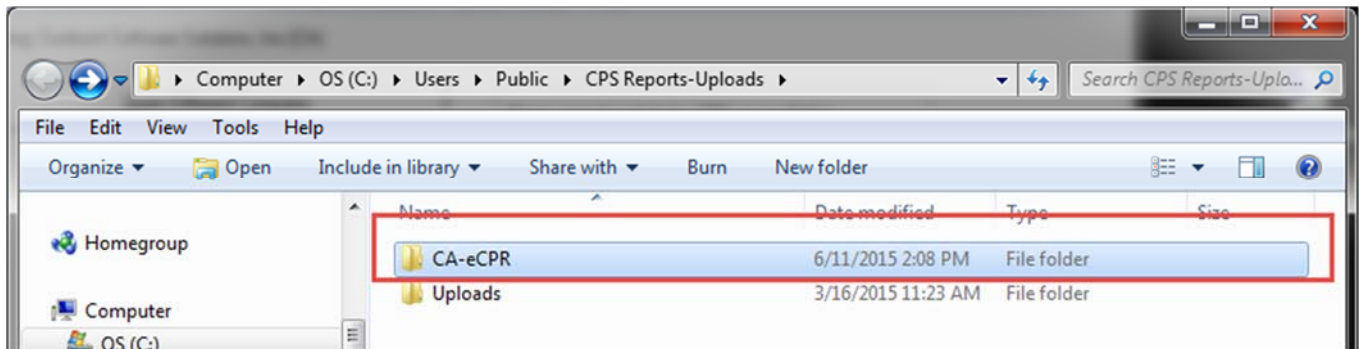
NOTE: If you do not have all of the required DIR information, CPS will NOT allow you to save this record. To bypass this – DO NOT select an Electronic Upload type and then come back to enter the information at a later time by going to the Linked Data menu → Jobs and edit the job.

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

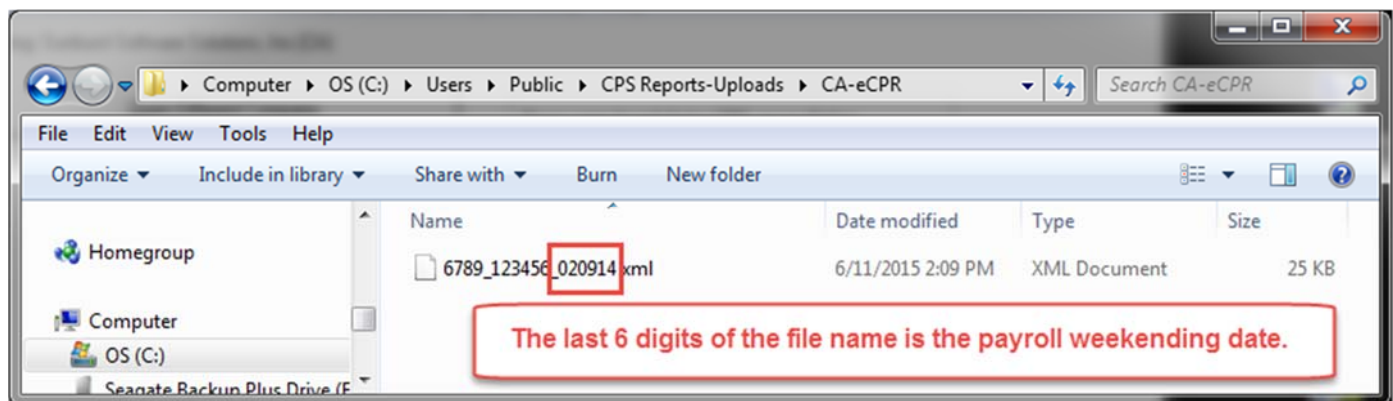
Run and PRINT your certified payroll reports as usual. Click the Complete button at the Print window. From the View menu → choose Electronic Uploads, this will open the folder where the files are saved. You will see a folder called CA-eCPR, double-click on this folder.



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.



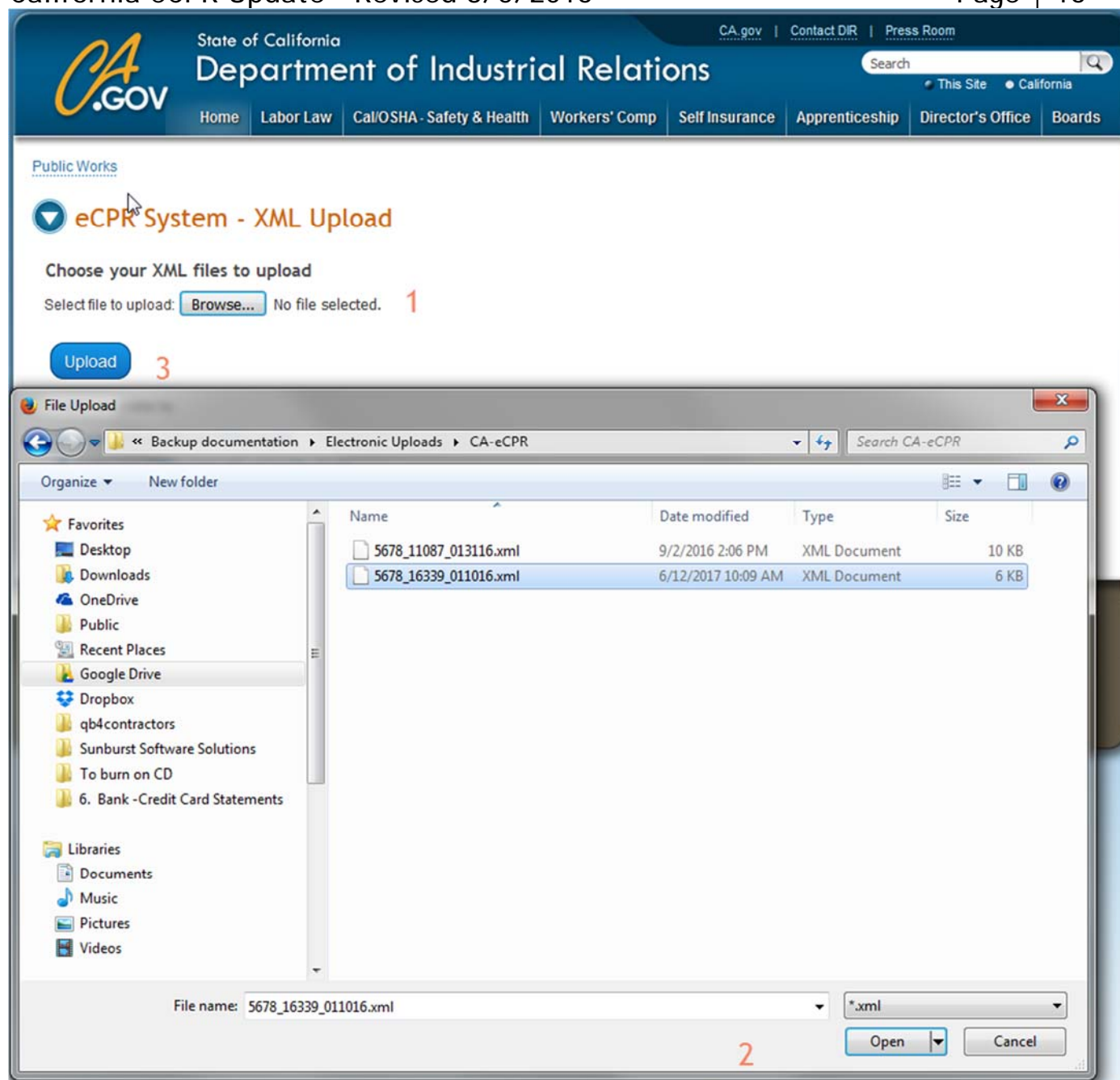
How to upload

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

The screenshot shows the official website of the State of California Department of Industrial Relations. The header includes the CA.GOV logo, the department name, and navigation links for Home, Labor Law, Cal/OSHA - Safety & Health, Workers' Comp, Self Insurance, Apprenticeship, Director's Office, and Boards. A search bar is also present. The main content area is titled "Public Works" and features a section for "Electronic Certified Payroll Records". Below this, a message titled "eCPR XML Validation Error" states: "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." A red box highlights the "OnLine eCPR form" link, and a large orange arrow points to it. The footer contains three columns of links: "About DIR" (Who we are, DIR Divisions, Boards & Commissions, Contact DIR), "Work with Us" (Licensing, registrations, certifications & permits, Notification of activities, Public Records Act), and "Learn More" (Site Map, Frequently Asked Questions, Jobs at DIR).

CA.GOV State of California Department of Industrial Relations

CA.gov | Contact DIR | Press Room

Search This Site California

Home Labor Law Cal/OSHA - Safety & Health Workers' Comp Self Insurance Apprenticeship Director's Office Boards

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.

About DIR

- Who we are
- DIR Divisions, Boards & Commissions
- Contact DIR

Work with Us

- Licensing, registrations, certifications & permits
- Notification of activities
- Public Records Act

Learn More

- Site Map
- Frequently Asked Questions
- Jobs at DIR

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

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 PWCR: the company that is legally responsible for this payroll. This is 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:

Street: 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 Due

Sunburst Software Solutions, Inc. is an independent company and is not affiliated with or endorsed by Intuit Inc. QuickBooks® is a registered trademark and service mark of Intuit Inc. in the United States and other countries. For use with U.S. versions of QuickBooks only.

Known errors and issues

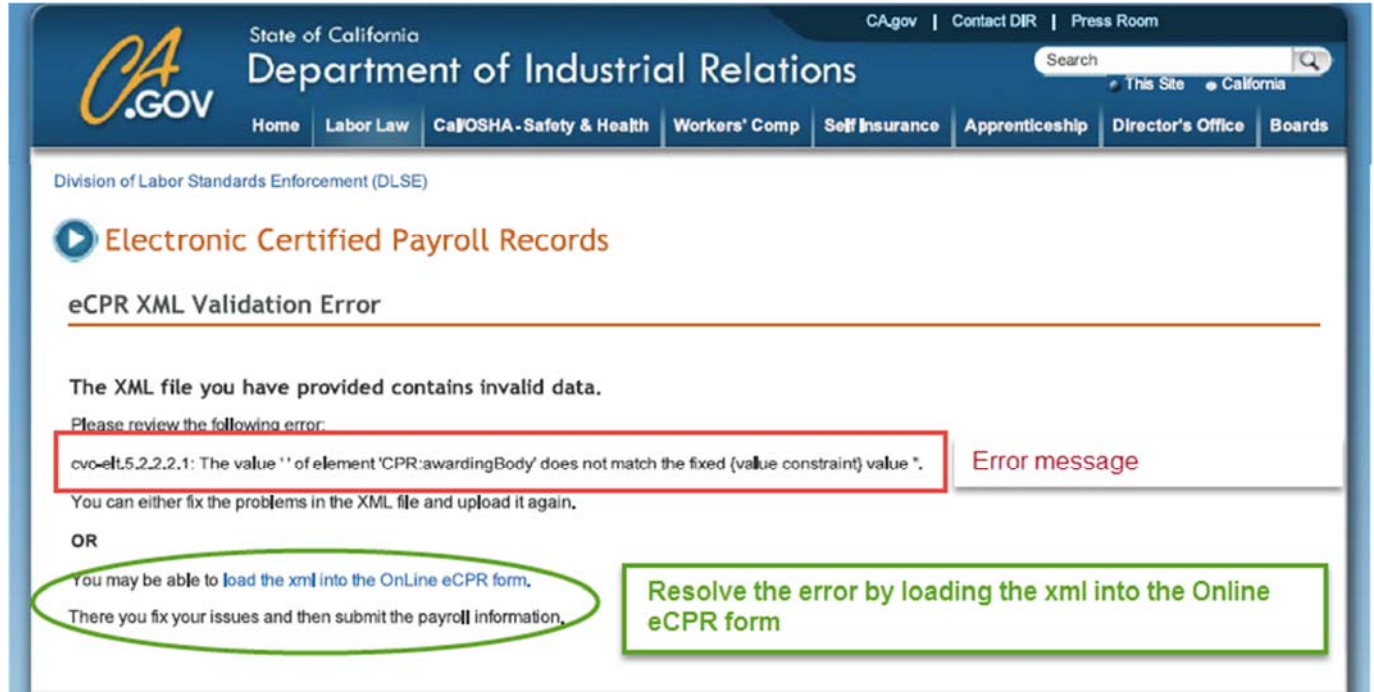
If you encounter errors, verify that all of the information has been entered correctly before picking up the phone and calling us. Any error that involves the word “null” is a DIR error and NOT an error from CPS.

*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.



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.

Sunburst Software Solutions, Inc. is an independent company and is not affiliated with or endorsed by Intuit Inc. QuickBooks® is a registered trademark and service mark of Intuit Inc. in the United States and other countries. For use with U.S. versions of QuickBooks only.