



Committed to Providing Contractors using QuickBooks with solutions!

Matching QuickBooks Paycheck Totals With Certified Payroll Report Totals

A guide for verifying and troubleshooting your final certified payroll reports.

Includes - Where All the Information on the Certified Payroll Report and Statement of Compliance Come From, when using Certified Payroll Solution for QuickBooks

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1 Verify Your Reports Before You Submit Them

Verifying the accuracy and completeness of your Certified Payroll Reports before you submit them is an important step in your overall success in using Certified Payroll Solution and getting paid on time.

The program knows the various reporting requirements for the state that your business resides in, however, there are many things about your company, employees, jobs, payroll wage items, and employee deductions that ***you must teach it*** during your initial setup of the software.

Most of the setup in Certified Payroll Solution involves working with drop down menus and selections, clicking on a specific radio button, and minimal actual data entry. While these processes are easy, it is also very easy to make the wrong selection during setup, as we all tend to get click happy on occasion.

This mini-manual will teach you how to

- match your QuickBooks paycheck totals with your Certified Payroll Report totals
- correct the 6 most common problems, based on years of support calls
- verify where every piece of information on both the Certified Payroll Report AND the Statement of Compliance comes from so there are no "empty" spaces or missing information

This article will focus on the Federal WH-347 form - which everyone has access to, 99% of the time, if the WH-347 form is accurate, any other state specific form that you are required to complete will be also.

2 Matching Your QuickBooks Paychecks With Your Certified Payroll Reports

This section is divided into three different sub-sections and procedures for matching your paycheck totals with your final certified payroll reports. The procedures are different depending on how you pay the fringe benefit portion of the prevailing wage:

- Full fringe amount is paid to the employee as part of gross hourly wage
- Full fringe amount is paid to a Union or into a bona-fide plan
- A portion of the full fringe is paid to a bona-fide plan and the balance is paid to the employee in cash

Each section will include a simple check and then provide troubleshooting tips for the 6 most common problems if the reports are not accurate, including:

1. When employee work classifications are not correct
2. When Straight time and Overtime hours do not show correctly, are displayed under 2 different Work Classification, or are missing
3. When (Column 6) does not display the correct base rate of pay and/or cash fringe rate
4. When Gross Amount Earned ALL JOBS (the lower number in Column 7) does not match the total Earnings PLUS any Additions included on the paycheck
5. When Total Deductions do not match the Taxes PLUS any Deductions withheld from the employees paycheck AND when Net Wages Paid for Week (Column 9) does not match the amount of the paycheck
6. When the "Other Deductions Key Coding" does not accurately reflect the deductions taken from the employee paychecks

2.1 Full Fringe Paid to Employees in Cash

In this example, we will be working with a Backhoe Operator Work/Trade Classification with a Base Rate of \$28.00 per hour PLUS a fringe rate of \$7.00 per hour. You will have to substitute your own hourly rates here.

In the Employee's record in QuickBooks, the rate of pay will be \$35.00 per hour for Straight time, \$49.00 (\$28.00 + \$14.00 + \$7.00) per hour for Overtime, and \$63.00 (\$28.00 + \$28.00 + \$7.00) per hour for Doubletime.

NOTE: When paying fringe benefits in CASH, you may need to overwrite the amounts that QuickBooks tends to automatically calculate for Overtime and Doubletime.

Edit Employee

Information for: Equipment, John J

Change tabs: Payroll and Compensation Info

Payroll Info

Earnings

Item Name	Hourly/Annual Rate
Backhoe	35.00
Backhoe DT	63.00
Backhoe OT	49.00

[What is a payroll schedule?](#)

Payroll Schedule: Weekly

Pay Frequency: Weekly

Class: Labor

☒ Use time data to create paychecks

Additions, Deductions and Company Contributions

Item Name	Amount	Limit
Gas Reimbursement		
Child Support Gar...	-100.00	
WC Equip	7.0%	

☐ Employee is covered by a qualified pension plan

Buttons: OK, Cancel, Notes, Help, Employee is inactive, Taxes..., Sick/Vacation..., Direct Deposit, Order Business Cards

MOST of the time a simple comparison is all you need.

Pick one (or more employees) on your certified payroll report and view their QuickBooks paycheck, make the comparisons as outlined.

(1) NAME AND INDIVIDUAL IDENTIFYING NUMBER (e.g., LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER) OF WORKER	(2) EMPLOYER'S EMPLOYMENT STATUS	(3) WORK CLASSIFICATION	(4) DAY AND DATE Sun Mon Tue Wed Thu Fri Sat 2/15 2/16 2/17 2/18 2/19 2/20 2/21	(5) TOTAL HOURS	(6) RATE OF PAY/CASH FRINGES	(7) GROSS AMOUNT EARNED - THIS JOB/ALL JOBS	(8) DEDUCTIONS - BASED ON GROSS WAGES FOR ALL PROJECTS						(9) NET WAGES PAID FOR WEEK
							FHW	MCARE	FICA	STWH	OTHER	TOTAL DEDUCTIONS	
Equipment, John J	0	Backhoe Operator	ST DT OT	0 8 8 8 8 8 0	40 \$28.00/\$7.00	\$1,400.00	\$ 129.00	\$ 20.30	\$ 86.80	\$ 34.55	#1 \$100.00 #2 \$ - #3 \$ - #4 \$ 15.45	\$ 386.05	\$1,094.51
XXX-XX-9987						\$1,480.56							
OTHER DEDUCTIONS KEY CODING: #1 Child Support #2 Union Dues #3 Medical #4 SDI													

1. Is the Employee Work Classification (Column 3) correct?
2. Are all of the employees hours displayed correctly (Section 4 - Day and Date)?
3. Rate of Pay/Cash Fringes (Column 6) should contain the base rate of pay (\$28.00) / cash fringe rate (\$7.00)
4. Gross Amount Earned ALL JOBS (the lower number in Column 7) should match the total Earnings **PLUS** any Additions included on the paycheck (\$1400.00 + \$80.56 = \$1,480.56).
5. Total Deductions should match the Taxes **PLUS** any Deductions withheld from the employees paycheck (\$286.05 + \$100.00 = \$386.06) AND Net Wages Paid for Week (Column 9) should match the amount of the paycheck (\$1094.51).
6. Are the Other Withholding Key Codes accurate for your employee deductions?

If any of these amounts are incorrect, follow the troubleshooting tips below.

Troubleshooting Tips:

When the Certified Payroll reports are not accurately displaying the same numbers as the paychecks, it is a setup issue and not a program bug or programming issue. Follow the instructions below to correct the following items:

1. When an Employee's Work Classification is not correct.

Employee Work Classifications are tied to the Payroll Wage Items that are used in the QuickBooks Weekly Timesheet and Paycheck, check the payroll item used in Timesheets/Paychecks, and then go to the CPS

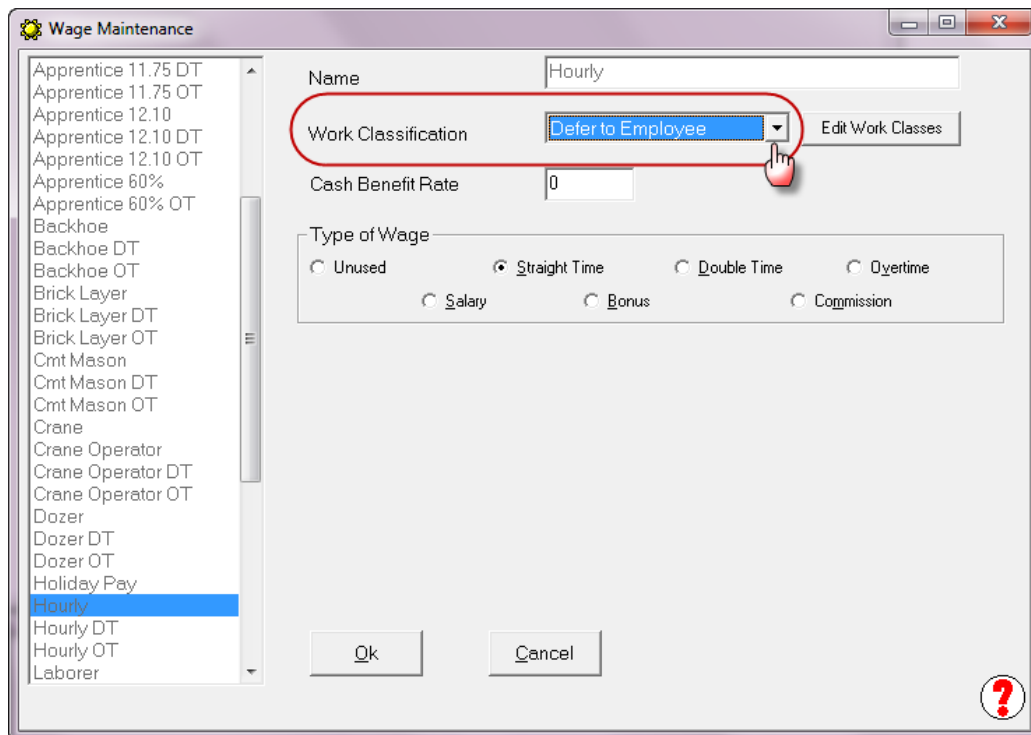
Linked Data menu -> choosing Wages, find the Payroll Item -> double-click on it to Edit - OR - single click to select and click the Edit button. What is the Work Classification that you have assigned to the payroll item? Is it the correct work classification? If not, grab the Work Classification drop down menu and select the correct one.

Remember, when you assign a specific Work Classification to a QuickBooks Payroll Item, you are telling CPS "Every time you see THIS payroll item used in timesheets/paychecks -> I want you to print THIS Work Classification on the Certified Payroll Report".

If you use a common payroll wage item for ALL of your employees such as, "Hourly" or "Hourly Rate", regardless of their work classification, in Certified Payroll Solution, from the Linked Data menu -> choose Wages -> find the "common" payroll item from QuickBooks -> double-click on it to edit -> from the Work Classification dropdown -> choose Defer to Employee.

"Defer to Employee" is a special Work Classification that tells the program "I use the same common payroll wage item to pay all of my employees, to find the Work Classification to print on the final reports, look to see how I have the Employee Classified under the Linked Data menu -> Employees.

It is important to understand that this special Work Classification will ONLY work in certain instances - such as, when ALL of your employees fall under the same Work Classification with the SAME CASH benefit rate, and will most likely NOT work if you have employees who fall under several different Work Classifications.



Refer to the 18 pages of documentation, provided in your manual & in program help, for more information on how to set up Work Classifications.

2. When Straight time and Overtime hours do not show correctly, are displayed under 2 different Work Classifications, or are missing, etc.

The calendar area of the certified payroll report has a total of four (4) rows to hold hours, where the Straight Time, Overtime, Double time hours are to be displayed is shown on the Labels tab (System Setup menu -> System Preferences). Each payroll wage item from QuickBooks is assigned to a **Type of Wage** (Linked Data menu -> Wages -> double-click on a wage item to Edit).

NOTE: CPS comes preprogrammed with the proper placement of Straight time and Overtime hours. Refer to the in program Help by going to the Help menu -> Contents -> click on the Search tab -> type in the name of your state; to verify that the placement has not been changed. If you discover that your placement doesn't agree with the screenshot of the labels tab for your state, set them back to their original settings. You will then need to go to the Linked Data menu -> Wages -> and Edit each wage item and select the appropriate "Type of Wage".

The screenshot shows two windows from the CPS software. The 'System Preferences' window is on the left, with the 'Labels' tab selected. It contains a table for 'Wage Rate Labels' with columns for 'Name' and 'Abbreviation'. The 'Wage Maintenance' window is on the right, showing a list of wage items on the left and a 'Type of Wage' dropdown menu on the right. The 'Type of Wage' menu has options: 'Unused', 'Straight Time', 'Double Time', and 'Overtime'. The 'Straight Time' option is selected.

(4) DAY AND DATE								(5)
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	TOTAL
Overtime	2/22	2/23	2/24	2/25	2/26	2/27	2/28	
ST	0	8	8	8	8	8	0	40
DT								
OT								

Usually, when hours do not show correctly, they are displayed under two (2) different Work Classifications, or are missing; it is always a setup error. Start with the payroll items used in the QuickBooks Timesheets -> in CPS, go to the Linked Data menu -> choose Wages -> find the payroll item(s) in the list on the left -> double-click to edit each item -> make sure that the payroll wage items are assigned to the same (correct) Work Classification and type of Wage (Straight Time, Overtime, Double Time).

Remember, each payroll wage item MUST be assigned to a single "Type of Wage".

IMPORTANT: A common error occurs when a pay adjustment takes place - in QuickBooks, you should not (and cannot even though QuickBooks allows it) use your normal payroll wage item with a different rate of pay to make your adjustment and expect the program to "know" which is truly the straight time rate and what is an adjustment rate. Likewise, in Certified Payroll Solution you cannot assign a QuickBooks payroll item used for "normal" straight time and another payroll item used for an "adjustment" to the Straight Time Type of Wage. You would want to assign the "adjustment" item either to a specially created Work Classification to indicate an "Adjustment" OR assign the adjustment item to an empty (Unused) type of wage - remember, where it falls in the positioning and on the Labels tab indicates that it is an adjustment.

3. When (Column 6) does not display the base rate of pay (\$28.00)/Cash Fringe Rate (\$7.00).

You first need to go into either the QuickBooks Weekly Timesheet OR the Paycheck Detail and find the name of the payroll item that was used to record the employees time/rate of pay for this specific job. Once you

have found the name of the payroll item, in CPS you need to go to the Linked Data menu -> and choose Wages and find that **EXACT** same payroll item -> double-click on it to edit the linked Wage Item record - OR - single click to select and click the Edit button. In the Cash Benefit Rate box, you need to enter the hourly cash fringe amount (\$7.00) - this tells the program that out of the full rate of pay in QuickBooks (\$35.00) that \$7.00 is the Cash Fringe Rate, the program will then properly display Rate of Pay (\$28.00)/Cash Fringes (\$7.00).

You should review ALL of the Linked Payroll Wage records in CPS to make sure that the CASH Fringe rate has been entered.

NOTE: The Rate of Pay/Cash Fringe is ONLY split out like this on the Federal WH-347 form - most other states will display the full rate of pay (\$35.00).

Once it "knows" that piece of information, it will then report base wage/cash fringe on the certified payroll report. You should review ALL of the Linked Payroll Wage Item records in CPS to make sure that the Cash Benefit Rate has been entered.

4. When Gross Amount Earned ALL JOBS (the lower number in Column 7) does not match the Total Earnings PLUS any Additions included in the paycheck (\$1400.00 + \$80.56 = \$1,480.56).

You first need to go into the the Paycheck Detail in QuickBooks to see the names of the Addition Items that have been included. Once you have that information, in CPS go to the Linked Data menu -> and choose Deductions. Find the "name" of the Addition Item(s) and double-click on it to Edit - OR - single click on the item and click the Edit button. For items that are "in addition to" normal wages, such as a gas

reimbursement, you need to make sure that the **This is really an additional wage** option is checked (the program then knows that those dollars are to be included in Gross Wages ALL jobs), as well as, the **Unused** radio button - "Unused" because the dollar amounts do NOT have a specific reporting spot on the Certified payroll report.

NOTE: The Deduction Reconciliation window will contain different options depending upon the state that your business resides in.

5. When Total Deductions do not match the Taxes PLUS any Deductions withheld from the employees paycheck (\$286.05 = \$100.00 = \$386.05) AND when Net Wages Paid for Week (Column 9) does not match the amount of the paycheck (\$1,094.51).

When total deductions, including taxes, doesn't match, it throws off Column 9 Net wages. So when you fix the deductions, you'll also be fixing Net Wages. The first thing that you want to do is open the Employee's paycheck detail in QuickBooks and focusing on the **Employee Summary** section, compare the following items:

- Federal Withholding
- Social Security Employee
- Medicare Employee
- State Withholding
- Other Withholding (such as: Child Support, State Disability, Local Taxes, Health Insurance deduction, Pension or 401k deductions, garnishments, etc.)

All of the Deduction items, shown in the Employee Summary that are preceded by a minus sign (-), should be displayed in Section 8 - Deductions on the Certified Payroll Report.

IMPORTANT: If you have no amounts displayed in Columns 6-9, make sure that you have no voided paychecks for this period. Voided paychecks cause an issue as QuickBooks, because the Audit Trail is always on, ignores the replacement paycheck, and reports the voided check instead. In QuickBooks, change the date of the voided check to be 1 day before or after the actual paycheck date - and in CPS, use the ACTUAL date of the paycheck when running the report.

Review Paycheck

Equipment, John J Pay Period 02/15/2009 - 02/21/2009

☐ Use Direct Deposit

Item Name	Rate	Hours	WC Code	Customer:Job	Class	Service Item
Backhoe	35.00	40.00	0210	QuickBooks Customer=General Con...	Labor	02.10 Demo
Totals: 1,400.00 40.00 hrs						

Sick Available 0.00
Vacation Avail. 0.00
Sick Accrued
Vac. Accrued
☐ Do not accrue sick/vac

Other Payroll Items

Item Name	Rate	Quantity
Gas Reimbursement	80.56	
Child Support Garnishment	-100.00	
WC Equip	7.0%	1,400.00

Company Summary

Item Name	Amount	YTD
WC Equip	98.00	98.00
CA - Employment Training Tax	1.40	1.40
Social Security Company	86.80	86.80
Medicare Company	20.30	20.30
Federal Unemployment	11.20	11.20

Employee Summary

Item Name	Amount	YTD
Backhoe	1,400.00	1,400.00
Gas Reimbursement	80.56	80.56
Child Support Garnishment	-100.00	-100.00
Federal Withholding	-129.00	-129.00
Social Security Employee	-86.80	-86.80
Medicare Employee	-20.30	-20.30
CA - Withholding	-34.55	-34.55
CA - Disability Employee	-15.40	-15.40
Check Amount:	1,094.51	

OK Cancel Help

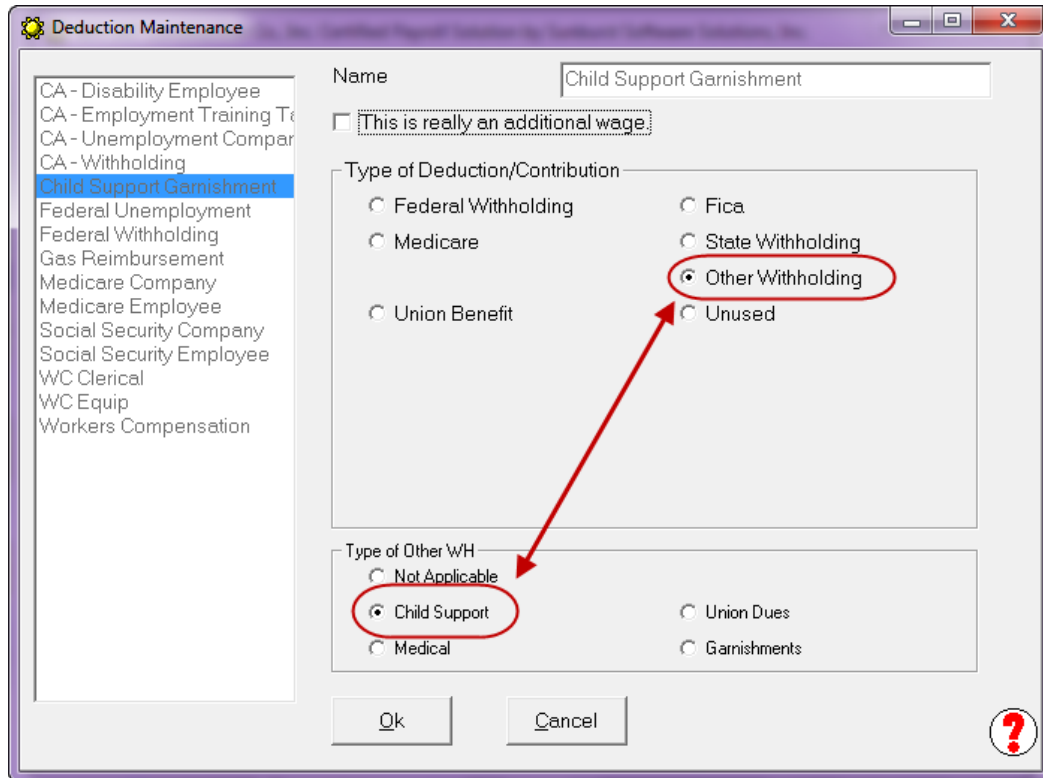
☒ Lock Net Pay ☐ Unlock Net Pay ☐ Enter net/Calculate gross

(7)	(8) DEDUCTIONS - BASED ON GROSS WAGES FOR ALL PROJECTS						(9)
GROSS AMOUNT EARNED - THIS JOB/ALL JOBS	FWH	MCARE	FICA	STWH	OTHER	TOTAL DEDUCTIONS	NET WAGES PAID FOR WEEK
\$1,400.00					#1 \$100.00		
					#2 \$ -		
	\$ 129.00	\$ 20.30	\$ 86.80	\$ 34.55	#3 \$ -	\$ 386.05	\$1,094.51
\$1,480.56					#4 \$ 15.40		
OTHER DEDUCTIONS KEY CODING:							
#1 Child Support				#2 Union Dues			
#3 Medical				#4 SDI			

If the dollar amounts are not correct on the final report, you'll need to go to the CPS Linked Data menu -> choosing Deductions, and then starting with the first item in this list, click Edit, and make sure that the items are properly classified. Here, you are telling the program "Report the amounts from the QuickBooks paycheck for THIS item in THIS box on the final report".

Other Withholding/Deductions, such as: Child Support, State Disability contributions, garnishments, loan

repayments, etc., must be classified as Other Withholding in the top half of the Deduction Reconciliation/Maintenance window, and then the appropriate Type of Other Withholding must be selected from the lower half.



Items found in the Company Summary section of the paycheck detail, such as: Company paid worker's comp, Federal Unemployment, Social Security Company, Medicare Company, State Unemployment, etc., should be categorized as Unused (meaning NOT used/displayed on the final certified payroll reports).

6. When the "Other Deductions Key Coding" section does not accurately reflect the types of deductions withheld from employee paychecks.

Certified Payroll Solution comes pre-programmed with 4 common deduction types that you can change in order to accurately describe the types of deductions that are withheld from employee paychecks. To change the "Labels" (Child Support, Union Dues, etc.) in Certified Payroll Solution, go to the System Setup menu -> System Preferences -> and click on the Labels tab.

There is room for only 4 different Other Withholding types on the final reports, so you may need to combine items on the Labels tab.

NOTE: Depending upon how you change the Other Withholding Labels, you MIGHT need to go back to the Linked Data menu -> Deductions and check the Type of Other Withholding selections.

2.2 Full Fringe Paid to a Union or Bona-fide Plan

NOTE: You will have to substitute your own hourly rates here.

In this example, we will be working with a Backhoe Operator Work/Trade Classification with a Base Rate of \$28.00 per hour PLUS a fringe rate of \$7.00 per hour.

In the Employee's record in QuickBooks, the rate of pay will be \$28.00 per hour for Straight time, \$42.00 (\$28.00 + \$14.00) per hour for Overtime, and \$56.00 (\$28.00 + \$28.00) per hour for Doubletime.

The fringe rate should be set up as one or more QuickBooks Company Contribution items, and should be displayed in the Additions, Deductions and Company Contributions section of the Employee Record. For additional information about setting up company contribution items, refer to the manual section called Union or Bona Fide Plan Fringe Benefits.

Edit Employee

Information for: Equipment, Frederick F

Change tabs: Payroll and Compensation Info

Payroll Info

[What is a payroll schedule?](#)

Item Name	Hourly/Annual Rate
Backhoe	28.00
Backhoe DT	56.00
Backhoe OT	42.00

☒ Use time data to create paychecks

Payroll Schedule: Weekly

Pay Frequency: Weekly

Class: Labor

☐ Employee is inactive

Additions, Deductions and Company Contributions

Item Name	Amount	Limit
Union Dues	-0.75	
Health & Welfare	1.90	
Pension	3.00	
Vacation Fund	2.10	
Travel Reimbur...		

☐ Employee is covered by a qualified pension plan

Taxes...
Sick/Vacation...
Direct Deposit

Order Business Cards

MOST of the time, a simple comparison is all you need.

Pick one (or more employees) on your certified payroll report and view their QuickBooks paycheck and make the comparisons as outlined.

(1) NAME AND INDIVIDUAL IDENTIFYING NUMBER (e.g., LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER) OF WORKER	(2) Employment Exemption	(3) WORK CLASSIFICATION	Destination of Straight Time	(4) DAY AND DATE							(5) TOTAL HOURS	(6) RATE OF PAY/CASH FRINGES	(7) GROSS AMOUNT EARNED - THIS JOB/ALL JOBS	(8) DEDUCTIONS - BASED ON GROSS WAGES FOR ALL PROJECTS						(9) NET WAGES PAID FOR WEEK
				Sun	Mon	Tue	Wed	Thu	Fri	Sat				FWH	MCARE	FICA	STWH	OTHER	TOTAL DEDUCTIONS	
				2/22	2/23	2/24	2/25	2/26	2/27	2/28										
				HOURS WORKED EACH DAY																
Equipment, Frederick F			ST	0	8	8	8	8	8	0	40	\$ 28.00	\$ 1,120.00				#1 \$ -			
		M-2	DT											\$ 109.00	\$ 16.24	\$ 69.44	\$ 21.93	#2 \$ 30.00		
XXX-XX-3321		Backhoe Operator	OT										\$ 1,199.00					#3 \$ -	\$ 258.93	
																		#4 \$ 12.32	\$ 940.07	
OTHER DEDUCTIONS KEY CODING: #1 Child Support #3 Medical #2 Union Dues #4 SDI (Disability Employee)																				

Paycheck - Payroll Checking Account

Bank Account: 1130 - Payroll Checking Acco... Ending Balance: -26,465.62

Print As: Frederick F Equipment No. 361 Date 03/04/2009

Pay to the Order of Equipment, Frederick F \$ 940.07

Nine hundred forty and 07/100*****Dollars

Address: Frederick F Equipment, PO Box 887, W. Charleston, CA 05872

Memo: Nine hundred forty and 07/100*****Dollars

Paycheck Summary

Earnings	1,120.00
Additions	79.00
Taxes	-228.93
Deductions	-30.00

Pay Period: 02/22/2009 - 02/28/2009
Hours Worked: 40.00

Buttons: Save & Close, Revert, Paycheck Detail..

1. Is the Employee Work Classification (Column 3) correct?
2. Are all of the employees hours displayed correctly (Section 4 - Day and Date)?
3. Rate of Pay/Cash Fringes (Column 6) should contain the base rate of pay (\$28.00).
4. Gross Amount Earned ALL JOBS (the lower number in Column 7) should match the total Earnings **PLUS** any Additions included on the paycheck ($\$1120.00 + \$79.00 = \$1199.00$).
5. Total Deductions should match the Taxes **PLUS** any Deductions withheld from the employees paycheck ($\$228.93 + \$30.00 = \$258.93$) AND Net Wages Paid for Week (Column 9) should match the amount of the paycheck (\$940.07).
6. Are the Other Withholding Key Codes accurate for your employee deductions?

If any of these amounts are incorrect, follow the troubleshooting tips below.

Troubleshooting Tips:

When the Certified Payroll reports are not accurately displaying the same numbers as the paychecks, it is a setup issue and not a program bug or programming issue. Follow the instructions below to correct the following items:

1. When an Employee's Work Classification is not correct.

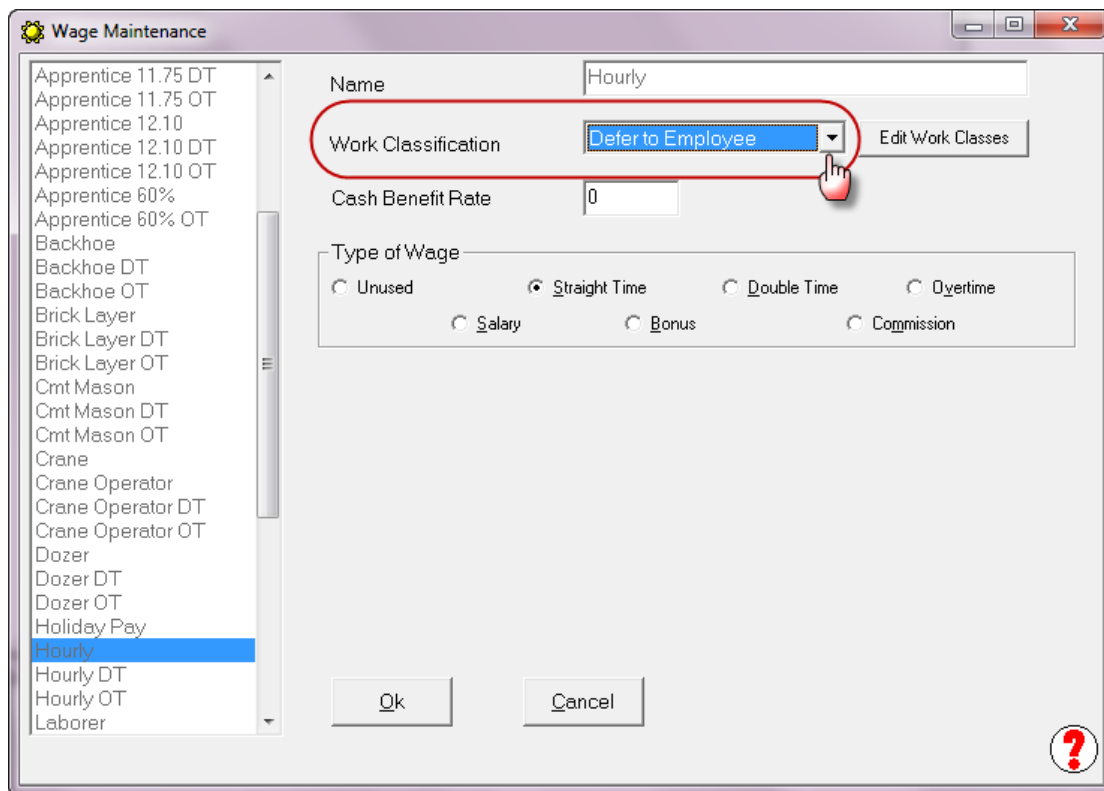
Employee Work Classifications are tied to the Payroll Wage Items that are used in the QuickBooks Weekly Timesheet and Paycheck, check the payroll item used in Timesheets/Paychecks, and then go to the CPS

Linked Data menu -> choosing Wages, find the Payroll Item -> double-click on it to Edit - OR - single click to select and click the Edit button. What is the Work Classification that you have assigned to the payroll item? Is it the correct work classification? If not, grab the Work Classification drop down menu and select the correct one.

Remember, when you assign a specific Work Classification to a QuickBooks Payroll Item, you are telling CPS "Every time you see THIS payroll item used in timesheets/paychecks -> I want you to print THIS Work Classification on the Certified Payroll Report".

If you use a common payroll wage item for ALL of your employees, such as "Hourly" or "Hourly Rate", regardless of their work classification, in Certified Payroll Solution, from the Linked Data menu -> choose Wages -> find the "common" payroll item from QuickBooks -> double-click on it to edit -> from the Work Classification dropdown -> choose Defer to Employee.

"Defer to Employee" is a special Work Classification that tells the program "I use the same common payroll wage item to pay all of my employees, to find the Work Classification to print on the final reports, look to see how I have the Employee Classified under the Linked Data menu -> Employees. It is important to understand that this special Work Classification will ONLY work in certain instances - such as, when EACH of your employees fall under a single Work Classification and NEVER perform work under a different classification - meaning, Joe is always a Carpenter and Larry is always an Electrician.

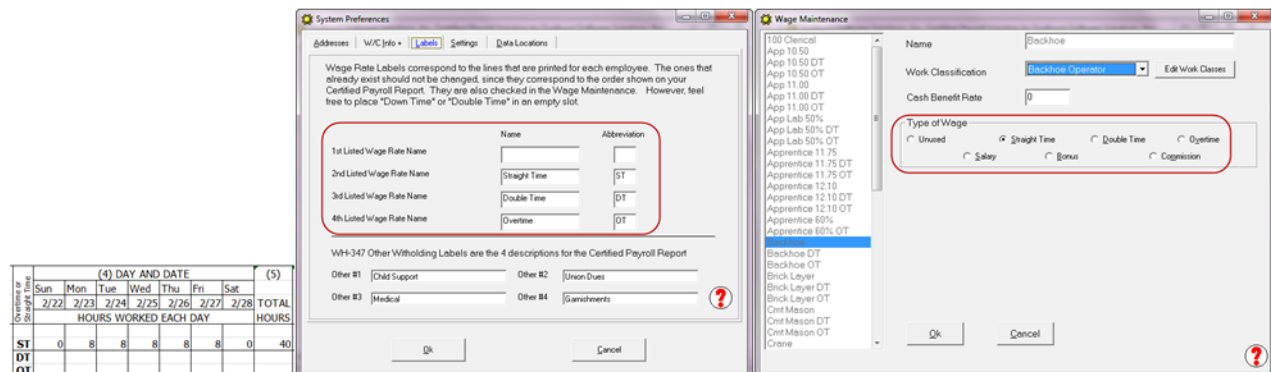


Refer to the 18 pages of documentation, provided in your manual & in program help, for more information about Work Classifications.

2. When Straight time and Overtime hours do not show correctly, are displayed under 2 different Work Classification, or are missing, etc.

The calendar area of the certified payroll report has a total of four (4) rows to hold hours, where the Straight Time, Overtime, Double time hours are to be displayed is shown on the Labels tab (System Setup menu -> System Preferences). Each payroll wage item from QuickBooks is assigned to a **Type of Wage** (Linked Data menu -> Wages -> double-click on a wage item to Edit).

NOTE: CPS comes preprogrammed with the proper placement of Straight time and Overtime hours. Refer to the in program Help by going to the Help menu -> Contents -> click on the Search tab -> type in the name of your state; to verify that the placement has not been changed. If you discover that your placement doesn't agree with the screenshot of the labels tab for your state, set them back to their original settings. You will then need to go to the Linked Data menu -> Wages -> and Edit each wage item and select the appropriate "Type of Wage".



Usually, when hours do not show correctly, are displayed under two (2) different Work Classifications, or are missing; it is always a setup error. Start with the payroll items used in the QuickBooks Timesheets -> in CPS, go to the Linked Data menu -> choose Wages -> find the payroll item(s) in the list on the left -> double-click to edit each item -> make sure that the payroll wage items are assigned to the same (correct) Work Classification and type of Wage (Straight Time, Overtime, Double Time).

Remember, each payroll wage item MUST be assigned to a single "Type of Wage".

IMPORTANT: A common error occurs when a pay adjustment takes place - in QuickBooks, you should not (and cannot even though QuickBooks allows it) use your normal payroll wage item with a different rate of pay to make your adjustment and expect the program to "know" which is truly the straight time rate and what is an adjustment rate. Likewise, in Certified Payroll Solution, you cannot assign a QuickBooks payroll item used for "normal" straight time and another payroll item used for an "adjustment" to the Straight Time Type of Wage. You would want to assign the "adjustment" item either to a specially created Work Classification to indicate an "Adjustment", OR assign the adjustment item to an empty (Unused) type of wage - remember, where it falls in the positioning and then on the Labels tab indicate that it is an adjustment.

3. When (Column 6) does not display the base rate of pay (\$28.00).

You first need to go into either the QuickBooks Weekly Timesheet OR the Paycheck Detail and find the name of the payroll item that was used to record the employees time/rate of pay for this specific job. Once you

have found the name of the payroll item, in CPS, you need to go to the Linked Data menu -> and choose Wages and find that **EXACT** same payroll item -> double-click on it to edit the linked Wage Item record - OR - single click to select and click the Edit button. In the Cash Benefit Rate box, you need to **REMOVE** the hourly cash fringe amount (\$7.00) because if you are paying the full fringe amount to the Union or a bona-fide plan, you **ARE NOT** paying the fringe in cash to the employee as part of his gross hourly wage - and you have incorrectly told the program that out of the full rate of pay in QuickBooks (\$28.00) that \$7.00 is the Cash Fringe Rate.

MOTE: You should review **ALL** of the Linked Payroll Wage Item records in CPS to make sure that the Cash Benefit Rate has been removed.

4. When Gross Amount Earned ALL JOBS (the lower number in Column 7) does not match the total Earnings PLUS any Additions included on the paycheck (\$1,120.00 + \$79.00 = \$1,199.00)

You first need to go into the the Paycheck Detail in QuickBooks to see the names of the Addition Items that have been included. Once you have that information, in CPS, go to the Linked Data menu -> and choose Deductions. Find the "name" of the Addition Item(s) and double-click on it to Edit - OR - single click on the item and click the Edit button. For items that are "in addition to" normal wages, such as a gas or travel reimbursement, you need to make sure that the **This is really an additional wage** option is checked (the program then knows that those dollars are to be included in Gross Wages ALL jobs), as well as, the **Unused radio button** - "Unused" because the dollar amounts do NOT have a specific reporting spot on the Certified payroll report.

NOTE: The Deduction Reconciliation/Maintenance window will be different depending upon the state your company resides in.

5. When Total Deductions do not match the Taxes PLUS any Deductions withheld from the employees paycheck (\$228.93 + \$30.00 = \$258.93) AND when Net Wages Paid for Week (Column 9) does not match the amount of the paycheck (\$940.07)

When total deductions, including taxes, doesn't match, it throws off Column 9 Net wages. So when you fix the deductions, you'll also be fixing Net Wages. The first thing that you want to do is open the Employee's paycheck detail in QuickBooks, and focusing on the **Employee Summary** section, compare the following items:

- Federal Withholding
- Social Security Employee
- Medicare Employee
- State Withholding
- Other Withholding (such as: Union Dues, Child Support, State Disability, Local Taxes, Health Insurance deduction, Pension or 401k deductions, garnishments, etc.)

All of the Deduction items, shown in the Employee Summary that are preceded by a minus sign (-) should be displayed in Section 8 - Deductions on the Certified Payroll Report.

IMPORTANT: If you have no amounts displayed in Columns 6-9, make sure that you have no voided paychecks for this period. Voided paychecks cause an issue as QuickBooks, because the Audit Trail is always on, ignores the replacement paycheck and reports the voided check instead. In QuickBooks, change

the date of the voided check to be 1 day before or after the actual paycheck date - and in CPS, use the ACTUAL date of the paycheck when running the report.

Review Paycheck

Equipment, Frederick F

Pay Period: 02/22/2009 - 02/28/2009

☐ Use Direct Deposit

Earnings

Item Name	Rate	Hours	WC Code	Customer:Job	Class	Service Item
Backhoe	28.00	40.00	0210	OES:Crew Entry	Labor	02 Site Work

Totals: 1,120.00 40.00 hrs

Other Payroll Items

Item Name	Rate	Quantity
Union Dues	-0.75	40.00
Health & Welfare	1.90	40.00
Pension	3.00	40.00
Vacation Fund	2.10	40.00
Travel Reimbursement	79.00	

Company Summary

Item Name	Amount	YTD
Health & Welfare	76.00	76.00
Pension	120.00	120.00
Vacation Fund	84.00	84.00
CA - Employment Training Tax	1.12	2.32
Social Security Company	69.44	143.84

Employee Summary

Item Name	Amount	YTD
Backhoe	1,120.00	1,120.00
Union Dues	-30.00	-30.00
Travel Reimbursement	79.00	79.00
Federal Withholding	-109.00	-230.00
Social Security Employee	-69.44	-143.84
Medicare Employee	-16.24	-33.64
CA - Withholding	-21.93	-47.79
CA - Disability Employee	-12.32	-25.52

Check Amount: 940.07

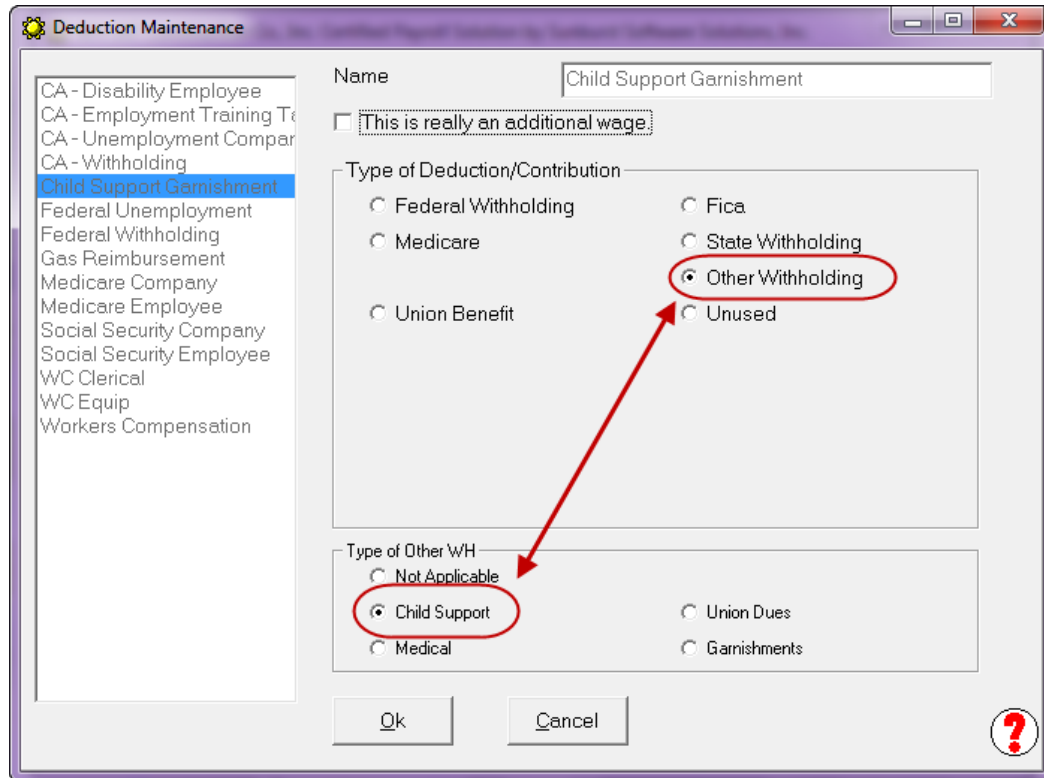
OK Cancel Help

☒ Lock Net Pay ☐ Unlock Net Pay ☐ Enter net/Calculate gross

(7)	(8) DEDUCTIONS - BASED ON GROSS WAGES FOR ALL PROJECTS						(9)
GROSS AMOUNT EARNED - THIS JOB/ALL JOBS	FWH	MCARE	FICA	STWH	OTHER	TOTAL DEDUCTIONS	NET WAGES PAID FOR WEEK
\$1,120.00					#1 \$ -		
					#2 \$ 30.00		
	\$ 109.00	\$ 16.24	\$ 69.44	\$ 21.93	#3 \$ -	\$ 258.93	\$ 940.07
\$1,199.00					#4 \$ 12.32		
OTHER DEDUCTIONS KEY CODING:							
#1 Child Support				#2 Union Dues			
#3 Medical				#4 SDI (Disability Employee)			

If the dollar amounts are not correct on the final report, you'll need to go to the CPS Linked Data menu -> choosing Deductions, and then starting with the first item in this list, click Edit and make sure that the items are properly classified. Here, you are telling the program "Report the amounts from the QuickBooks paycheck for THIS item in THIS box on the final report".

Other Withholding/Deductions, such as: Child Support, State Disability contributions, garnishments, loan repayments, etc., must be classified as Other Withholding in the top half of the Deduction Reconciliation/Maintenance window and then the appropriate Type of Other Withholding must be selected from the lower half.



Items found in the Company Summary section of the paycheck detail, such as: Company paid worker's comp, Federal Unemployment, Social Security Company, Medicare Company, State Unemployment, etc. should be categorized as Unused (meaning NOT used/displayed on the final certified payroll reports).

NOTE: If the Deduction Reconciliation/Maintenance window has specific labels in the Type of Deduction/Contribution section in the top half of this window, for Health & Welfare, Vacation, Pension, etc., the Union Fringe Company Contribution items should be assigned to those specific categories.

6. When the "Other Deductions Key Coding" section does not accurately reflect the types of deductions withheld from employee paychecks.

Certified Payroll Solution comes pre-programmed with 4 common deduction types that you can change in order to accurately describe the types of deductions that are withheld from employee paychecks. To change the "Labels" (Child Support, Union Dues, etc.), in Certified Payroll Solution, go to the System Setup menu -> System Preferences -> and click on the Labels tab.

There is room for only 4 different Other Withholding types on the final report, so you may need to combine items on the Labels tab.

NOTE: Depending upon how you change the Other Withholding Labels, you MIGHT need to go back to the Linked Data menu -> Deductions and check the Type of Other Withholding selections.

2.3 Full Fringe SPLIT Between Cash & Bona-fide Plan

NOTE: You will have to substitute your own hourly rates here.

In this example, we will be working with a Backhoe Operator with a Base Rate of \$28.00 per hour PLUS a fringe rate of \$7.00 per hour MINUS a \$1.00 per hour credit for company paid health insurance, the employee pays an additional \$1.50 per hour for his health insurance through a payroll deduction.

In the Employee's record in QuickBooks, the rate of pay will be \$34.00 (\$28.00 + \$7.00 - \$1.00) per hour for Straight time, \$48.00 (\$28.00 + \$14.00 + \$7.00 - \$1.00) per hour for Overtime, and \$62.00 (\$28.00 + \$28.00 + \$7.00 - \$1.00) per hour for Doubletime.

The \$1.00 per hour credit for company paid health insurance should be set up as a QuickBooks Company Contribution item, and should be displayed in the Additions, Deductions and Company Contributions section of the Employee Record. For additional information about setting up company contribution items, refer to the manual section called **Union or Bona Fide Plan Fringe Benefits**.

Edit Employee

Information for: Crane, Reginald A

Change tabs: Payroll and Compensation Info

Payroll Info

Earnings

Item Name	Hourly/Annual Rate
Crane Operator	34.00
Crane Operator DT	62.00
Crane Operator OT	48.00

☒ Use time data to create paychecks

[What is a payroll schedule?](#)

Payroll Schedule: Weekly

Pay Frequency: Weekly

Class: Labor

☐ Employee is inactive

Additions, Deductions and Company Contributions

Item Name	Amount	Limit
Health Insurance (...)	1.00	2,079.96
Health Insurance (...)	-1.50	-3,120.00
Travel Reimburse...		

☐ Employee is covered by a qualified pension plan

Taxes...
Sick/Vacation...
Direct Deposit

Order Business Cards

OK
Cancel
Notes
Help

MOST of the time, a simple comparison is all you need.

Pick one (or more employees) on your certified payroll report and view their QuickBooks paycheck.

(1) NAME AND INDIVIDUAL IDENTIFYING NUMBER (e.g., LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER) OF WORKER	(3) WORK CLASSIFICATION	(4) DAY AND DATE Sun Mon Tue Wed Thu Fri Sat 2/22 2/23 2/24 2/25 2/26 2/27 2/28	(5) TOTAL HOURS	(6) RATE OF PAY/CASH FRINGES	(7) GROSS AMOUNT EARNED - THIS JOB/ALL JOBS	(8) DEDUCTIONS - BASED ON GROSS WAGES FOR ALL PROJECTS						(9) NET WAGES PAID FOR WEEK
						FWH	MCARE	FICA	STWH	OTHER	TOTAL DEDUCTIONS	
Crane, Reginald A	M	ST DT OT	0 8 8 8 8 8 0	40 \$28.00/\$6.00	\$ 1,360.00	\$ 257.00	\$ 19.72	\$ 84.32	\$ 78.79	#1 \$ - #2 \$ - #3 \$ 60.00 #4 \$ 14.96	\$ 514.79	\$ 894.71
XXX-XX-2315	Crane Operator				\$1,409.50							

OTHER DEDUCTIONS KEY CODING:
 #1 Child Support
 #3 Medical
 #2 Unemployment
 #4 SSI (Disability Employee)

Paycheck - Payroll Checking Account

Bank Account: 1130 - Payroll Checking Account Ending Balance: -26,545.84

Print As: Reginald A Crane
 Pay to the Order of: Crane, Reginald A
 Date: 03/04/2009
 \$ 894.71
 Eight hundred ninety-four and 71/100***** Dollars

Reginald A Crane
 17 Sally Court
 W. Charleston, CA 05872

Memo

Order Checks

Paycheck Summary

Earnings 1,360.00
 Additions 49.50
 Taxes -454.79
 Deductions -60.00

Pay Period: 02/22/2009 - 02/28/2009
 Hours Worked: 40.00

Paycheck Detail...

Save & Close Revert

1. Is the Employee Work Classification (Column 3) correct?
2. Are all of the employees hours displayed correctly (Section 4 - Day and Date)?
3. Rate of Pay/Cash Fringes (Column 6) should contain the base rate of pay (\$28.00) / cash fringe rate (\$6.00)
4. Gross Amount Earned ALL JOBS (the lower number in Column 7) should match the total Earnings **PLUS** any Additions included on the paycheck (\$1360.00 + \$49.50 = \$1,409.50).
5. Total Deductions should match the Taxes **PLUS** any Deductions withheld from the employees paycheck (\$454.79 + \$60.00 = \$514.79) AND Net Wages Paid for Week (Column 9) should match the amount of the paycheck (\$894.71).
6. Are the Other Withholding Key Codes accurate for your employee deductions?

If any of these amounts are incorrect, follow the troubleshooting tips below.

Troubleshooting Tips:

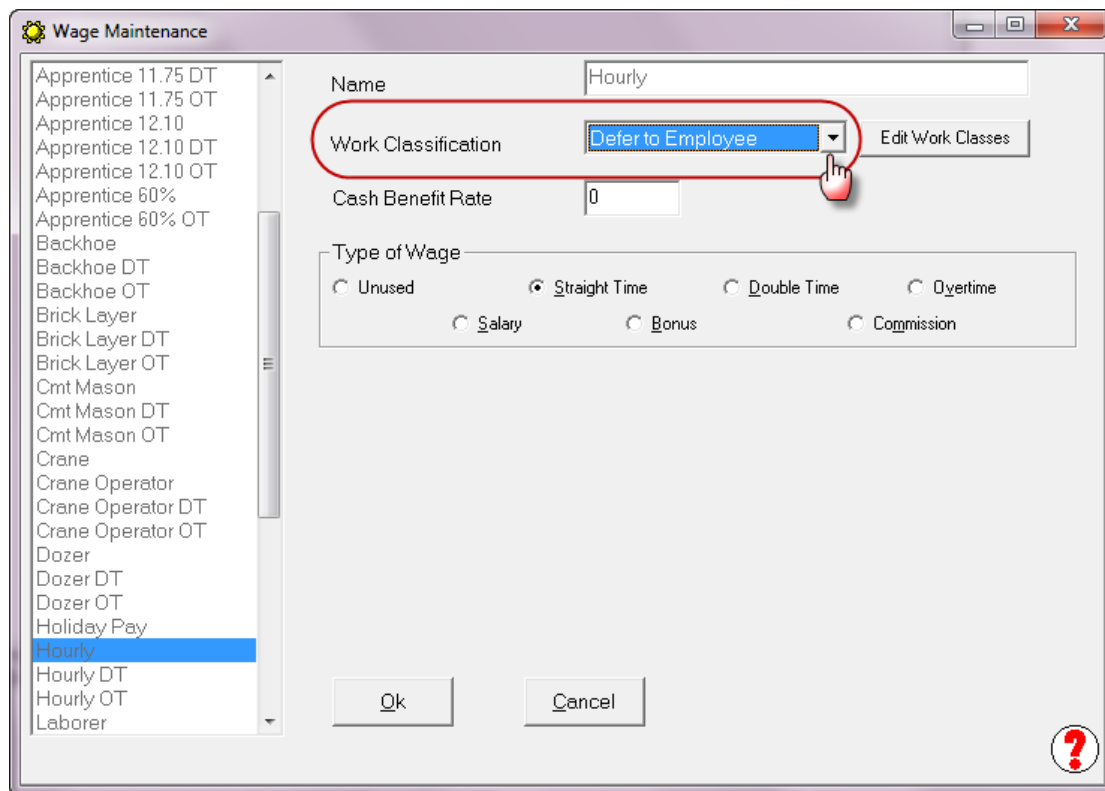
When the Certified Payroll reports are not accurately displaying the same numbers as the paychecks, it is a setup issue and not a program bug or programming issue. Follow the instructions below to correct the following items:

1. **When an Employee's Work Classification is not correct.** Employee Work Classifications are tied to the Payroll Wage Items that are used in the QuickBooks Weekly Timesheet and Paycheck, check the payroll item used in Timesheets/Paychecks, and then go to the CPS Linked Data menu -> choosing Wages, find the

Payroll Item -> double-click on it to Edit - OR - single click to select and click the Edit button. What is the Work Classification that you have assigned to the payroll item? Is it the correct work classification? **Remember**, when you assign a specific Work Classification to a QuickBooks Payroll Item, you are telling CPS "Every time you see this payroll item used in timesheets/paychecks -> I want you to print THIS Work Classification on the Certified Payroll Report".

If you use a common payroll wage item for ALL of your employees, such as "Hourly" or "Hourly Rate", regardless of their work classification, in Certified Payroll Solution, from the Linked Data menu -> choose Wages -> find the "common" payroll item from QuickBooks -> double-click on it to edit -> from the Work Classification dropdown -> choose Defer to Employee.

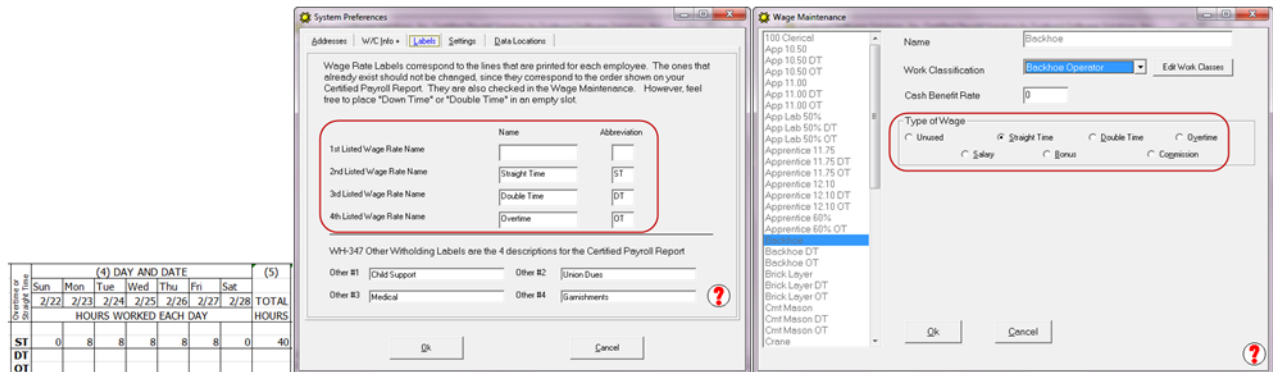
"Defer to Employee" is a special Work Classification that tells the program "I use the same common payroll wage item to pay all of my employees, to find the Work Classification to print on the final reports, look to see how I have the Employee Classified under the Linked Data menu -> Employees. It is important to understand that this special Work Classification will ONLY work in certain instances - such as, when ALL of your employees fall under the same Work Classification with the SAME CASH benefit rate AND bona-fide plan contribution amount.



Refer to the 18 pages of documentation, provided in your manual & in program help, for more information on how to set up Work Classifications.

2. **When Straight time and Overtime hours do not show correctly, are displayed under 2 different Work Classification, or are missing, etc.** The calendar area of the certified payroll report has a total of four (4) rows to hold hours, where the Straight Time, Overtime, Double time hours are to be displayed is shown on the Labels tab (System Setup menu -> System Preferences). Each payroll wage item from QuickBooks is assigned to a **Type of Wage** (Linked Data menu -> Wages -> double-click on a wage item to Edit).

NOTE: CPS comes preprogrammed with the proper placement of Straight time and Overtime hours. Refer to the in program Help by going to the Help menu -> Contents -> click on the Search tab -> type in the name of your state; to verify that the placement has not been changed. If you discover that your placement doesn't agree with the screenshot of the labels tab for your state, set them back to their original settings. You will then need to go to the Linked Data menu -> Wages -> and Edit each wage item and select the appropriate "Type of Wage".



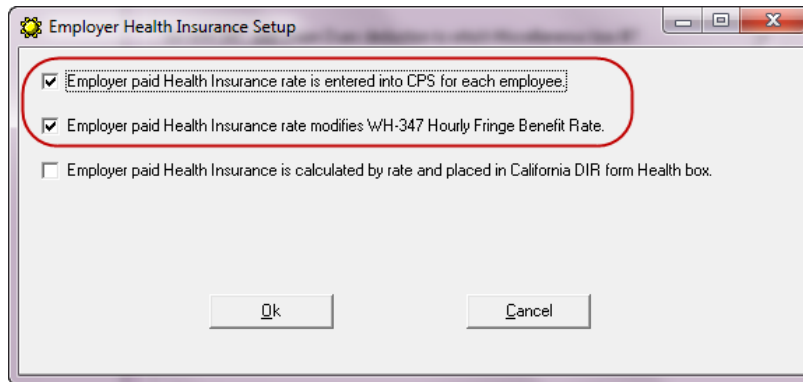
Usually, when hours do not show correctly, are displayed under two (2) different Work Classifications, or are missing; it is always a setup error. Start with the payroll items used in the QuickBooks Timesheets -> in CPS, go to the Linked Data menu -> choose Wages -> find the payroll item(s) in the list on the left -> double-click to edit each item -> make sure that the payroll wage items are assigned to the same (correct) Work Classification and type of Wage (Straight Time, Overtime, Double Time).

Remember, each payroll wage item MUST be assigned to a single "Type of Wage".

IMPORTANT: A common error occurs when a pay adjustment takes place - in QuickBooks, you should not (and cannot) use your normal payroll wage item with a different rate of pay to make your adjustment and expect the program to "know" which is truly the straight time rate and what is an adjustment rate. Likewise, in Certified Payroll Solution, you cannot assign a QuickBooks payroll item used for "normal" straight time and another payroll item used for an "adjustment" to the Straight Time Type of Wage. You would want to assign the "adjustment" item either to a specially created Work Classification to indicate an "Adjustment" OR assign the adjustment item to an empty (Unused) type of wage; remember, where it falls in the positioning and then on the Labels tab indicate that it is an adjustment.

3. **When (Column 6) does not display the base rate of pay (\$28.00) / cash fringe rate (\$6.00).** When you "split" the full fringe benefit rate between cash and a bona-fide plan and take "credit" for any company paid health insurance, some extra setup is required in Certified Payroll Solution for this complex method.

First, in Certified Payroll Solution go to the System Setup menu -> System Preferences -> and click on the Settings tab. Once here, click the Employer Health Insurance Setup button -> here you will want to check the first two options - Employer paid Health Insurance rate is entered into CPS for each employee AND Employer paid Health Insurance rate modifies WH-347 Hourly Fringe Benefit Rate. This tells the program that you will be splitting the full fringe between a cash and a bona-fide plan payment AND that you will be entering a "credit" in each employees CPS Linked Employee record - this credit will then be deducted from the full cash fringe. Click Ok.



Next, need to go into either the QuickBooks Weekly Timesheet OR the Paycheck Detail and find the name of the **payroll item** that was used to record the employees time/rate of pay for this specific job. Once you have found the name of the payroll item, in CPS, you need to go to the Linked Data menu -> and choose Wages and find that **EXACT** same payroll item -> double-click on it to edit the linked Wage Item record - OR - single click to select and click the Edit button. In the Cash Benefit Rate box, you need to enter the **FULL** hourly cash fringe amount (\$7.00) - this tells the program that this payroll item/work classification combination has a total Cash Fringe Rate of \$7.00.

The screenshot shows the 'Wage Maintenance' window. On the left is a list of wage items, with 'Backhoe' selected. The main area contains the following fields and options:

- Name:** Backhoe
- Work Classification:** Backhoe Operator (dropdown menu)
- Cash Benefit Rate:** 7 (text box, circled in red)
- Type of Wage:**
 - ☐ Unused
 - ☒ Straight Time
 - ☐ Double Time
 - ☐ Overtime
 - ☐ Salary
 - ☐ Bonus
 - ☐ Commission

At the bottom are 'Ok' and 'Cancel' buttons. A red question mark icon is in the bottom right corner.

NOTE: You should review ALL of the Linked Payroll Wage Item records in CPS to make sure that the Full Cash Benefit Rate has been entered.

The last thing that you will want to do, is go into CPS, from the Linked Data menu -> choose Employees -> Edit each employee and enter the "credit" amount in the Empr Health Benefit Rate field. If you make multiple contributions to bona-fide plans, enter the **TOTAL** hourly contribution amount.

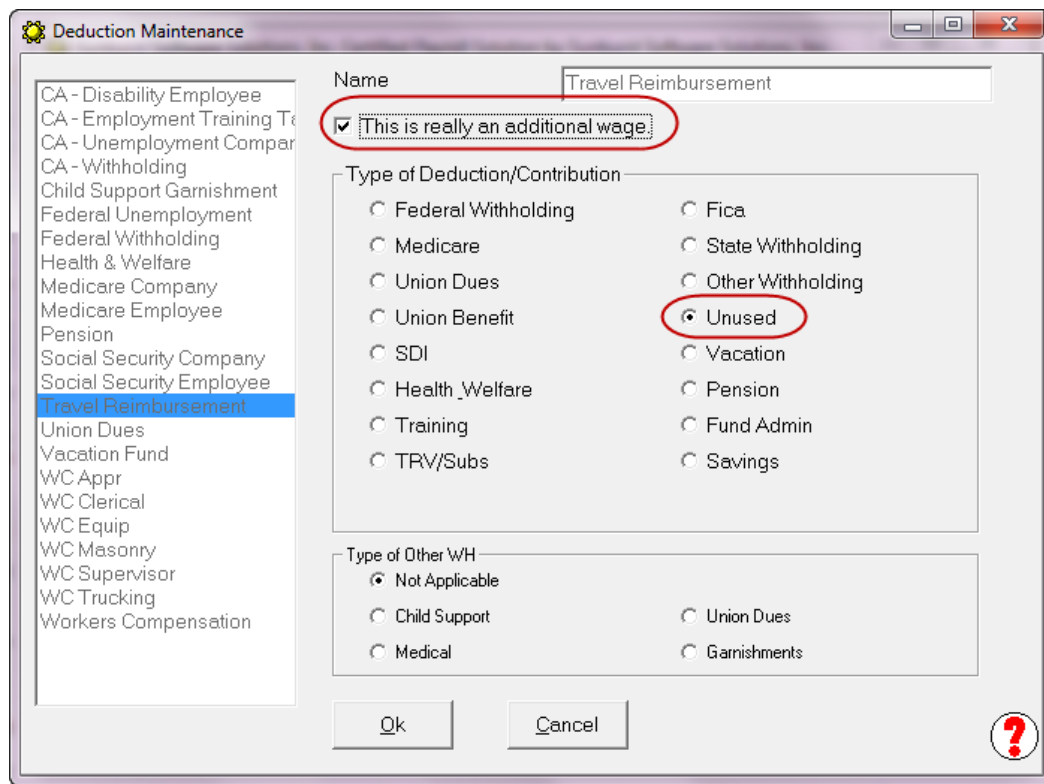
The screenshot shows the 'Employee Maintenance' window. On the left is a list of employees, with 'Crane, Reginald A.' selected. The main area displays the following fields:

- Name: Crane, Reginald A.
- Local: None (dropdown menu)
- EEOC Work Class: Equip. Opers. (dropdown menu)
- Race: White (dropdown menu)
- Federal Allowances: M
- Gender: Male (dropdown menu)
- ARRA Hire? ☐
- Empr Health Benefit Rate: 1.00 (text field, highlighted with a red oval)

Buttons for 'Edit Locals', 'Edit Work Classes', and 'Edit Races' are located to the right of their respective dropdown menus. At the bottom are 'Ok' and 'Cancel' buttons. A red question mark icon is in the bottom right corner.

4. When Gross Amount Earned ALL JOBS (the lower number in Column 7) does not match the total Earnings PLUS any Additions included on the paycheck ($\$1360.00 + \$49.50 = \$1,409.50$), you first need to go into the the Paycheck Detail in QuickBooks to see the names of the Addition Items that have been included. Once you have that information, in CPS, go to the Linked Data menu -> and choose Deductions. Find the "name" of the Addition Item(s) and double-click on it to Edit - OR - single click on the item and click the Edit button. For items that are "in addition to" normal wages, such as a gas reimbursement, you need to make sure that the **This is really an additional wage** option is checked (the program then knows that those dollars are to be included in Gross Wages ALL jobs), as well as, the **Unused radio button** - "Unused" because the dollar amounts do NOT have a specific reporting spot on the Certified payroll report.

NOTE: The Deduction Reconciliation/Maintenance window will be different depending upon the state your company resides in.



5. When Total Deductions do not match the Taxes PLUS any Deductions withheld from the employees paycheck ($\$286.05 + \$100.00 = \$385.06$) AND when Net Wages Paid for Week (Column 9) does not match the amount of the paycheck (1094.51). When total deductions, including taxes, doesn't match, it throws off Column 9 Net wages. So when you fix the deductions, you'll also be fixing Net Wages. The first thing that you want to do is open the Employee's paycheck detail in QuickBooks and focusing on the Employee Summary section, compare the following items:

- Federal Withholding
- Social Security Employee
- Medicare Employee
- State Withholding
- Other Withholding (such as: Child Support, State Disability, Local Taxes, Health Insurance deduction, Pension or 401k deductions, garnishments, etc.)

All of the Deduction items, shown in the Employee Summary that are preceded by a minus sign (-), should be displayed in Section 8 - Deductions on the Certified Payroll Report.

IMPORTANT: If you have no amounts displayed in Columns 6-9, make sure that you have no voided paychecks for this period. Voided paychecks cause an issue as QuickBooks, because the Audit Trail is always on, ignores the replacement paycheck and reports the voided check instead. In QuickBooks, change the date of the voided check to be 1 day before or after the actual paycheck date - and in CPS, use the ACTUAL date of the paycheck when running the report.

Review Paycheck

Crane, Reginald A

Pay Period: 02/22/2009 - 02/28/2009

☐ Use Direct Deposit

Item Name	Rate	Hours	WC Code	Customer:Job	Class	Service Item
Crane ...	34.00	40.00	0210	OES:Crew Entry	Labor	02 Site Work

Totals: 1,360.00 40.00 hrs

Earnings

Sick Available: 0.00
Vacation Avail.: 0.00
Sick Accrued:
Vac. Accrued:
☐ Do not accrue sick/vac

Other Payroll Items

Item Name	Rate	Quantity
Health Insurance (taxable)	-1.50	40.00
Health Insurance (comp...)	1.00	40.00
Travel Reimbursement	49.50	

Company Summary

Item Name	Amount	YTD
Health Insurance (company p...	40.00	40.00
CA - Employment Training Tax	1.36	2.56
Social Security Company	84.32	158.72
Medicare Company	19.72	37.12
Federal Unemployment	10.88	20.48

Employee Summary

Item Name	Amount	YTD
Crane Operator	1,360.00	2,560.00
Health Insurance (taxable)	-60.00	-60.00
Travel Reimbursement	49.50	49.50
Federal Withholding	-257.00	-474.00
Social Security Employee	-84.32	-158.72
Medicare Employee	-19.72	-37.12
CA - Withholding	-78.79	-142.30
CA - Disability Employee	-14.96	-28.16

Check Amount: 894.71

OK Cancel Help

☒ Lock Net Pay ☐ Unlock Net Pay ☐ Enter net/Calculate gross

(7)	(8) DEDUCTIONS - BASED ON GROSS WAGES FOR ALL PROJECTS						(9)
GROSS AMOUNT EARNED - THIS JOB/ALL JOBS	FWH	MCARE	FICA	STWH	OTHER	TOTAL DEDUCTIONS	NET WAGES PAID FOR WEEK
\$1,360.00					#1 \$ -		
					#2 \$ -		
	\$ 257.00	\$ 19.72	\$ 84.32	\$ 78.79	#3 \$ 60.00	\$ 514.79	\$ 894.71
\$1,409.50					#4 \$ 14.96		
OTHER DEDUCTIONS KEY CODING:							
#1 Child Support				#2 Union Dues			
#3 Medical				#4 SDI (Disability Employee)			

If the dollar amounts are not correct on the final report, you'll need to go to the CPS Linked Data menu -> choosing Deductions, and then starting with the first item in this list, click Edit and make sure that the items are properly classified. Here, you are telling the program "Report the amounts from the QuickBooks paycheck for THIS item in THIS box on the final report".

Items found in the Company Summary section of the paycheck detail, such as: Company paid worker's comp, Federal Unemployment, Social Security Company, Medicare Company, State Unemployment, etc. should be categorized as **Unused** (meaning NOT used/displayed on the final certified payroll reports).

- When the "Other Deductions Key Coding" section does not accurately reflect the types of deductions withheld from employee paychecks. Certified Payroll Solution comes pre-programmed

with 4 common deduction types, that you can change in order to accurately describe the types of deductions that are withheld from employee paychecks. To change the "Labels" (Child Support, Union Dues, etc.) in Certified Payroll Solution, go to the System Setup menu -> System Preferences -> and click on the Labels tab.

There is room for only 4 different Other Withholding types on the final report, so you may need to combine items on the Labels tab.

NOTE: Depending upon how you change the Other Withholding Labels, you MIGHT need to go back to the Linked Data menu -> Deductions and check the Type of Other Withholding selections.

3 Where Does All the Information Come From?

How to use this document:

Using the forms at the end of this document as guides, locate the number of the piece of information that you are trying to troubleshoot, and then simply match up that number to the number in the following list. Each list is separated between items that are specific to the Certified Payroll Report and the Statement of Compliance.

IMPORTANT NOTE:


The information provided, while based on the Federal WH-347, is **standard information** that is found on certified payroll reports for all states. When troubleshooting a state specific certified payroll report, missing data has often not been entered in the CPS linked records for Employees, Jobs, or Wages. Access these items from the Linked Data menu.

3.1 The Certified Payroll Report

1. **Name of Contractor or Subcontractor Checkboxes** - these boxes are filled (checked) based on the choices you made when you set up this job. If you need to change the checkbox - in CPS from Linked Data, choose Jobs, highlight this job, choose Edit, make your changes, click Ok, Done, and Yes to Save changes. The DEFAULT selection is that you are a Subcontractor, however, if you are the Contractor, check the Primary Contractor box in the Job record.
2. **Actual Contractor Name** - this is the name that you gave us when you purchased your software. If the name is not correct, you must contact us at (888) 348-2877 or sales@sunburstsoftwaresolutions.com
3. **Address** - This is the information that you entered in CPS - System Setup, System Preferences, and Addresses tab in the Address 1 and Address 2 fields.
4. **Payroll Number** - this number comes from the Reconcile Payroll for Reporting Step 3 screen. The first time that you generate reports with CPS, this number defaults to 1; you are allowed to overwrite that on the Step 3 screen with the correct payroll number. If your payroll number is not correct, rerun your report, and at the Step 3 screen, input the appropriate numbers.
5. **For Week Ending** - this date is the same date that you entered when you chose Run, Certified Payroll Report and entered your pay period ending date.
6. **Project & Location** - This information comes from the QuickBooks, in the Job record Ship To Address block.
7. **Project/Contract Number** - This is the Federal and State Project Numbers that you entered in the CPS Job record. If you need to edit this information, in CPS choose Linked Data, and Jobs, find the job in the list on the left, edit, enter your changes, select Ok, Done and Yes, to Save changes.
8. **Name, Address and Social Security Number of Employee** - This information comes directly from the QuickBooks Employee Record. The U.S. Department of Labor WH-347 requires that ONLY the Employee name and the last 4-digits of the Social Security Number be displayed. If your state requires the full Social Security Number, it will be indicated in the column heading, if do not see Social Security numbers shown here:
 - a) You have no social security number on file for this employee, or
 - b) You have not granted CPS permission in QuickBooks to access social security numbers. In QuickBooks, in single user mode, signed in as the Administrator, from the Edit Menu, choose Integrate Applications, click on the company preferences tab, click on Certified Payroll Solution, select Preferences, and be sure that the following checkboxes are checked. Allow this application to access this company file, Allow this application to login automatically - Login as Administrator, Allow this application to access Social Security Numbers and other personal data. Record these changes.
 - c) Someone has set CPS up to not display Social Security Numbers. From the CPS Linked Data menu -> choose Jobs -> Edit each job -> going to the form options tab and change the option for displaying SS #'s.
9. **# Withholding Exemptions** - We cannot access this information from QuickBooks at this time. This comes from the Employee Record in CPS. If you have no information in this column, you will need to enter this information in CPS for each employee. From within CPS, choose Linked Data, Employees, Edit each Employee, and enter the withholding exemptions as M-4, 4, etc.
10. **Work Classification** - These are the work classifications that you have assigned to QuickBooks Payroll Items. If these do not appear correctly, from within CPS, choose Linked Data and Wages. Edit each QuickBooks Payroll Item and make sure it is assigned to the correct Work Classification. For additional information on Work Classifications, consult your manual.
11. **Day and Date/Hours Worked Each Day** - this information comes from your QuickBooks Weekly Timesheet.
12. **Rate of Pay/Cash Fringes** - This is a combination of the rate of pay assigned to this employee in his/her Employee Record in QuickBooks split out by any amounts that you entered in the Cash Benefit Box in the CPS Wage Item Setup. To edit these amounts, choose Linked Data, Wages, edit each wage, and enter the correct

Cash Benefit Rate. Remember, cash fringes are only those fringe amounts that the employee actually takes home in his paycheck. For additional information on various ways in which contractors pay prevailing wage fringe benefits go to the CPS Support area on our website.

13. **Gross Amount Earned - This Job/All Jobs, FWH, MCARE, FICA, STWH** - all come from the actual paycheck information. If you have no amounts, there are 3 things to check. 1) Is CPS accessing the correct QuickBooks company file? 2) Did you enter the correct dates when initially processing the reports? and 3) Go to Linked Data and Payees, edit each item in this list and verify that items have been assigned correctly.
14. **Other Withholding** - these are other withholdings such as : Union Dues, Child Support, etc., from the actual paycheck. If you do not have amounts here, check the item setup using Linked Data, Deductions, and verify that all items tagged to the Main Other Withholding category in the top portion of this window and are also assigned to a specific type of Other Withholding at the lower portion of the screen. If you have incorrect Key Coding Labels - choose System Setup, System Preferences, and labels Tab, and enter the correct Other Withholding Label Names.
15. **Total Deductions** - self-explanatory
16. **Net Wages Paid for Week** - should equal the amount of the actual paycheck that was issued to the employee.
17. **Other Deductions Key Coding** - You have total control of the key codes labels, they are located in CPS from the System Setup menu -> System Preferences -> Labels tab -> WH-347 Other Withholding Labels.

U. S. Department of Labor Employment Standards Administration Wage and Hour Division		PAYROLL (For Contractor's Optional Use: See Instructions, Form WH-347 Inst.) <i>Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number</i>			
1	OR SUBCONTRACTOR	2	ADDRESS	3	OMB No.: 1215-0149 Expires: 12/31/2011
4	PAYROLL No.	5	FOR WEEK ENDING	6	PROJECT AND LOCATION
(1) NAME AND INDIVIDUAL IDENTIFYING NUMBER (e.g., LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER) OF WORKER 8		(3) WORK CLASSIFICATION 10		(8) DEDUCTIONS - BASED ON GROSS WAGES FOR ALL PROJECTS FWH MCARE FICA STWH OTHER 13 13 13 13 14 #1 #2 #3 #4 \$ \$ \$ \$	
(2) WITHHOLDING EXEMPTIONS ST DT OT 9		(4) DAY AND DATE Sun Mon Tue Wed Thu Fri Sat HOURS WORKED EACH DAY 11		(7) GROSS AMOUNT EARNED - THIS JOB/ALL JOBS 13 (9) NET WAGES PAID FOR WEEK 16	
				OTHER DEDUCTIONS KEY CODING: #1 Child Support #2 Union Dues #3 Medical #4 SDI (Disability Employee)	

3.2 The Statement of Compliance

1. **Date** - this is the current date of your computer.
2. **I, Name of Signatory Party & Title do hereby state:** this information comes from CPS from the System Setup menu -> System Preferences -> Addresses tab -> Name of Preparer and Preparer Title boxes.
3. **Employed by Contractor or Subcontractor** - the name that appears here is the Company Name that you provided us at the time of purchase. If this is not accurate, please contact us.
4. **On the Building or Work** - This always starts out with the QuickBooks Company Name of your Customer (in case it should become separated from the Certified Payroll Report) followed by EITHER the QuickBooks Job Name as displayed in the Customer:Job List OR whatever you entered into the CPS Job Record in the Print Name As or Federal Project # field. You have full control over how this information is displayed; by going to the CPS System Setup menu -> Statement of Compliance -> and playing around with the options at the top of the Wh-348 (1) tab.
5. **On behalf of said Contractor or Subcontractor** - same as number 3 above.
6. **Deduction Description** - this description comes from information that you entered in CPS under System Setup, Statement of Compliance, and WH-348 (1) tab and is available for all states that have this option available on their Statement of Compliance.
7. **Where fringe benefits are paid to approved plans, funds, or programs checkbox** - you may access these checkboxes from CPS by choosing the System Setup menu -> Statement of Compliance -> WH-348 (4) tab. If you select "Use this information on ALL WH-348 Statements of Compliance", you will not be able to change this for individual jobs. If you wish to be able to change this information on a job by job basis, selecting "Use this information as a default for each job" will allow you to change the standard information through the Linked Data menu -> Jobs -> select Job -> Edit -> Statement of Compliance Optional Fields button.
8. **Exceptions & Remarks** - these may also be accessed from System Setup, Statement of Compliance WH-348 (4) Tab. If you select "Use this information on ALL WH-348 Statements of Compliance", you will not be able to change this for individual jobs. If you wish to be able to change this on a job by job basis, please select "use this information as a default for each job" will allow you to change the standard information through Linked Data, Jobs, and the Statement of Compliance Optional Fields button.
9. **Name & Title** - this information is the same as for #2 above.
10. **For State Specific Statements of Compliance** - if you are missing information, please refer back to CPS System Set and state specific tabs & options OR using the Linked Data menu -> Jobs -> select Job -> Edit -> Standard and Additional Info tabs.

(c) EXCEPTIONS

8	EXCEPTION (CRAFT)	EXPLANATION

REMARKS: 8

9	NAME AND TITLE	SIGNATURE
	THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. SEE SECTION 1001 OF TITLE 18 AND SECTION 231 OF TITLE 31 OF THE UNITED STATES CODE.	

Revised December 2008, Expires 12/31/2011. |

Date: 1

I, 2, do hereby state:

(1) That I pay or supervise the payment of the persons employed by 3 on the 4 ; that during the payroll period commencing on the day of , and ending the day of , , all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said 5 from the full weekly wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 C.F.R. Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 967; 76 Stat. 357; 40 U.S.C. § 3145), and described below: 6

(2) That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract; that the classifications set forth therein for each laborer or mechanic conform with the work he performed.

(3) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

(4) That:

(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS

☐ - In addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in Section 4(c) below

(b) WHERE FRINGE BENEFITS ARE PAID IN CASH

☐ - Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in Section 4(c) below.

