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Creating “Electronic” Certified Payroll Reports

The following information is also located within the Certified Payroll Solution Manual and Help File accessed from the ? in the lower right corner of each window.

The “paper” certified payroll reports produced by Certified Payroll Solution (CPS) can easily transformed into an electronic certified payroll transfer format. *Paper reports may have different reporting rules regarding employee addresses and social security numbers than electronic reports do.*

Each Labor Compliance Program (LCP), which monitors and/or requires the submission of electronic certified payroll reports has their own unique requirements for the file format. Each LCP will require that the information you upload include THE SAME information that is required on the paper version that you print for your records – and in many cases additional information which is NOT required on the paper forms. For example:

- Texas Department of Transportation requires a .CSV file
- Elation Systems, Inc. requires an XML file
- TRS Consultants, Inc. requires an XML file
- LCPtracker requires an .XLS file
- Sandia National Laboratory requires an XML file
- Alaska Department of Labor & Workforce Development requires a .TXT file
- Wisconsin Department of Transportation requires an XML file
- Wisconsin Department of Workforce Development requires an .XLS file
- California Department of Industrial Relations Compliance Monitoring Unit (CMU) requires the TRS Consultants XML file

Some computer savvy contractors create a “master” certified payroll reporting form (based on the requirements of the State agency that they must submit them to) in Excel, manually input the payroll data each week and attempt to “save” it in any of the above mentioned file formats listed above – only to discover that the file is rejected and they have to log and manually type the information into the Labor Compliance System.

Certified Payroll Solution will eliminate the hassle of manually entering your payroll information into various Labor Compliance tracking systems, however, **there are four simple steps you must do to create these files.**

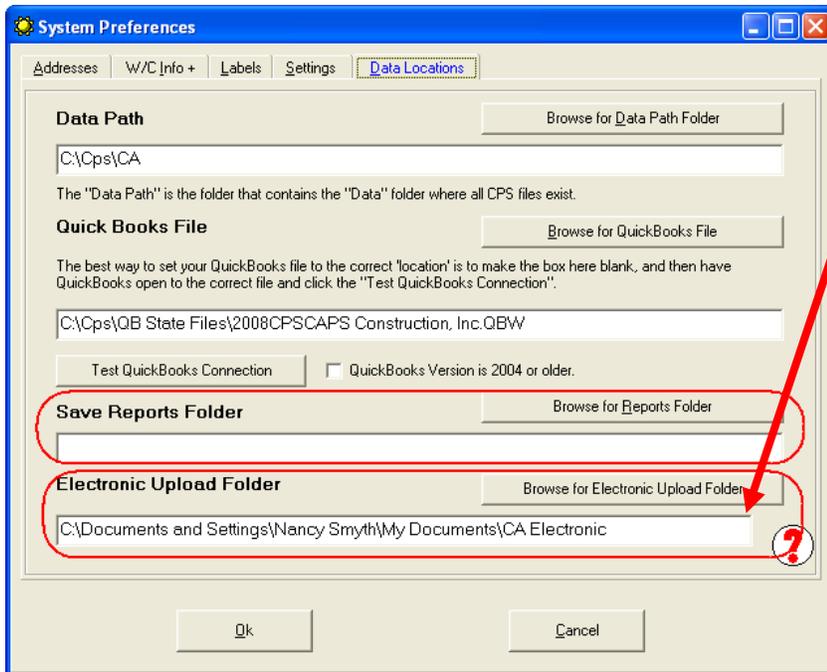
Your Awarding Authority or state agency will give you instructions for uploading these files, as CPS will ONLY create these files. Sunburst Software Solutions, Inc. will have no information about upload procedures.

Step 1 – Create a folder to save the electronic file in:

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. **Never create a new folder and leave the name of the folder to be “NEW FOLDER” – Computer technicians and quite possibly yourself, could accidentally delete this folder thinking it was empty. Give the folder a name that you are likely to remember, such as, “Electronic Payrolls”.**

Step 2 – Select the folder:

In CPS, under System Setup & System Preferences Data Locations, you will select/specify the location of the folder created in Step 1- under "Electronic Upload Folder". Use the browse button to locate this folder.



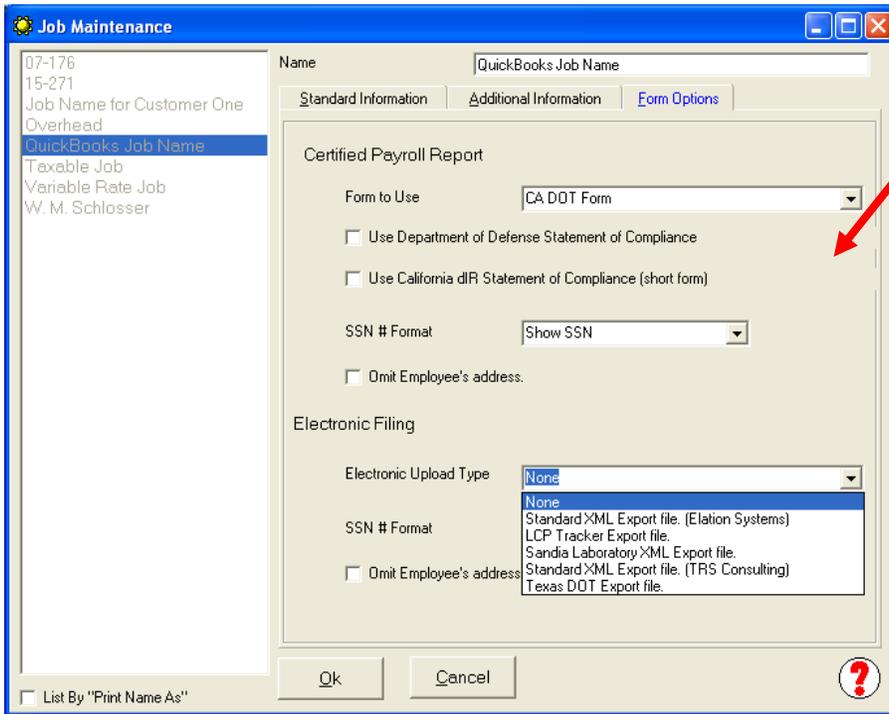
Use the “Browse for Electronic Upload Folder” button to locate and select the folder created in Step 1.

DO NOT USE THE SAME FOLDER TO SAVE COPIES OF YOUR PRINTED REPORTS & YOUR ELECTRONIC REPORTS.

Want more information? Click on the ? in the lower right corner.

Step 3 – Select Electronic file format:

Select the Electronic Upload Type from the drop down menu for each job that you wish to do an electronic upload for. You may do this using Linked Data menu -> Jobs -> select Job -> Edit -> Form Options tab for jobs that have already been created or when creating new jobs this same option will be available.

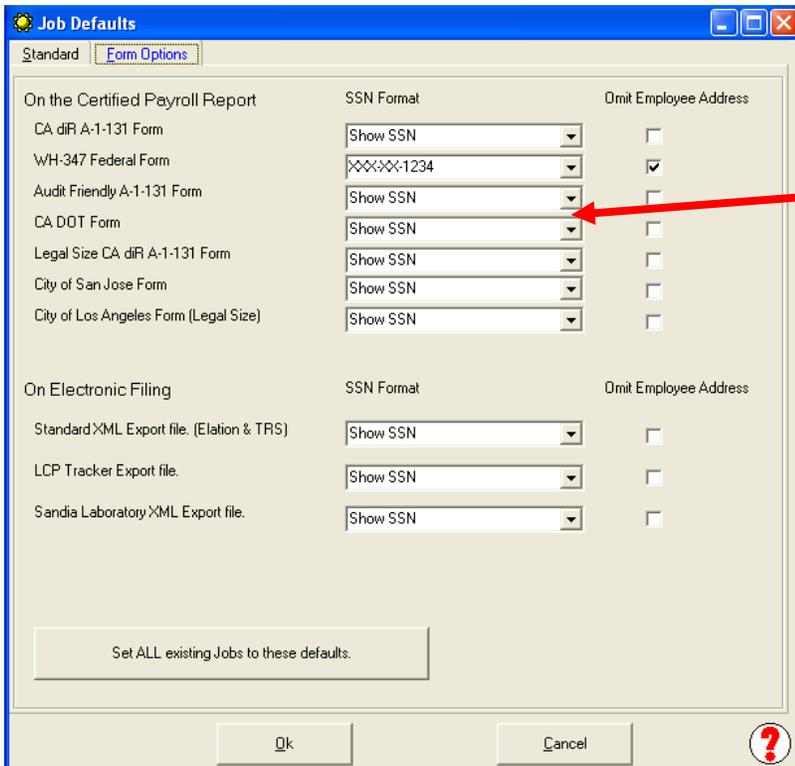


Select the Electronic Upload Type from the drop down menu.

The following Electronic Upload Types are available:

- None** – meaning you do not need to file electronically
- Standard XML Export file** – suitable for Elations Systems and TRS Consultants
- LCP Tracker Export file** – to be used ONLY with LCP Tracker
- Sandia Laboratory XML Export file** – to be used ONLY with Sandia Laboratory Etc.

Additionally, if all of the jobs that you are working on require Electronic filing, you can indicate this the Job Defaults – found from the System Setup Menu->Defaults->Jobs – Form Options tab. *Remember, printed certified payroll reports may have different reporting requirements regarding employee addresses and social security numbers than electronic reports. You may set each preference on a job by job and/or electronic upload type basis.*



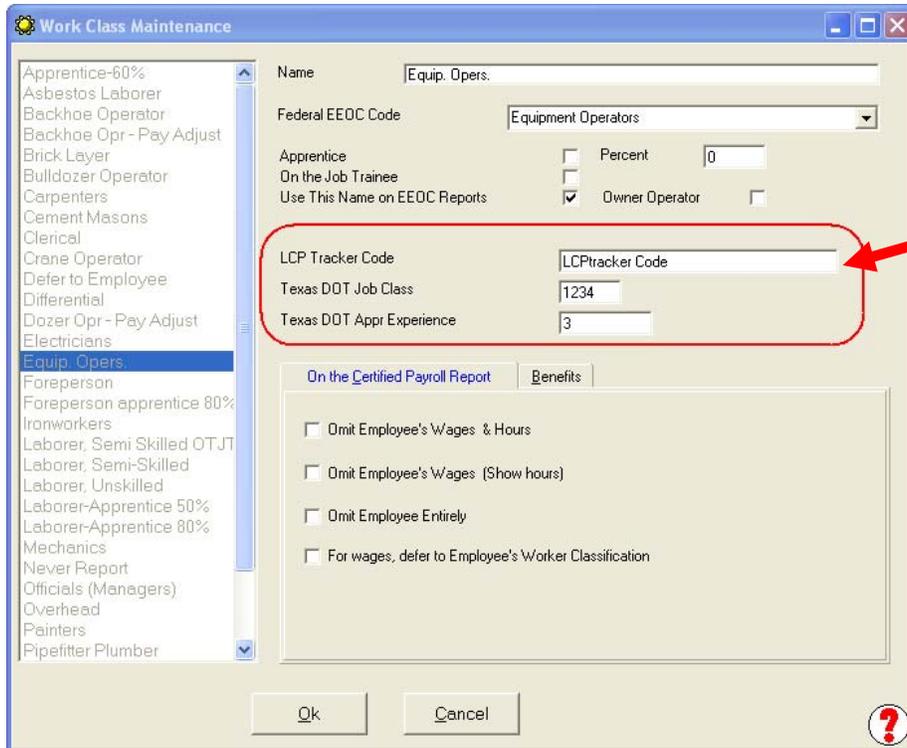
You can set a “default” Electronic Upload Type for all future jobs. Existing Jobs that require electronic reports will need to be manually flagged from the Linked Date -> Jobs.

Step 4 – Update Work Classifications as required:

If you are required to submit electronic certified payroll reports using the LCPTracker program OR the Texas Department of Transportation Electronic Project Records System (EPRS), you will need to edit each of your Work Classifications and enter an LCPTracker “code” OR a Texas DOT Job Class and Apprentice Experience code .

We do not have access to these lists and you must obtain them from LCPTracker or Texas DOT.

To edit your work Classifications, from the CPS Basic Info menu, choose Work Classifications. From the list on the left, click on a work classification to select it and click the Edit button to display the Work Class Maintenance window.



In the LCPTracker Code field enter the code for this specific work classification. Click OK when finished. Repeat this procedure for each Work Classification that your employees fall under.

Enter your Texas DOT Job Class and/or Apprentice Experience Codes.

How are Electronic files created?

Electronic upload files are created **automatically** when you either print or preview a Certified Payroll Report for any "electronic upload" job as indicated in Step 3.

The files will automatically be saved in the location you created in Step 1 and specified in Step 2. Files will be named as follows:

CPRYYYY-MM-DDJob Name.XML
CPRYYYY-MM-DDJob Name.xls
CPRYYYY-MM-DDJob Name.CSV
CPRYYYY-MM-DDJob Name.txt

Where CPR and .XML are constant, YYYY-MM-DD is the workweek ending date, and Job Name is the name of the job. You may use any text editor such as notepad to open these files and inspect their content, though they should not be changed. You may also open the XML file as a web page, to view the output, but with this method, it is more difficult to view the data, in my opinion. During the upload process, you will most likely browse to this folder and point to the proper job and week of the file to be uploaded.

It is still *very important* that you print a copy of the report and check it for accuracy before you upload the file – keeping the printed copy for your own records.

How I upload these special files?

Frankly we know very little about the inner workings of the various interfaces we provide – we have NEVER been given an account, but rather have always sent test files to their software engineers for testing.

What we do know, is that the Labor Compliance Program (LCP) that you must submit the electronic files to, will require that you visit their website, create a user name and password and log into the system. Once you log into the system, you will be given an opportunity to select a file from your computer to upload into their system. At that point you will browse to the folder that you created in Step 1 and select the appropriate file .

Important Note:

Certified Payroll Solution is compatible with the electronic filing requirements of:

- Texas Department of Transportation requires a .CSV file
- Elation Systems, Inc. requires an XML file
- TRS Consultants, Inc. requires an XML file
- LCPtracker requires an .XLS file
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