

Hawaii State form Changes

We initially had some questions about the new form (how it would work and how on earth anyone could ever audit it) and spoke with folks at the State. We are expecting that changes will be made to these forms as some questions and concerns are flushed out.

Currently we believe the Certified Payroll form and the Statement of Compliance form we provide will fulfill the state requirements as all the required information is contained on them.

Note that the order of your Straight Time and Overtime in System Setup menu -> System Preferences → Labels and in Linked Data → Wages has been changed automatically for you.

Please verify this order on your own Labels tab looks like the screen shot below and do not change this order on this window.

The screenshot shows a 'System Preferences' dialog box with the 'Labels' tab selected. The dialog contains the following text and fields:

Wage Rate Labels correspond to the lines that are printed for each employee. The ones that already exist should not be changed, since they correspond to the order shown on your Certified Payroll Report. They are also checked in the Wage Maintenance. However, feel free to place "Down Time" or "Double Time" in an empty slot.

	Name	Abbreviation
1st Listed Wage Rate Name	<input type="text" value="Straight Time"/>	<input type="text" value="ST"/>
2nd Listed Wage Rate Name	<input type="text" value="Overtime"/>	<input type="text" value="OT"/>
3rd Listed Wage Rate Name	<input type="text"/>	<input type="text"/>
4th Listed Wage Rate Name	<input type="text"/>	<input type="text"/>

WH-347 Other Withholding Labels are the 4 descriptions for the Certified Payroll Report

Other #1	<input type="text" value="Child Support"/>	Other #2	<input type="text" value="Union Dues"/>
Other #3	<input type="text" value="Medical"/>	Other #4	<input type="text" value="Garnishments"/>

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

To verify that your wages have been upgraded to meet the new order, go to Linked Data menu – Wages and Edit first a payroll item that you use for Straight time and then that you use for Overtime to be sure that the Type of Wage setting is correct.

Currently there is no provision for Double Time on these reports. If you have double time or any other issues, please contact us so that a work-around or corrections can be implemented.

Below are the changes that have been made to Certified Payroll Solution (CPS) to comply with the new reporting requirements, please read and follow these instructions.

Vendor Code added to System Setup menu -> System Preferences -> Addresses tab

The screenshot shows a Windows-style dialog box titled "System Preferences" with a blue title bar. It has several tabs: "Addresses" (selected), "W/C Info", "Labels", "Settings", and "Data Locations". The "Addresses" tab contains the following fields:

Address 1	2378 Dane Hill Road	
Address 2	West Charleston, CA 05872	
Address 3		
Address 4		
Phone	888-348-2877	Fax 866-684-5157
Preparer's Name	Ben Smyth	
Preparer's Title	Owner	
Owner's Name	Ben Smyth	
Owner's Title	Owner	
Contractor's License #	111-11-1111	
Vendor Code	Vendor Code	

At the bottom right of the dialog box, there is a red question mark icon. At the bottom center, there are "Ok" and "Cancel" buttons.

This vendor code will carry forward as a default to new jobs, in the additional information tab. Existing customers need to edit these jobs and put in their vendor code for active jobs.

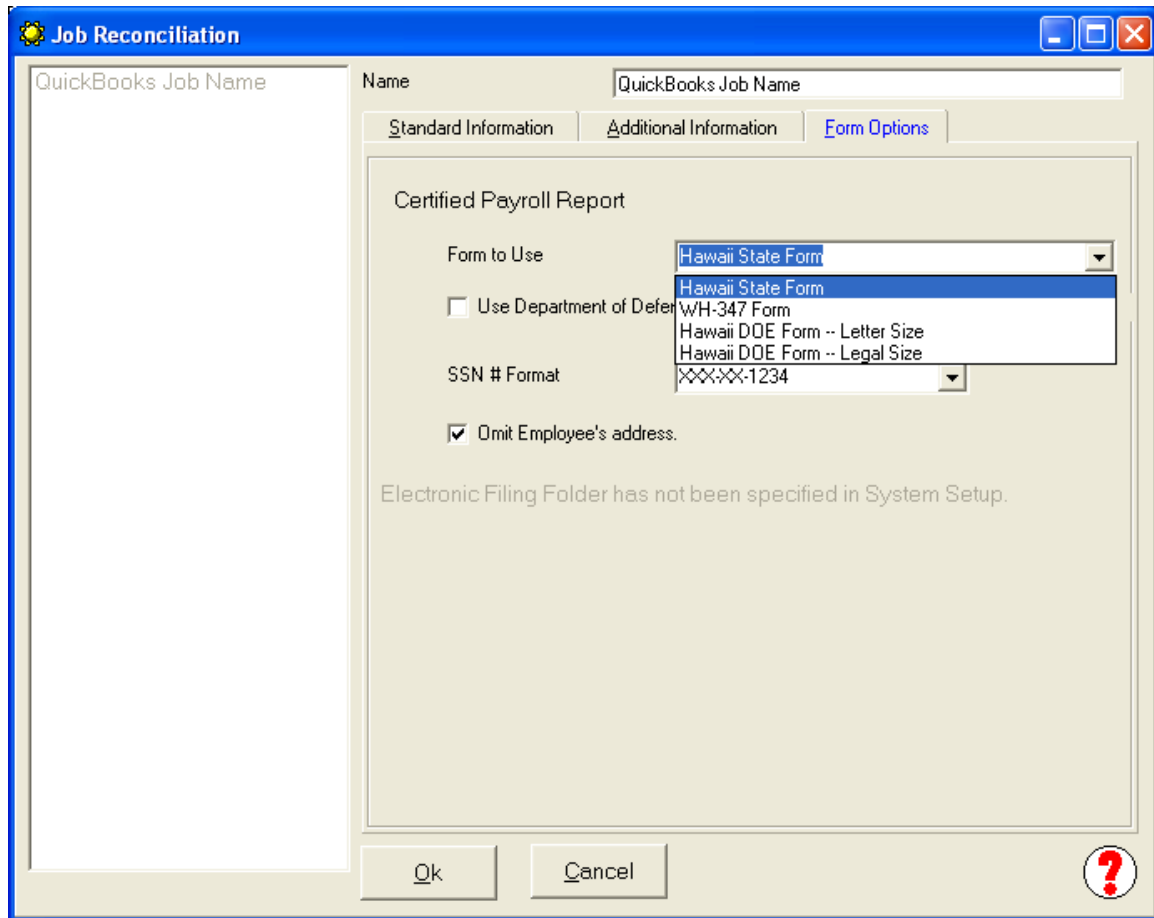
Linked Data menu -> Jobs -> Additional Info tab allows for a different Vendor Code on each job and allows you to select which form you need for each job.

The screenshot shows a software window titled "Job Maintenance" with a blue title bar. On the left is a tree view with "OT & DT" selected. The main area has three tabs: "Standard Information", "Additional Information" (which is active and highlighted with a dashed border), and "Form Options". The "Additional Information" tab contains several input fields: "License", "Vendor Code", "Location", "County", "Begin Date", and "Est. Complete Date". Below these are three checkboxes: "Print Daily Time Report for this Job" (unchecked), "Print Employee List for this Job" (checked), and "Print Authorized Deduction Report for this Job" (unchecked). At the bottom left is a checkbox "List By 'Print Name As'", and at the bottom center are "Ok" and "Cancel" buttons. A help icon (a red question mark in a circle) is in the bottom right corner.

Also in the Job Screen -> Form Option tab, you can select the form that you need to print, the State of Hawaii form, the Federal WH-347 form or the Hawaii DOE (Department of Education) form.

Check the “Print Employee List for this Job” to obtain the Employee List Report also appears to be required for these state jobs.

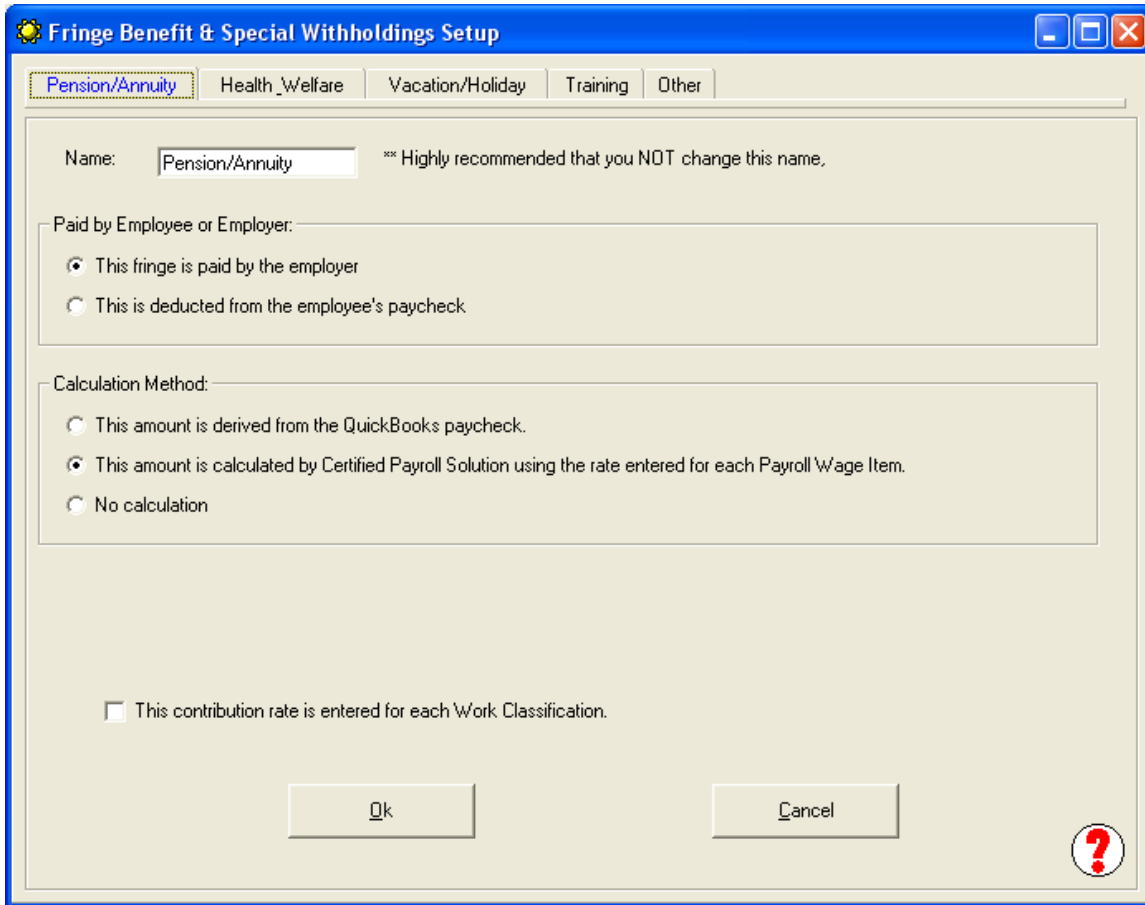
Also note, both of these options can be set in the Job Defaults located under System Setup → Defaults. When this information is added to Job Defaults new jobs will automatically have these options available.



The Hawaii form now requires that you report the Fringe Benefit Rates paid for each work classification worked on your job on the Statement of Compliance and also on the DOE form. **These fringes are reported as hourly rates by fringe (and a total fringe rate) and Work Classification** - CPS can obtain these rates in 3 different ways. You can use different methods to obtain these rates for each different fringe benefit.

1. It may obtain them from the Quick Books paycheck, by dividing the total contribution by the number of hours worked. Note that this method will only work if the employee is paid the same rate for all hours worked.
2. The rate for each benefit can be entered into the Linked Data Wage record. Note there is a Linked Wage Record for each QuickBooks payroll item.
3. The rate may be entered for each Work Classification. Note that any amount in the work classification is added to any amount in the Linked Wage Record.

To setup CPS so that it will report these rates the way you work, in the System Setup menu option, there is now a Fringe Benefits & Special Withholdings option where this is specified.



Fringe Benefit & Special Withholdings Setup

Pension/Annuity | Health_Welfare | Vacation/Holiday | Training | Other

Name: Pension/Annuity ** Highly recommended that you NOT change this name.

Paid by Employee or Employer:

- This fringe is paid by the employer
- This is deducted from the employee's paycheck

Calculation Method:

- This amount is derived from the QuickBooks paycheck.
- This amount is calculated by Certified Payroll Solution using the rate entered for each Payroll Wage Item.
- No calculation

This contribution rate is entered for each Work Classification.

Ok Cancel

?

Each Fringe is listed along the tabs at the top. In Hawaii, each item should be checked as paid by the employer. The Calculation Method tells CPS if the rate is coming from QuickBooks or CPS. The last check box will allow you to enter rates by Work Classification. The question mark will take you to further help about this screen.

Note that depending upon how your settings are here, the Wage Maintenance screen and the Work Classification maintenance will be changed to permit the entry of these rates.

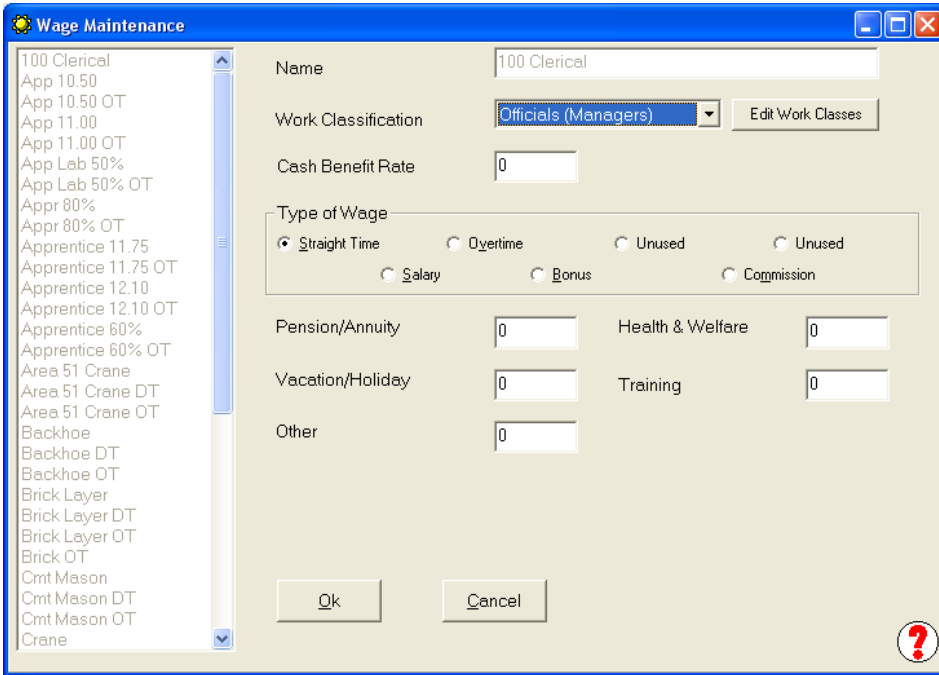
Tips –

1. If your fringe rates do not change by job – it would be easiest to enter fringe rates against each Work Classification (Basic Info->Work Classifications-> Edit Work Classification -> Benefits tab).
2. If your fringe rates do change by job – it would be best to enter the fringe rates against each Wage or Payroll Wage Item (Linked Data menu -> Wages -> Edit Wage -> enter Fringe rates)

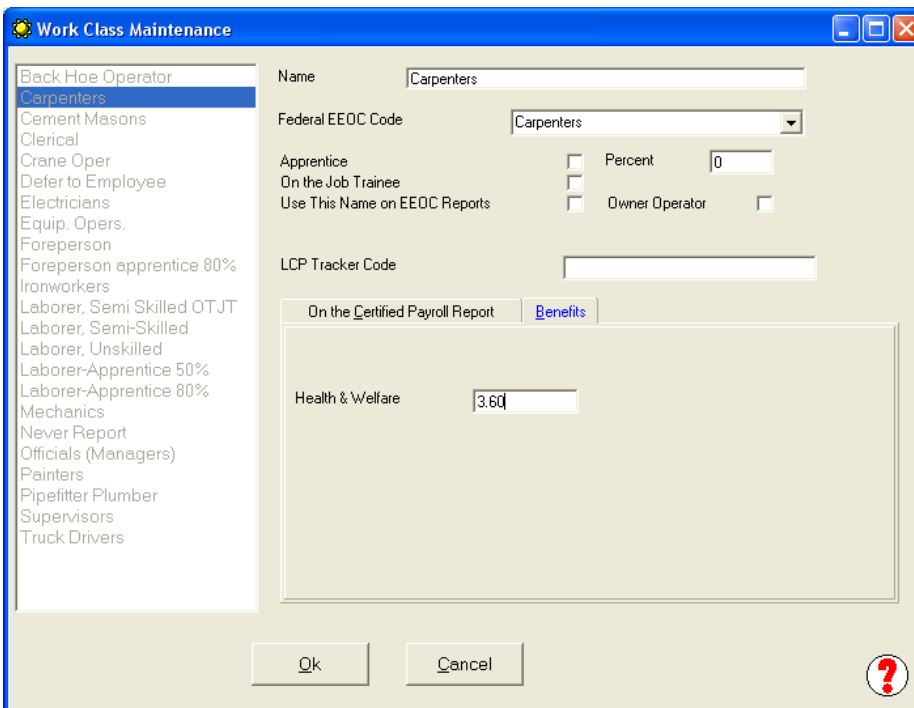
Note the screen examples below:

When you choose the option “This amount is calculated by Certified Payroll Solution using the rate entered for each Payroll Wage Item” you will be able to enter the hourly

rates for EACH benefit type in the Wage Maintenance/Reconciliation window (Linked Data -> Wages -> Edit a Wage)

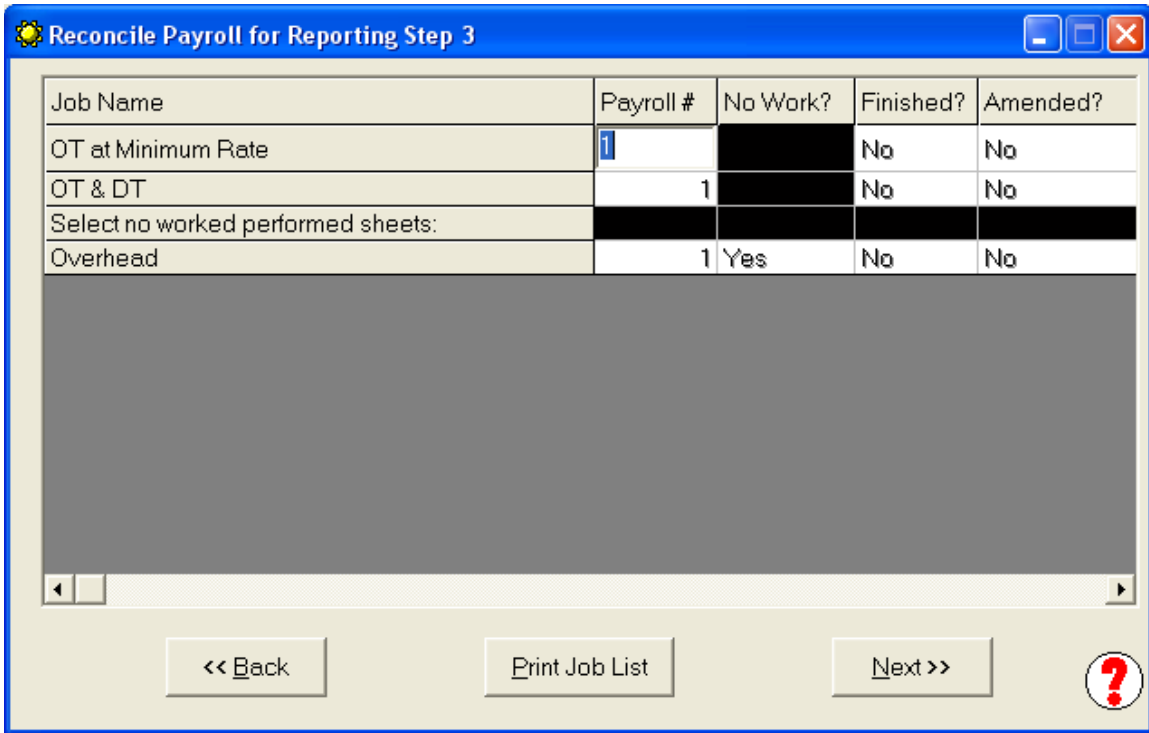


When you choose the option of “This contribution rate is entered for each Work Classification” you will enter the hourly rates for each benefit in the Work Class Maintenance window (Basic Info menu -> Work Classifications -> Edit a Work Class -> Benefits tab)



Once the setup has been completed you are ready to run your Reports.

Note that an “Amended” column has been added to Reconcile Step 3, as this is now a check box on the top of the Certified Payroll Report, and will be checked of when “Yes” is answered for the job on this screen.



Job Name	Payroll #	No Work?	Finished?	Amended?
OT at Minimum Rate	1		No	No
OT & DT	1		No	No
Select no worked performed sheets:				
Overhead	1	Yes	No	No

Check often for Updates/Revisions to these reports and their requirements. Use the Help menu -> Check for Updates option and click on the Release Notes to determine if there have been any additional changes.