


Complying with the NEW WH-347 Form expiring in 2028

U.S. Department of Labor **Davis-Bacon and Related Acts Weekly Certified Payroll Form**
 Wage and Hour Division **(For Contractor's Optional Use; See Instructions at www.dol.gov/whd/forms/wh347instr.htm)**
 Unless otherwise noted, the information requested is specific to the named project below.
 Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number.


 U.S. Wage and Hour Division
 Rev. January 2025
 OMB No.: 1235-0008
 Expires: 01/31/2028

SUBMISSION OF FINAL DBRA CERTIFIED PAYROLL FORM PRIME CONTRACTOR SUBCONTRACTOR

PROJECT NAME		PROJECT NO. or CONTRACT NO.		CERTIFIED PAYROLL NO.		PRIME CONTRACTOR'S/SUBCONTRACTOR'S BUSINESS NAME													
PROJECT LOCATION		WAGE DETERMINATION NO.		WEEK ENDING DATE		PRIME CONTRACTOR'S/SUBCONTRACTOR'S BUSINESS ADDRESS													
(1A)	(1B)	(1C)	(1D)	(1E)	(2)	(3)	(4)	(5)	(6A)	(6B)	(6C)	(7A)	(7B)	(8)		(9)			
WORKER ENTRY NO.	WORKER LAST NAME	WORKER FIRST NAME	WORKER MIDDLE INITIAL	WORKER IDENTIFYING NO.	(1) JOURNEYWORKER (2) REGISTERED APPRENTICE	LABOR CLASSIFICATION	STRAIGHT TIME OT = OVERTIME		TOTAL HOURS WORKED FOR WEEK	HOURLY WAGE RATE PAID FOR ST AND OT	TOTAL FRINGE BENEFIT CREDIT	PAYMENT IN LIEU OF FRINGE BENEFITS	GROSS AMT EARNED	GROSS AMT EARNED FOR ALL WORK	DEDUCTIONS FOR ALL WORK				NET PAY TO WORKER FOR ALL WORK
							ST	OT							TAX WITH-HOLDINGS	FICA	OTHER (MUST SPECIFY, SEE INSTRUCTIONS)	TOTAL DEDUCTIONS	
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While use of Form WH-347 itself is optional, covered contractors and subcontractors performing work on Federal or federally assisted construction contracts are required by the DBRA regulations and the contract clauses to submit payroll information on a weekly basis. The Copeland Act (40 U.S.C. § 3145) requires contractors and subcontractors performing work on Federal or federally financed construction contracts to, on a weekly basis, "furnish a statement on the wages paid each employee during the prior week." U.S. Department of Labor (DOL) Regulations at 29 C.F.R. § 5.5(a)(3)(ii) require contractors and subcontractors to submit weekly certified payrolls to the appropriate Federal agency if the agency is a party to the contract (or, if the agency is not such a party, to the applicant, sponsor, owner, or other entity, as the case may be, that maintains such records, for transmission to the Federal agency). Each certified payroll must be accompanied by a signed "Statement of Compliance" (e.g., page 2 of the WH-347 or another document with identical wording) indicating that the certified payrolls are accurate and complete, and that each laborer or mechanic has been paid not less than the required Davis-Bacon prevailing wage rate(s) (including any fringe benefits) for the work performed. DOL and contracting agencies receiving this information review the information to determine whether workers have received legally required wages and fringe benefits.

Public Burden Statement
We estimate that it will take an average of 55 minutes to complete this collection, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding these estimates or any other aspect of this collection, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room 53502, 200 Constitution Avenue, N.W. Washington, D.C. 20210 (over)

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Remove this text from the manual
template if you want it completely blank.

Complying with the NEW WH-347 form 4

What's Changed with the NEW WH-347 form 5

What States are impacted the most? 5

STEP 1 - Update Certifying Official's Information 6

STEP 2 - If you need to submit Certified Payrolls Electronically 7

STEP 3 - Update Job Information in CPS & QuickBooks 8

STEP 4 - Check your Work Classifications - DO NOT skip this step! 11

**STEP 5 - Determine HOW you pay the fringe benefit portion of
Prevailing Wage 12**

Fringes Paid to the Union 14

Taking Credits for Fringes Paid to Bona-fide Plans 15

 How to Calculate Hourly Fringe Benefit Credits 17

Fringes Paid in CASH to the Employee 19

Fringes Paid to Plans With a Cash Balance 20

STEP 6 - Setting Up Fringe Benefits & Special Withholdings 21

Union Fringe Benefit Setup 22

Cash Fringe Setup 24

Bonafide Plan & CASH fringe Setup 25

Balance of the Fringe Credits Can Be Dumped into Pension or a SUB Plan 30

Adding New Fringe Benefit Types 36

STEP 7 - Digital Signatures 37

Reporting bugs & issues 38

Complying with the NEW WH-347 form

These changes impact ALL WH-347 users in ALL states.

As you may or may not know, the U.S. Department of Labor sneakily released a new/updated WH-347 Certified Payroll Reporting form in January, 2025. The new form expires 1/31/2028, so it's going to be around for awhile - but man is it an UGLY form with lots of new requirements! If you haven't seen it yet, visit <https://www.dol.gov/sites/dolgov/files/WHD/legacy/files/wh347.pdf>

There is **good** and **bad** news:

- The **good news** is that you are supposed to be able to submit the current form that expires on 9/30/2026 (that's included in the Certified Payroll Solution software) while everything is in transition. We have no idea how long this transition will be - US DOL has not made this information public on their website - I learned about this while attending a webinar they hosted.
- The **bad news** is that some agencies are requiring this new form **NOW**.
- More **bad news** for some folks:
 - the "official" WH-347 form is currently not available as a "fillable" .pdf - which means you have to FIGHT with the editing tools in Microsoft Edge or Adobe to make things fit in the little tiny columns.
 - it only allows reporting for ST (Straight Time) and OT (Overtime) hours - during the US DOL webinar it was suggested that you just "squeeze" those extra hours in "somewhere".

The layout of our form is slightly different than the "official WH-347 form", but:

- it contains all the same wording and required information - which according to the US DOL website is totally acceptable as their official form is "optional" anyway.
- we still allow reporting for two additional types of wages DT (DoubleTime), TT (TripleTime), etc.

Manuals, in-program help, and training videos are not going to be updated anytime soon - we are too busy testing each state (some with a dozen different paper forms) and various electronic uploads and basically trying to redo everything that we've done in the last 25 years to accommodate this new form and its requirements.

This Help Document provides detailed setup instructions that should be **used in addition to** existing documents and training videos.

Bottom line:

The sooner you set things up - the more prepared you'll be when someone demands that you use the "NEW" form - even though you may need to look through several sets of instructions.

So grab your contracts, the wage determinations/decisions, and your apprentice information!

What's Changed with the NEW WH-347 form

With 9 sections and 19 columns the "official" NEW WH-347 form focuses on:

- expanded & specific Project information
- accurate classification of workers
- the total fringe benefit CREDIT contributions that your company makes for each employee for each specific job
- Increased scrutiny of payments in lieu of fringe benefits (fringes paid in cash) for each employee for each specific job
- apprentices and apprenticeship program details
- reporting of hourly credits for fringe benefit contributions for each employee
- additional information about the person signing off on the certified payroll reports.

Our layout of the form is different than the "official" WH-347, however, it contains all the same wording and required information (which according to the US DOL website is acceptable) while still providing you with an easy way to verify your reports are accurate - by matching it to your QuickBooks paychecks for:

- gross wages this job/all jobs
- total taxes withheld (Federal Withholding, State Withholding, Social Security & Medicare)
- 4 specific types of other withholdings that you set up based on what else the employee has taken from his paycheck (like child support, union dues, local taxes deducted from employee paychecks, etc.).

What States are impacted the most?

The following states, which have only ever had to file the Federal WH-347 form and/or states where only the total hourly values had to be reported, will be impacted the most:

- Alabama
- Arkansas
- Idaho
- Indiana
- Kentucky
- New Hampshire
- Oklahoma
- Pennsylvania (previously only had to report total contributions)
- South Carolina
- Utah
- Vermont
- Wyoming

However, contractors in ALL states will want to review and update the information found in this document, especially if you work on Federal projects and are required to file the WH-347 form.

ALL states will now have access to the [Fringe Benefits & Special Withholding](#)²¹ option found on the System Setup menu, which will help you to setup and manage any fringe benefit credits or union fringe benefits your company might pay.

STEP 1 - Update Certifying Official's Information

Make sure Preparer's Name, Preparer's Title, Phone Number, and Email Address are accurate and correct in CPS. All of these items are required on the NEW WH-347 form.

Go to the System Setup menu --> System Preferences --> and on the Addresses tab make sure the following fields contain the correct information.

System Preferences

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

Address 1	2378 Dane Hill Road		
Address 2	West Charleston, CA 05872		
Address 3			
Address 4			

Phone	888-348-2877	Fax	
Cell Phone		Email	sales@sunburstsoftwaresoluti
Preparer's Name	Nancy Smyth		
Preparer's Title	CQA		
Owner's Name			
Owner's Title			
Contractor's License #	From SS->SP->Addresses tab		

Ok Cancel

?

STEP 2 - If you need to submit Certified Payrolls Electronically

NOTE: If you don't need to submit your certified payrolls electronically, you can skip to STEP 3!

If you need to submit Certified Payroll reports electronically to online compliance companies like:

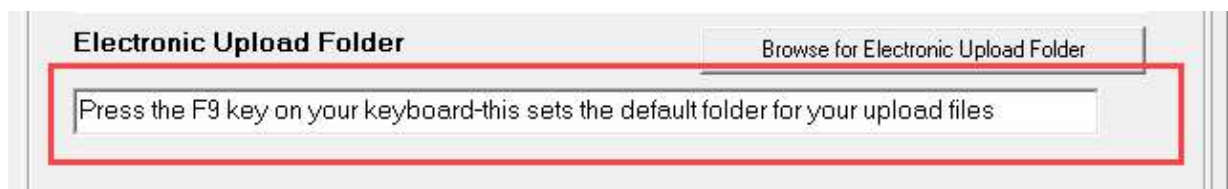
- AASHTO
- Elation Systems
- LCPtracker
- Sandia National Laboratory
- eComply
- Texas DOT
- New York DOT
- Maryland DLLR
- Prism Compliance Management
- eBacon
- New Jersey Wage Hub
- California DIR
- Alaska Department of Labor
- Illinois DOL
- etc.

You'll need to create a folder on your computer for CPS to save the files to. This can be a folder that you save in a specific location of your choice - OR - the program will automatically create on in it's default location.

NOTE: CPS has had the ability to create machine readable files that can be uploaded into the compliance programs listed above (and others) for 15 years or more.

From the System Setup menu --> System Preferences --> click on the Data Locations tab.


Click into the Electronic Upload Folder block and press the F9 key on your keyboard - this will automatically set the default folder for your upload files. Click OK and the location of the folder will appear in the block.



Once the electronic uploads have all been setup and you run your reports, from the VIEW menu --> choose Electronic Uploads.

STEP 3 - Update Job Information in CPS & QuickBooks

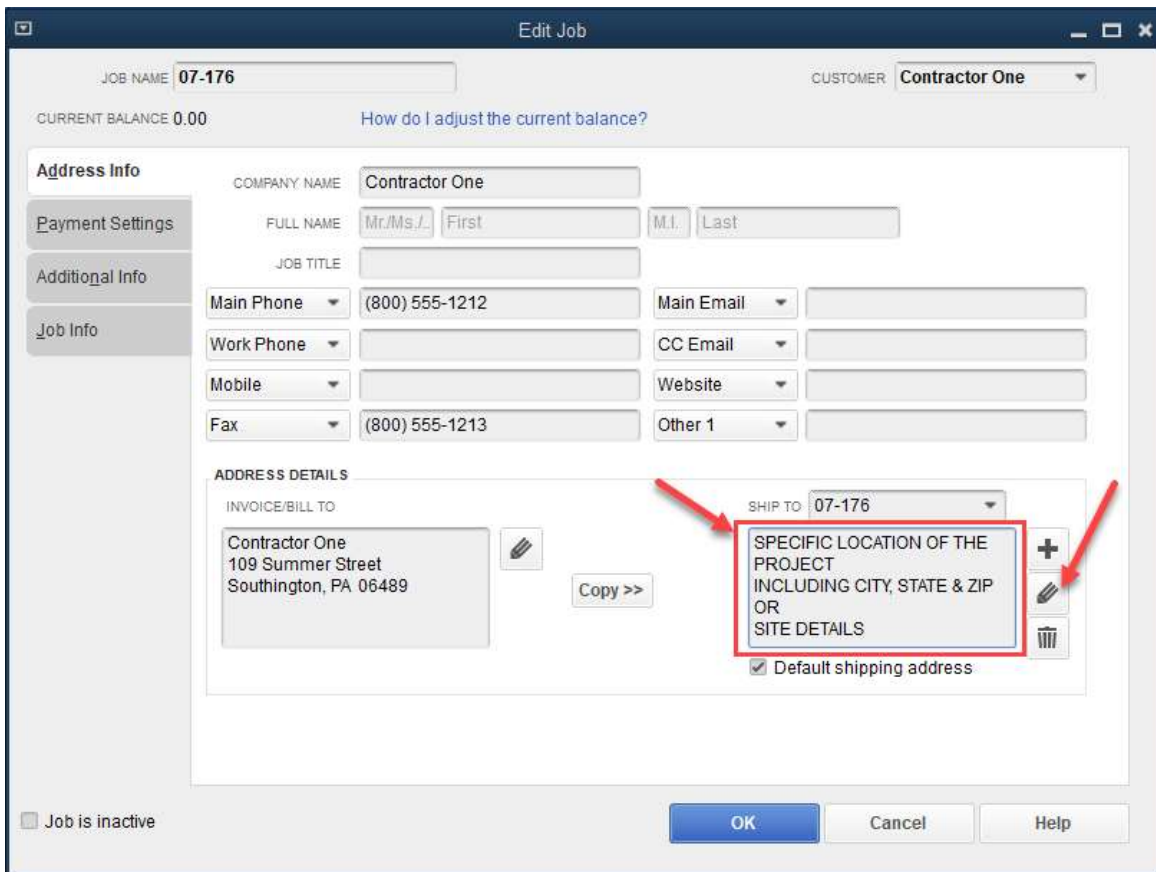
The new form is VERY specific about the Project Name, Project No. or Contract No., and Project Location and now requires that you provide the Wage Determination No. for this job - it's likely that you'll need to update/change information in both CPS & QuickBooks, as this information is included at the top of both pages of the payroll report.

U.S. Department of Labor Wage and Hour Division		Davis-Bacon and Related Acts Weekly Certified Payroll Form (For Contractor's Optional Use; See Instructions at www.dol.gov/whd/forms/wh347instr.htm) Unless otherwise noted, the information requested is specific to the named project below. <i>Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number.</i>		 U.S. Wage and Hour Division Rev. January 2025 OMB No.: 1235-0008 Expires: 01/31/2028	
<input type="checkbox"/> SUBMISSION OF FINAL DBRA CERTIFIED PAYROLL FORM		<input type="checkbox"/> PRIME CONTRACTOR		<input type="checkbox"/> SUBCONTRACTOR	
PROJECT NAME	PROJECT NO. or CONTRACT NO.	CERTIFIED PAYROLL NO.	PRIME CONTRACTOR'S/SUBCONTRACTOR'S BUSINESS NAME		
FROM CPS	FROM CPS				
PROJECT LOCATION	WAGE DETERMINATION NO.	WEEK ENDING DATE	PRIME CONTRACTOR'S/SUBCONTRACTOR'S BUSINESS ADDRESS		
FROM QUICKBOOKS	FROM CPS				

Changes to make in QuickBooks

You'll need to edit each QuickBooks Job Record for those jobs requiring certified payroll and update the "Ship To Address" block to include:

- the **SPECIFIC LOCATION** of the project as shown in the contract
- including City and State
- OR Site Details



The screenshot shows the 'Edit Job' window in QuickBooks. At the top, the 'JOB NAME' is '07-176' and the 'CUSTOMER' is 'Contractor One'. The 'CURRENT BALANCE' is 0.00. The 'Address Info' section is active, showing 'COMPANY NAME' as 'Contractor One' and 'FULL NAME' as 'Mr./Ms./... First M.I. Last'. The 'ADDRESS DETAILS' section is expanded, showing 'INVOICE/BILL TO' as 'Contractor One, 109 Summer Street, Southington, PA 06489'. The 'SHIP TO' dropdown is set to '07-176'. A red box highlights the text 'SPECIFIC LOCATION OF THE PROJECT INCLUDING CITY, STATE & ZIP OR SITE DETAILS' next to the 'SHIP TO' dropdown. Two red arrows point to the 'SHIP TO' dropdown and the highlighted text. At the bottom, there are 'OK', 'Cancel', and 'Help' buttons.

The rest of the information comes from the CPS Job Record

You'll be adding this information during the initial Job Reconciliation process OR later by going to the Linked Data menu --> choosing Jobs --> and Editing each job individually that requires certified payrolls.

Starting with the Standard Information Tab:

The screenshot shows the 'Job Maintenance' window with the 'Standard Information' tab selected. The 'Print Name as' field is highlighted with a red box and contains the text 'OFFICIAL NAME OF THE PROJECT'. Other fields include 'Federal Project #', 'State Project #', and 'Wage Decision #', each with placeholder text.

- **Print Name as** - use this field to hold the **OFFICIAL** name of the project from the actual contract. Seriously, this is going to matter - and it allows you to name the job something else entirely in QuickBooks.
- **Federal Project #** - use this field to hold the **SPECIFIC** contract or project number from the contract.
- **State Project #** - if there is a State project # as well, you can enter it here.
- **WAGE DECISION #** - **this is a new required field**. Enter the Wage Determination number tied to this project. This number is found at the top of the wage determination sheet.

There may be State Specific Information required on the Additional Info tab:
Refer to "normal" setup instructions.

Form Options tab:

The Form Options tab is where things start to come together. Here you can choose which form you want to print (choose from State specific forms, the AASHTO form, the NEW WH-347, or the one that expires in 2026), how social security numbers are to be displayed, whether to include or omit the employee's address, as well as create any electronic upload files.

Job Maintenance

Name: 07-176

Standard Information | Additional Information | **Form Options**

Certified Payroll Report

Form to Use: WH-347 Federal Form

Use Department of Defense Statement of Compliance

Use Notarized Federal Statement of Compliance

If a save reports folder is specified, do not physically print this form (CPR & SOC), just save it.

SSN # Format: Last 4 digits of SSN only.

Omit Employee's address.

Print Employee Gender

Print Job Totals

Print Page # of #

Print Check #

Print Employee Race

Print Other Job Total Hours

Use Old WH-347 form

Electronic Filing

Electronic Upload Type: LCP Tracker Export file.

SSN # Format: Show SSN

Omit Employee's address.

Report CPS employee # on LCP Tracker Upload File.

List By "Print Name As"

Only Open Jobs

Ok Cancel ?

- **Form to use dropdown menu** - choose to print a state specific form, the AASHTO form, or the WH-347 Form
- **SSN # Format dropdown menu** - choose how social security numbers are reported on the form that you've chosen.
 - the NEW WH-347 form only wants the last 4 digits of the employee's social
 - the OLD WH-347 form (expires in 2026) wants social security numbers displayed as XXX-XX-1234
 - choose wisely - you may want to report things one way, but the form requires that you report it "their way"
- **More Options** -
 - **Omit Employee's address** - both the old and the new WH-347 forms require you to OMIT the employee's address.
 - **Choose to print the OLD WH-347 form that expires in 2026** by checking the box.
- **Electronic Upload Type drop down menu** - choose the electronic upload file type that you need to submit/create.
- **SSN # Format for electronic uploads** - all electronic upload require that social security numbers be included.
- **Omit Employee's address for electronic uploads** - all electronic uploads at this point require that employee addresses be included.

STEP 4 - Check your Work Classifications - DO NOT skip this step!

The NEW WH-347 requires precise information to be reported about the work classifications that your employees fall under.

Update Work Classification information by going to the Basic Info menu -->choosing Work Classifications --> Edit each Work Classification that your employees fall under.

Each Work Classification needs to be reported with:

- **Name** - the work classification name must be the **EXACT** classifications from the Wage Determination. **Avoid** adding custom titles or roles that are NOT included in the Wage Determination.
- **Federal EEOC Code** - this is the "parent" work classification name used on most EEOC Reports
- **Journeyworker (J)** - workers who are fully qualified in their trade (this is done automatically for all work classifications where apprentice information is NOT provided)
- **Apprentice** - check the box if the work classification is for an Apprentice
 - **Percent** - include the Apprenticeship % (such as 50%), OR
 - **Level** - include the Apprenticeship Level (such as Level 5)
- **Registered Apprentice (RA)** - you'll need to make the changes. In order to be reported as a Registered Apprentice (RA) employees **MUST** be officially enrolled in a bona fide apprenticeship program approved by either:
 - **U.S. Department of Labor's Office of Apprenticeship (OA)**
 - **State Apprenticeship Agency (SSA)**
 - **Be sure to include the Apprenticeship Program Name**
- **With more information reported on page 2** (what used to be the OLD Statement of Compliance)

NOTE: Any Work Classification NOT designated as an Apprentice is automatically reported as a Journeywork (J) on page 1 of the certified payroll report.

STEP 5 - Determine HOW you pay the fringe benefit portion of Prevailing Wage

There are 4 different ways contractors pay the Fringe Benefit portion of the prevailing wage.

1. [The full fringes are paid to the Union on behalf of the employee](#) ¹²
2. [The full fringe rate is paid into one or more bonafide plans and you take a credit for those items](#) ¹⁵
3. [The full fringe rate is paid in CASH to the employee as part of his/her total rate of pay](#) ¹⁹
4. [The full fringe rate is split between credits and cash](#) ²⁰

This section will provide you with instructions for setting up CPS to accommodate each of the methods described above for the NEW WH-347, State Specific forms that require you to report benefits, and various electronic upload files.

The NEW WH-347 requires that you report the total amount of cash fringes and fringe benefit credits on the certified payroll report AND the hourly fringe benefit credits per employee as part of the Statement of Compliance (page 2). **There are a maximum of 8 fringe benefit types that can be reported and most of you will be able to customize these settings.**

The instructions seem to indicate that this requirement is for contractors who are NOT union - BUT - are taking credits against the full fringe benefit rate for company paid benefits like:

- Health Insurance
- Retirement/401k contributions
- Life Insurance
- Paid Vacation
- Paid Holidays
- Paid Sick Days

Companies in these states will need to pay special attention to the setup instructions linked above in order to comply with the requirements of the NEW WH-347 form:

- Alabama
- Arkansas
- Idaho
- Indiana
- Kentucky
- New Hampshire
- Oklahoma
- Pennsylvania (previously only had to report total contributions)
- South Carolina
- Utah
- Vermont
- Wyoming

There are **NO** clear guidelines for the **NEW WH-347** form for Union contractors who are paying fringes to the Union Hall on behalf of the employee. However, many states require that Union contractors report the fringes paid to the Union Hall on behalf of the employee, either on the actual paper certified payroll report or in many of the electronic uploads.

The following states may require additional setup or contain pre-defined fringe benefits that are specific to your state AND have historically been required to be shown on state specific reports or electronic uploads. Please review not only the following sections, but state specific instructions as well.

- | | | |
|----------------|--------------|--------------|
| Alaska | California | Colorado |
| Connecticut | Delaware | Florida |
| Hawaii | Illinois | Iowa |
| Massachusetts | Maryland | Minnesota |
| Mississippi | Missouri | Nevada |
| New Jersey | New Mexico | New York |
| North Carolina | North Dakota | Ohio |
| Oregon | Rhode Island | South Dakota |
| Washington | Wisconsin | |

Fringes Paid to the Union

There are no clear guidelines on the NEW WH-347 form for Union Contractors who are paying fringes to the Union Hall on behalf of the employee - however, there are special instructions if you need to upload to LCPtracker - [SEE UNION FRINGE BENEFIT SETUP](#)^{↗22}.

Because Union Fringes are different for each Work Classification and sometimes the fringes are different depending on where your jobs are located or what Wage Determination you need to use - **QuickBooks should be setup so that each Work Classification/Wage Decision should be setup with a specific Payroll Wage Item.**

For example - let's say you have employees that fall under a "Flagger" classification, In County (or Job) A the total Union Fringes are \$10 and in County (or Job) B the total Union Fringes are \$12 - setup payroll wage items in QuickBooks following these guidelines:

- Flagger/County (Job) A
- Flagger/County (Job) B

You should really track union fringe benefits in QuickBooks as Company Contribution payroll item types, so they appear on employee paychecks, and validate the information you're reporting on certified payroll reports, in the event of an audit.

From the CPS Help menu --> choose Contents --> click on the Search tab and type in:

- Pay Rates and
- Creating New Payroll Wage Items
- Creating Fringe Benefit Payroll Items

for instructions on how to set things up in QuickBooks.

Once you've made any necessary changes in QuickBooks, read [Union Fringe Benefit Setup](#)^{↗22} to learn how to set union fringes up in CPS.

Then, go to the [System Setup menu --> choose Fringe Benefits & Special Withholdings](#)^{↗22} - some (but maybe not all states) will have fringe benefit names that are required on state specific reports already displaying in the tabs.

Taking Credits for Fringes Paid to Bona-fide Plans

The NEW WH-347 requires that you report the total of the hourly fringe benefit CREDITS per employee on the Certified Payroll Report - **meaning the total hourly credit MULTIPLIED BY THE NUMBER OF HOURS WORKED**

And then as part of the Statement of Compliance, you need to report the hourly benefit rate for each fringe credit by employee and the total credit taken for each employee. Additionally, each fringe benefit credit must be identified as being:

- **Funded** - meaning paid into a bona fide plan or to a 3rd party on behalf of the employee, or
- **Unfunded** - meaning that this money is tracked in-house and paid to the employee at some point during the year.

The instructions seem to indicate that this requirement is for contractors who are **NOT union - BUT - are taking credits for company paid benefits such as:**

- **health insurance** (funded)
- **retirement/401k contributions** (funded)
- **vacation** (unfunded)
- **holiday** (unfunded)
- **or sick time** (unfunded)

against the full fringe benefit rate.

Many electronic uploads, including LCPtracker are looking for these specific Fringe Benefit credits:

- Health & Welfare (Health Insurance)
- Pension (Retirement/401k contributions)
- Vacation/Holiday (Vacation, Holiday)
- Training
- and all OTHER (Sick time)

So you may need to name & identify your credits like LCPtracker requires and make your benefits "match up" using the example above as a guideline.

Because fringe credits are different for each EMPLOYEE QuickBooks should be setup so that each Work Classification/Wage Decision should be setup with a specific Payroll Wage Item.

For example - let's say you have employees that fall under a "Flagger" classification, In County (or Job) A the total Union Fringes are \$10 and in County (or Job) B the total Union Fringes are \$12 - setup payroll wage items in QuickBooks following these guidelines:

- Flagger/County (Job) A
- Flagger/County (Job) B

The trouble is - Fringe Benefit Credits are fixed amounts for each employee - so it's likely that you'll end up with a balance that you need to pay in cash if you work with multiple Wage Determinations and the fringe rate is different for each one.

See [How to Calculate Hourly Fringe Benefits](#) ¹⁷

In some special circumstances you may be allowed to "dump" any fringe credit balance into a Pension or SUB (Supplemental Unemployment Benefit) Plan, if so, make sure you set CPS up following these instructions - [Balance of the Fringe Credits Can Be Dumped into Pension or a SUB Plan](#) ^{↗30} OR [Bonafide Plan & CASH fringe Setup](#) ^{↗25}

How to Calculate Hourly Fringe Benefit Credits

Calculating hourly fringe benefit credits must be done for each employee and can be quite cumbersome as the calculations need to be redone each time something changes.

First you need to determine an hourly rate and you can grab a copy of our Fringe Benefit Credits Calculator [HERE](#) -

<https://docs.google.com/spreadsheets/d/1UENWkXS3Yde4d2KsBbF8gNggR7z11X4a/edit?usp=sharing&ouid=110294968524072669634&rtpof=true&sd=true> to make it a little easier.

If your company takes credit for Health Insurance

Let’s say your company pays a portion of some/all of your employee’s health insurance, so obviously that portion is different for each employee.

So, here’s the formula (that’s build into the Fringe Benefit Credits alculator) how you determine the hourly credit:

Total Monthly Premium for employee’s health insurance MINUS Your monthly contribution MULTIPLIED by 12 months EQUALS ANNUAL LIMIT DIVIDED by 2080/2040/2000 hours (CONTACT YOUR STATE FOR THIS NUMBER) EQUALS hourly credit.

Employee	Total Monthly Premium	Company pays per month	x 12 Mo.	= Annual Limit	/ Divided by	2080 hrs	= Hourly CREDIT
EXAMPLE	\$300.00	\$179.00	12	\$ 2,148.00	/	2080	\$1.03

If your company takes a credit for paid Vacation, Holiday or Sick time.

Do this calculation for each type of paid time off.

When taking a credit for company paid vacation, holiday, or sick time - you must use the employee’s regular non-prevailing wage rate for the calculation like this:

Regular Non-Prevailing Wage Rate of Pay MULTIPLIED by the # of vacation8 hours EQUALS Annual Limit/Amount DIVIDED by (2080 hours MINUS # of vacation hours) = Hourly Credit.

Employee	Regular Non-Prevailing Wage Rate of Pay	Multiplied by	# of hours paid	= Annual Limit	/ Divided by	2080 hrs (MINUS # vacation hours)	= Hourly CREDIT
EXAMPLE	\$ 18.00	x	80	= \$1,440.00		2000	= \$ 0.72

If your company takes a credit for contributions to an employee pension plan.

Because so many prevailing wage pension plans are based on a percentage of gross, it's best to use the Fringe Benefit Calculator to determine the hourly value of the pension contribution as a percentage of the hourly prevailing wage rate of pay.

However, some Pension or Supplemental Unemployment Benefit (SUB) plans allow you to contribute the balance of the total fringe AFTER deducting credits for Health Insurance, Vacation, Holiday, Sick, etc.

You should really track these credits in QuickBooks as Company Contribution payroll item types, so they appear on employee paychecks, and validate the information you're reporting on certified payroll reports, in the event of an audit.

From the CPS Help menu --> choose Contents --> click on the Search tab and type in:

Pay Rates and

Creating New Payroll Wage Items

Creating Fringe Benefit Payroll Items

for instructions on how to set things up in QuickBooks.

Once you've calculated your hourly credits by employee using the Fringe Benefit Credits Calculator, and set up the credit items in QuickBooks, then:

- If you're taking credits for the TOTAL Fringe Rate BUT there is a balance left to pay in CASH, read [Bonafide Plan & CASH Fringe Setup](#)²⁵.
- you're taking CREDITS and have a balance left that can be dumped into a Pension or SUB Plan, read [Balance of Fringe Credits Can be Dumped into Pension or a SUB Plan](#)³⁰

Fringses Paid in CASH to the Employee

The NEW WH-347 requires that you report the TOTAL CASH fringes paid to each employee on each specific job.

By TOTAL CASH fringes I mean the Fringe Benefit Rate paid in CASH **multiplied by** the number of hours worked by each employee on each job.

Paying fringes in CASH or as the new form calls it **Payments in lieu of Fringe Benefits** is perhaps the easiest and most costly way to pay the fringe benefit portion of prevailing wage.

For each Work Classification on the Wage Determination you simply add the Base Rate and the Fringe Rate together and that becomes the employee's rate of pay in QuickBooks. But these amounts may vary by Wage Determinations for different jobs or different counties.

For example - let's say you have employees that fall under a "Flagger" classification:

- in County (or Job) A the Base Rate is \$15 and the Fringe Rate is \$10 - the rate of pay is \$25 for Straight time
- in County (or Job) B the Base Rate is \$17 and the Fringe rate is \$12 - the rate of pay is \$29 for Straight Time

Setup payroll wage items in QuickBooks following these guidelines:

- Flagger/County (Job) A - \$25
- Flagger/County (Job B) - \$29

From the CPS Help menu --> choose Contents --> click on the Search tab and type in:
Pay Rates and
Creating New Payroll Wage Items
for instructions on how to set things up in QuickBooks.

Do NOT set the Cash Fringe Benefit item up as an Hourly Wage or Addition Type in QuickBooks or you'll have a mess!

Once you have everything squared away in QuickBooks, follow the instructions for [Cash Fringe Setup](#)²⁴ to learn how to set this up in CPS.

Fringes Paid to Plans With a Cash Balance

The NEW WH-347 form requires that you report the total fringes taken as credits and any fringes paid in cash by Employee and job. Additionally, hourly fringe credit rates must be reported on page 2 (the old Statement of Compliance) and must be identified as

- **Funded** - paid to a 3rd party (like Health Insurance or Pension)
- **Unfunded** - the company keeps track and at some point during the year the money is given to the employee

This requirement is for contractors who are NOT union and are taking credits for company paid benefits such as:

- **health insurance** (funded)
- **retirement/401k contributions** (funded)
- **vacation** (unfunded)
- **holiday** (unfunded)
- **or sick time** (unfunded)

against the full fringe benefit rate.

Many electronic uploads, including LCPtracker are looking for these specific Fringe Benefit credits:

- Health & Welfare (Health Insurance)
- Pension (Retirement/401k contributions)
- Vacation/Holiday (Vacation, Holiday)
- Training
- and all OTHER (Sick time)

So you may need to name & identify your credits like LCPtracker requires and make your benefits "match up" using the example above as a guideline.

Because fringe credits are different for each EMPLOYEE and sometimes Work Classification, and the fringe amounts are different depending on where your jobs are located or what Wage Determination you need to use - QuickBooks should be setup so that each Work Classification/Wage Decision should be setup with a specific Payroll Wage Item.

For example - let's say you have employees that fall under a "Flagger" classification, In County (or Job) A the total Union Fringes are \$10 and in County (or Job) B the total Union Fringes are \$12 - setup payroll wage items in QuickBooks following these guidelines:

- Flagger/County (Job) A
- Flagger/County (Job B)

FIRST, read [How to Calculate Hourly Fringe Benefit Credits](#)¹⁷ by employee using the [Fringe Benefit Credits Calculator](#), and set up the credit items in QuickBooks, then:

- If you're taking a portion of the TOTAL Fringe rate in CREDITS and have a balance left in CASH, read [Bonafide Plan & CASH Fringe Setup](#)²⁵.

STEP 6 - Setting Up Fringe Benefits & Special Withholdings

From the System Setup menu --> choose Fringe Benefits & Special Withholdings.

There are a maximum of 8 fringe benefit types that can be reported on the NEW WH-347 form and most of you will be able to customize these settings and/or [ADD new Fringe Benefit Items](#)³⁶, if necessary.

We've tried to include fringe benefit types that must be reported on state specific certified payroll reports.

Union Fringe Benefit Setup

There are no clear guidelines on the NEW WH-347 form for Union Contractors who are paying fringes to the Union Hall on behalf of the employee - however, you should follow these instructions if you need to upload to LCPTracker, or another type of electronic upload that requires hourly fringe rates to be included.

FRINGE BENEFIT NAMES WILL VARY BY STATE! If there are existing fringe benefit types displayed in tabs - DO NOT CHANGE/EDIT THEM. BUT you should review them to make sure they are setup correctly.

Fringe Benefit & Special Withholdings Setup

Health

Name: Be careful changing names. See help for specifics.
Identified as your Health Benefit.

Paid by Employee or Employer:

This is deducted from the employee's paycheck and derived from QuickBooks per Linked Data --> Deductions.

This fringe is paid by the employer

This amount is derived from the QuickBooks paycheck. (NOT recommended for benefits).

This amount is calculated by CPS

This contribution rate is entered for each Payroll Wage Item.

This contribution rate is entered for each Work Classification. (Not recommended)

This contribution rate is entered for each Employee. (Use only when necessary.)

This rate reduces the cash benefit rate, if applicable (not below zero).

This rate reduces the total benefit rate, if applicable.

This rate reduces the total prevailing wage rate of pay.

The amount is actually a percent of the wage rate.

Union Benefit WH-347 PW Benefit Credit

Funded or Unfunded

WH-347 Type & Plan #

Reset to Default

Save & Close Cancel New

Name - this is the name of the fringe benefit

This fringe is paid by the employer - because you're paying it to the Union Hall on behalf of the employee

This amount is calculated by CPS - because the hourly rates MUST come from the CPS program.

This contribution rate is entered for each Payroll Wage Item - tells the program where you'll be entering the hourly values so it can find them

Union Benefit - simply check this option

At this point you can choose another Fringe Benefit item from the top tabs, Save & Close to save just this entry or click the [New button to continue adding fringe benefits.](#)³⁶

During your initial setup in the **Wage Reconciliation** section OR later from the **Linked Data menu --> choose Wages** and enter the hourly values of each specific Union Fringe Benefit:

Fringe Rates	
Health & Welfare	12.63
Vacation	3.53
Training	0.61
Pension	9.15
TRV/Subs	0
Fund Admin	0.78
Savings	0

1. QuickBooks Payroll Wage Item Name
2. [Specific Work Classification Name](#)¹¹ as shown on the Wage Determination
3. eComply, some state specific forms, and even some electronic uploads require you to provide the total hourly fringe benefit amount for this specific Work Classification
4. **Type of Wage** - indicate if this is a payroll wage item you use for Straight Time (ST), Overtime (OT), Double Time, etc.
5. **Fringe Rates tab** - this is where you enter the hourly values of each fringe benefit that you pay to the Union Hall for this specific Work Classification.

Cash Fringe Setup

Make sure you've read [Fringes Paid in CASH to the Employee.](#) ¹⁹

When you pay the fringe rate in CASH to your employees as part of his/her hourly wage, during your initial setup in the Wage Reconciliation portion - OR - later from the Linked Data menu --> Wages, you'll enter the total hourly fringe rate in the CASH benefit rate box.

The screenshot shows the 'Wage Maintenance' dialog box. On the left is a list of wage items: 4/2000 OT, 50% Appr., 50% Appr. OT, 80% Appr., 80% Appr. OT, Administrative Rate, Salary, Sick Hourly Rate, Sick Salary, Vacation Hourly Rate, and Vacation Salary. The '4/2000 OT' item is selected. The main form contains the following fields:

- Name:** 4/2000 Rate (labeled with a red '1')
- Work Classification:** Laborer, Semi-Skilled (dropdown menu, labeled with a red '2')
- Cash Benefit Rate:** 5.00 (input box, labeled with a red '3')
- Type of Wage:** A group of radio buttons including Unused, Overtime, Unused, Straight Time (selected), Salary, Bonus, and Commission (labeled with a red '4').

Buttons for 'Ok' and 'Cancel' are at the bottom. A help icon (?) is in the bottom right corner.

1. QuickBooks Payroll Wage Item Name
2. Specific Work Classification from the Wage Determination
3. The hourly cash fringe benefit amount
4. This is a payroll wage items used for Straight Time, Overtime, etc.

Bonafide Plan & CASH fringe Setup

Using the **Example-Credits With CASH Balance** from the Employee Fringe Benefit Calculator - Employee Overview tab

TOTAL Fringe Rate	Health Credit	Vacation Credit	Holiday Credit	Sick Credit	Pension Credit	Other	Other	Other	TOTAL CREDIT	CASH FRINGE	QB Rate of Pay
\$21.43	1.03	0.72	0.72	0.72	0.76				3.95	\$17.48	\$42.88

Set up Health Insurance credit as shown below - using the following settings:

The screenshot shows the 'Fringe Benefit & Special Withholdings Setup' window with the 'Health' tab selected. The 'Name' field is 'Health Insurance'. Under 'Paid by Employee or Employer', the radio button 'This fringe is paid by the employer' is selected. Below that, 'This amount is calculated by CPS' is selected. In the 'Contribution Rate' section, 'This contribution rate is entered for each Employee' and 'This rate reduces the cash benefit rate, if applicable (not zero)' are checked. Under 'Benefit Type', 'WH-347 PW Benefit Credit' is selected. In the 'Benefit Details' section, 'Funded' is selected, and 'WH-347 Type' is set to 'Medical'. A red 'OR' with arrows points to the 'Save & Close' and 'New' buttons.

- This fringe is paid by the employer (you're paying it)
- This amount is calculated by CPS.
- This contribution rate is entered for each Employee (because Health Insurance is different for each Employee)
- This rate reduces the cash benefit rate (because there is a balance left that will be paid in CASH from the full fringe benefit amount)
- (This is a) WH-347 PW Benefit Credit (because you ARE taking it as a credit against the full fringe benefit amount)
- (This is) Funded (because you are paying it to a bona-fide 3rd party - the insurance company)

- **WH-347 Type = Medical**
- And be sure to enter the **plan number**.
- At this point, just click Save & Close OR NEW to [add a new Fringe Credit item](#) ³⁶.
- **Also setup Pension/401k contributions as shown**

You would set up the Vacation credit as shown below - using the following settings:

The screenshot shows the 'Fringe Benefit & Special Withholdings Setup' window with the 'Vacation' tab selected. The 'Name' field is set to 'Vacation'. Under 'Paid by Employee or Employer', the option 'This fringe is paid by the employer' is selected. Under 'This amount is derived from the QuickBooks paycheck', the option 'This amount is calculated by CPS' is selected. In the 'Contribution Rate' section, the options 'This contribution rate is entered for each Employee. (Use only when necessary.)' and 'This rate reduces the cash benefit rate, if applicable (not below zero.)' are checked. Under 'Union Benefit', the option 'WH-347 PW Benefit Credit' is selected. In the 'Funding' section, the option 'Unfunded' is selected. The 'WH-347 Type' is set to 'Vacation' and the 'Plan #' is set to 'N/A'. Buttons for 'Save & Close', 'Cancel', 'New', and 'Reset to Default' are visible at the bottom.

- **This fringe is paid by the employer** (you're paying it)
- **This amount is calculated by CPS.**
- **This contribution rate is entered for each Employee** (because Vacation is likely different for each Employee)
- **This rate reduces the cash benefit rate** (because there is a balance left that will be paid in CASH from the full fringe benefit amount)
- (This is a) **WH-347 PW Benefit Credit** (because you ARE taking it as a credit against the full fringe benefit amount)
- **This is UNFUNDED** (because you are paying it directly to the employee at some point during the year)
- **WH-347 Type = Vacation**
- And be sure to **enter the plan number as N/A**
- At this point, just click Save & Close OR NEW to [add a new Fringe Credit item](#) ³⁶.
- **Also setup Holiday and Sick Credits as shown.**

Complete the following setup in CPS

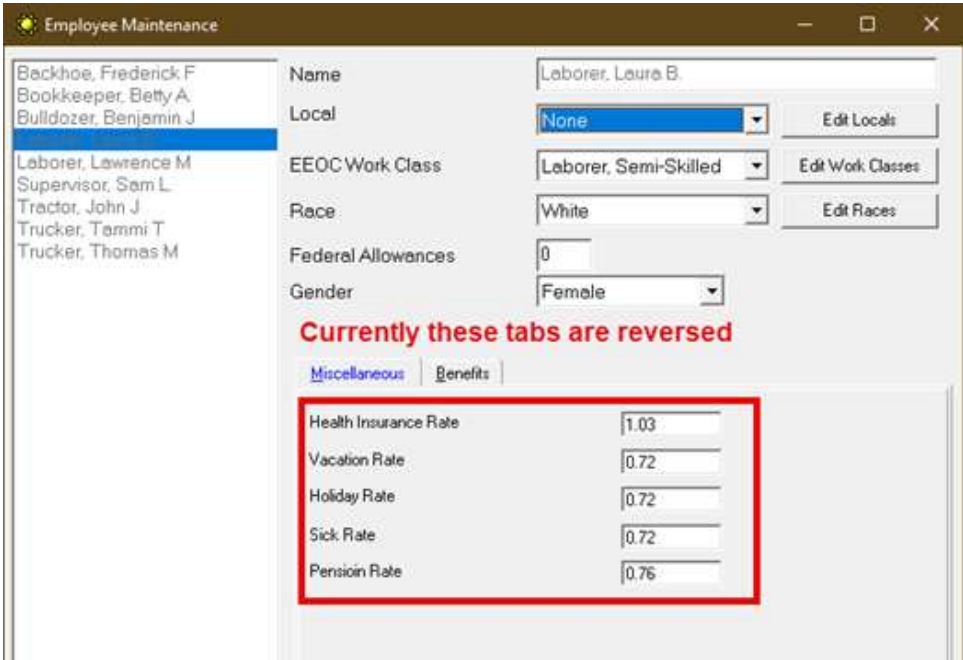
This is where it all gets tied together.

During your initial setup **Employee Reconciliation** or later by going to the **Linked Data** menu --> **choose Employees**. Edit each employee record and enter the hourly credit amounts.

We'll use the example provided in the **Fringe Benefit Calculator - Employee Overview** tab.

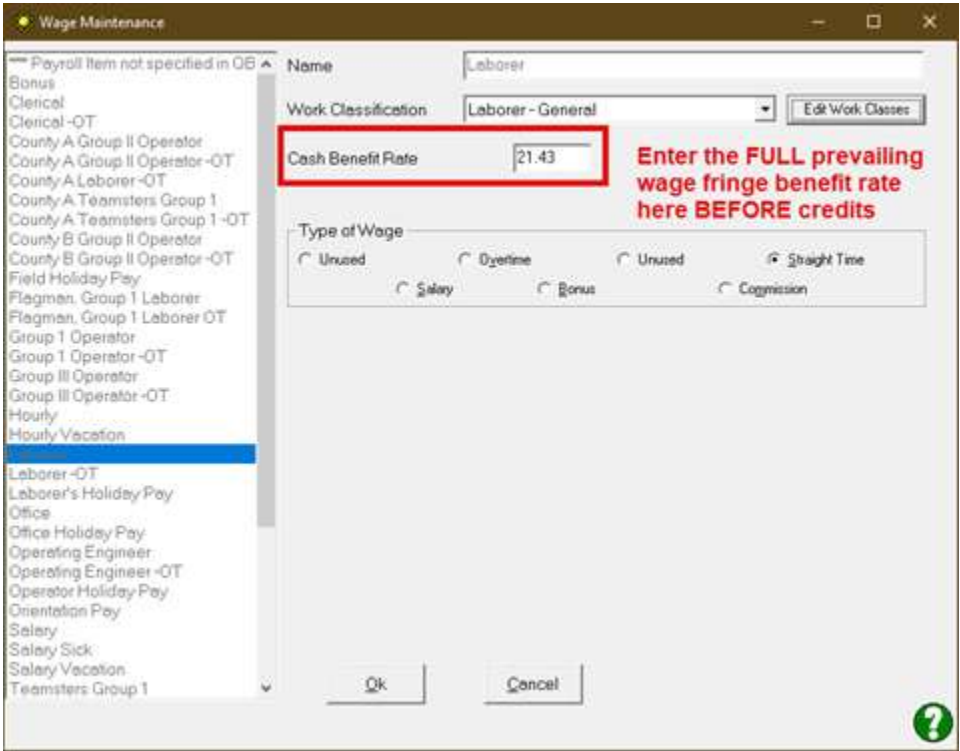
TOTAL Fringe Rate	Health Credit	Vacation Credit	Holiday Credit	Sick Credit	Pension Credit	Other	Other	Other	TOTAL CREDIT	CASH FRINGE	QB Rate of Pay
\$21.43	1.03	0.72	0.72	0.72	0.76				3.95	\$17.48	\$42.88

On the Benefits tab, enter the hourly values of the each employee's credits.



NEXT - during the **Wage Reconciliation** or later from the **Linked Data** menu --> **choose Wages**.

Edit each Payroll Wage Item and enter the **TOTAL Fringe Rate** before any credits in the **Cash Benefit Rate** box. This tells the program that the **FULL CASH Fringe Rate** is \$21.43 per hour **AND** you should deduct the amounts entered for each Employee (\$3.95 in this example) leaving cash fringe rate of \$17.48 which **YOU** have added to the employees rate of pay in QuickBooks.



Verify & troubleshoot your reports

(6B)	Verify (6B) on your printed report.
TOTAL FRINGE BENEFIT CREDIT	This is your total fringe benefit credit (\$3.95) multiplied by the number of hours worked (40) or \$158.00
158.00	

(6C)	Verify (6C) Payment in Lieu of Fringe Benefits (cash portion of fringe) (\$17.48) multiplies by the number of hours worked (40) or \$699.20
PAYMENT IN LIEU OF FRINGE BENEFITS	
699.20	

SSS-347 Exhibit A Hourly Credit for Fringe Benefits

This table is an overview of your hourly fringe benefit types and credits per employee.

EXHIBIT A HOURLY CREDIT FOR FRINGE BENEFITS

If an amount is listed in (6B) on the certified payroll, enter the hourly credit claimed under each plan name, type and number for each worker and check whether the plan is funded or unfunded.

PROJECT NAME		PROJECT OR CONTRACT NO.		PAYROLL NO.	PRIME CONTRACTOR'S/SUBCONTRACTORS BUSINESS NAME	
OFFICIAL NAME OF PROJECT		SPECIFIC CONTRACT OR PROJECT # MAYBE A STATE PROJECT #		1	Texas Testing for WH-347 Expiring in 2028	
PROJECT LOCATION		WAGE DETERMINATION NO.		WEEK ENDING DATE	CERTIFYING OFFICIAL'S NAME AND TITLE	
Specify the location of the project or site Details City, TX 05872		WAGE DETERMINATION #		02/16/2025	Nancy Smyth President & CQA	

NAME OF WORKER	FB NAME	FB TYPE	PLAN #	Health Insurance		Vacation		Holiday		Sick		Pension		TOTAL HOURLY CREDIT
				Funded	Unfunded	Funded	Unfunded	Funded	Unfunded	Funded	Unfunded	Funded	Unfunded	
1 Laborer, Thomas M		Insurance	111111111	\$ 1.03		\$ 0.72		\$ 0.72		\$ 0.72		\$ 0.76		\$ 3.95

The information displayed on Exhibit A should match the **hourly credits entered by employee from Linked Data --> Employees** as well as the Fringe Benefit Calculator. If something is incorrect here, you need to change it for the employee.

Balance of the Fringe Credits Can Be Dumped into Pension or a SUB Plan

Using the Example-Credits with Balance to Pension shown in the Fringe Benefit Calculator - Employee Overview Tab as shown below:

Prevailing Wage Base Rate	TOTAL Fringe Rate	Health Credit	Vacation Credit	Holiday Credit	Sick Credit	Pension Credit	Other	Other	Other	TOTAL CREDIT	CASH FRINGE	QB Rate of Pay
\$25.40	\$21.43	1.03	0.72	0.72	0.72	0.76				3.95	\$17.48	\$42.88
\$25.40	\$21.43	1.03	0.72	0.72	0.72	18.24				21.43	\$0.00	\$25.40

This method is a little trickier, please follow these instructions carefully

STEP 1 - set up ALL your Fringe Benefit Credit items.

Set up your Health Insurance Credit as shown below:

- This fringe is paid by the employer - you are paying this amount

- This amount is calculated by CPS
- This contribution rate is entered for each Employee - health insurance credits can be different for each employee
- WH-347 PW Benefit Credit - you are taking this as a credit
- Funded - because you are paying the health insurance company (a third-party)
- WH-347 Type - enter the type of credit that this is
- Plan # - enter your health insurance plan #
- Click the [New Button to add another Fringe Benefit Credit](#) ³⁶ item type.

STEP 2 - Vacation, Holiday & Sick should be set up like this:

The screenshot shows the 'Fringe Benefit & Special Withholdings Setup' window with the 'Vacation' tab selected. The 'Name' field is 'Vacation'. Under 'Paid by Employee or Employer', 'This fringe is paid by the employer' is selected. Under 'This amount is calculated by CPS', 'This contribution rate is entered for each Employee. (Use only when necessary.)' is checked. Under 'Union Benefit', 'WH-347 PW Benefit Credit' is selected. Under 'Funded or Unfunded', 'Unfunded' is selected. The 'WH-347 Type' field contains 'Vacation' and the 'Plan #' field contains 'N/A'. A red arrow points to the 'New' button at the bottom right.

- This fringe is paid by the employer - you are paying this amount
- This amount is calculated by CPS
- This contribution rate is entered for each Employee - vacation, holiday, and sick time hourly credits can be different for each employee
- WH-347 PW Benefit Credit - you are taking this as a credit
- Unfunded - because you will be paying these items to the employee at some point during the year
- WH-347 Type - enter the type of credit that this is
- Plan # - N/A

- Click the [New Button to add another Fringe Benefit Credit](#) ³⁶ item type.

Step 3 - Set up Pension like this:

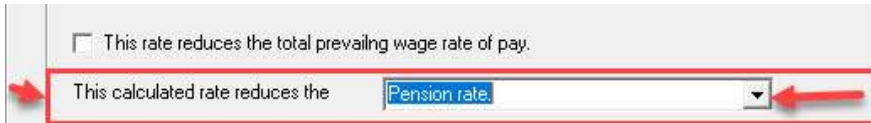
The screenshot shows the 'Fringe Benefit & Special Withholdings Setup' dialog box with the 'Pension' tab selected. The 'Name' field contains 'Pension'. Under the 'Paid by Employee or Employer' section, the radio button for 'This fringe is paid by the employer' is selected. Below that, under 'This amount is calculated by CPS', the checkbox for 'This contribution rate is entered for each Payroll Wage Item' is checked. In the 'Union Benefit' section, the radio button for 'WH-347 PW Benefit Credit' is selected. Under 'Funded or Unfunded', the radio button for 'Funded' is selected. The 'WH-347 Type' field contains 'Pension' and the '& Plan #' field contains 'Pension Plan #'. A 'Reset to Default' button is located at the bottom right of the dialog box.

- **This fringe is paid by the employer** - you are paying this amount
- **This amount is calculated by CPS**
- **This contribution rate is entered for each Payroll Wage Item** - the amount dumped into the Pension or SUB Plan will vary by employee and CPS will calculate the balance
- **WH-347 PW Benefit Credit** - you are taking this as a credit
- **Funded** - because you are paying the pension company (a third-party)
- **WH-347 Type** - enter the type of credit that this is
- **Plan #** - enter your pension plan #

STEP 4 - EDIT the Sick, Holiday, Vacation & Health tabs like this:

This is where the CPS program will do the math for you.

Click on the tabs for each of the fringe benefit credit items, and from the option that says: **This calculated rate reduces the (choose) Pension rate from the drop down list** as shown below.

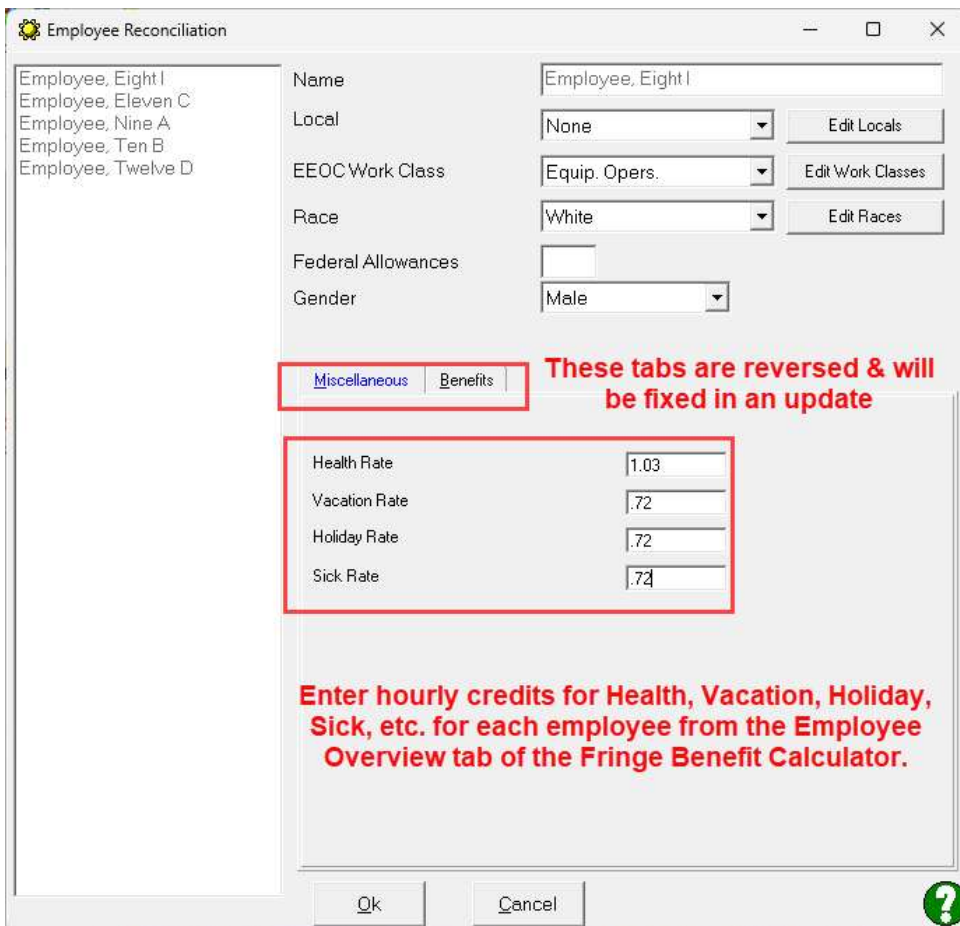


When finished, click the Save & Close button.

STEP 5 - ENTER Health, Vacation, Holiday & Sick credits by employee

During your initial setup, on the Employee Reconciliation screen
 OR later by going to Linked Data menu --> choose Employees and edit each employee -->
 when finished click the OK button, then DONE, and choose Yes to save changes when prompted.

Enter the hourly credits for Health Insurance, Vacation, Holiday, Sick, etc.



Step 6 - Enter TOTAL fringe rate by payroll wage item in the Pension block

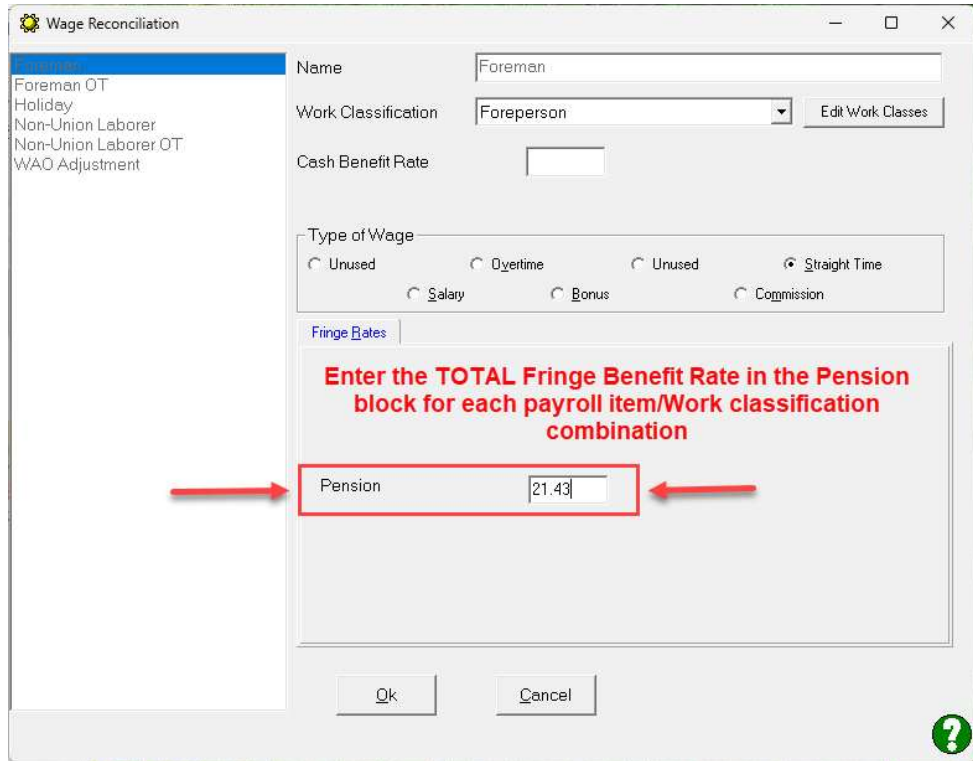
During your initial setup, on the Wage Reconciliation screen
 OR later by going to Linked Data menu --> choose Wages and edit each QuickBooks Wage Item --> when finished click the OK button, then DONE, and choose Yes to save changes when prompted.

This is the important piece!

Enter the FULL Fringe Benefit rate in the Pension box.

What CPS does:

It looks at the full fringe benefit rate you entered in the Pension box and **subtracts** the hourly credits you entered for each employee. It then reports the balance as the pension contribution amount on the final report.



STEP 7 - TROUBLESHOOT YOUR REPORTS

On the actual certified payroll report Column 6B should equal the Total Fringe Benefit Rate (21.43) multiplied by the number of hours worked on this job (12) EQUALS 257.16

(5)	(6A)	(6B)
TOTAL HOURS WORKED FOR WEEK	HOURLY WAGE RATE PAID FOR ST AND OT	TOTAL FRINGE BENEFIT CREDIT
12	31.13	257.16

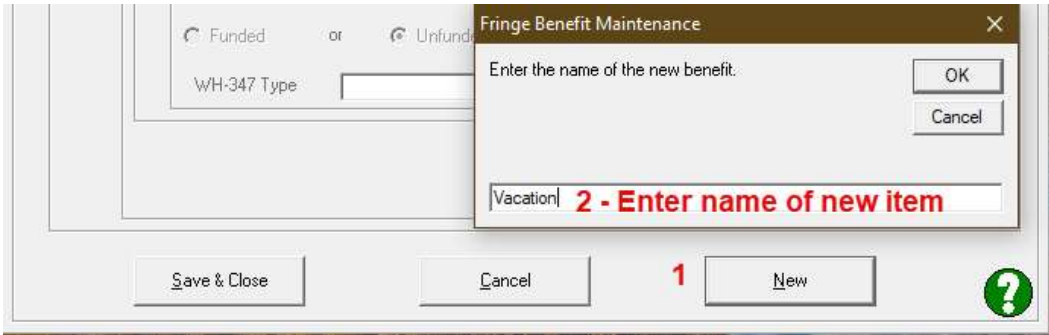
Review the SSS-347 EXHIBIT A tab and the hourly credit amounts should equal the amounts shown for each specific employee in the Fringe Benefit Calculator - Employee Overview Tab.

The hourly values reported here should match the hourly values from the Fringe Benefit Calculator - Employee Overview Tab.

FB NAME:	Health	Vacation	Holiday	Sick	Pension				
FB TYPE:	Health	Vacation	Holiday	Sick	Pension				TOTAL HOURLY CREDIT
PLAN #:	Health Plan #	N/A	N/A	N/A	Pension Plan #				
FUNDED/UNFUNDED?	Funded	Unfunded	Unfunded	Unfunded	Funded				
	\$ 1.03	\$ 0.72	\$ 0.72	\$ 0.72	\$ 18.24				\$ 21.43

Adding New Fringe Benefit Types

Click the New button at the bottom of the Health Insurance window.
Type in the Name of the new Fringe Benefit Credit item (Vacation - in the example).
Then click the OK button



STEP 7 - Digital Signatures

The NEW WH-347 which expires in 2028, now allows for digital signatures - according to the US DOL Webinar that we attended a couple of weeks ago.

BUT, the digital signature **MUST** be done via DocuSign <https://www.docusign.com/> or Adobe Acrobat Pro <https://www.adobe.com/acrobat/business/acrobat-pro-teams.html> - both of which are paid programs.

Alternatives to DocuSign can be found here - <https://www.bing.com/search?q=docusign+alternatives+for+small+business&qs=SS&pq=docusign+alter&sk=LS1SS1&sc=12-14&cvid=3943E719056A44DA99D0DC574F55F4C2&FORM=QBRE&sp=3&ghc=1&lq=0>

Computer generated images/graphics of a signature are NOT allowed.
Photocopies of a signed report are NOT allowed.

We will NOT be providing support or guidance on how to use the electronic signature program that you use. You'll need to contact the provider for specific instructions on how to digitally sign your certified payroll reports.

Reporting bugs & issues

Please be as specific and complete with any error reports.

If there is an issue with rates or calculations, please first check Linked Data & Employees, Wages, or Work Classifications for proper rates as well as Deductions for any deduction errors.

A quick way to do this is via Linked Data --> Mass Edit.

Problems with reports should follow these guidelines for bug submission.

1. Describe the issue precisely, completely and concisely as you possibly can. Providing screen shots is most helpful
2. Run -> Certified Payroll Report --> then press the F7 key and answer yes to delete the log file. You will then be in "Debug Mode" top right of screen.
3. Proceed to run that week's payroll and then preview one job's report, and/or until you get to where CPS crashes or produces an error.
 - If the program crashes, immediately go to #4
 - If the program provides an error message, take a screenshot
4. Click complete (if possible) and then immediately restart CPS --> going to Backup & Restore --> Enhanced Backup --> make a backup and answer yes to view the contents of the folder. Right click on this latest backup --> Send To --> Mail Recipient and email that backup along with specifics, **especially the jobs name** to AskUs@SunburstSoftwareSolutions.com