

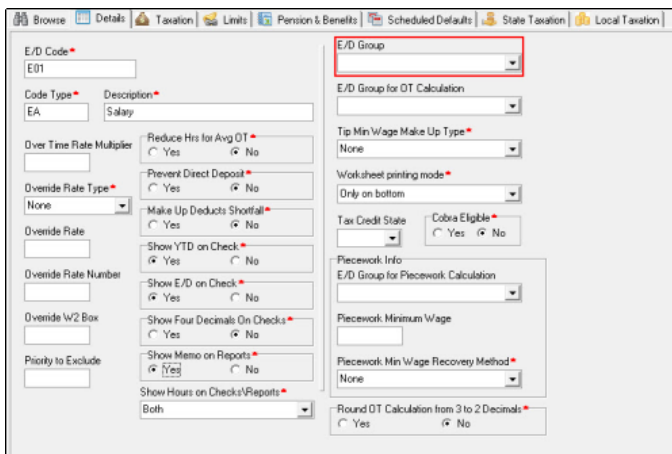
Creating a Certified Payroll

Certified payrolls must be created by contractors of publicly funded projects, after which a certified payroll report must be filed weekly, showing that the prevailing wage rate was paid to each worker on the job. There are steps required to ensure the company, jobs, and employees are set up properly for the certified payroll, and certified payroll reports to run compliantly. This Guide is written for users already familiar with setting up E/Ds, E/D Groups, and Pay Frequency.

Client Level Setup

A Prevailing Wage E/D Group must be set up at the Client level, and selected for each E/D Code in the E/D Group field on the [Client E/Ds - Details](#) tab, for the Certified Payroll Report to run properly. Once the Prevailing Wage E/D Group is created,

1. Go to the [Client - E/Ds - Details](#) tab
2. Select the Prevailing Wage E/D Group from the E/D Group field dropdown list.



Company Level Setup

In addition to the Standard Earnings Codes set up at the Company level, the Certified Payroll Report compiles data based on Job Codes. Each job / position reported on must have a Job Code. Also, the pay frequency of the company must be weekly,

Creating Job Codes

To set up Job Codes for the company

1. Go to the [Company - Div / Branch / Dept / Team - Jobs](#) screen.
2. Select the company from the list on the left-hand side of the screen
3. Click the **Details** tab.
4. Verify that all of the jobs for the project are listed with a Job Code.

5. To enter a new Job Code, click the **plus**



sign in the toolbar to create a new record.

6. Complete the Job Details section in the lower left corner of the screen.

Field / Button	Description
Job Details section	
Job Code	Job Classification from the EEO-1 Job Classification
Description	Description of the designated Job Code
Default Workers' Comp	The descriptive name for the Workers Comp Code
Start Date	Date the job / project started
Federal Certified *	Select if this project is federally certified
Rate Per Hour	Used in conjunction with Piecework Min Wage
Work Classification	Specific to Certified Payroll Reporting
G/L Tag	General Ledger tab if applicable
Active checkbox	Tells whether the job was active during the reporting period
State Certified	Select if this project is state certified
Address Section	

Address	This is the address of the job site.
Payroll Override State	If a state is listed for the job, the Payroll Override checkline. If there is a D/B/D/T state, the Payroll Override checkline.
Location	This field is only required for jobs in PA.

* This checkbox must be selected if the *Certified Payroll Report (S518)* is to be produced - even if the job is State Certified only.

7. Click the **check**



mark and the **commit**



button to post and commit changes.

Setting up the Pay Frequency

The Certified Payroll must be run weekly, and the *Certified Payroll Report (S518)* filed weekly. Therefore, there must be a payroll frequency of weekly set up for the company. To verify,

1. Go to the [Company - General - Company Info - Payroll & Employees](#) tab.

If there is a weekly pay frequency already set up for the company, nothing else is required in this step.

The screenshot shows a software interface for payroll setup. It is divided into several sections:

- Payroll:** Includes dropdowns for 'Pay Frequencies' (set to Weekly), 'Employee Pay Frequency Default' (set to Weekly), 'Entry Sorting' (set to Alpha), 'Entry Grouping' (set to Company Name), and 'Entry Mode' (set to Expert). It also has radio buttons for 'Distributed Deductions Default' (set to Distribute Both), 'Block Checks/Reports' (set to Both), and 'Auto Labor Distribution' (set to Yes). There is a 'Supplemental' text field and a 'Payroll Password' field.
- Time Off:** Includes radio buttons for 'Accrual' (set to Yes) and 'Check Balance' (set to Yes).
- Auto Reduction:** Includes radio buttons for 'Employees to Reduce Default' (set to Both) and 'Auto Reduction E/D Group Default'.
- Employees:** Includes fields for 'EE Auto Increment', 'Average Hours', and 'Annual Form Type' (set to W-2). It also has radio buttons for 'Default for Employee Print Voucher' (set to Yes) and 'Enforce DOB on W2 Employees' (set to No).
- Miscellaneous:** Includes dropdowns for 'Autopay Company' (set to Call in) and 'DBDT Level' (set to Company).

To set up a weekly pay frequency

2. Select the applicable frequency from the Pay Frequencies dropdown list to include weekly as well as the original.

Examples: If the pay frequency on file for the company is **Monthly**, select **Weekly, Monthly**. If the pay frequency on file for the company is **Bi-Weekly**, select **Weekly, Bi-Weekly**.

Payroll Level Setup

At the Batch level,

1. Go to the [Payroll - Payroll screen](#).
2. Click the **Payroll** tab.
3. Select the payroll for which to run the *Certified Payroll Report* > click the **Batch** button.
4. Click the **Batch** tab on the screen that opens.
5. Verify that the **Period Begin Date** and **Period End Date** do not span a period of more than a week.

6. Click the **check mark** and the **commit button** to post and commit changes.

Note: Once a batch and checks have been created, the batch frequency cannot be changed.

Check Lines

Prior to running the *Certified Payroll Report*,

1. Go to the [Payroll - Payroll screen](#)
2. Select and open the company from the list on the left-hand side of the screen
3. Enter notes about the payroll if applicable
4. Click the **Checks** tab
5. Select a check from the list > double-click to open
6. Click the **Check Lines** tab
7. Select a Team from the dropdown list; used to determine the Work Classification in the report
8. Select a Job from the dropdown list
9. Select a Line Item Date between the beginning and ending date of the payroll

10. Verify the Rate of Pay used in the report on the check line, check lines without a rate of pay are filtered out of the report.
11. Click the **check mark** and **commit button** to post and commit changes.

To process another check, click the **Back** button and repeat Steps 4 - 10.

Signature Line

To include a signature on page two of the report,

1. Go to the [Company - General - Contacts screen](#)
2. Click the **plus sign** in the toolbar to create a new record

Note: The UserID must have been set up as a user on the [Admin - Security - Users screen](#) prior to adding them as a contact on the Contacts screen.

Field	Description
Contact	enter the UserID of the person whose signature will be
Phone Number	enter the best number at which to reach the contact
Phone Type	select Certified Payroll from the dropdown list
Description	enter the contact's title
Email Address	enter the contact's email address

The *Certified Payroll Report (S518)* is sent with all certified payrolls processed, typically to state or federal government agencies, to report payrolls for projects. Due to the length and complexity of the report it is recommended that it be submitted to the Task Queue for Processing.