WARNING - THIS IS A LONG SUPPORT ARTICLE. READ IT CAREFULLY AND FOLLOW THE INSTRUCTIONS. Hourly support rates will apply if you require one-on-one assistance for setup or troubleshooting.

How to use this support document:

- 1. Read the introduction to become familiar with why the "Audit Friendly" version of the A-1-131 form was created and how it will help you with your uploads to LCPtracker and the DIR.
- 2. Then go to the <u>Contents</u> section and determine how you pay your fringes.
- 3. Follow the setup instructions for the method that best suits your company.

Introduction:

The "Audit Friendly" version of the standard California A-1-131 Certified Payroll Report was originally developed by a Labor Compliance Company called "CalLCP" (short for California Labor Compliance Specialists, Inc.).

The purpose of the Audit Friendly Report is to show BOTH.

- The total fringe benefits contributed for each employee for the work week (just like the standard DIR form), PLUS
- The Hourly Fringe Benefit Rates and total contributions for each employee just for EACH SPECIFIC job.

NOTE: LCPtracker and even the DIR's manual entry have both adopted this method of showing both total contributions for the week, and hourly contributions and totals for each employee.

This is why setting up the Audit Friendly report in CPS is crucial.

If you're using the standard A-1-131 form showing just total contributions for each employee for the week, it's extremely difficult for Auditors & Labor Compliance Agencies (like LCPtracker and DIR) to determine if you're paying the correct fringe rate on a specific job.

This is because the standard DIR form shows the TOTAL contributions for the week - when that total contribution could be made up of fringe benefit rates that could very well change by job. When this happens, the amount reported is the TOTAL contributions for the week for all fringe rates.

For example, the same employee works 20 hours on 2 different jobs (for a total of 40 hours) with 2 different work classifications, hourly rates of pay, and fringe benefits as shown below:

Work Classification	Base Rate ST	OT Rate	H&W	Pension	Vac/Hol	Training	Other	Total Fringe	Total ST	Total OT
Operating Engineer Group 2 - Heavy & Highway	65.19	97.785	13.38	10.78	5.96	1.21	1.6	32.93	98.12	130.715
Operating Engineer Group 2 - Landscape Construction	45.73	68.595	13.38	10.35	4.53	1.25	1.43	30.94	76.67	99.535

The standard DIR form will correctly display the hours worked on each job, hourly rate of pay, gross amount earned this project, and all projects. All of this is correct.

Here's what the report would look like for Job 1 with an hourly rate of \$65.19.

diR	Calif of I	ornia Dep ndustrial	oartment Relations						PU	BLIC	WORK	(S PAY	ROLL	REPO	RTING	FORM	1			PAGE	1
NAME OF CONTR.	ACT	OR									CONTRACTO	OR'S LICENSE	#	From SS->SP-	>Addresses tab	ADDRESS					
OR SUBCONTRA	СТС	R		S	Sunburs	st Softv	vare So	olutions	s, Inc.		SPECIALTY I	ICENSE #		From SS->SP-	>Addresses tab		2378	Dane Hill Ro	oad West Cha	rleston, CA	05872
PAYROLL NUMBE	R	FOR W	EEK EN	IDING	SELF-I	NSURE	D CER	RTIFICA	ATE #					PROJECT C	OR CONTRAC	CT #					
2		10	0/8/202	3	WORK	ERS' C	OMPE	NSATIC	ON POLIC	Y #	12	3456789-123	4	PROJECT 8	LOCATION		Project N	ame Street	Address City,	VT 05872	
				(4) DAY	1			(5)	(6)	()	7)				(8)				(9)
(3)		Mon	Tue	Wed	Thu	Fri	Sat	Sun			GROSS /	AMOUNT									NET
					DATE					HOURLY	EAR	NED									WAGES
WORK		10/2	10/3	10/4	10/5	10/6	10/7	10/8	TOTAL	RATE	THIS	ALL		TOTAL	DEDUCTI	ONS, CONT	RIBUTION	S AND PAY	MENTS		PAID FOR
CLASSIFICATION			HOUF	RS WC	RKED	EACH	DAY		HOURS	OF PAY	PROJECT	PROJECTS									WEEK
Operating											1		FWH	MCARE	FICA	ST TAX	SDI	VAC/HOL	HEALTH/WEL	PENSION	
Engineer Group 2	S	0	0	4	8	8	0	0	20	\$65.19			\$ 432.00	\$ 35.21	\$ 150.55	\$ 169.49	\$ 21.85	\$ 209.80	\$ 535.20	\$ 422.60	1
Heavy & Highway	D										\$1,303.80	\$2,218.40	TRAINING	FUND ADMN	DUES	TRV/SUBS	SAVINGS	OTHER	TOTAL DED	CHK NUM	\$1,409.30
	0												\$ 49.20	\$ 60.60	\$ -	\$ -	\$ -	\$ -	\$ 809.10	1068	

And here's what the report would look like for Job 2 with an hourly rate of \$45.73.

UIK	of I	ndustrial F	Relations						PU	BLIC	WORK	SPAT	ROLL	REPU	RIING	FUR				PAGE	1
NAME OF CONTRA	ACT	OR									CONTRACTO	OR'S LICENSE	#	From SS->SP-	>Addresses tab	ADDRESS					
OR SUBCONTRA	сто	DR		S	Sunburg	st Softv	vare So	olution	s, Inc.		SPECIALTY I	LICENSE #		From SS->SP-	>Addresses tab		2378	Dane Hill Ro	oad West Cha	rleston, CA	05872
PAYROLL NUMBE	R	FOR W	EEK E	NDING	SELF-I	NSURE	D CER	RTIFIC/	ATE #					PROJECT C	OR CONTRAC	CT #					
2		10	/8/202	23	WORK	ERS' C	OMPE	NSATIO	ON POLIC	Y #	12	3456789-123	34	PROJECT 8	LOCATION	Jo	b Name-AIA	Training St	reet Address	City, VT 058	372
				(4) DAY	1			(5)	(6)	(7)				(8)				(9)
(3)		Mon	Tue	Wed	Thu	Fri	Sat	Sun			GROSS /	AMOUNT									NET
					DATE					HOURLY	EAR	NED									WAGES
WORK		10/2	10/3	10/4	10/5	10/6	10/7	10/8	TOTAL	RATE	THIS	ALL			DEDUCTION	IS, CONTRIE	UTIONS AN	ID PAYMENT	rs		PAID FOR
CLASSIFICATION			HOU	JRS WC	RKED	EACH	DAY		HOURS	OF PAY	PROJECT	PROJECTS									WEEK
Operating													FWH	MCARE	FICA	ST TAX	SDI	VAC/HOL	HEALTH/WELF	PENSION	
Engineer Group 2 ·	S	8	8	4	0	0	0	0	20	\$45.73			\$ 432.00	\$ 35.21	\$ 150.55	\$ 169.49	\$ 21.85	\$ 209.80	\$ 535.20	\$ 422.60	
Landscape	D										\$ 914.60	\$2,218.40	TRAINING	FUND ADMIN	DUES	TRV/SUBS	SAVINGS	OTHER	TOTAL DED	CHK NUM	\$1,409.30
Construction	0												\$ 49.20	\$ 60.60	\$ -	\$ -	\$ -	\$ -	\$ 809.10	1068	

But here's where the report goes wrong as far as the Fringe Contributions is concerned, because it reports:

- Vacation/Holiday for a total of \$209.80
- Health /Wel for a total of \$535.20
- Pension for a total of \$422.60
- Training for a total of \$49.20
- And Fund Admin (Other) for a total of \$60.60

Now don't go freaking out - because these totals are correct! If you set things up correctly in CPS, because we get those totals from the QuickBooks paycheck and add them together to report the total.

BUT if you upload into LCPtracker or DIR - the hourly fringe rates for each job are going to be wrong. Here's why, just as an example:

- The total for Vac/Holiday (\$209.80) would be DIVIDED by 40 hours which would give you an hourly rate of \$5.245 which is incorrect, because:
 - The vacation fringe for Operating Engineer Group 2 Heavy & Highway is \$5.96 per hour, and
 - The vacation fringe for Operating Engineer Group 2 Landscape Construction is \$4.53 per hour
- The other totals would be divided by 40 hours as well, also making the hourly fringe rates incorrect as well.

This is why setting up the "Audit Friendly" report makes sense.

The Audit Friendly report displays both total contributions for the week, PLUS Employer Paid Fringe Contributions/Plan Payment Rates for this job only, as shown below in the highlighted section:

diR	Calif of I	fornia De Industrial	partment Relations						PU	BLIC	WORK	(S PAY	ROLL	REPO	RTING	FORM	1			PAGE	1
NAME OF CONTR	ACT	OR									CONTRACTO	OR'S LICENSE	#	From SS->SP-	>Addresses tab	ADDRESS					
OR SUBCONTRA	CTC	DR		5	Sunburs	st Soft	ware So	olutions	s, Inc.		SPECIALTY I	ICENSE #		From SS->SP-	>Addresses tab		2378	Dane Hill R	oad West Cha	rleston, CA	05872
PAYROLL NUMBE	R	FOR V	VEEK E	NDING	SELF-I	INSURE	ED CER	RTIFIC/	ATE #					PROJECT C	R CONTRAC	T #					
2		1	0/8/203	23	WORK	ERS' C	COMPEN	VSATIC	ON POLIC	Y #	12	3456789-123	4	PROJECT 8	LOCATION		Project N	lame Street	Address City,	VT 05872	
<i>i</i>				((4) DAY	Y			(5)	(6)	(7)	-			(8)				(9)
(3)		Mon	Tue	Wed	Thu	Fri	Sat	Sun			GROSS	AMOUNT									NET
					DATE					HOURLY	EAR	NED									WAGES
WORK		10/2	10/3	10/4	10/5	10/6	10/7	10/8	TOTAL	RATE	THIS	ALL		TOTAL	DEDUCTI	ONS, CONT	RIBUTION	S AND PA	YMENTS		PAID FOR
CLASSIFICATION			HOU	JRS WO	ORKED	EACH	DAY		HOURS	OF PAY	PROJECT	PROJECTS									WEEK
Engineer Group													FWH	MCARE	FICA	ST TAX	SDI	VAC/HOL	HEALTH/WEL	PENSION	
2 - Heavy &	S	0	0	4	8	8	0	0	20	\$65.19			\$ 432.00	\$ 35.21	\$ 150.55	\$ 169.49	\$ 21.85	\$ 209.80	\$ 535.20	\$ 422.60	
Highway	D										\$1,303.80	\$2,218.40	TRAINING	FUND ADMN	DUES	TRV/SUBS	SAVINGS	OTHER	TOTAL DED	CHK NUM	\$1,409.30
	0												\$ 49.20	\$ 60.60	\$ -	\$ -	\$ -	\$ -	\$ 809.10	1068	
													EM	PLOYER PA	ID FRING	CONTRIB	UTIONS/P	PLAN PAYM	ENT Rates T	HIS JOB C	NLY
									-				TRAINING	PENSION	TRV/SUBS	VAC/HOL	FUND ADM	SAVINGS	HEALTH/WEL	Total Rate	TOTAL \$
												-	\$1.21	\$10.78		\$5.96	\$1.60		\$13.38	\$32.93	\$658.60

Setting up the Audit Friendly report will make it MUCH easier for you to troubleshoot and verify that your paper reports are correct before you upload to LCPtracker or DIR.

Contents:

Hourly support rates will apply if you require one-on-one set up or troubleshooting assistance.

Determine how you pay your fringes from the list below and click the link to be taken to the setup instructions for that method.

- FOR EVERYONE <u>Selecting</u>, using, printing the Audit Friendly form
- <u>How to setup the Audit Friendly Report if you're a Union Contractor and all fringes</u> <u>are paid to the Union Hall</u>
- <u>How to set up the Audit Friendly Report if you're a Union Contractor and the Vacation Fringe is Taxable to both your company and the employee.</u>
- <u>How to setup the Audit Friendly Report if you're a Non-Union contractor, pay the</u> <u>fringes to one or more bona-fide plans and one or more of the fringes are different</u> <u>for each employee</u>
- If you pay your fringes in cash to the employee as part of his/her hourly rate of pay, BUT you still need to pay the Training fringe to the CA Apprenticeship Council.
- You pay fringes into several bona-fide plans, but there's still a CASH Fringe Rate left to deal with AND you also must submit the Federal WH-347 form, which has totally different reporting requirements!

Selecting, using, printing the Audit Friendly form

There are two ways to select the Audit Friendly form.

Method 1: If you're a new user, we suggest that you set it as the "Default" form to use for all jobs. To do this:

- From the System Setup menu \rightarrow Defaults \rightarrow Job \rightarrow Standard tab
- Once here, click the Form to Use drop-down menu and select the "Audit Friendly A-1-131 Form" as shown below. (You can change this on a job-by-job basis for new jobs)

🗱 Job Defaults			-	\times
Standard Form Options				
☐ Non-reporting Job				
Use Department of Defens	e Statement of Compliance tement of Compliance			
Use California dIR Stateme Primary Contractor	nt of Compliance (short form)			
Electronic Upload Type	None			
Form to Use	CA diR A-1-131 Form	eport		
Awarding Authority	Audit Friendly A-1-131 Form CA DOT Form	orities		
Contractor License	Legal Size CA diR A-1-131 Form City of San Jose Form			
Specialty License	DOT CEM-2505 Owner Operators			
Location				
County				
Print Daily Time Report for	this Job			
Print Employee List for this	Job			
Print Authorized Deduction	Report for this Job			

NOTE: While in Job Defaults you can also select your default electronic upload type, which can be changed later a job-by-job basis – either as you're linking new jobs or by going to the Linked Data menu → and choosing Job, and then editing specific jobs.

🗱 Job Defaults		-	×
Standard Form Options			
Non-reporting Job			
Use Department of Defense S	tatement of Compliance ent of Compliance		
🔲 Use California dIR Statement d	f Compliance (short form)		
Primary Contractor			
Electronic Upload Type	Sandia Laboratory XML Export file.		
Form to Use	Texas DOT Export file.		
Awarding Authority	Maryland DLLR Export file. California eCPR XML file.		
Contractor License	ICP Tracker and CA CPR XML Ne.		

Method 2: If you've been using CPS for any length of time and USUALLY print the Federal WH-347 Form – you may want to select the "Audit Friendly" form on a job-by-job basis. To do this:

- From Linked Data → Jobs → find the job in the list on the left → click to highlight it
 → click the Edit button → Form Options tab
- In the Form to Use section, use the drop-down menu to select the Audit Friendly A-1-131 Form
- In the Electronic Upload Type section, use the drop-down menu and scroll down through the list of available electronic upload types to select your electronic upload type(s) (LCPTracker Export File, California eCPR XML file, Prism Compliance, LCP Tracker, and CA eCPR CML file, etc.)

🗱 Job Maintenance		-	-		×
AIA Training Exercise	Name QuickBooks Job Record=Project				
LUBERENGES JOD MEETINEMINES	Standard Information Additional Information Form Options				
	Certified Payroll Report Form to Use Aud: Friendly A:1-131 Form Use Department of Defer CA dFI A:1-131 Form Use California Golden Str Aud: Friendly A:1-131 Form Use California Drivate Job Legal Size CA dFI A:1-131 Form Use California Private Job Legal Size CA dFI A:1-131 Form Use California Private Job Legal Size CA dFI A:1-131 Form If a save reports folder is City of Los Angeles Form (Legal Size) DOT CEM-2505 Owner Operators SSN # Format Show SSN Omit Employee's address. Electronic Filing Electronic Upload Type None None None Omit Employee's address Omit Employee's address Domit Employee's address		t save it. Scroll istroug ist of availab	jh the	9
	Maryland DLLR Export file.	i	upload	ds	
List By "Print Name As" Confy Open Jobs	Qk <u>C</u> ancel				2

How to setup the Audit Friendly Report if you're a Union Contractor and all fringes are paid to the Union Hall

PRE-REQUISITES:

Each Work classification and/or Work Classification/Payrate combination MUST have their own specific Payroll Wage Item for Straight Time, Overtime, etc. in QuickBooks.

NOTE: If your Vacation fringe is taxable, refer to <u>this section</u> for how to set up a taxable vacation fringe..

So if we go back to my example

Work Classification	Base Rate ST	OT Rate	H&W	Pension	Vac/Hol	Training	Other	Total Fringe	Total ST	Total OT
Operating Engineer Group 2 - Heavy & Highway	65.19	97.785	13.38	10.78	5.96	1.21	1.6	32.93	98.12	130.715
Operating Engineer Group 2 - Landscape Construction	45.73	68.595	13.38	10.35	4.53	1.25	1.43	30.94	76.67	99.535

You'll need a payroll wage item for each of these specific classifications for Straight time (ST), Overtime (OT) and perhaps even Double-time (DT).

1. Once the payroll items are in place, in CPS go to System Setup → Fringe Benefits and Special Withholdings. Here you'll set up each fringe item as:

- Being paid by the employer
- This amount is calculated by Certified Payroll Solution using the rate entered for each Payroll Wage Item
- And, this contribution rate is entered for each Payroll Wage Item. (You could enter contributions by Work Classification, but by payroll wage item is easier).



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2. IF you're tracking fringe contributions in your QuickBooks Paychecks (which you should for accurate job costing and liability payments to the union hall) you'll need to set each fringe item to Unused – either when it's initially brought into CPS and you need to link it back to QuickBooks during the Deduction Reconciliation. OR

If you're just setting up the Audit Friendly Report after having used CPS for a while make this change in Linked Data→ Deductions for ALL Fringe Benefit items in QuickBooks.

Laborer Pension	Name Pens	ion-Heavy & Highway
Laborer Training Laborer Vacation/Holiday	🗖 This is really an additional w	age.
Medicare Company Medicare Employee Operator H&W Operator Other Operator Pension Operator Training Operator Union Dues Operator Vac/Holiday (Te	Type of Deduction/Contributio	n C Fica C State Withholding C Other Withholding
Other-Heavy & Highway Other-Landscape Pension Pension-Landscape Social Security Company Social Security Company		Set individual fringes to unused.
Training-Heavy & Highwa Training-Landscape	Type of Other WH	
Union Dues '	C Child Support	C Union Dues
Vacation/Holiday (Tax) Vac-Hol Heavy & Highwa Vac-Hol Landscape (Tax)	C Medical	C SDI

3. The next step involved in the setup is to enter the hourly value of the fringes for each payroll wage item either during the Wage Reconciliation (if you're a new customer) OR

If you've been using CPS for awhile and are just now setting up the Audit Friendly form.

County A Group II Operator	Name	Heavy-Highway G	roup 2	
County A Laborer County A Laborer -OT	Work Classification	Operating Enginee	er Group 2 - Heavy & 🛛 💌	Edit Work Classes
County A Teamsters Group 1 County A Teamsters Group 1 -OT County B Group II Operator County B Group II Operator -OT Crane Crane Operator Crane Operator	Cash Benefit Rate MyLcm Total Fringe Rate Type of Wage	0 Paid by Employe	r C <u>D</u> ouble Time C	0 Overtime
Crane Operator OT Dozer	C Salary	⊂ <u>B</u> onus	C Commis	sion
Dozer DT Dozer OT	Fringe Rates			
Field Holiday Pay Flagman, Group 1 Laborer Flagman, Group 1 Laborer OT			Vacation	5.96
Group 1 Operator Group 1 Operator -OT Group III Operator	Health & Welfare	13.38	Pension	10.78
Group III Operator -OT	Training	1.21	Fund Admin	1.6
Heavy-Highway Group 2 OT Holiday Pay	TRV/Subs	0	Savings	0
Hourly Hourly DT Hourly OT Hourly Sick Hourly Vecation	Enter the	hourly frin	ige values	
Laborer Laborer DT Laborer -OT	<u>Q</u> k	Cancel		2

You'll need to enter the hourly fringe rates for Straight time, Overtime, and/or Double-time.

IMPORTANT:

- Make sure you click the Ok button, then Done, and select Yes, to save changes or the changes you made will NOT be saved!
- You will need to update the fringe rates each time a new wage decision is published.
- IF you are allowed to use the same wage decision for the life of the contract, you'll need to set up new payroll wage items in QuickBooks.

Your printed report will look like this.

					(4) DA	Y			(5)	(6)	()	')				(8)				(9)				
(3)		Mon	Tue	Wed	Thu	Fri	Sat	Sun			GROSS /	MOUNT									NET				
					DATE					HOURLY	EAR	NED									WAGES				
WORK		10/2	10/3	10/4	10/5	10/6	10/7	10/8	TOTAL	RATE	THIS	ALL		TOTAL	DEDUCTIO	ONS, CONT	RIBUTION	S AND PA	MENTS		PAID FOR				
CLASSIFICATION	- [HOL	IRS WO	ORKED	EACH	DAY		HOURS	OF PAY	PROJECT	PROJECTS									WEEK				
Operating													FWH	MCARE	FICA	ST TAX	SDI	VAC/HOL	HEALTH/WEL	PENSION					
Engineer Group 2	S	0	0	4	8	8	0	0	20	\$65.19			\$ 432.00	\$ 35.21	\$ 150.55	\$ 169.49	\$ 21.85	\$ 209.80	\$ 535.20	\$ 422.60					
Heavy & Highway	D										\$1,303.80	\$2,218.40	TRAINING	FUND ADMN	DUES	TRV/SUBS	SAVINGS	OTHER	TOTAL DED	CHK NUM	\$1,409.30				
	0											71	\$ 49.20	\$ 60.60	\$ -	\$ -	\$ -	\$ -	\$ 809.10	1068					
		Total	s from	the Q	QuickB	looks	Paych	neck					EMI	PLOYER PA	ID FRINGE	CONTRIB	UTIONS/P	LAN PAYM	ENT Rates T	HIS JOB O	NLY				
													TRAINING	PENSION	TRV/SUBS	VAC/HOL	FUND ADM	SAVINGS	HEALTH/WEL	Total Rate	TOTAL \$				
		Total	s from	hour	ly rate	es ente	ered i	n Link	ed Data	Wages f	or this spec	ific wage	\$1.21	\$10.78		\$5.96	\$1.60		\$13.38	\$32.93	\$658.60	Equals Total Rat	e (32.93)	times # of	hours (20)

Verifying your report or troubleshooting the information:

The amounts in #8 Total Deductions, Contributions and Payments SHOULD match the totals from your QuickBooks paychecks for ALL contributions for all jobs.

The amounts in Employer Paid Fringe Contributions/Plan Payment Rates THIS JOB ONLY come from the hourly values you entered in Linked Data → Wages → FOR THE SPECIFIC PAYROLL WAGE ITEM used for this job.

Total Rate block should equal the total fringe rate for this work classification that was found in the Wage Determination.

Total \$ equals the Total Rate multiplied by the number of hours on this project. Sunburst Software Solutions, Inc. Pag

How to set up the Audit Friendly Report if you're a Union Contractor and the Vacation Fringe is taxable to both your company and the employee.

NOTE: All other fringes are set up as explained in <u>How to setup the Audit Friendly Report</u> <u>if you're a Union Contractor and all fringes are paid to the Union Hall</u>. The only change that must be made is for how the Vacation Fringe is handled in ALL METHODS.

We've seen **so many ways** that people have set up a taxable vacation fringe - when the union requires you to show vacation being added so it's taxed and then deducted after taxes.

Many of these ways do nothing but create additional work for you when doing payroll and honestly are overly complicated when it doesn't have to be.

There are 3 methods to accomplish this, choose the one that is right for you.

Method 1 - Add the vacation fringe rate to the base rate and this becomes your QuickBooks rate of pay.

- Create a **deduction item** (Vacation After Tax) in QuickBooks for the vacation hourly amount.
- In CPS go to System Setup → System Preferences → click on the Settings tab and check the option for LCPtracker vacation benefit is included in the rate of pay option. This is the last option on this screen. If you don't see this option, you need to update your CPS software from the Help menu → Check for Updates → when the web service center page loads, click the Download Current CPS Setup/Installation button → run the update and follow the prompts.

LCP tracker - vacation benefit is included in rate of pay

 In CPS from the System Setup menu → System Preferences → click on the Labels tab. In the WH-347 Other Withholding Labels section make one of the labels (it doesn't matter which one) say something like Taxable Vacation Deduction. You may need to combine the descriptions for these labels as there is only room for 4 and this needs to be clearly spelled out if you submit the Federal WH-347 form.

WH-347	Other Witholding Labels are the 4	description	s for the Certified Payroll Report	
Other #1	Child Support	Other #2	Union Dues/Taxable Vacation Deductio	
Other #3	Medical	Other #4	SDI	0

- From the System Setup menu → Fringe Benefits & Special Withholdings → click the Vacation tab. It needs to be setup as:
 - This fringe is paid by the employer
 - This amount is calculated by Certified Payroll Solution using the rate entered for each Payroll Wage Item
 - And, this contribution rate is entered for each payroll wage item

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ringe benefit & Special Withholdings Setup	>
I Vacation Health & Welfare Pension Training Fund Admin TRV/Subs Savings	LCP Vacation
Name: Vacation *** Highly recommended that you NOT change this name.	
Paid by Employee or Employer:	
This fringe is paid by the employer	
C This is deducted from the employee's paycheck	
Calculation Method:	
C 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	L.
C No coloridation	
C No calculation	
or the "Audit Friendly Report"	
No calculation To the "Audit Friendly Report" Add Englower Health Insurance contribution from each employee to this frigge	
To the "Audit Friendly Report" Add Employer Health Insurance contribution from each employee to this fringe. This contribution rate is entered for each Pavroll Wage Item.	
 We calculation Friendly Report" Add Employer Health Insurance contribution from each employee to this fringe. ✓ This contribution rate is entered for each Payroll Wage Item. This contribution rate is entered for each Work Classification. 	
Tor the "Audit Friendly Report" Add Employer Health Insurance contribution from each employee to this fringe. This contribution rate is entered for each Payroll Wage Item. This contribution rate is entered for each Work Classification.	
For the "Audit Friendly Report" Add Employer Health Insurance contribution from each employee to this fringe. ✓ This contribution rate is entered for each Payroll Wage Item. This contribution rate is entered for each Work Classification.	
Tor the "Audit Friendly Report" Add Employer Health Insurance contribution from each employee to this fringe. This contribution rate is entered for each Payroll Wage Item. This contribution rate is entered for each Work Classification. Ok Cancel	

 From the Linked Data menu → Deductions → find and EDIT each of the Vacation deduction items from QuickBooks and set each one to Other Withholding in the top half of the screen and the LABEL you created for Taxable Vacation Deduction as shown below.

Deduction Maintenance		- D >	(
Operator Other	Name Vacation	n Deduct (After Tax)	٦
Operator Pension Operator Training Operator Training Operator Vac/Holiday (Te Other-Heavy & Highway Other-Landscape Pension-Heavy & Highwa Pension-Landscape Social Security Company Social Security Company Social Security Employee Training-Heavy & Highwa Training-Landscape Union Dues	 □ This is really an additional wage □ Type of Deduction/Contribution ○ Federal Withholding ○ Medicare ○ Union Dues ○ Union Benefit ○ SDI 	e. ○ Fica ○ State Withholding ● Other Withholding ○ Unused	-
Vac-Hol Landscape (Tax) WC Appr WC Clerical WC Equip WC Masonry WC Supervisor WC Trucking Workers Compensation	Type of Other WH C Not Applicable C Child Support C Medical	Union Dues/Laxable Vacation Deduction SDI	
	<u>Q</u> k <u>C</u> ancel		9

 From the Linked Data menu → Wages → Find and edit each payroll wage item and enter the hourly fringe benefit rates. Even though you are uploading to LCPtracker, DIR, etc. DO NOT enter a rate in the LCP Vacation. The upload files will pick up the amount you entered for Vacation (5.96 in this example).

County A Group II Operator	Name	Heavy-Highway	Group 2+Vacation	
County A Group II Operator -01 County A Laborer County A Laborer -0T	Work Classification	Operating Engine	eer Group 2 - Heavy & I 💌	Edit Work Classes
County A Teamsters Group 1 County A Teamsters Group 1 -OT	Cash Benefit Rate	0		
County B Group II Operator	MyLcm Total Fringe R	ate Paid by Employ	er	0
Crane Crane Operator	Type of Wage			J
Drane Operator DT Drane Operator OT	C Unused	<u>Straight Time</u>	C Double Time C	0 <u>v</u> ertime
Jozer	C Salary	y ⊂ <u>B</u> onu	s Co <u>m</u> m	ission
Dozer DT	Fringe <u>R</u> ates			
Field Holiday Pay Flagman, Group 1 Laborer Flagman, Group 1 Laborer OT	Enter hourly frin	ge amounts	Vacation	5.96
iroup 1 Operator iroup 1 Operator iroup 1 Operator -OT	Health & Welfare	13.38	Pension	10.78
iroup III Operator -OT leavy-Highway Group 2	l Training	1.21	Fund Admin	1.6
leavy-Highway Group 2 OT Ione-Thighway Group 2 Avaonius Ioliday Pay	TRV/Subs	0	Savings	0
lourly lourly DT lourly OT	LCP Vacation	0	DO NOT add an H LCP Vacation	ourly value for
lourly Vacation aborer aborer DT	<u>O</u> k	<u>C</u> ancel		

 Be sure to click the Ok button, then Done, and select YES, to save your changes when you're finished editing your wage items. If you do not, then you've just totally wasted your time.

Your printed report will look like this:

					(4) DA	Y			(5)	(6)	(7)				(8)				(9)
(3)		Mon	Tue	Wed	Thu	Fri	Sat	Sun			GROSS	AMOUNT									NET
					DATE					HOURLY	EAR	NED									WAGES
WORK		10/9	10/10	10/11	10/12	10/13	10/14	10/15	TOTAL	RATE	THIS	ALL		TOTA	L DEDUCTI	ONS, CONT	RIBUTION	S AND PAY	MENTS		PAID FOR
CLASSIFICATION			HO	URS W	ORKED	EACH	DAY		HOURS	OF PAY	PROJECT	PROJECTS									WEEK
Operating Engineer													FWH	MCARE	FICA	ST TAX	SDI	VAC/HOL	HEALTH/WEL	PENSION	
Group 2 - Heavy &	S	8	8	8	8	8	0	0	40	\$ 71.15			\$ 532.00	\$ 41.27	\$ 176.45	\$ 212.24	\$ 75	\$ 238.40	\$ 535.20	\$ 431.20	
Highway	D	Vacat	tion fri	inge in	cluded	l in rat	e of p	ay 🥌			\$ 2,846.00	\$ 2,846.00	TRAINING	FUND ADMAN		TRV/SUBS	SAVINGS	OTHER	TOTAL DED	CHK NUM	\$ 1,620.03
	0												÷ 98.40	\$ 64.00	\$ -	\$ -	4	\$ 238.40	\$ 1,225.97	1069	
	Total Vacation Contributed for the week for ALL JOBS											ALD FRING	E CONTRI	BUTIONS/P	LAN PAYM	ENT Rates T	HIS JOB O	NLY			
Vacation fringe DEDUCTED after taxes										TRAINING	PENSION	TRV/SUBS	VAC/HOL	FUND ADM	SAVINGS	HEALTH/WEL	Total Rate	TOTAL \$			
Hourly fringe amounts from Linked Data> Wages							\$1.21	\$10.78	8	\$5.96	\$1.60		\$13.38	\$32.93	\$1,317.20						

Verifying your report or troubleshooting the information:

The Vacation amount in #8 Total Deductions, Contributions and Payments SHOULD match the totals from your QuickBooks paychecks for ALL contributions for all jobs.

The Vacation Deduction (after taxes) amount will be reported in the OTHER block.

The amounts in Employer Paid Fringe Contributions/Plan Payment Rates THIS JOB ONLY come from the hourly values you entered in Linked Data → Wages → FOR THE SPECIFIC PAYROLL WAGE ITEM used for this job.

Total Rate block should equal the total fringe rate for this work classification that was found in the Wage Determination.

Total \$ equals the Total Rate multiplied by the number of hours on this project.

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Method 2 - Create the Vacation Fringe (IN) as an Addition type payroll item in QuickBooks so it's taxed and then a Vacation Out Deduction item to deduct the fringe after taxes.

- In QuickBooks create an Addition Payroll Item type for the Vacation IN
- In QuickBooks create a Deduction Payroll Item type for the Vacation OUT
- In CPS from the System Setup menu → System Preferences → click on the Labels tab. In the WH-347 Other Withholding Labels section make one of the labels (it doesn't matter which one) say something like Taxable Vacation Deduction. You may need to combine the descriptions for these labels as there is only room for 4 and this needs to be clearly spelled out if you submit the Federal WH-347 form.

WH-347	Other Witholding Labels are the 4 o	descriptions	s for the Certified Payroll Report	
Other #1	Child Support	Other #2	Union Dues/Taxable Vacation Deductio	
Other #3	Medical	Other #4	SDI	0

- Next, go to System Setup → Fringe Benefits & Special Withholdings → click on the Vacation tab. Select the following options:
 - This fringe is paid by the employer
 - This amount is calculated by Certified Payroll Solution using the rate entered for each Payroll Wage Item
 - And, This contribution rate is entered for each Payroll Wage Item

	cial Withholdings Setup		
Vacation Hea	ith « Weitare Pension Training Fund Admin Th 75ubs 3	Savings LCF vacation	
Name: Vacation	** Highly recommended that you NOT change this name.		
Paid by Employee or Em	ployer:		
This fringe is paid b	by the employer		
C This is deducted fro	om the employee's paycheck		
Calculation Method:			
C This amount is derived a series of the	ved from the QuickBooks paycheck.		
 This amount is calc 	culated by Certified Payroll Solution using the rate entered for each Payroll W	/age Item.	
 This amount is calc No calculation 	sulated by Certified Payroll Solution using the rate entered for each Payroll W	/age Item.	
 This amount is calc C No calculation 	culated by Certified Payroll Solution using the rate entered for each Payroll W	/age Item.	
This amount is calc No calculation For the "Audit Friendly R	culated by Certified Payroll Solution using the rate entered for each Payroll W	/age Item.	
This amount is calc No calculation For the "Audit Friendly R Add Employer	ulated by Certified Payroll Solution using the rate entered for each Payroll w eport" Health Insurance contribution from each employee to this fringe.	/age Item.	
This amount is calc No calculation For the "Audit Friendly R Add Employer This contribut	ulated by Certified Payroll Solution using the rate entered for each Payroll w eport" Health Insurance contribution from each employee to this fringe.	/age Item.	
This amount is calc No calculation For the "Audit Friendly R Add Employer This contribut This contribut	ulated by Certified Payroll Solution using the rate entered for each Payroll W eport" Health Insurance contribution from each employee to this fringe. ion rate is entered for each Payroll Wage Item.	/age Item.	
This amount is calc No calculation For the "Audit Friendly R Add Employer This contribute This contribute	sulated by Certified Payroll Solution using the rate entered for each Payroll w eport" Health Insurance contribution from each employee to this fringe. ion rate is entered for each Payroll Wage Item.	/age Item.	
This amount is calc No calculation For the "Audit Friendly R Add Employer This contribut This contribut	culated by Certified Payroll Solution using the rate entered for each Payroll w eport" Health Insurance contribution from each employee to this fringe. ion rate is entered for each Payroll Wage Item. ion rate is entered for each Work Classification.	/age Item.	
This amount is calc No calculation For the "Audit Friendly R Add Employer This contribut This contribut	culated by Certified Payroll Solution using the rate entered for each Payroll w eport" Health Insurance contribution from each employee to this fringe. ion rate is entered for each Payroll Wage Item. ion rate is entered for each Work Classification.	/age Item.	
This amount is calc No calculation For the "Audit Friendly R Add Employer This contribut This contribut	evalated by Certified Payroll Solution using the rate entered for each Payroll we eport" Health Insurance contribution from each employee to this fringe. ion rate is entered for each Payroll Wage Item. ion rate is entered for each Work Classification.	/age Item.	6

From the Linked Data menu → Wages → Find and edit each payroll wage item and enter the hourly fringe benefit rates. DO NOT enter a rate in the LCP Vacation.
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The upload files will pick up the amount you entered for Vacation (5.96 in this example).

County A Group II Operator	Name	Heavy-Highway	Group 2+∀acation	
County A Group II Operator -01 County A Laborer County A Laborer -0T	Work Classification	Operating Engine	eer Group 2 - Heavy & I 💌	Edit Work Classes
County A Teamsters Group 1 County A Teamsters Group 1 -OT	Cash Benefit Rate	0		
county B Group II Operator	MyLcm Total Fringe Ra	, ate Paid by Employ	/er	0
rane	Type of Wage			1
rane Operator rane Operator DT	C Unused	Straight Time	C Double Time	⊂ 0 <u>v</u> ertime
rane Operator OT ozer	⊂ <u>S</u> alary	⊂ <u>B</u> onu	s Comr	hission
ozer DT	Fringe <u>R</u> ates			
eld Holiday Pay lagman, Group 1 Laborer	Enter hourly fring	ge amounts	Vacation	5.96
oup 1 Operator oup 1 Operator oup 1 Operator -OT	Health & Welfare	13.38	Pension	10.78
roup III Operator -OT eavy-Highway Group 2	Training	1.21	Fund Admin	1.6
eavy-Highway Group 2 OT	TRV/Subs	0	Savings	0
ourly ourly DT ourly OT ourly OT	LCP Vacation	0	DO NOT add an H LCP Vacation	lourly value for
ourly Vacation aborer aborer DT	<u>O</u> k	Cancel		

Be sure to click the Ok button, then Done, and select YES, to save your changes when you're finished editing your wage items. If you do not, then you've just totally wasted your time.

 From the Linked Data menu → Deductions → find and EDIT each of the Vacation deduction items from QuickBooks and set each one to Other Withholding in the top half of the screen and the LABEL you created for Taxable Vacation Deduction as shown below.



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Be sure to click the Ok button, then Done, and select YES, to save your changes when you're finished editing your wage items. If you do not, then you've just totally wasted your time.

- Still in Linked Data → Deductions (OR during the Deduction Reconciliation) find and edit EACH of the Vacation In Addition Items, selecting:
 - This is really an additional wage
 - And, Unused

	Name Vacati	on In (Teveble)
Medicare Company Medicare Employee Medicare Employee Addl	This is really an additional way	
Operator H&W Operator Other Operator Other Operator Training Operator Union Dues Operator Vac/Holiday (Te Other-Heavy & Highway Other-Landscape Pension Pension-Heavy & Highwa Pension-Landscape Social Security Company Social Security Company Social Security Employee Training-Heavy & Highwa Training-Landscape	Type of Deduction/Contribution C Federal Withholding C Medicare C Union Dues C Union Benefit	 C Fica C State Withholding C Other Withholding I Unused
Vacation Dues Vacation Fund Vacation Fund Vacation/Holiday (Tax) Vac-Hol Heavy & Highwa Vac-Hol Landscape (Tax) WC Appr	Type of Other WH	C Union Dues/Taxable vacation Deduction C SDI

Be sure to click the Ok button, then Done, and select YES, to save your changes when you're finished editing your wage items. If you do not, then you've just totally wasted your time.

Your printed report will look like this:

					(4) DA	Y			(5)	(6)	()	7)				(8)				(9)
(3)		Mon	Tue	Wed	Thu	Fri	Sat	Sun			GROSS	AMOUNT									NET
					DATE					HOURLY	EAR	NED									WAGES
WORK		10/16	10/17	10/18	10/19	10/20	10/21	10/22	TOTAL	RATE	THIS	ALL		TOTA	L DEDUCTI	ONS, CONT	RIBUTION	IS AND PAY	MENTS		PAID FOR
CLASSIFICATION	ATION HOURS WORKED EACH DAY							HOURS	OF PAY	PROJECT	PROJECTS									WEEK	
Operating													FWH	MCARE	FICA	ST TAX	SDI	VAC/HOL	HEALTH/WEL	PENSION	
Engineer Group 2	S	8	8	8	8	8	0	0	40	\$ 65.19			\$ 532.00	\$ 41.27	\$ 176.45	\$ 212.24	\$ 25.0	\$ 238.40	\$ 535.20	\$ 431.20	
Heavy & Highway	D	The V	acatio	n In (Additio	on) ON	LY sh	ows in	Gross a	mount	\$ 2,607.60	\$2,846.00	TRAINING	FUND ADMN		TRV/SUBS	SAVINGS	OTHER	TOTAL DED	CHK NUM	\$ 1,620.03
	0	earne	d ALL	Proje	cts - no	ot assig	gned t	o this	job	-	/		0.10	\$ 64.00	\$ -	\$ -		\$ 238.40	\$ 1,225.97	1070	
		Total Vacation contributed for the week for ALL jobs											EN	ADLOVER I	ALP FRING	E CONTRI	BUTIONS/F	PLAN PAYM	ENT Rates T	HIS JOB O	NLY
	Vacation fringe DEDUCTED after taxes										TRAINING	PENSION	TRV/SUBS	VAC/HOL	FUND ADM	SAVINGS	HEALTH/WEL	Total Rate	TOTAL \$		
		Hour	ly fring	e amo	ounts f	rom Li	nked l	Data	> Wage	s e		\rightarrow	\$1.21	\$10.78		\$5.96	\$1.60		\$13.38	\$32.93	\$1,317.20

Verifying your report or troubleshooting the information:

The amount of the Vacation Addition will be **ADDED to Gross Amount Earned All Projects** and is not necessarily assigned to this specific project.

The Vacation amount in #8 Total Deductions, Contributions and Payments SHOULD match the totals from your QuickBooks paychecks for ALL contributions for all jobs.

The Vacation Deduction (after taxes) amount for ALL jobs will be reported in the OTHER block.

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The amounts in Employer Paid Fringe Contributions/Plan Payment Rates THIS JOB ONLY come from the hourly values you entered in Linked Data → Wages → FOR THE SPECIFIC PAYROLL WAGE ITEM used for this job/employee.

Total Rate block should equal the total fringe rate for this work classification that was found in the Wage Determination.

Total \$ equals the Total Rate multiplied by the number of hours on this project.

We do not recommend this method - because you cannot include the Vacation amount in Gross Amount Earned THIS project and your reports look off.

Method 3 - The Union just wants the vacation fringe taxed without all this "in and out stuff".

Sometimes the Union just wants to be sure that the Vacation fringe is taxed without all this in and out stuff.

This is by far the easiest of all the methods because all you must do is make the Vacation Company Contribution Item type in QuickBooks taxable – by choosing Compensation in the Tax Tracking Type section of the item setup.

	Edit payroll item (Company Contribution:Vac-Hol Heavy & Highway (Taxed)) 🗙
n.,	Tax tracking type	
E STA. FICA D 401 E F	The tax tracking type determines how the payroll item appears on tax forms. Be choose the correct tax tracking type to ensure that your forms are correct.	sure to
	Used for taxable wages such as bonuses, awards, and piece work in cash or other payments. This tax tracking type is associated with additions. Effect on Federal forms listed when used as an addition with default taxability settings: 940: Increases wages (line 3) 941: Increases wages (lines 2, 5a, 5c) 944: Increases wages (lines 1, 4a, 4c) W-2: Increases wages (boxes 1, 3, 5)	
в	ac <u>k N</u> ext <u>F</u> inish	Cancel

Once the Vacation Company Contribution item is set up like this, follow the instructions for <u>How to setup the Audit Friendly Report if you're a Union Contractor and all fringes are paid</u> to the Union Hall

How to setup the Audit Friendly Report if you're a Non-Union Contractor, pay <u>ALL</u> the fringes into one or more bona-fide plans and one or more of the fringes are different for each employee

This requires more setup – both on the QuickBooks side as well as in CPS because your fringe contributions for certain bona-fide items are different for each employee, so there is a lot of math involved. Read the Pre-Requisites carefully.

PRE-REQUISITES:

Each Work classification and/or Work Classification/Payrate combination MUST have their own specific Payroll Wage Item in QuickBooks.

So if we go back to my example

Work Classification	Base Rate ST	OT Rate	H&W	Pension	Vac/Hol	Training	Other	Total Fringe	Total ST	Total OT
Operating Engineer Group 2 - Heavy & Highway	65.19	97.785	13.38	10.78	5.96	1.21	1.6	32.93	98.12	130.715
Operating Engineer Group 2 - Landscape Construction	45.73	68.595	13.38	10.35	4.53	1.25	1.43	30.94	76.67	99.535

You'll need a payroll wage item for each of these specific classifications for Straight time (ST), Overtime (OT) and perhaps even Double-time (DT).

You will also need to determine the hourly value for each bona-fide fringe benefit for each employee PLUS the hourly value for the Training contribution.

It's easiest to do this in an Excel spreadsheet and add formula's so it will do the math for you.

3	Employee	Work Class	Base Rate	OT Rate	Total Fringe Rate	Total ST PLUS Fringe	Total OT PLUS Fringe	Training	Monthly Company Paid Health Ins. Amount	Multiply by 12	Company Annual Limit	Divide by Annual Hours (2080, 2040, or 2000)	Equals Hourly Value	Balance to Pension
4	John J. Equipment	Operating Engineer Group 2 - Heavy & Highway	65.19	97.79	32.93	98.12	130.72	1.21	450.00	12	5400.00	2040	2.65	29.07
5														

1. Once the payroll items are in place, in CPS go to System Setup → Fringe Benefits and Special Withholdings. Here you'll set up each fringe item as:

- Being paid by the employer
- This amount is calculated by Certified Payroll Solution using the rate entered for each Payroll Wage Item
- And, this contribution rate is entered for each Payroll Wage Item. (You could enter contributions by Work Classification, but by payroll wage item is easier).

Fringe Benefit & Special Withholdings Setup	-	×
SDI Vacation Health & Welfare Pension Training Fund Admin TRV/Subs Savings		
Name: Vacation ** 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:	1	
This amount is calculated by Certified Payroll Solution using the rate entered for each Payroll Wage Item. No calculation		
For the "Audit Friendly Report"		
Add Employer Health Insurance contribution from each employee to this fringe.		
✓ This contribution rate is entered for each Payroll Wage Item.		
This contribution rate is entered for each Work Classification.		
<u>Q</u> k <u>C</u> ancel		0

Because your fringe rates will vary by employee, go to System Setup → System
Preferences → click on the W/C Info + tab and check the option at the bottom for
Enter Fringe Benefits by Employee as shown below:

×,	System Preferences			-		×
	Addresses W/Clnfo + Labels Set	tings Data Locations				
	Enter information if it is required on	your forms.				
	Self-Insured Certificate #				-	
	W/C Policy Number	123456789-1234				
	W/C Effective Date	04/01/2022	100			
	W/C Expiration Date	03/30/2023				
	Federal Employer ID # (FEIN)	01-2345678				
	DUNS #	123456789-1234		-		
	Texas DOT Contractor ID (5 digit #)	0				
	Unemployement Insurance #		-			
	Prism User Name	Prism User Name			-	
	Save Prism Upload as XLSX file instea	d of XLS				
	Enter Fringe Benefits by Employee					
H	Un California DIR eCpr XML Upload us	e benefit rates, not total cont	ributed.		1	2
	Print duplex Certified Payroll Reports					
<u> </u>						
	<u>0</u> k		<u>C</u> ancel			

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• From Linked Data → Deductions find and Edit EACH of the company paid fringe items and set them to Unused as shown below. Be sure to click the Ok button, then Done, and select Yes, to save changes when you're finished editing or you will have just wasted your time.

🗱 Deduction Maintenance				- 0	×
CA - Disability CA - Employment Training CA - Unemployment CA - Unemployment Com; CA - Withholding Child Support Gamishmer Federal Unemployment Federal Unemployment Federal Withholding G/L Insurance Field Gas Reimbursement Health & Welfare Laborer Fension Laborer H & W Laborer Other Laborer Pension Laborer Vacation/Holiday Medicare Company	Name This is really an add Type of Deduction/Co Federal Withhol Medicare Union Dues C Union Benefit SDI	Health Insur Intional wage. Intribution ding	C Fica C State Withholdin C Other Withholdin C Unused) 9 9	
Medicare Employee Medicare Employee Addl Operator H&W Operator Other Operator Pension Operator Training Operator Union Dues	Type of Other WH	<u>C</u> ancel	C Union Dues/ Laxable Deduction C SDI	vacation	2

 From Linked Data → Employees (or the Employee Reconciliation), click on the Benefits tab and enter the hourly amounts that are specific to this employee. (The Training Fringe rate will be for all employees who work under a specific classification, so you don't need to enter that here - you'll enter the Training Fringe rate under the payroll wage option). If you're editing Employees, make sure you click the OK button, then Done, and select Yes, to Save Changes when you've finished - otherwise you've just wasted your time.

Addition, Vacation As	Name	Employe	e, Fringes By		
Apprentice, Amy L. Apprentice, Robert L	Local	None		•	Edit Locals
Backhoe, Frederick F Bulldozer, Benjamin J Crano, Roginald A	EEOC Work Class	Equip. Op	oers.	-	Edit Work Classes
Equipment, Frederick F	Race	White		•	Edit Races
Equipment, John J Laborer, Jackson B	Federal Allowanc	es M			
Laborer, Laura B. Laborer, Laura B. Laborer, Lawrence M Laborer, Lawrence M Laborer, Leonard A Mason, Mark L.	Gender	Female Benefits	•		
Owner, Owen W. Supervisor, Sam L. To Wage, Vacation Added Trucker, Tammi T	Vacation Rate Health & Welfare R Pension Rate Training Rate Fund Admin Rate TRV/Subs Rate Savings Rate LCP Vacation Rate	ate	0 2.65 29.07 0 0 0 0	Ente hou chai emp The will und > V it ap emp und wag com	er ONLY the rly rates that nge by bloyee. Training fringe be entered er Linked Data Vages because oplies to all bloyees working er that e/classification ubination
1	<u>O</u> k	Cancel			0

 From Linked Data → Wages (or the Wage Reconciliation) enter the amount of the Training fringe - because this rate is the same for all employees who work under this classification. If you're editing Wages, make sure you click the OK button, then Done, and select Yes, to Save Changes when you've finished - otherwise you've just wasted your time.

💸 Wage Maintenance				-		×
Bonus Brick Lever	Name	Fringes by Employ	уее			
Brick Layer DT Brick Layer OT	Work Classification	Operating Engine	er Group 2 - Heavy & I	▼ Edit W	ork Classe	s
Clerical Clerical -OT Cmt Mason	Cash Benefit Rate	0				
Cmt Mason DT Cmt Mason OT	MyLcm Total Fringe Rate	Paid by Employe	er	ļo		
County A Group II Operator County A Group II Operator -OT County A Laborer	C Unused G	Straight Time	○ <u>D</u> ouble Time	⊂ 0 <u>v</u> ertime		
County A Laborer -OT County A Teamsters Group 1 County A Teamsters Group 1 -OT	Fringe <u>R</u> ates	© <u>B</u> onus		mmission		
County B Group II Operator County B Group II Operator County B Group II Operator -OT			Vacation	0		
irane Operator irane Operator DT	Health & Welfare	0	Pension	0		ł
lozer Jozer DT	Training	1.21	Fund Admin	0		
lozer OT ield Holiday Pay lagman, Group 1 Laborer	TRV/Subs	0	Savings	0		
lagman, Group 1 Laborer OT	LCP Vacation	0				
aroup 1 Operator aroup 1 Operator -OT aroup III Operator						
Group III Operator -OT Heavy-Highway Group 2	<u>O</u> k	<u>C</u> ancel				
						6

Your printed report will look like this:

					(4) DA	Y			(5)	(6)	(7)				(8)				(9)
(3)		Mon	Tue	Wed	Thu	Fri	Sat	Sun	(-)	(-)	GROSS	AMOUNT					• /				NET
. ,					DATE					HOURLY	EAR	NED									WAGES
WORK		10/23	10/24	10/25	10/26	10/27	10/28	10/29	TOTAL	RATE	THIS	ALL		TOTAL	DEDUCTI	ONS, CONT	RIBUTION	IS AND PAY	MENTS		PAID FOR
CLASSIFICATION			HO	URS WO	ORKED	EACH	DAY		HOURS	OF PAY	PROJECT	PROJECTS									WEEK
Operating													FWH	MCARE	FICA	ST TAX	SDI	VAC/HOL	HEALTH/WEL	PENSION	
Engineer Group 2	S	8	8	8	8	8	0	0	40	\$65.19			\$ 475.00	\$ 37.81	\$ 161.67	4 107.00	÷ 23.4/	\$ -	\$ 106.00	\$1,162.80	
- Heavy &	D				() () () () () () () () () ()						\$ 2,607.60	\$ 2 607 60		FUND ADMN	DUEC	TOWNER	5/11105	OTHER	TOTAL DEB	CHK NUM	\$1,721.80
	0	Total	s for A	LL Job	s								\$ 48.40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 885.80	1071	
		Train	ing Ra	te con	nes fro	om Lin	ked D	ata>	Wages				EM	PLOYER PA	AID FRING	E CONTRIE	BUTIONS/F	LAN PAYM	ENT Rates T	HIS JOB O	NLY
		Pension, Health & Welfare rates come from Linked Data> Employee										es	TRAINING	PENSION	TRV/SUBS	VAC/HOL	FUND ADM	SAVINGS	HEALTH/WEL	Total Rate	TOTAL \$
													\$1.21	\$29.07					\$2.65	\$32.93	\$1,317.20

Verifying your report or troubleshooting the information:

The Vacation amount in #8 Total Deductions, Contributions and Payments SHOULD match the totals from your QuickBooks paychecks for ALL contributions for all jobs.

The Vacation Deduction (after taxes) amount for ALL jobs will be reported in the OTHER block.

The amounts in Employer Paid Fringe Contributions/Plan Payment Rates THIS JOB ONLY come from the hourly values you entered in Linked Data → Wages → FOR THE SPECIFIC PAYROLL WAGE ITEM used for this job/employee.

Total Rate block should equal the total fringe rate for this work classification that was found in the Wage Determination.

Total \$ equals the Total Rate multiplied by the number of hours on this project.

If you pay your fringes in cash to the employee as part of his/her hourly rate of pay, BUT you still need to pay the Training fringe to the CA Apprenticeship Council.

This requires more setup in CPS because you'll need to make sure that not only is the Audit Friendly report is correct, but also the Federal WH-347 form is also correct.

PRE-REQUISITES:

Each Work classification and/or Work Classification/Payrate combination MUST have their own specific Payroll Wage Item in QuickBooks.

You will also need to determine the hourly rate of pay for Straight time and Overtime that includes the CASH Fringe portion.

It's easiest to do this in an Excel spreadsheet and add formula's so it will do the math for you.

Employee	Work Class	Base Rate	OT Rate	Total Fringe Rate	MINUS Training Fringe	EQUALS Cash Fringe	ST Rate Wage + Cash Fringe	OT Rate Wage + Fringe
John J. Equipment	Operating Engineer Group 2 - Heavy & Highway	65.19	97.79	32.93	1.21	31.72	96.91	129.51

Each Work classification and/or Work Classification/Payrate combination MUST have their own specific Payroll Wage Item in QuickBooks and the amounts in the ST Rate Wage + Cash Fringe and OT Rate Wage + Fringe amounts become your employees rates of pay in QuickBooks.

You'll need a payroll wage item for each of these specific classifications for Straight time (ST), Overtime (OT) and perhaps even Double-time (DT).

- In CPS, go to System Setup → Fringe Benefits & Special Withholdings → click on the Training tab. The Training contribution should be set up as follows and is shown below:
 - This fringe is paid by the employer
 - This amount is calculated by Certified Payroll Solution using the rate entered for each Payroll Wage Item
 - This contribution rate is entered for each Payroll Wage Item

DI Vacation	Health & Welfare	Pension	Training	Fund Admin	TRV/Subs	Savings	LCP Vac	ation	
Name: Tra	ining	** Highly re	commended	l that you NOT o	hange this nar	ne.			
Paid by Employe	or Employer:								
This fringe i	paid by the employer								
C This is dedu	cted from the employe	ee's paycheck							
Colordation Math									
C This amoun	is derived from the Q	uickBooks pav	check.						
 This amount 	is calculated by Certil	fied Payroll Sol	lution using t	he rate entered	for each Payro	ll Wage Item	L.		
This amoun No calculat	is calculated by Certil on	fied Payroll Sol	lution using t	he rate entered	for each Payro	ll Wage Item	ı.		
 This amoun No calculat For the "Audit Fri 	is calculated by Certi on indly Report''	fied Payroll Sol	lution using t	he rate entered	for each Payro	ll Wage Item	1.		
This amoun No calculat For the "Audit Fri Add Eri	is calculated by Certi on indly Report" inployer Health Insuran	fied Payroll Sol	lution using t	he rate entered	for each Payro	ll Wage Item			
 This amount No calculat For the "Audit Fri Add End This comparison 	is calculated by Certi on Indly Report" Inployer Health Insuran Intribution rate is enter	fied Payroll Sol nce contribution red for each Pa	lution using t n from each ayroll Wage	the rate entered employee to this ltem.	for each Payro	ll Wage Item			
 This amount No calculat For the "Audit Fri ☐ Add Eri ☑ This co ☐ This co 	is calculated by Certi on Indly Report" Inployer Health Insurar Intribution rate is enter Intribution rate is enter	fied Payroll Sol nce contribution red for each Pa red for each W	lution using t n from each ayroll Wage 'ork Classific	he rate entered employee to this litem. ation.	for each Payro	ll Wage Item			
 In his amoun No calculat For the "Audit Fri ☐ Add Ei ☑ This co ☐ This co 	is calculated by Certi on indly Report" inployer Health Insuran intribution rate is enter intribution rate is enter	fied Payroll Sol nce contribution red for each Pa red for each W	ution using t n from each ayroll Wage 'ork Classific	he rate entered employee to this Item.	for each Payro	ll Wage Item			
 This amoun No calculat For the "Audit Fri ☐ Add Er ☑ This c ☐ This c 	is calculated by Certi on indly Report" inployer Health Insurar intribution rate is enter intribution rate is enter	fied Payroll Sol Ince contribution red for each Pa red for each W	ution using t n from each ayroll Wage 'ork Classific	he rate entered employee to this Item. ation.	for each Payro	II Wage Item			

- No additional information (other than normal setup) is required in Employee Reconciliation (or Linked Data → Employees)
- Under the Wage Reconciliation (or Linked Data → Wages) there is some additional setup required.
 - In the Cash Benefit Rate block enter the AMOUNT OF CASH FRINGES YOU ARE PAYING that is included in the wage rate (refer to your spreadsheet)
 - o In the Training block, enter the Training Fringe rate

onus	 Name	Fringes in Cash		
rick Layer DT rick Layer OT rick Layer OT	Work Classification	Operating Enginee	er Group 2 - Heavy 8	Edit Work Classes
lerical lerical -OT	Cash Benefit Rate	31.72	Cash Fringe	included in QB Wa
mt Mason mt Mason DT	MyLcm Total Fringe Ra	te Paid by Employe	r	0
mt Mason OT	Type of Wage			,
ounty A Group II Operator -OT	C Unused	Straight Time	C Double Time	⊂ 0 <u>v</u> ertime
ounty A Laborer ounty A Laborer -OT	C Salary	C Bonus	С	Co <u>m</u> mission
ounty A Teamsters Group 1	Fringe <u>R</u> ates			
ounty B Group II Operator				
ane aroup II Operator -O I			Vacation	0
rane Operator rane Operator DT	Health & Welfare	0	Pension	0
rane Operator OT	Testates		Fried Admin	-
ozer DT	i raining	1.21	Fund Admin	0
ozer O I eld Holiday Pay	TRV/Subs	0	Savings	0
agman, Group 1 Laborer agman, Group 1 Laborer OT	LCDVacation			
ringes by Employee	LOF VACAION	lo		
roup 1 Operator				
roup 1 Operator -OT roup III Operator	1	1		
roup III Operator -OT	<u>O</u> k	<u>C</u> ancel		

 Under the Deduction Reconciliation (or Linked Data → Deductions) set the Training Contribution item to Unused

🗱 Deduction Maintenance				-		×
Operator Union Dues Operator Vac/Holiday (Ta Other-Heavy & Highway Other-Landscape Pension-Heavy & Highwa Pension-Landscape Simple IRA Co. Match Social Security Company Social Security Employee Training-Landscape Union Dues Vacation Deduct (After Ta Vacation Fund Vacation In (Taxable) Vacation In (Taxable) Vacation Heavy & Highwa Vac-Hol Heavy & Highwa	Name Tippe of Deduction/Conta Federal Withholdin Medicare Union Dues Union Benefit SDI	Training-Heavy onal wage ibution g C C C	& Highway Fica State Withhold Other Withhold Unused	ing		
WC Appr WC Clerical WC Equip WC Masonry WC Supervisor WC Trucking Workers Compensation	Type of Other WH Not Applicable C Child Support Medical Qk Qc	ncel	Union Dues/Laxa Neduction SDI	DIE V ACA(II	on] 8

This is how your printed reports should look:

Audit Friendly Report

	_									-											
					(4) DA'	Y			(5)	(6)	(7)				(8)				(9)
(3)		Mon	Tue	Wed	Thu	Fri	Sat	Sun			GROSS	AMOUNT									NET
					DATE					HOURLY	EAR	NED									WAGES
WORK	10/30 10/31 11/1 11/2 11/3 11/4 11/5 TOTAL RATE THIS ALL										TOTAL	L DEDUCTI	ONS, CONT	RIBUTION	IS AND PAY	MENTS		PAID FOR			
CLASSIFICATION	TION HOURS WORKED EACH DAY									OF PAY	PROJECT	PROJECTS									WEEK
Operating													FWH	MCARE	FICA	ST TAX	SDI	VAC/HOL	HEALTH/WEL	PENSION	
Engineer Group 2	S	8	8	8	8	8	0	0	40	\$ 96.91			\$ 801.00	\$ 56.21	\$ 240.34	\$ 317.65	\$ 34.89	\$ -	\$ -	\$ -	
Heavy & Highway	D	Hour	y Rate	e AFTE	R ded	ucting	the T	rainin	g Fringe	1	\$ 3,876.40	\$ 3,876.40	TRAINING	FUND ADMN	DUES	TRV/SUBS	SAVINGS	OTHER	TOTAL DED	CHK NUM	\$ 2,426.31
	0	Total '	Traini	ing co	ntribut	tion fo	or the	week	-	-1		\rightarrow	\$ 48.40	ş -	\$ -	\$ -	\$ -	\$ -	\$ 1,450.09	1072	
												-	EM	PLOYER P	AID FRING	E CONTRI	BUTIONS/F	PLAN PAYM	IENT Rates T	HIS JOB O	NLY
													TRAINING	PENSION	TRV/SUBS	VAC/HOL	FUND ADM	SAVINGS	HEALTH/WEL	Total Rate	TOTAL \$
	Hourly Training Contribution from Linked Data> Wages											\rightarrow	\$1.21							\$1.21	\$48.40

Federal WH-347 Form

(3)				(4) D/	AY AND	DATE			(5)	(6)	(7)	(8) DEDUCTIONS - BASED ON GROSS WAGES FOR ALL PROJECTS						PROJECTS	(9)
	Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun		RATE OF	GROSS	(8) DEDUCTIONS - BASED ON GROSS WAGES FOR ALL PROJECTS							NET WACES
WORK	rtim.	10/30	10/31	11/1	11/2	11/3	11/4	11/5	TOTAL	PAY/CASH	AMOUNT							TOTAL	PAID FOR
CLASSIFICATION	Ove		HO	URS W	ORKED	EACH	DAY		HOURS	FRINGES	JOB/ALL JOBS	FWH MCARE FICA STWH OTHER DEDUCT					DEDUCTIONS	WEEK	
											\$ 3,876.40					#1	\$ -		
	ST	8	8	8	8	8	0	0 0		\$65.19/\$31.72						#2	\$ -		
Operating Engineer	DT	Baco	rato D		tal Ca	ch Erie			-			\$ 801.00	\$ 56.21	\$ 240.34	\$ 317.65	#3	\$ -	\$ 1,450.09	\$ 2,426.31
Group 2 - Heavy &	ОТ	Dase	Tate P	203 10	tai Ca	SITFIL	ige				\$3,876.40					#4	\$ 34.89		

Verifying your report or troubleshooting the information:

Audit Friendly Form

The rate of pay is the Hourly rate of pay from QB AFTER deducting the Training contribution (refer to your spreadsheet)

The Training amount in #8 Total Deductions, Contributions and Payments SHOULD match the totals from your QuickBooks paychecks for ALL contributions for all jobs.

The amounts in Employer Paid Fringe Contributions/Plan Payment Rates THIS JOB ONLY come from the hourly values you entered in Linked Data → Wages → FOR THE SPECIFIC PAYROLL WAGE ITEM used for this job/employee.

Total Rate block should equal the total fringe rate for this work classification that was found in the Wage Determination.

Total \$ equals the Total Rate multiplied by the number of hours on this project.

WH-347 form

The rate of pay/cash fringes amount should be the same amounts from your spreadsheet (Base rate and the CASH FRINGE RATE).

The Training Fringe is NOT displayed on the WH-347 because it is ONLY concerned with the rate of fringes paid in cash to the employee as part of his/her hourly wage.

You pay fringes into several bona-fide plans, but there's still a CASH Fringe Rate left

This requires more setup in CPS because, well – not only is this COMPLICATED, but you'll need to make sure that not only is the Audit Friendly report is correct, but also the Federal WH-347 form is also correct.

PRE-REQUISITES:

Each Work classification and/or Work Classification/Payrate combination MUST have their own specific Payroll Wage Item in QuickBooks.

You will also need to determine the hourly rate of pay for Straight time and Overtime that includes the CASH Fringe portion.

And the plan contributions MUST be a consistent rate for each employee regardless of what work classification they work under.

It's easiest to do this in an Excel spreadsheet and add formula's so it will do the math for you – because the math just got way more complicated too.



Each Work classification and/or Work Classification/Payrate combination MUST have their own specific Payroll Wage Item in QuickBooks and the amounts in the QB ST Rate and QB OT rate amounts become your employees rates of pay in QuickBooks.

You'll need a payroll wage item for each of these specific classifications for Straight time (ST), Overtime (OT) and perhaps even Double-time (DT).

In CPS do the following:

- From the System Setup menu → choose Fringe Benefits & Special Withholding and click on each type of fringe that you contribute to and set them up as follows:
 - This fringe is paid by the employer
 - This amount is calculated by Certified Payroll Solution using the rate entered for each Payroll Wage Item
 - And, This contribution rate is entered for each Payroll Wage Item

Fringe Benefit	& Special Withholdin	ngs Setup				×
iDI 📔 Vacation	Health & Welfare	Pension Training	Fund Admin TRV/Su	bs Savings LCP	/acation	
Name: He	alth & Welfare	** Highly recommende	d that you NOT change this	name.		
Paid by Employe	e or Employer:					_
This fringe i	is paid by the employer					
C This is dedu	ucted from the employee	e's paycheck				
Calculation Meth	od:					
C This amoun	it is derived from the Qu	iickBooks paycheck.				
This amoun C. No colordate	it is calculated by Certifi	ied Payroll Solution using	the rate entered for each Pa	ayroll Wage Item.		
(No calculat	ion					
For the "Audit Fri	endly Report''					
🖂 Add E	mployer Health Insuran	ce contribution from each	n employee to this fringe.			
🔽 This c	ontribution rate is entere	ed for each Payroll Wage	ttem.			
🔲 This c	ontribution rate is entere	ed for each Work Classifi	cation.			
		<u>o</u> k		<u>C</u> ancel		ດ

 Next, go to System Setup → System Preferences → and click on the W/C Info + tab. Here you'll select the option to Enter Fringe Benefits by Employee.

Addresses W/C Info + Labels Settings Enter information if it is required on your for Self-Insured Certificate # 123456 W/C Policy Number 123456 W/C Effective Date 04/01/ W/C Expiration Date 03/30/ Federal Employer ID # (FEIN) 01-2349 DUNS # 123456 Texas DOT Contractor ID (5 digit #) 0 Unemployement Insurance # 12 Prism User Name Prism U Save Prism Upload as XLSX file instead of XLS	Data Locations ms. 789-1234 2022 2023 5678 789-1234				
Enter information if it is required on your for Self-Insured Certificate # W/C Policy Number 123456 W/C Effective Date 04/01/ W/C Effective Date 04/20/ W/C Expiration Date 03/30/ Federal Employer ID # Federal Employer ID # UNS # 123456 Texas DOT Contractor ID (5 digit #) Unemployement Insurance # Prism User Name Prism User Name Prism Upload as XLSX file instead of XLS	ms. 789-1234 2022 2023 5678 789-1234				
Self-Insured Certificate # 123456 W/C Policy Number 123456 W/C Effective Date 04/017 W/C Expiration Date 03/307 Federal Employer ID # (FEIN) DUNS # 123456 Texas DOT Contractor ID (5 digit #) 0 Unemployement Insurance # Prism User Name Prism User Name Prism U Save Prism Upload as XLSX file instead of XLS	789-1234 2022 2023 5678 789-1234				
W/C Policy Number 123456 W/C Effective Date 04/01/ W/C Expiration Date 03/30/ Federal Employer ID # (FEIN) 01-2340 DUNS # 123456 Texas DOT Contractor ID (5 digit #) 0 Unemployement Insurance # Prism User Name Prism User Name Prism U	789-1234 2022 2023 5678 789-1234				
W/C Effective Date 04/017 W/C Expiration Date 03/307 Federal Employer ID # (FEIN) 01-2345 DUNS # 123456 Texas D0T Contractor ID (5 digit #) 0 Unemployement Insurance #	2022 2023 5678 789-1234				
W/C Expiration Date 03/30/ Federal Employer ID # (FEIN) 01-234 DUNS # 123456 Texas DOT Contractor ID (5 digit #) 0 Unemployement Insurance #	2023 5678 789-1234				
Federal Employer ID # (FEIN) 01-2343 DUNS # 123456 Texas DOT Contractor ID (5 digit #) 0 Unemployement Insurance #	5678 789-1234				
DUNS # 123456 Texas DOT Contractor ID (5 digit #) 0 Unemployement Insurance #	789-1234				
Texas DOT Contractor ID (5 digit #) 0 Unemployement Insurance #					
Unemployement Insurance # Prism User Name V Save Prism Upload as XLSX file instead of XLS					
Prism User Name Prism U Save Prism Upload as XLSX file instead of XLS		_			
Save Prism Upload as XLSX file instead of XLS	ser Name			 -	
Enter Fringe Benefits by Employee					
Un California DIR eCpr XML Upload use benefit	ates, not total con	ntributed.		(2
Print duplex Certified Payroll Reports					•
<u>D</u> k			cel		

- BEFORE leaving System Preferences, click on the Setting tab. Here you'll click on the

 Employer Health Insurance Set up button
 - And when the Employer Health Insurance Setup window appears, 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 Fringe Benefit Rate

System Preferences							2
Addresses W/C Info +	Labels Settings	Data Location:	s				
Auto Number Employees?				Yes	•		
Last Day of Pay Period				Sunday	-		
On WH-347, add Union Du 🔽 Include Additional Wag	es deduction to which es in Gross?	Miscellaneous box	#?				
 Add "Final" to last appli 	cation payroll number?						
Report vendors/subcor	tractors time on Certifi	ed Payroll Report			Employer	Health	
Never Print the Stateme	ents of Compliance (No	ot recommended)			Insurance	Setup	
Reporting jobs must hav	ve CPS in the QuickBo	ooks job record Cust	omer Type field.				
Employer Health	Insurance Setup			_		×	
				_			L.
Employer paid He	ealth Insurance rate is	entered into CPS for	each employee.				
Employer paid He	ealth Insurance rate m	odifies WH-347 Hou	rly Fringe Benefit	: Rate.			
Employer paid Hr	alth Insurance is calc	ulated by rate and n	laced in California	a DIB form He	alth box		
		alated by fate and p			diti bon.		
		1	C	1			2
_	<u>U</u> K		Lancel				
							J
	UK		1.2	ancel I			

- During the Employee Reconciliation (if you're new) or later from Linked Data→ Employees, you'll need your spreadsheet so you can enter the following rates for this employee
 - On the Miscellaneous tab In the Empr Heath Benefit Rate box enter the TOTAL Fringe Credit you're taking for this employee (from my example - 13.86)

🗱 Employee Reconciliation			– 🗆 X
Plan, Cash and	Name	Plan, Cash and	
	Local	None	▼ Edit Locals
	EEOC Work Class	Equip. Opers.	Edit Work Classes
	Race	White	▼ Edit Races
	Federal Allowances	S	
	Gender	Female 💌	
	Miscellaneous Benefits		
	🗆 ARRA Hire		C Section 3
	Employee # (not SSN)		eCPR Notes
	Empr Health Benefit Rate	13.86	
	Enter the TOTAL he taking for this emp	ourly credit you're loyee	
	NTW Econ Distressed A NTW Disadvantaged	rea	
		icel	
	Employee # (not SSN) Empr Health Benefit Rate Enter the TOTAL ho taking for this employee NTW Econ Distressed A NTW Disadvantaged Qk Qar	a 13.86 purly credit you're loyee	eCPR Notes

 Click on the Benefits Tab, and enter the hourly values of your fringes EXCEPT for the training fringe. (From my example that's 2.65 for Health & Welfare and 10.00 for Pension. Leave the Training rate blank – we'll enter that under the wage

Employee Reconciliation	n			-	
Plan, Cash and	Name	Plan, Cash and			
	Local	None	•	Edit Locals	
	EEOC Work Class	Equip. Opers.	•	Edit Work Classes	
	Race	White	•	Edit Races	
	Federal Allowances	S			
	Gender	Female 🗸			
	Miscellaneous Benefits Vacation Rate Health & Welfare Rate Pension Rate	2.65	Ent frin you	iter the hourly nge benefits u're taking	
	Training Rate	BLANK	cre	dits for.	
	Fund Admin Rate		Lea	ave the	
	Savings Bate		em	pty.	
	LCP Vacation Rate				
	Qk	Cancel			

- During the Wage Reconciliation (if you're new) or from Linked Data → Wages, again you'll need your spreadsheet so you can enter the following amounts:
 - In the Cash Benefit Rate box enter the TOTAL Fringe benefit rate from the Wage Decision
 - In the Training box enter the hourly training contribution from the Wage Decision. We're entering the training fringe rate here because it is ALWAYS the same amount for this wage/classification combination.

🗱 Wage Reconciliation								_		\times				
Cash & Plan-Balance i	n Cash	1	lame		Cash & I	Cash & Plan-Balance in Cash								
		V	Vork Clas	sification	Operatir	Operating Engineer Group 2 - Heavy & I 💌 🛛 Edit W								
		c	ash Ben	efit Rate	3	32.93								
		N	/lyLcm To											
		Γ	Type of	Wage	C. Quartina	°. Quartino								
	Amour	nts from	the Wag	epecision	v <u>s</u> uaignu	Time								
	Base	от	Total Fringe	Total ST PLUS	Total OT PLUS									
Work Class	Rate	Rate	Rate	Fringe	Fringe	Training	√acation							
Operating Engineer Group 2 - Heavy & Highway	65.19	97.79	32.93	98.12	130.72	1.2	Pension	Γ						
			Trainin	g	1	.21	Fund Admin	Γ						
			TRV/S	ubs	Γ		Savings	Γ						
			LCP Va	acation	Γ									
		-												
					Са	ncel								
										G				

 During the Deduction Reconciliation (if you're new) or from Linked Data → Deductions, all the plan contribution items (Health Insurance, Pension, & Training in my example are set to Unused.

Deduction Maintenance		— 🗆
HH-L Health & Welfare _aborer H & W _aborer Pension _aborer Training _aborer Vacation/Holiday Medicare Company Medicare Employee Medicare Employee Medicare Employee Medicare Employee Medicare Employee Medicare Family Medicare Family Medicare Family Medicare Company Medicare Company M	Name Pen This is really an additional w Type of Deduction/Contributio G Federal Withholding G Medicare G Union Dues G Union Benefit G SDI	sion wage. on C Fica C State Withholding Other Withholding C Unused
Pension-Landscape Simple IRA Co. Match Social Security Company Social Security Employee Training-Heavy & Highwa Training-Landscape Union Dues	Type of Other WH Not Applicable C Child Support C Medical	C Union Duesy Laxable Vacation Deduction C SDI

Your printed reports will look like this:

Federal WH-347 form

										-	-								-
(3)				(4) D/	AY AND	DATE			(5)	(6)	(7)								(9)
	Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun		RATE OF	GROSS	(8) DEDUCTIONS - BASED ON GROSS WAGES FOR ALL PROJECTS							
WORK	time	11/6	11/7	11/8	11/9	11/10	11/1:	1 11/12	TOTAL	PAY/CASH	AMOUNT							TOTAL	PAID FOR
CLASSIFICATION	Ove		HO	URS W	ORKED	EACH	DAY		HOURS	FRINGES	JOB/ALL JOBS	FWH	MCARE	FICA	STWH		OTHER	DEDUCTIONS	WEEK
											\$ 3,370.40					#1	\$ -		
	ST	8	8	8	8	8 8	8 0	0 0	40	\$65.19/\$19.07						#2	\$ -		
Operating Engineer	DT	Vorifi	this a	mount	from	VOUL	aroade	hoot	1			\$ 658.00	\$ 48.87	\$ 208.96	\$ 265.88	#3	\$ -	\$ 1,212.04	\$ 2,158.36
Group 2 - Heavy &	OT	verny	uns d	mount	nom	your s	reaus	neet	1		\$3,370.40					#4	\$ 30.33		

Audit Friendly form

					(4) DA	Y			(5)	(6)	()	7)	(8)							18	(9)
(3)		Mon	Tue	Wed	Thu	Fri	Sat	Sun			GROSS /	AMOUNT									NET
					DATE					HOURLY	EAR	NED									WAGES
WORK		11/6	11/7	11/8	11/9	11/10	11/11	11/12	TOTAL	RATE	THIS	ALL		TOTAL	DEDUCTIO	ONS, CONT	RIBUTION	S AND PAY	MENTS		PAID FOR
CLASSIFICATION			HOL	JRS W	ORKED	EACH	DAY		HOURS	OF PAY	PROJECT	PROJECTS									WEEK
Operating													FWH	MCARE	FICA	ST TAX	SDI	VAC/HOL	HEALTH/WEL	PENSION	
Engineer Group 2 -	S	8	8	8	8	8	0	0	40	\$84.26			\$ 658.00	\$ 48.87	\$ 208.96	\$ 265.88	\$ 30.33	\$ -	\$ 106.00	\$ 400.00	
Heavy & Highway	D	D Verify rate of pay from your spreadshee					heet			\$3,370.40	\$3,370.40	TRAINING	FUND ADMN	DUES	TRV/SUBS	SAVINGS	OTHER	TOTAL DED	CHK NUM	\$2,158.36	
	0										1		\$ 48.40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,212.04	1073	
													EM	PLOYER PA	ID FRINGE	E CONTRIB	UTIONS/P	LAN PAYM	ENT Rates T	HIS JOB O	NLY
													TRAINING	PENSION	TRV/SUBS	VAC/HOL	FUND ADM	SAVINGS	HEALTH/WEL	Total Rate	TOTAL \$
		Verify	y hour	ly frin	ige co	ntribu	tions	from y	our spr	eadshee	t		\$1.21	\$10.00					\$2.65	\$13.86	\$554.40

Verifying your report or troubleshooting the information:

You'll be relying on the spreadsheet you created

Audit Friendly Form

The rate of pay is the Hourly rate of pay from QB AFTER deducting Training, Pension, and Health Insurance contributions (refer to your spreadsheet)

The Training, Pension, and Health Insurance amounts in #8 Total Deductions, Contributions and Payments SHOULD match the totals from your QuickBooks paychecks for ALL contributions for all jobs.

The amounts in Employer Paid Fringe Contributions/Plan Payment Rates THIS JOB ONLY come from the hourly values you entered in Linked Data → Wages → FOR THE SPECIFIC PAYROLL WAGE ITEM used for this job/employee. (refer to your spreadsheet)

Total Rate block should equal the total fringe credit rate for this work classification (refer to your spreadsheet).

Total \$ equals the Total Rate multiplied by the number of hours on this project.

WH-347 form

The rate of pay/cash fringes amount should be the same amounts from your spreadsheet (Base rate and the CASH FRINGE Balance RATE).

The Training Fringe is NOT displayed on the WH-347 because it is ONLY concerned with the rate of fringes paid **in cash** to the employee as part of his/her hourly wage.