

## Instructions for filling out the New York City Certified Payroll Report

### Header Information:

- The employer address, email, phone # are found on the Address tab of CPS → System Setup → System Preferences.
- The Employer Tax # is found in the Federal Employer ID # on the W/C Info + tab of CPS → System Setup → System Preferences.
- The Name of Print Contractor, Building Owner or Utility is the QuickBooks Customer Name.
- The Project Address is the QuickBooks Job's default "Ship to Address".
- The Contract Registration # is the what is in CPS --> Linked Data --> Jobs --> this job --> Federal Project #.
- The Agency name is the CPS --> Linked Data --> Jobs --> this job --> Awarding Authority Name.
- The Agency Pin# is the what is in CPS --> Linked Data --> Jobs --> this job --> State Project #.
- The Project Labor Agreement (PLA) check box is added to the form 11/21/19 and can be set in in CPS --> Linked Data --> Jobs --> this job --> Form Options --> Covered by .... Check box.

### Employee Information:

- Most everything is as filled out on the standard form, with these clarifications.
- Column (2): The "A" box is checked when a work classification is marked as apprentice. If the work classification is marked as an "OTJT"(On the job trainee), no box is checked, otherwise the "J" box (Journeyman) is checked.
- Column (3): Since August 2000, the Time abbreviations for New York has been "RT" = regular time, "ST" = Shift time, "OT" = overtime and "DT" = Double Time. The instructions for this form require that "ST" is Straight Time, hence the program will automatically change "RT" to "ST" and "ST" to "SF" if your existing definitions are kept as they were installed. The program determines this by seeing if you have an "RT" abbreviation, if so, it changes that temporarily to "ST" and if you also have an ST, it is changed temporarily to "SF" if present. If you don't have an "RT" abbreviation, things are left as is.
- Column (9): is the benefit rate from CPS → Linked Data → Wages for the payroll item entered in the QB timesheet. Note the rate needs to be entered for overtime & double time in case that there is no overtime for that week, the rate can still be found, and different rates can be listed. This was changed 11/21/19 to show rates for each type of pay (ST/OT/DT) worked.
- Column (10): The last 3 columns. These amounts are entered in CPS --> Linked Data --> Employees, on the New York City tab. There is no way the software can figure these amounts so they must be entered into CPS this way, via the New York City tab shown on the screen grab on the next page.

- The instruction pages are printed as NYC compliance has said they must be submitted with the report.

The screenshot shows a software window titled "Employee Maintenance". On the left is a list of employees, with "Backhoe, Frederick F." selected. The main area contains the following fields:

Name	Backhoe, Frederick F	
Local	Local 17	Edit Locals
EEOC Work Class	Carpenters	Edit Work Classes
Race	Pacific Islander	Edit Races
Federal Allowances	1	
Gender	Male	

Below these fields are two tabs: "Miscellaneous" and "New York City". The "New York City" tab is active and contains the following data:

Employer projected annual cost	250000
Employee projected annual hours	2080
Annualized hourly rate	195.25

At the bottom of the window are "Ok" and "Cancel" buttons, and a green help icon with a question mark.