

## Washington State Certified Payroll Changes Released December 2019

There is a new XML upload format specified by Washington L&I, which we have completed and tested and think should be implemented without many issues. We have talked with the Certified Payroll Division of L&I and they have been quite helpful to us in making these changes.

If you are only using the Federal WH-347 form, these changes do not apply and are not necessary.

The first change is to the Washington State Certified Payroll Report itself. When we called L&I about 12 years ago, the requirements on the Certified Payroll Report were that the amounts on the report for each employee were "This Job" amounts, so gross pay, deductions and net Pay would be just the amount earned for this employee on this job and work classification, usually prorated. This is impossible to audit as usually no amounts match a paycheck. This year, per L&I, these amounts are now the gross, deductions and net pay for all jobs/work classification/bonus/etc. (paycheck(s)) for the week worked). This is easier to audit and verify, and these are the amounts that are required in the upload file.

That said, we have left one certified payroll report you can print by job amounts, along with the job totals. Note that the amounts on this printed report will **not** be what is in the upload file. Leaving this form present allows for any current jobs to be continued to be submitted this way, as well as satisfying any cranky GC's. In CPS → Linked Data → Jobs → Edit → Form Options → Form to Use, **the third choice will still print the by job amounts.**

The other changes to the program are new required fields for the XML upload. Most changes are to the Work Classification, but there are also changes to the Employee and Job information.

If you have not used CPS to generate Electronic Uploads, the first step is in CPS → System Setup → System Preferences → Data Locations → Electronic Upload Folder. Set this to a separate folder that will hold files that you upload via the internet. You will have to login to the L&I web site, then upload the files from this folder that CPS creates. Once this folder is given, CPS will allow you to specify the Washington L&I XML format in Linked Data → Jobs → Form Options. Please note that there are many different XML formats, and you need to choose the **Washington L&I format as the XML formats are not interchangeable.** This form is the last form, and you may specify it as a default upload format in CPS → System Setup → Defaults → Job Defaults.

### Employees:

The upload format has a place to enter if the employee is a veteran. To turn this on in CPS → System Setup → Employees → Default, check the box to allow entry of veteran, and then you can enter veterans in Linked Data → Employees.

The option for "No Preference" has been added to gender.

If an employee is an apprentice, then the Apprentice Id must be entered as well as the new field "Apprentice State".

## Jobs:

The “State Project#” is used for the “Intent ID” which you will get when you register the job with L&I on their web ‘portal’. This will have to be done before you create the XML file, otherwise it will be rejected. The Intent Id must be numeric if the L&I XML upload is used for this job. If there is another project # you would like printed on the report, enter that in the Federal Project #, because if the L&I upload is used, the State Project # must solely be the “Intent Id”.

On the Additional Information tab, the county will be verified against the existing counties in Washington, if the L&I XML upload is used for this job. The county is required for the L&I upload.

On the “Form Options” tab the L&I XML upload format is specified in the “Electronic Upload Type”, which is only active after you have specified which folder you wish to save these files in CPS → System Setup → System Preferences → Data Locations → Electronic Upload Folder. This is currently the second to last one in the list, with the last choice allowing you to create an upload for both LCPTracker and LNI at the same time.

## Work Classifications:

The most changes have been made In CPS → Basic Info → Work Classifications.

Most importantly, the Washington L&I Upload “**Trade**” and “**Job Class Code**” have been added to the **Electronic Upload Codes tab**. The valid codes for Trade are in it’s drop down. You can click in the field, type the first couple of letters, then press the down arrow to find your code fast. But if the work classification will be used on these jobs, the code must be entered or else the upload file will have errors. I do not know how it will be handled, as we cannot upload, but you might be able to correct it on their side and then change CPS. The Job Class Code must also be entered. Both of these codes can be found via the WA LNI wage lookup tool here: <https://secure.lni.wa.gov/wagelookup/>

The apprenticeship work classification requires a ton of information. To classify a work classification as an apprenticeship program, check the box. The percent and level are not used for L&I, only for some EEOC reports, so these two fields can likely be ignored. The remainder of the fields must be entered for the upload to not have errors, and the proper information for this can be found at L&I’s web pages here: <https://lni.wa.gov/licensing-permits/apprenticeship/apprenticeship-registration-and-tracking-system> and here: <https://secure.lni.wa.gov/wagelookup/ApprenticeWageLookup.aspx>

## Generating the XML Upload file:

Now that you have entered the new fields, you are ready to create the upload file and upload your reports. Note that as you run CPS for each week, **you have to print or preview each job to get the XML file to be created or replaced**. If the XML file had been previously generated it will be deleted and the new report will be created. If you have to re-upload the file for some reason, before you click Print or Preview, check the box for an “Amended...form” and you will be required to enter a reason as to why you are amending the form.

## Uploading on the LNI web site:

As we do not have access or an account on the Washington LNI web site to upload, we do not have instructions nor can we provide much assistance. However, on their web site there is a video with instructions on how to do this as well as a requirement that "XML Notebook" be installed.

**Remember** that the XML file that CPS produces will be in the folder you specified in CPS → System Setup → System Preferences → Data Locations → Electronic Upload Folder.