



Sunburst Software Solutions, Inc.

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New York Dormitory – Contractors Certified Payroll Form

Based on customer request we have added the New York Dormitory – Contractors Certified Payroll Form to Certified Payroll Solution. We were previously unaware that that this form even existed – unfortunately none of the state agencies ever notify us when they release or update a form.

After you install this update, you will be able to print any of the following nine (9) forms on a job-by-job basis.

- NY State Form = Department of Labor, Bureau of Public Work
- WH-347 Form = U.S. Department of Labor WH-347
- NY City Form = The City of New York – Office of the Comptroller – Bureau of Labor Law
- NY City School Form = New York City School Construction Authority
- NY City School Form E-File – for the New York City School Construction Authority
- WH-347 with Burden Statement = required by the New York City Housing Department
- NY State DOT Payroll Statement = New York State Department of Transportation, Contractor’s Payroll Statement
- MTA NYC Transit Capital Program
- NY Dormitory Form = New York Dormitory form

As well as create “electronic” certified payroll files to upload to:

- TRS Consultants/Hill International Labor Compliance program (for the New York City School Construction Authority)
- New York State Department of Transportation EBO (Equitable Business Opportunity)
- LCPtracker Labor Compliance program.

NOTE: Each form and “electronic” file has its own unique reporting requirements.

Step 1: Update the program

- **Make a backup of your Certified Payroll Solution data** *{you should be doing this anyway – what if your computer crashes?}* From the CPS **Backup & Restore** menu -> choose **Enhanced Backup** -> browse to and select the same folder in which you save your QuickBooks backup -> check the **Make a backup every time I exit CPS on this PC** -> keep 5 backups from today and 5 backup prior to today -> click the **Backup** button.
- Close/Exit QuickBooks.
- From the Certified Payroll Solution **Help** menu -> choose **Check for Updates**
- Windows Vista, 7 (and soon 8) will require you to enter the computer Administrators password
- From the **Please select** drop down menu -> choose **Version 5.0.549 or higher** – for example 5.0.550, 5.0.551, etc.
- Click the **Download and Install** button – *launches new window*
- Click **Download and Install** again – *the program may seem unresponsive while it downloads the software/code update, please be patient.*
- When the “**update has completed window**” appears -> click **OK** – *CPS will close/exit*

Step 2: Update the State of New York forms

- Start CPS -> go back to the **Help** menu -> **Check for Updates** -> enter Administrator password -> in the **Please select** drop down -> choose **State of New York forms** -> **Download and Install** -> **Download and Install** again -> click the **Close** button when it is active – click **Exit**.

Your software AND your forms are now up to date but remember, you need to update each computer that has CPS installed on it!

Step 3: Implementing the New York Dormitory form

There are no special setup instructions for utilizing this form. If you print the Federal WH-347 form on a regular basis AND that form is printing correctly, the Dormitory Form will also print correctly as it uses all the same fields and information.

For existing jobs -

In CPS, from the Linked Data menu -> choose Jobs. Find and Edit a job that you want/need to print the Dormitory form for -> click on the Form Options tab -> from the Form to Use drop down menu, choose NY Dormitory Form.

For new jobs -

When creating the Linked Job Record, on the Form Options tab -> select the NY Dormitory Form from the Form to Use drop down menu.