



Sunburst Software Solutions, Inc.

9/30/2012

Michigan Department of Transportation Certified Payroll form

Based on customer feedback/requests we have added the Michigan Department of Transportation Certified Payroll form to Certified Payroll Solution. While form CP-347 has been around since 4/2010 we were previously unaware that it 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 either the Standard Federal WH-347 form OR the Michigan DOT form on a job-by-job basis.

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 5.0.548 or higher - for example 5.0.549, 5.0.550, 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 Michigan forms

- Start CPS -> go back to the **Help** menu -> **Check for Updates** -> enter Administrator password -> in the **Please select** drop down -> choose **State of Michigan 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!

NOTE: The Michigan DOT form is now your *default form (this always occurs when the state your company resides in has a State specific form)*.

Step 3: Implementing the Michigan DOT forms

- In CPS, go to the **System Setup** menu -> **Defaults** -> **Job** -> click on the **Standard** tab - if MOST of your jobs require the Federal WH-347 form -> check this option here (you can always change it later when adding a new job to CPS). Click on the **Form Options** tab - make sure that **both** the Michigan State Form and the WH-347 are set to show SSN Format of XXX-XX-1234 and that the **Omit Employee Address** option is checked. Click **Ok** to save these changes.
- Go to the **Linked Data** menu in CPS -> choose **Jobs** -> Edit *each* of your active/no work jobs. Here we will need to enter your **MDOT contract ID number** in the **State Project #** filed on the **Standard Information** tab and then click on the **Form Options** tab -> for each job select if you want to use the Federal WH-347. When you are finished editing and making changes, click the **Ok** button, then the **Done** button, and when prompted select **Yes**, to save changes.
- Lastly, go to the **Basic Info** menu -> choose **Work Classifications** and Edit each Work Classification that you use regularly and enter the correct group/class number, found in the wage decision for this project, using the following guidelines:

➤ If this is a Davis-Bacon Related Acts project the group # would be something like:
LABO0465-001 Group 1

➤ If this is a Michigan Prevailing Wage Job the class # would be something like: Laborers, Class 1.

You may need to create new Work Classifications in this window based on these specific requirements.