



Sunburst Software Solutions, Inc.

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New Jersey Update – Adds DOT (CR-347) and Economic Development Authority (EDA PW Form 4) forms

Based on customer request we have added both the Department of Transportation (DOT) CR-347 and the Economic Development Authority forms to Certified Payroll Solution. We were previously unaware that that these forms 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 six forms on a job-by-job basis.

- New Jersey form - Department of Labor & Workforce Development
- Federal WH-347 form
- New York State Form - Department of Labor, Bureau of Public Work
- NJ Economic Development Form (this is the original form and we left it because we believe that many of you are still filing it)
- NJ DOT CR-347 Form - Department of Transportation form
- NJ EDA PW Form 4 - Economic Development Authority form (we believe that this form replaces the original Economic Development form - but are not certain)

NOTE: Each form 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 Jersey 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 Jersey 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 State of New Jersey DOT & EDA 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 or one of the other forms -> select a default form option here (you can always change it later when adding a new job to CPS). Click on the **Form Options** tab - make sure that:
 - The WH-347 and the NJ DOT CR-347 Form 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.

- The New Jersey form, New York State Form, and NJ Economic Development form is set to Show SSN that the Omit Employee Address option is NOT checked.
- The NJ EDA PW Form 4 is set to Do not show SSN form and that the Omit Employee Address option is NOT checked.

Click the Set ALL existing Jobs to these defaults AND when the Job Defaults window appears - IF all of your jobs have previously been set to use the proper form - click the No button and then click OK.

- From the Linked Data menu -> Employees -> Edit each employee and make sure that each employee has been setup to accurately reflect Race and Sex - *this relates directly to the DOT form*. Races for the DOT form are:
 - B - Black
 - H - Hispanic
 - AI - American Indian
 - A - Asian
 - W - White
 - O - Other
- Go to Linked Data -> Deductions. Here you will need to Edit BOTH the NJ - Disability Employee AND NJ - Unemployment Employee and **make sure** that in the top half of the window the radio button for SUI/Disability is selected AND in the Type of Other WH section that you have a "label" for NJ Emp SUI/Disability selected.

NOTE: If you do not have a "Label" for NJ Emp SUI/Disability select a label not currently used and note the current name. After saving your changes, go to System Setup -> System Preferences -> Labels and change the label name.
- Add your email address to System Setup -> System Preferences -> Addresses -> Email (*required on the EDA form*)

NOTE: When setting up new jobs (or editing existing jobs) to use the new EDA PW4 form - make sure that you enter BOTH the Municipality AND County information on the Additional Info tab.