

Florida Department of Transportation

FOR ADDITIONAL INFORMATION AND/OR INSTRUCTIONS AT ANY TIME, CLICK ON THE HELP BUTTON



New to CPS 2/09/2012. The Florida Department of Transportation decided that they would enact their own prevailing wage requirements with their own special certified payroll report, a separate Deductions Record, and a Fringe Benefits Record; effective February 2011 - we had no idea that the form existed until late December 2011 and then we've been trying to find out what they really want and how they want it reported - hence the delay in making this available.

We took their Excel based report and used it for the program template - boy was THAT a big mistake - it's terribly difficult to read - and we will be recreating it from scratch in the next couple of months - or attempting to, as I'm not really an Excel whiz. In the meantime, just bear with it, because it is no different than if you went directly to their website and downloaded it, filled it out, and printed it. Below you will find the areas in CPS that will require special attention when generating this report.



Start the Setup Wizard at any time from the Help menu -> Setup Wizard.

During the Setup Wizard ->Addresses tab

Follow the basic setup instructions found in the manual or click the HELP button for detailed information.

During the Setup Wizard ->W/C Info + tab

Follow the instructions under the general setup for this tab; you can access this information by clicking on the Help button. You will want to enter the following information:

- Federal Employer ID #
- DUNS #
- And perhaps check the option to Enter Fringe Benefits by Employee - BUT FIRST READ THE FRINGE BENEFITS & SPECIAL WITHHOLDINGS SECTION in this document/section.

During the Setup Wizard ->Labels tab

Follow the basic setup instructions found in the manual or click the HELP button for detailed information.

During the Setup Wizard ->Settings tab

Follow the basic setup instructions found in the manual or click the HELP button for detailed information.

During the Setup Wizard ->Data Locations tab

Follow the basic setup instructions found in the manual or click the HELP button for detailed information.

During the Setup Wizard ->Statement of Compliance->WH-349(1) & WH-348(2) tabs

Follow the basic setup instruction found in the manual or click the HELP button for detailed information.

During the Setup Wizard ->Employee Defaults

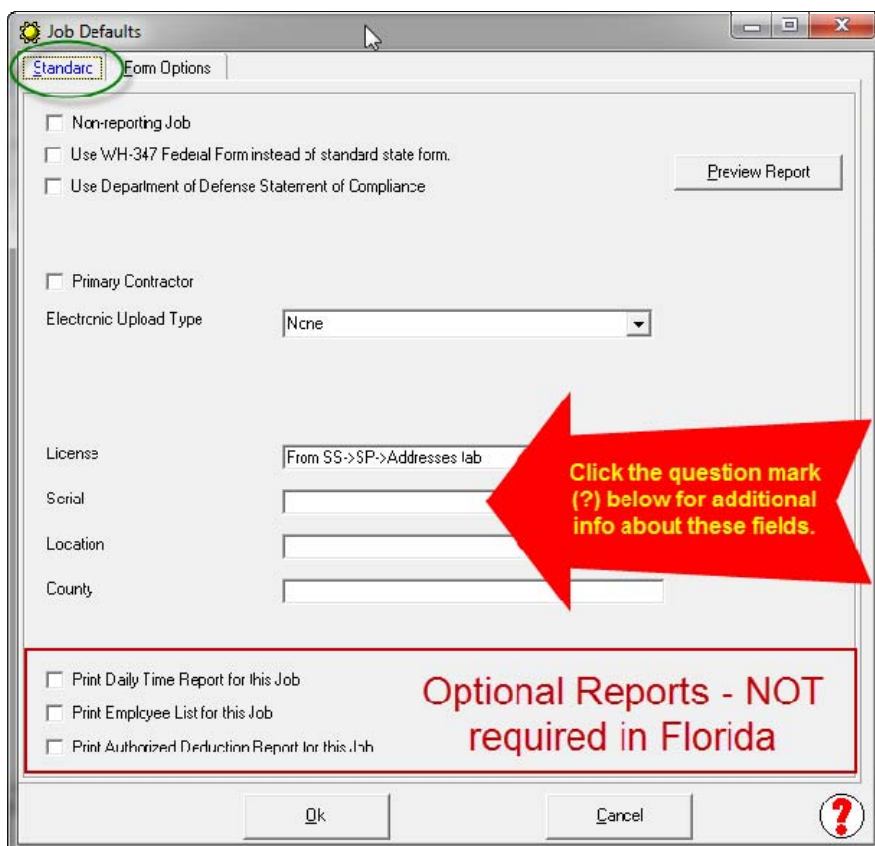
Follow the basic setup instructions found in the manual or click the HELP button for detailed information.

During the Setup Wizard ->Job Defaults Standard Tab

During your initial setup, you can set default form options. The Standard tab, allows you to indicate that MOST of the time you want to:

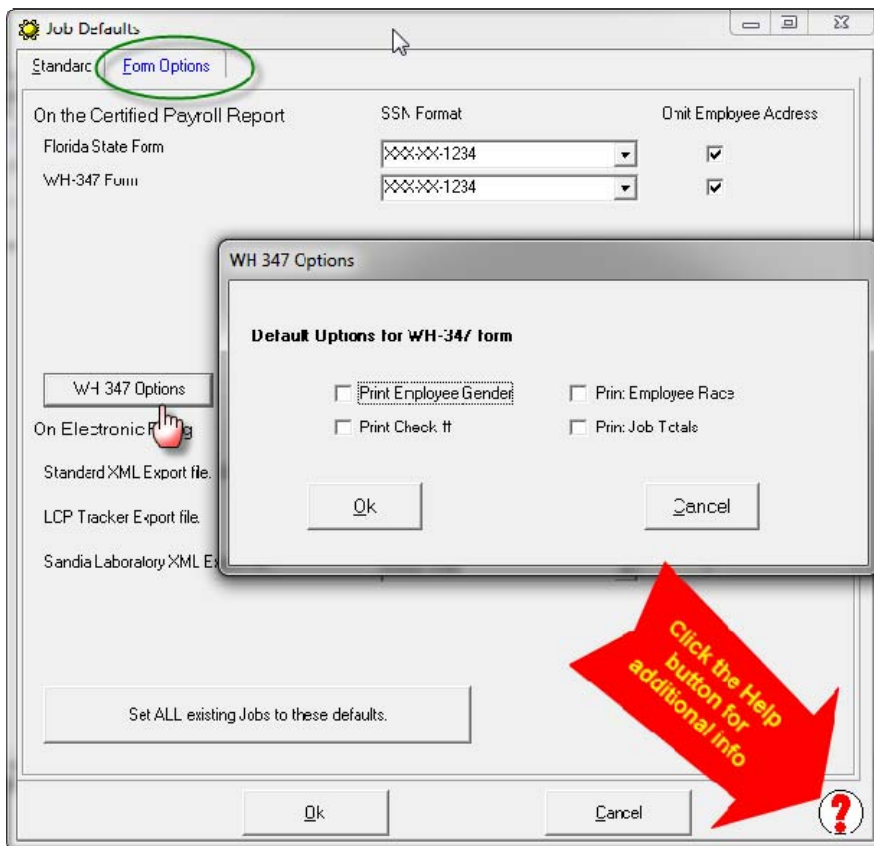
- Use WH-347 Federal Form instead of standard state {Florida DOT} form - this is done by clicking into the check box option.
- Use Department of Defense Statement of Compliance - you would select {check} this option in addition to the Use WH-347 Federal Form if most of the jobs that you work on are for the Department of Defense.
- Indicate that you are a/the Primary Contractor on MOST of the projects that you work on {by default the program is set up to indicate that EVERYONE is a subcontractor; so you will need to indicate otherwise}.
- Select an Electronic Upload type - currently we are NOT aware of any electronic certified payroll reporting requirements in Florida - but the option is available if they are required in the future.

See the screenshot below for additional information about this window - or if you are in the program, click the HELP button in the lower right corner.



Form Options tab:

The form options tab lets you specify the default setting for printing/displaying employee social security numbers and addresses on the final forms - whether they are printed or electronically uploaded (if required).



Click on the WH 347 Option button to enable any of the following options:

1. **Print Employee Gender** - adds the employee gender to the Certified Payroll report **ABOVE** the Work Classification
2. **Print Employee Race** - add the employee race to the Certified Payroll report **ABOVE** the Work Classification
3. **Print Check #** - adds the check number **BELOW** the amount of Net Wages for the week.
4. **Print Job Totals** - per the instructions for the new WH-347 {which expires on 1/31/2015}, space is available for totals on the form - **IF YOU WANT TO, OR ARE REQUIRED** to report them. Our totals **ARE DISPLAYED** in the next available "block" on the final report

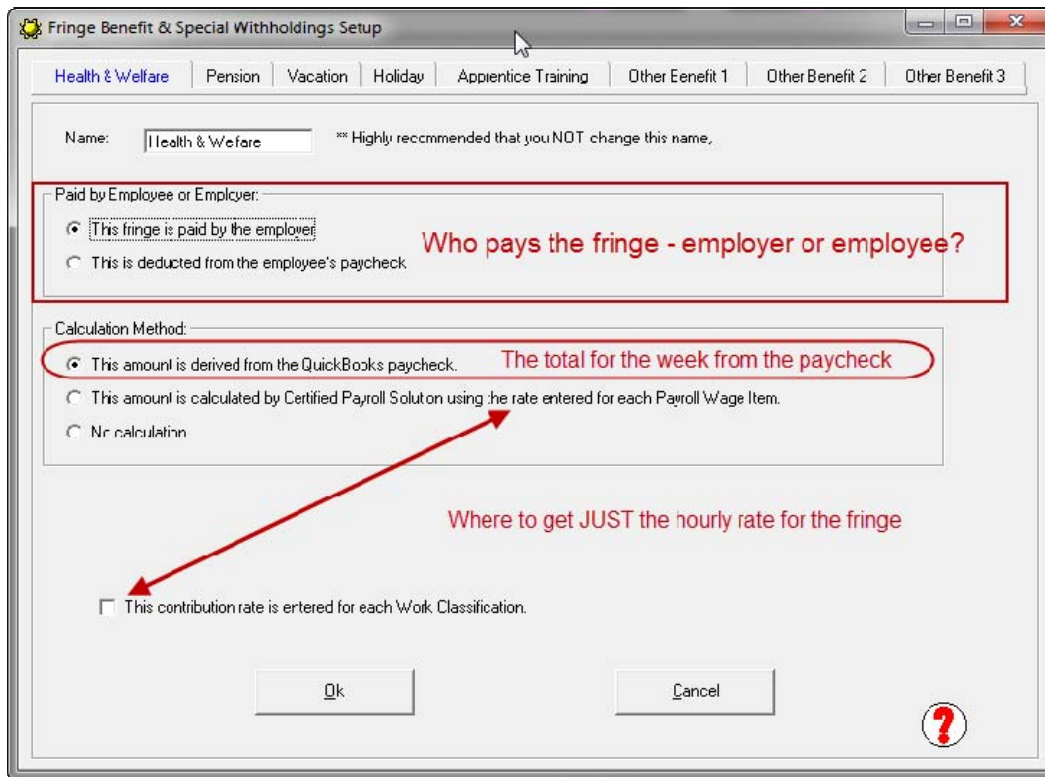
For additional information (such as how totals are calculated/displayed) click the ? mark in the lower right corner - OR - see the Job Reconciliation section.

System Setup menu -> Fringe Benefits & Special Withholdings

Please read through this entire section on Fringe Benefits & Special Withholdings so that you know how it will work for your company!

The Fringe Benefits & Special Withholdings window is divided into 8 tabs, labeled Health & Welfare, Pension, Vacation, Holiday, Apprentice Training, and Other Benefits 1 through 3. These are the 5 most common types of fringes benefits that you would pay to a 3rd party {Union Hall or bona-fide plan} plus provides you the ability to list 3 additional types of contributions that may be specific to your company.

How you have QuickBooks setup to do your payroll will have a HUGE impact on how you can utilize the setup of Fringe Benefits & Special Withholdings; while the program is extremely flexible and accommodating in most situations - your QuickBooks setup does play a key piece in the entire process.



The Fringe Benefits Record, part of the Florida DOT Certified Payroll Report, requires that you report the **hourly value of each fringe benefit that you pay** to the Union Hall or to a bona-fide Fringe Benefit Plan on behalf of the employee and then the **TOTAL hourly value of all fringes paid** to the Union or bona-fide plan.

While we can get the TOTAL amount contributed for the week from the QuickBooks paycheck, we cannot reliably track the hourly value for each employee on each different job. **This information must be entered into the Certified Payroll Solution**, and you can enter the hourly amounts for each type of fringe by Work Classification, by Employee, or by Payroll Wage Item. First, you're your pdf manual - it's installed on your desktop as a shortcut OR from within CPS go to the Help menu -> Manual (PDF) and read about Work Classifications.

Below is an explanation of when/how you should use each option assuming that you have employees classified as Supervisors, Laborers, Equipment Operators and Truck Drivers (substitute your own work classifications).

Contribution/Benefit Rates Entered by Work Classification

Each of your employees only perform work under a single work classification, the pay rate and fringe rates DO NOT vary by job and you use one generic payroll item (perhaps PW Hourly) in QuickBooks to record the hours for all of your employees.

If the above paragraph describes your company, then choosing/checking the option for “**This contribution rate is entered for each Work Classification**” would be an appropriate choice.

From the **Basic Info** menu -> choose **Work Classifications** -> and **Edit** each work classifications that your employees fall under.

Click on the **Benefits** tab. Here you will enter the hourly rate/value of each Fringe Benefit that you indicated that you pay. The hourly values that you enter here will appear on the Fringe Benefits Record for each employee assigned to this Work Classification.

Or the Certified Payroll Report		Benefits	
	Heath & Welfare	1.25	
Pension	2	Vacation	1.75
Holicay	.95	Appientice Training	.55

During the **Employee Reconciliation** (OR- later by going to the **Linked Data** menu -> and choosing **Employees** -> select a specific employee -> click the **Edit** button) you'll want to make sure that the employee is assigned to his proper Work Classification.

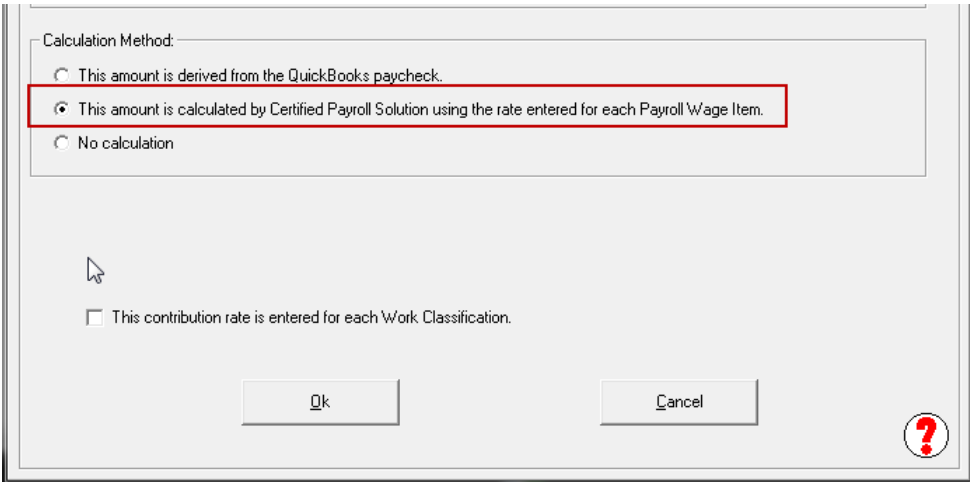
AND.....

During the **Wage Reconciliation** (OR - later by going to the **Linked Data** menu -> choosing **Wages** -> click on the generic QuickBooks payroll item wage name {PW Hourly}) in the Work Classification drop down menu you'll select the special classification called "**Defer to Employee**". This tells the program to look to see what work classification you have assigned to each employee in order to print that Work Classification on the Certified Payroll Report.

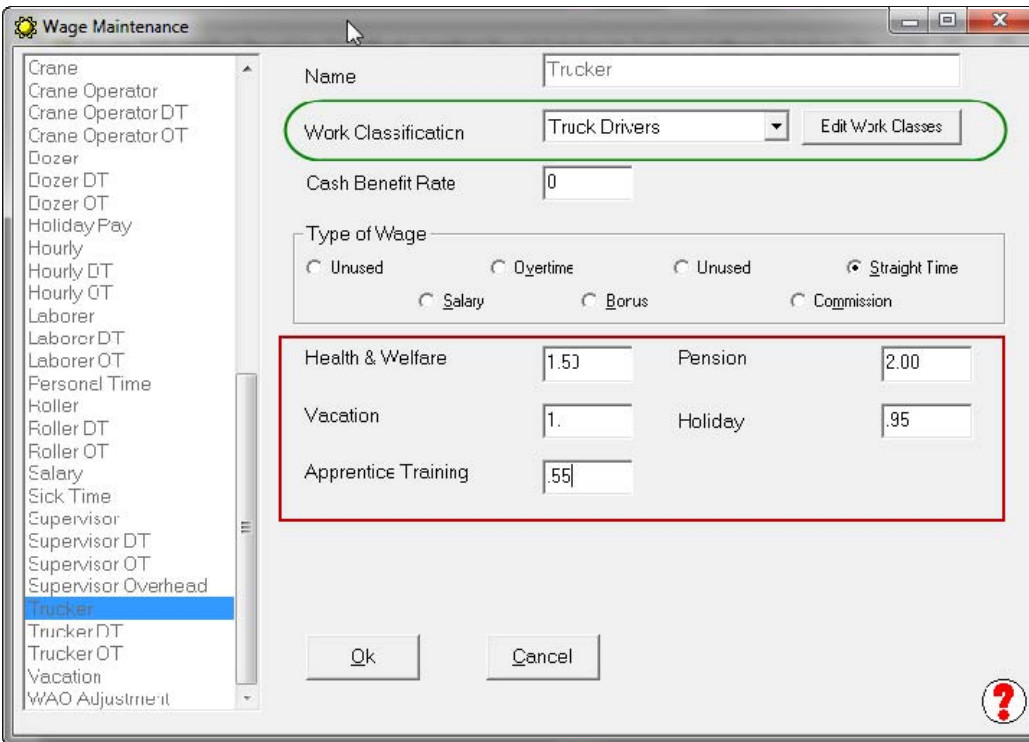
Contribution/Benefit Rates Entered by Work Classification

Your workforce is made up of Supervisors, Laborers, Equipment Operators and Truck Drivers {substitute your own work classifications}, they may work under more than one classification throughout the week or their pay/fringe rates vary by job - BUT in QuickBooks you have specific payroll wage items that you've created and use to record the hours worked by classification - OR - you've taken it one step further and created specific payroll wage items for a Truck Driver at pay rate 1 and a Truck Driver at pay rate 2.

If the above paragraph describes your company, then choosing/checking the option for "**This amount is calculated by Certified Payroll Solution using the rate entered for each Payroll Wage Item**" would be an appropriate choice.



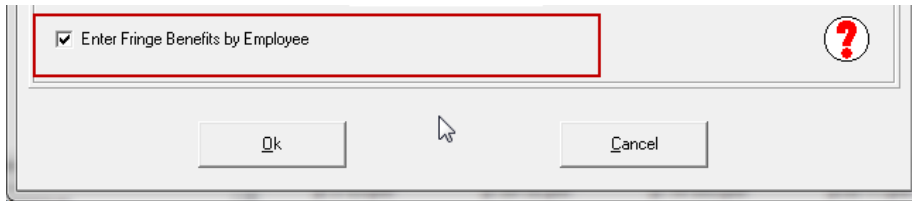
During the **Wage Reconciliation** (OR - later by going to the **Linked Data** menu -> choosing **Wages** -> click on the specific payroll item wage name {Truck Driver or Truck Driver2}) in the Work Classification drop down menu you'll select the Work Classification called "Truck Drivers". This tells the program to print Truck Drivers as Work Classification on the Certified Payroll Report and you will have boxes on the Wage Maintenance window where you can enter the hourly rates of the Fringes Benefits. The hourly values entered here will display on the Fringe Benefits Record for each employee who had time recorded against the Trucker payroll item in their weekly timesheet.



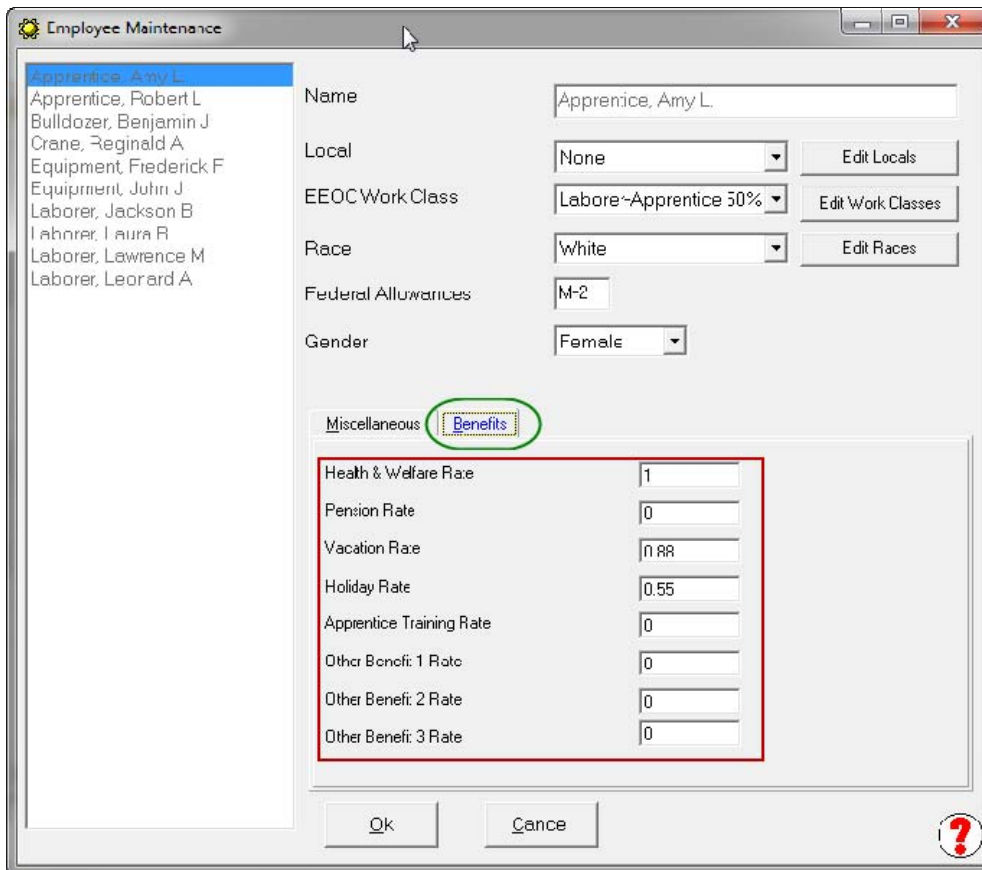
Contribution/Benefit Rates Entered by Employee

You can also use this method if each of your employees only perform work under a single work classification, the pay rate and fringe rates DO NOT vary by job and you use one generic payroll item {perhaps PW Hourly} in QuickBooks to record the hours for all of your employees.

Check or enable this option by going to the System Setup menu -> System Preferences -> click on the W/C Info+ tab and check the option to Enter Fringe Benefits by Employee.



During the **Employee Reconciliation** (OR - later by going to the **Linked Data** menu -> and choosing **Employees**); you would select the correct Work Classification for each employee and then click on the **Benefits** tab and enter the hourly fringe benefit amounts.



When you pay your Fringe Benefits in CASH to the Employee as part of their Hourly Rate of Pay

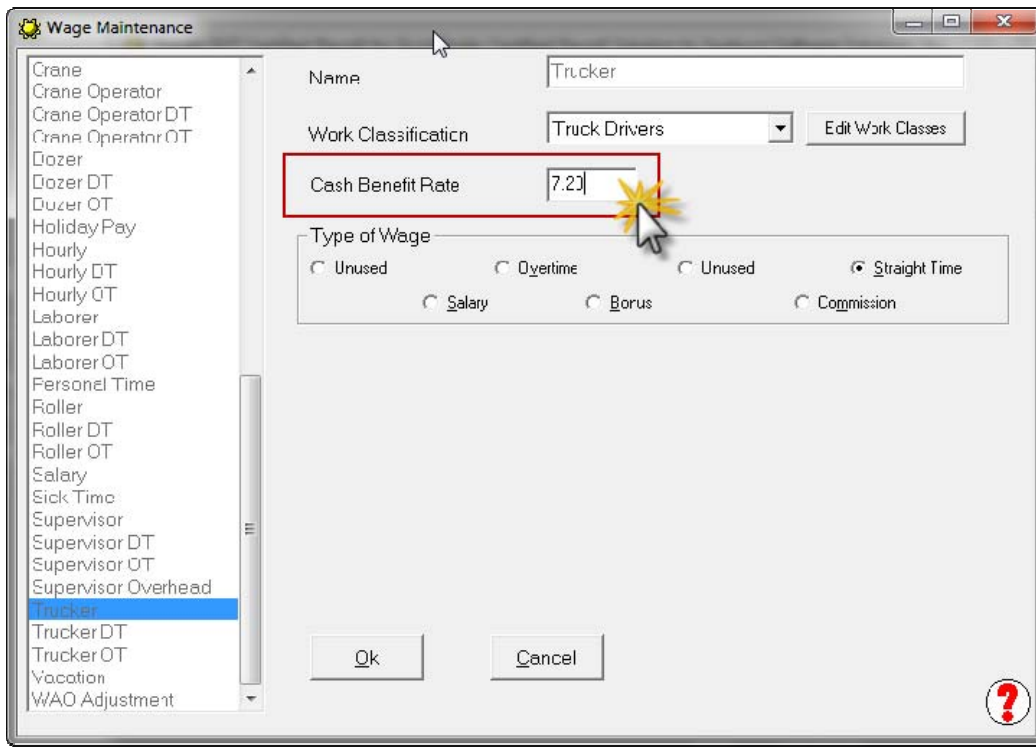
So far we've only addressed how to get the Hourly Fringe Benefit Rates (for Fringes paid to a 3rd party) to display on the Fringe Benefits Record page of the Certified Payroll Report.

You need to remember, that we are dealing with two very different sets of forms and reporting requirements - and you need to set the program up to deal with both.

So, let's say that the Prevailing Wage Determination says that for Classification "X" the base rate of pay is \$12.00 and the Fringe Rate is \$7.20 - in QuickBooks you MUST setup payroll wage items that you use specifically for each type of Work Classification that your employees fall under and use them when you enter time in the Weekly Timesheet. In the Employee Record the rate of pay for the Payroll Wage Item that you created for Classification "X" is \$19.20.

In Certified Payroll Solution, during the **Wage Reconciliation** (OR - later from the **Linked Data** menu -> **Wages** -> select and **Edit** the Payroll Item you created for Classification "X"), in the **Cash Benefit Rate** box/field you'll enter

\$7.20 {this tells the program that out of the \$19.20 rate of pay in QuickBooks -> \$7.20 is the CASH fringe benefit rate and it will display in Column 6 of the Federal WH-347 report as \$12.00/\$7.20. The Florida DOT will report the full \$19.20 in the Rate of Pay Column and NOTHING will display on the Fringe Benefits Record page.



When you pay a portion of the Fringe Benefits to "approved or bona-fide plans" and the balance in CASH to the Employee as part of their Hourly Rate of Pay

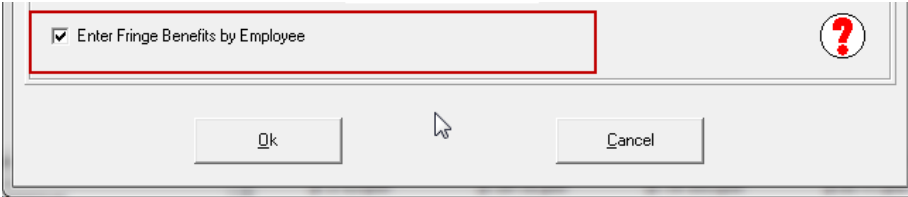
Again, you need to remember, that we are dealing with two very different sets of forms and reporting requirements - and you need to set the program up to deal with both.

So, let's say that the Prevailing Wage Determination says that for Classification "X" the base rate of pay is \$12.00 and the Fringe Rate is \$7.20; BUT you take a "credit" against the full fringe amount for Health Insurance, Vacation, and Holiday. In QuickBooks you MUST setup payroll wage items that you use specifically for each type of Work Classification that your employees fall under and use them when you enter time in the Weekly Timesheet. In the Employee Record the rate of pay for the Payroll Wage Item that you created for Classification "X" as the total of Base + Fringe - Credit AND you'll need to determine the hourly "credit" for each employee. For the purpose of this example, we have one employee where we take the following credits:

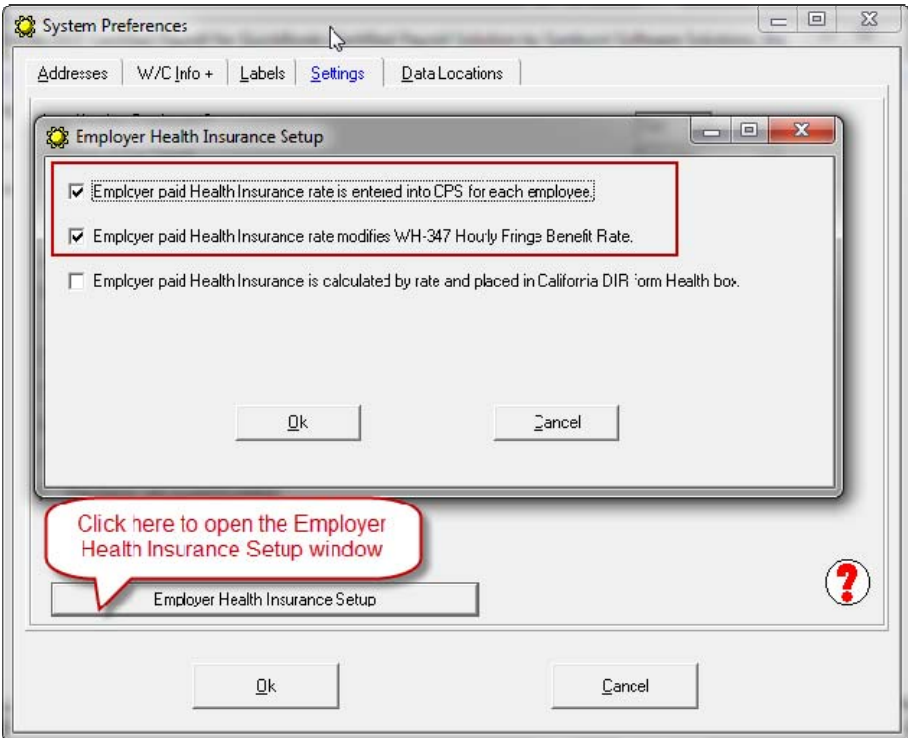
- \$1.00 per hour for Health Insurance
- \$.10 per hour for Vacation
- \$.10 per hour for Holiday

In QuickBooks the rate of pay for this specific employee is \$18.00 per hour (\$12.00 + \$7.20 = \$19.20 - \$1.00 - \$.10 - \$.10 = \$18.00).

In Certified Payroll Solution, go to the System Setup menu -> System Preferences -> click on the W/C Info + tab -> check/enable the Enter Fringe Benefits by Employee option. {This tells the program that you will be entering Fringe Benefits by Employee}.



Click on the **Settings** tab {if you closed the Preferences Options; from the System Setup menu -> System Preferences -> Settings tab} -> click on the **Employer Health Insurance Setup** button -> and on the **Employer Health Insurance Setup** window **check the first two options**. {This tells the program that you are taking a credit toward the full fringe benefit amount and will be paying the balance in Cash to the employee}.



During the **Employee Reconciliation** (OR - later from the **Linked Data** menu -> **Employees** -> select and **Edit the Employee**) on the **Miscellaneous** tab -> in the **Empr Health Benefit Rate** -> enter the amount for the **FULL** credit that you will be taking from the **TOTAL Fringe Rate** {\$1.20} - this will be the amount that the full Fringe Rate is to be adjusted by for proper reporting on the Federal WH-347 form.

AND.....

The screenshot shows the 'Employee Maintenance' window. On the left is a list of employees, with 'Trucker, Tammi T' selected. The main area shows fields for Name, Local, EEOC Work Class, Race, Federal Allowances, and Gender. Below these are two tabs: 'Miscellaneous' (circled in green) and 'Benefits'. Under the 'Benefits' tab, there is a checkbox for 'ARRA Hire' and a text box for 'Empr Health Benefit Rate' containing '1.20'. A red box highlights this text box, and a red arrow points from the text 'Enter the FULL amount of the credit that you will be taking against the TOTAL Fringe Benefit Rate' to the text box. At the bottom are 'Q<' and 'Cancel' buttons, and a help icon (red question mark in a circle).

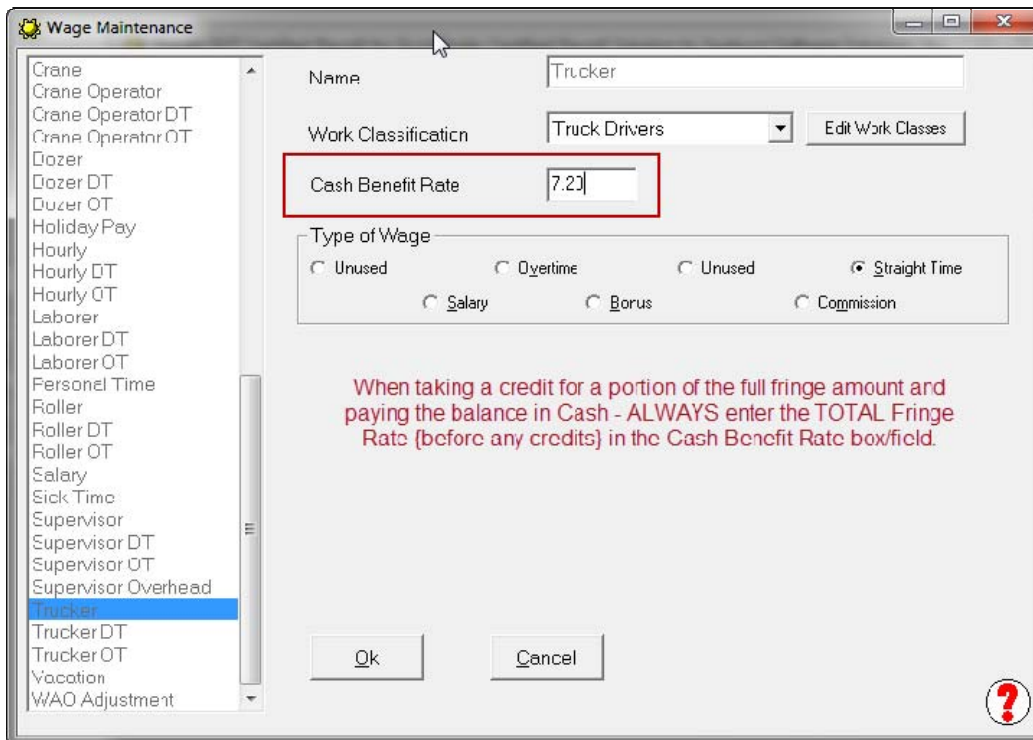
Click on the **Benefits** tab and enter the individual Hourly amounts taken as a credit, these amounts will display on the Florida DOT Fringe Benefit Record.

The screenshot shows the 'Employee Maintenance' window for 'Trucker, Tammi T'. The 'Benefits' tab is selected and highlighted with a green circle. A red box encloses the following fields:

Health & Welfare Rate	1.00
Pension Rate	0
Vacation Rate	.10
Holiday Rate	.10
Apprentice Training Rate	0
Other Benefit 1 Rate	0
Other Benefit 2 Rate	0
Other Benefit 3 Rate	0

Red text with arrows pointing to the Health & Welfare, Vacation, and Holiday rates: "Individual Hourly amounts taken as a Credit - totalling \$1.20 per hour."

During the **Wage Reconciliation** (OR - later from the **Linked Data** menu -> **Wages** -> select and Edit the specific payroll wage item from QuickBooks that you use to pay employees who fall under "Classification X"), and in the **Cash Benefit Rate** box/field enter the FULL Hourly Fringe Rate of \$7.20. The program then knows, from your setup, that you pay a portion of the Fringe to approved or bona-fide plans {and you'll enter these values for each employee} and the balance in Cash.



Employee Reconciliation

During your initial Employee Reconciliation (OR - Later when you need to Edit a job {from the Linked Data menu -> Employees -> select a specific employee from the list on the left -> and double-click - OR - single click to select and then click the Edit button}) set your employees up as instructed under the Fringe Benefit & Special Withholdings instructions -> additional information can be found in the manual OR by clicking the HELP button.

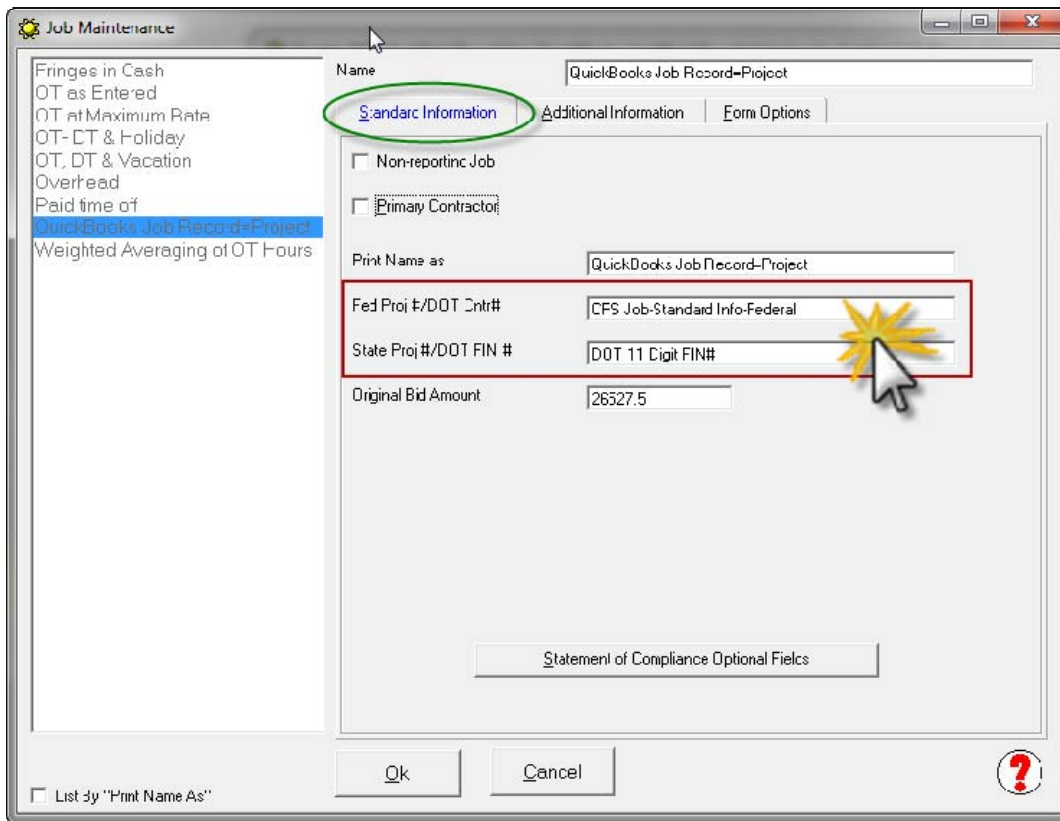
Job Reconciliation

During your initial Job Reconciliation (OR - later when you need to Edit a job {from the Linked Data menu -> Jobs -> select a specific job from the list on the left -> and double-click -OR - single click to select and then click the Edit button}); enter the DOT Contract Number in the Fed Proj #/DOT Cntr# field and enter the Financial Information Number {FIN} for this project in the State Proj #/DOT FIN # field on the Standard Information tab.

Per the Florida Department of Transportation:

FIN is the Financial Information Number. Each contract with Florida Department of Transportation {FDOT} is assigned a minimum of one FIN number. There are different FIN's for different phases of the contract. The FIN is an eleven (11) digit number, formatted as such: 111 222-1-52-01.

Standard Information tab:



Enter the DOT Contract Number in the Fed Proj #/DOT Cntr# field and enter the Financial Information Number {FIN} for this project in the State Proj #/DOT FIN # field

Form Options tab:

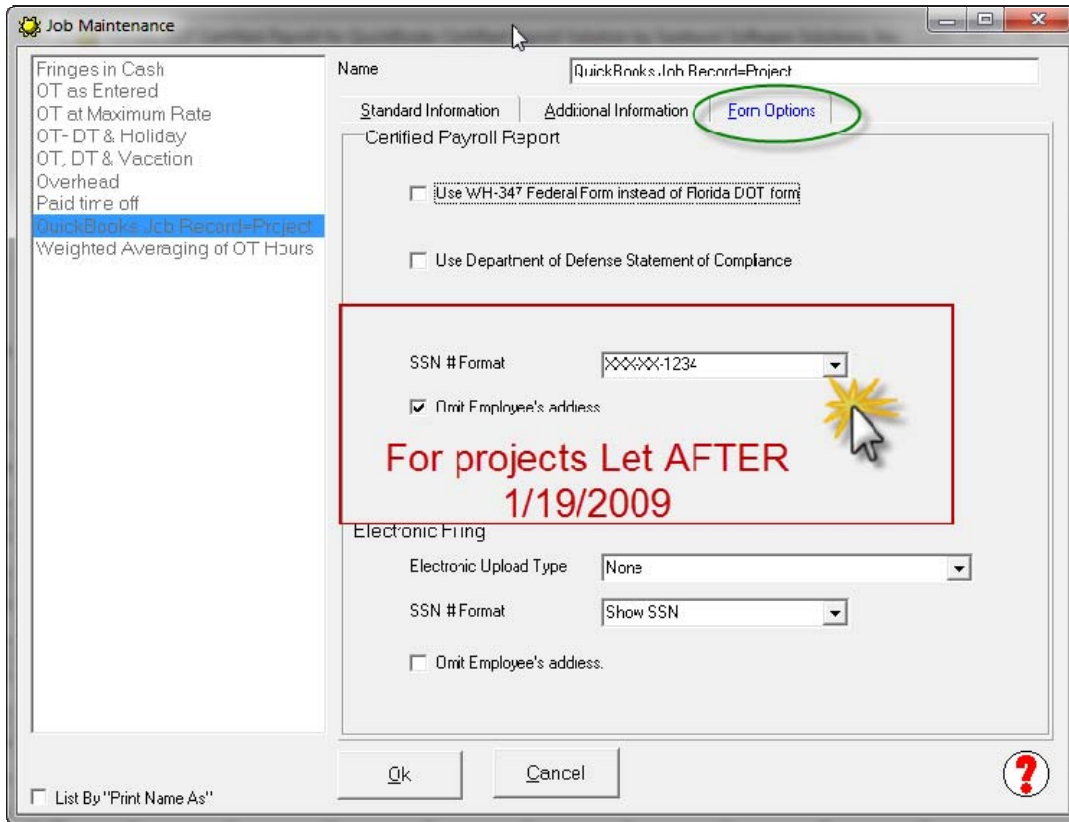
Use the Form Options tab to indicate if you want to Use WH-347 Federal Form INSTEAD of Florida DOT form {by checking the option box}.

If this is a job for the Department of Defense, check the Use WH-347 Federal Form INSTEAD of Florida DOT form AND check the box for Use Department of Defense Statement of Compliance.

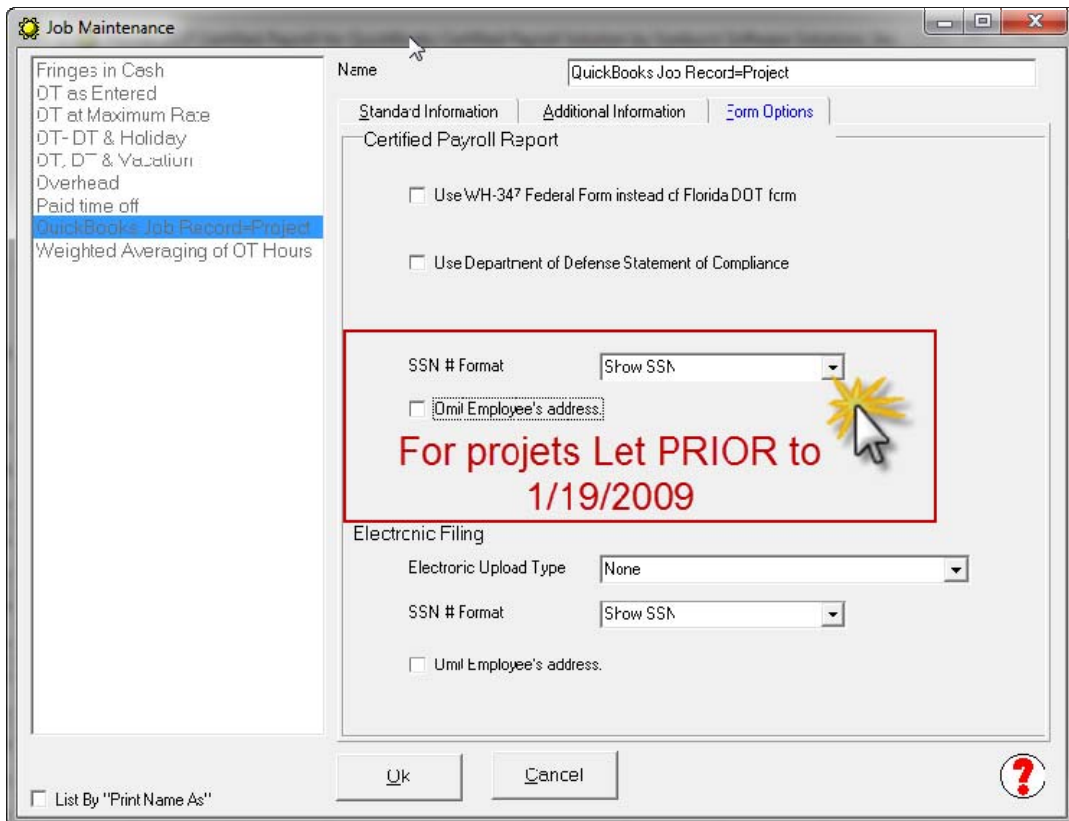
IF this is a Florida DOT job DO NOT check either of the above options.

Set SSN # Format and Employee Address requirements based on DOT requirements as follows:

For Jobs Let AFTER 1/19/09 and the WH-347 form display Last 4-digits of the employee Social Security Number AND omit the Employee Address - as shown below:



For Jobs Let PRIOR TO 1/19/2009 you are required to display the employee's FULL 9-digit Social Security Number and Address, and the options should be set as shown below:



Wage Reconciliation

During your initial Wage Reconciliation (OR - later when you need to Edit a Wage Item from QuickBooks {from the Linked Data menu -> Wages -> select a specific payroll wage item from the list on the left -> and double-click -OR - single click to select and then click the Edit button}); enter information in the Cash Benefit Rate box/field as instructed in the Fringe Benefits & Special Withholdings section of this document and seek additional information by clicking on the HELP button.

Deduction Reconciliation

During your initial Deduction Reconciliation (OR - later when you need to Edit an Addition, Deduction, or Company Contribution item from QuickBooks {from the Linked Data menu -> Deduction -> select a specific Addition, Deduction, or Company Contribution item from the list on the left -> and double-click -OR - single click to select and then click the Edit button}); follow the general setup instructions found in your manual or seek additional information by clicking on the HELP button.

DO NOT expect the software to automatically know what to do/where to report the dollar amounts associated with these payroll items.