

To add check numbers, race, gender or totals to the WH-347 form ONLY:

In CPS, go to the Linked Data menu -> choose Jobs -> select and Edit a specific job -> go to the Form Options tab and set your preferences {NOTE: some states will first need to click the WH-347 Options button to access these settings}.

The screenshot shows the 'Form Options' tab for a job record named 'QuickBooks Job Record=Project'. The 'Form Options' tab is highlighted with a green circle. Below the 'Certified Payroll Report' section, there are several options: 'Use Department of Defense Statement of Compliance' (unchecked), 'SSN # Format' (set to 'XXXX-1234'), 'Omit Employee's address.' (checked), and four checkboxes: 'Print Employee Gender', 'Print Employee Race', 'Print Check #', and 'Print Job Totals'. A red box highlights these four checkboxes, and a green arrow points to the 'Print Job Totals' checkbox. Below this is the 'Electronic Filing' section with 'Electronic Upload Type' set to 'None', 'SSN # Format' set to 'Show SSN', and 'Omit Employee's address.' (unchecked). At the bottom, there are 'Ok', 'Cancel', and a help icon (red question mark) buttons. A 'List By "Print Name As"' checkbox is also present at the bottom left.

When you choose to:

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.

