

Generate the Federal WH-347, Illinois Department of Labor, Department of Transportation and City of Chicago Forms

The new Illinois Department of Labor Certified Payroll Report requires that you report the hourly value of specific types of fringes benefits and you must denote if the fringe is paid to the Union (or bona fide plan) or if the fringe is paid to the employee. This causes some complexity in the setup, because we must accommodate Union contractors paying the full fringe to the Union Hall, a non-union contractor who pays the full fringe to the employee, and the non-union contractor who pays a portion of the fringe to a bona fide plan and the balance in cash to the employee.

Because we must deal with these various situation, hourly fringe benefit values MUST be entered into the Certified Payroll program (we can access the full weekly contribution totals but not the hourly values from your QuickBooks file). These hourly values can be entered by Employee, by Work Classification, OR by the Payroll Wage Item that is used in QuickBooks to enter employee time. Please read the System Setup -> Fringe Benefit and Special Withholdings section for a better understanding of the various options available.

System Setup -> System Preferences -> Address Tab

Use the Contractor's License Box to hold your IL-DOT Contractor Number.

System Setup -> System Preferences -> W/C Info + Tab

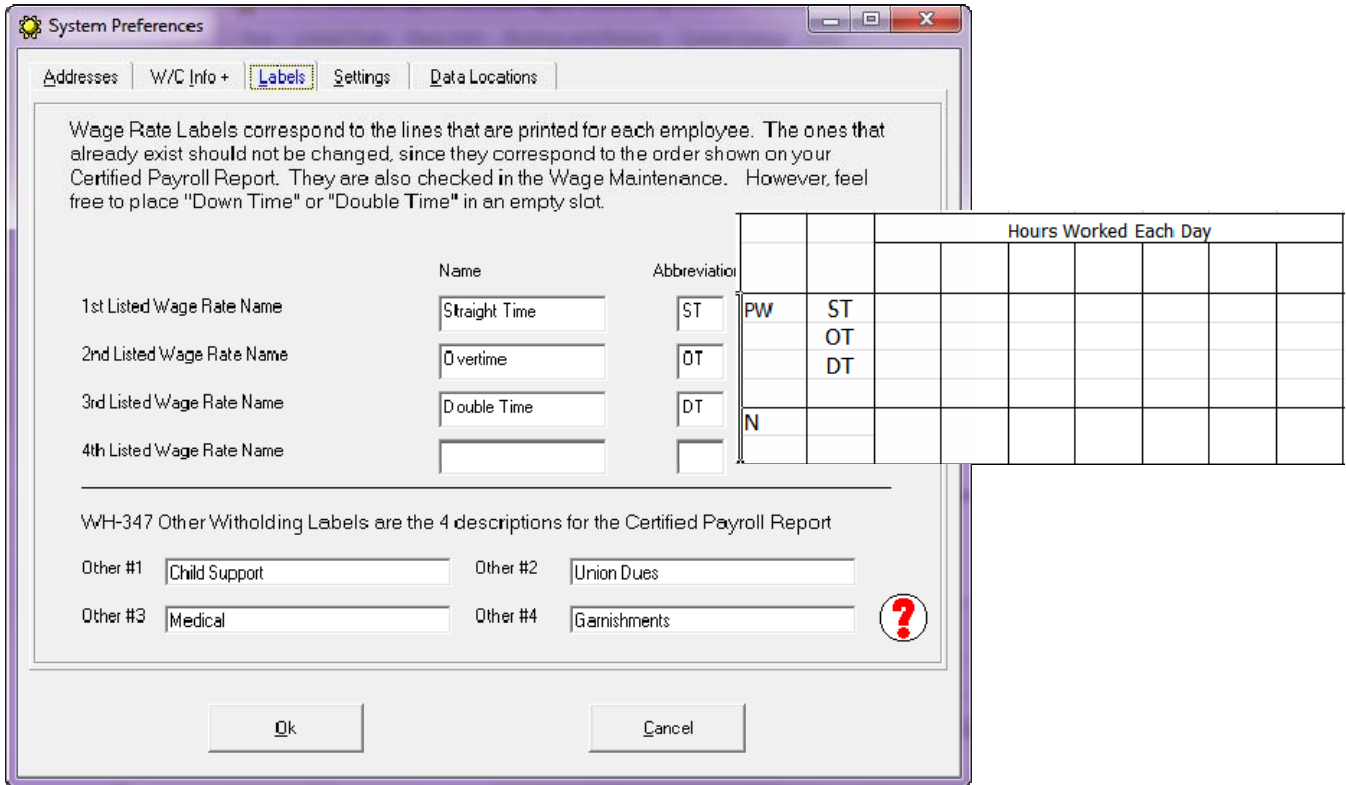
Enter your Federal Employer ID #, your DUNNS #, and your Illinois State Unemployment # for proper inclusion on various reports. There is also an option for entering Fringe Benefit rates by Employee. For more information, refer to the Fringe Benefits and Special Withholdings section of this section.

The screenshot shows the 'System Preferences' dialog box with the 'W/C Info +' tab selected. The dialog contains several input fields for work classification information. At the bottom, the checkbox 'Enter Fringe Benefits by Employee' is highlighted with a red circle. A red question mark icon is also visible in the bottom right corner of the dialog area.

Field Name	Value / Description
W/C Carrier	[Empty text box]
W/C Policy Number	[Empty text box]
W/C Effective Date	[Date picker]
W/C Expiration Date	[Date picker]
Federal Employer ID #	FEIN (W/C Info+)
DUNNS #	DUNNS # (W/C Info+)
Texas DOT Contractor ID (5 digit #)	0
TransXML Vendor ID	[Empty text box]
Unemployment Insurance #	IL SUI # (W/C Info+)
Enter Fringe Benefits by Employee	<input type="checkbox"/>

System Setup -> System Preferences -> Labels Tab

Do not change the wording or the position of the Straight Time and Overtime items shown in the upper portion of this window. If your window does not have the placement shown, call Technical Support at 888-348-2877.



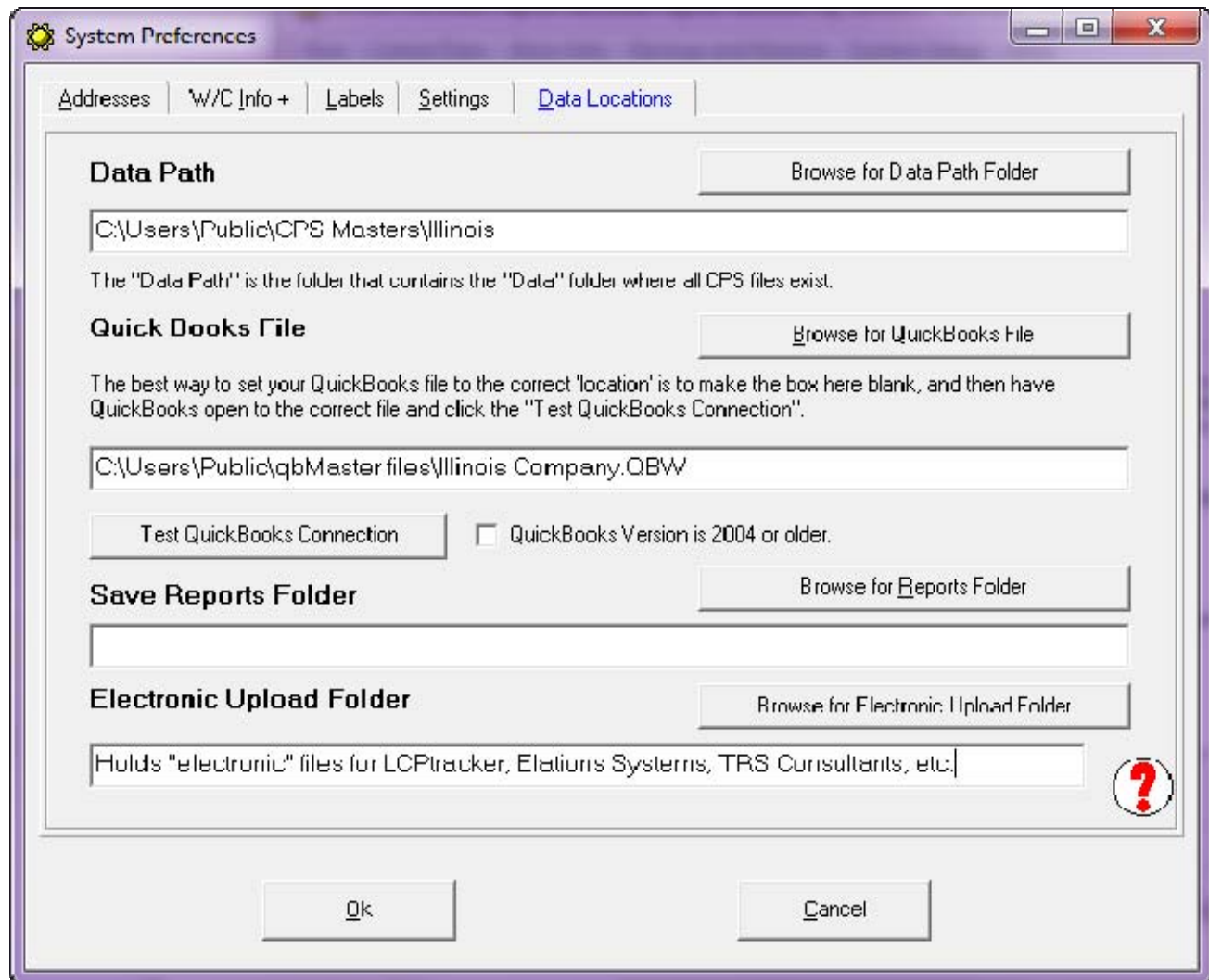
The WH-347 Other Withholding Labels provide a breakdown of deductions classified as Other Withholding on the WH-347, DOT and City of Chicago forms. They may be changed to meet your needs.

System Setup, System Preferences, Settings Tab:

Follow the general instructions for this tab.

System Setup, System Preferences, Data Locations Tab:

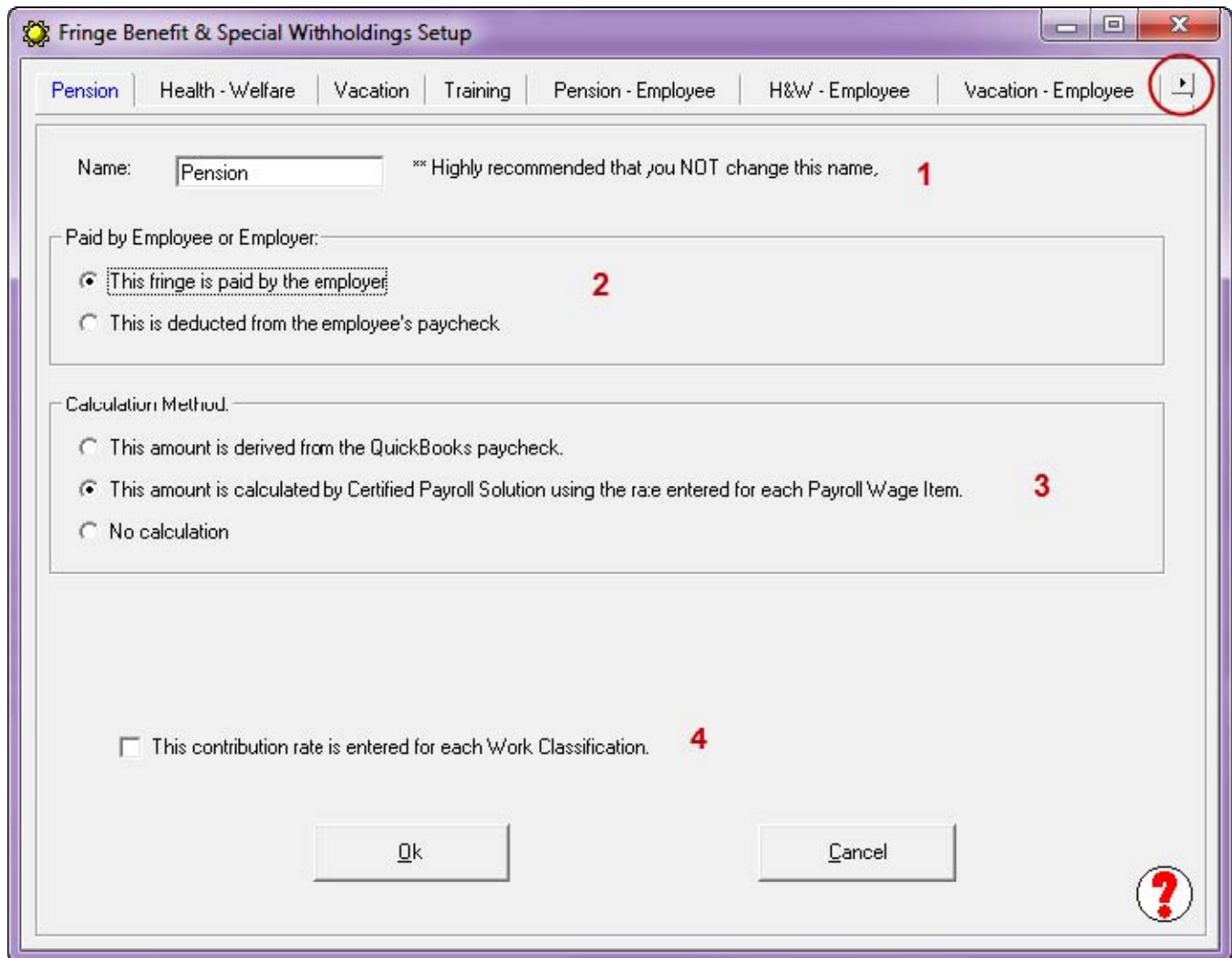
Follow the general instructions for this tab, keeping in mind that if you are required to submit electronic certified payroll reports using LCPtracker, TRS Consultants/Hill Intl., Elation Systems, Inc., etc., you MUST create and then select an Electronic Upload Folder.



System Setup, Fringe Benefits & Special Withholdings:

Whenever CPS encounters "special items" on a reporting form; be it an employee deduction or a company contribution, you'll need to tell the program how you "handle" these items in QuickBooks, so that it can correctly report them on your final reports.

First, we'll take a few minutes and review how the Tab is set up, and talk about each of the sections it contains.



1. The Name box contains the Name of the Special Item that appears on the form, it's highly recommended that you NOT change this name. Do NOT change the order of these names. The first 4 tabs (Pension, Health-Welfare, Vacation, & Training) are for reporting the hourly fringe benefits paid to the Union or to a bona-fide plan, while the next 4 tabs (Pension-Employee, H&W-Employee, Vacation-Employee, and Training Employee) are for reporting hourly fringe benefits paid in cash to the employee.
2. Paid by Employee or Employer section, simply gives you a means of telling CPS who pays this item:
 - a. This fringe is paid by the Employer - if the item is a Union/Bona fide plan contribution that is paid by the Employer, and is a QuickBooks Company Contribution item type
 - b. This is deducted from the employee's paycheck - or, if the item is a deduction from the employees paycheck, and a QuickBooks Deduction item type
3. Calculation Method section - allows you to tell CPS where to get the "totals" for this item to report on the final report.
 - a. This amount is derived from the QuickBooks paycheck; means that you make QuickBooks calculate this item in payroll, so that you can have it in your job cost reports

- b. This amount is calculated by Certified Payroll Solution using the rate entered for each payroll wage item; indicates that you do not make QuickBooks calculate this item in payroll, and it is not job costed into your reports; but, you do need a method to calculate the amounts, and will enter a rate for this item, when you created the linked record in CPS for the Payroll item.
- c. No calculation - do nothing.

The hourly value will be entered by Work Classification

Much complexity is involved due to the fact that the Department of Labor wants the hourly value of each of the fringe benefits to be reported on the final report and to indicate if the fringe is paid to a Union/bona-fide plan or is paid to the employee.

If you pay fringes to a Union - you will select "This fringe is paid by the Employer" and you will have a choice of entering the hourly values for the first 4 tabs by Work classification OR if you have specific payroll wage items in QuickBooks for each of the different Work Classifications that your employees fall under; you can choose This amount is calculated by Certified Payroll Solution using the rate entered for each Payroll Wage Item during your initial Wage Reconciliation.

If you pay the full fringe rate to the employee as part of their gross hourly wage - you will select "This fringe is paid by the employer" and you will have the choice of entering the hourly values for the last 4 tabs by payroll item or by work classification.

If you pay a portion of the full fringe rate to a bona-fide plan on behalf of the employee and the balance in cash - the option to enter Fringes by Employee and do nothing with the tabs here.

System Setup, Statement of Compliance:

The Federal WH-348 Statement of Compliance is used with the IL-DOT Certified Payroll Report, so you may take advantage of the options; follow the general instruction for the Statement of Compliance.

The Statement of Compliance used with the IL-DOLE form requires that you submit the following information about your subcontractors on your Statement of Compliance - Contractor Name, Company Address, Company Contact Person, and Telephone Number. This information will be read from your QuickBooks® data file. Please see the set up instructions for Subcontractors in the help section of your program, and you will need to create a time sheet for each subcontractor for the weeks that they perform work on the job, and need to be reported on the Statement of Compliance.

Other states, and or, companies, are now requesting that subcontractors appear on the final Certified Payroll Reports. In order for this to happen, you must turn on the option to "Report vendor/subcontractors time on Certified Payroll Reports" in System Setup->System Preferences-> Settings tab, AND, enter the Subcontractors hours in the QuickBooks Weekly Timesheets, see Tracking Subcontractors on Jobs.

Once this option has been turned on, CPS will print the Vendors Federal ID or Social Security Number on the reports, if you have completed the information in the Vendor Record, additionally, if you have entered a "Vendor type" (electrician, trucking company, etc.), CPS will put the Vendor type in the Work Classification column on the report - if you leave the "Vendor type" blank, CPS will simply report the Work Classification on the Certified Payroll Report, as "Subcontractor".

Basic Info, Work Classifications:

If you are using the IL-DOT form, each Work Classification that you will be using must be edited, and you must add the IL-DOT Status in order for this information to be shown correctly on the Certified Payroll Report. Work Status's are as follows: Journeyman (J), Apprentice (A), On-the-Job Trainee (T), or Salaried Company Employee (C).

If you will be printing the City of Chicago form and uploading that data to LCPtracker, complete the LCPtracker codes for each work classification. You will need to obtain these codes directly from LCPtracker; we have not been given access to them.

DO NOT change the name or the Federal EEOC Code on existing classifications within this list. You may add new classifications by following the instructions in the manual.

You can also enter the hourly fringe amounts based on Work Classifications here - BUT these amounts must be the same for all employees who fall under the classification AND the hourly fringe amounts cannot vary by job.

Work Class Maintenance

Classification List:

- Carpenters
- Cement Masons
- Clerical
- Defer to Employee
- Electricians
- Equip. Opers.**
- Foreperson
- Foreperson apprentice 80%
- Ironworkers
- Laborer, Semi Skilled OTJT
- Laborer, Semi-Skilled
- Laborer, Unskilled
- Laborer-Apprentice 50%
- Laborer-Apprentice 80%
- Mechanics
- Never Report
- Officials (Managers)
- Painters
- Pipefitter Plumber
- Supervisors
- Truck Drivers

Form Fields:

Name: Equip. Opers.

Federal EEOC Code: Equipment Operators

Apprentice: Percent: 0

On the Job Trainee:

Use This Name on EEOC Reports: Owner Operator:

Work Status (DOT Form): Journeyman (J)

LCP Tracker Code:

Texas DOT Job Class: 0

Texas DOT Appr Experience: 0

TransXML Craft Code:

TransXML Labor Code:

On the Certified Payroll Report - Benefits:

Pension	0		
Health - Welfare	0	Vacation	0
Training	0	Pension - Employee	0
H&W - Employee	0	Vacation - Employee	0
Training Employee	0		

Buttons: Ok, Cancel, Help (?)

Basic Info, Awarding Authorities:

Awarding Authorities are a requirement for the Department of Labor (DOL) form. If you will be using the DOT form, you will need to create an Awarding Authority named N/A.

Employee Reconciliation:

If you have not already added the DOT Status to your Work Classifications, you may do so now, by selecting the Edit Work Class Button.

Enter the number of Federal Withholding Allowances for each employee.

If you will be generating the City of Chicago form, you can enter a "Special Address", and check the Section 3 and Income Options, which are also required on this form.

If you have chosen to enter the hourly fringe benefit rates by employee (System Setup menu -> System Preferences -> W/C Info + -> Enter Fringe Benefits by Employee option is checked), you can enter the hourly values here. This will ONLY work if the Employee never changes Work Classification AND if the hourly fringe values do not change by job.

The screenshot shows the 'Employee Maintenance' application window. On the left, a list of employees includes 'Eight I Employee' (highlighted), 'Eleven C Employee', 'Nine A Employee', 'Ten B Employee', and 'Twelve D Employee'. The main area displays details for 'Eight I Employee':

- Name: Eight I Employee
- Local: Laborers Local 1200 (with 'Edit Locals' button)
- EEOC Work Class: Foreperson (with 'Edit Work Classes' button)
- Race: White (with 'Edit Races' button)
- Federal Allowances: M-2
- Gender: Male
- City of Chicago: (with 'Special Address' button)
- Options: Section 3, Income

Below these fields are two tabs: 'Miscellaneous' and 'Benefits' (selected). The 'Benefits' tab contains the following rates, each with a text input field set to '0':

- Pension Rate
- Health - Welfare Rate
- Vacation Rate
- Training Rate
- Pension - Employee Rate
- Hw - Employee Rate
- Vacation - Employee Rate
- Training Employee Rate

At the bottom are 'Ok' and 'Cancel' buttons, and a red question mark icon in the bottom right corner.

Job Reconciliation:

During Job Reconciliation, you will be required to enter some additional information, as indicated in the screen below:

Standard Information Tab:

The screenshot shows a window titled "Job Maintenance" with a list of jobs on the left (07-176 and 15-271) and a main form area. The "Standard Information" tab is selected. The form contains the following elements:

- Name:** 07-176
- Standard Information Tab:**
 - Non-reporting Job (1)
 - Primary Contractor (2)
- Print Name as:** 07-176 (3)
- Federal Project #:** (4)
- State Project #:** (5)
- Original Bid Amount:** 0 (6)
- Awarding Agency:** Illinois Awarding Authority (7)
- Edit Authorities button:** (8)
- Statement of Compliance Optional Fields button:** (9)

At the bottom, there is a checkbox for "List By 'Print Name As'", "Ok" and "Cancel" buttons, and a help icon (question mark).

1. **Non-reporting job** - check this box, if you are **NOT** required to submit a certified payroll report for this job.
2. **Primary Contractor** - check this box, if you **ARE** the Primary (Prime) contractor for this job.
3. **Print Name As** - if you want to print a different name (other than what is displayed in the NAME field) to appear on your final reports, enter that name here.
4. **Federal Project #** - used for the WH-347 Report
5. **State Project #** - used for the WH-347 Report
6. **Original Bid Amount** - used for EEOC Reports
7. **Awarding Authority** - select the Awarding Authority from the drop down list, OR, click on the
8. **Edit Authorities button**, select **Add**, and create an Awarding Authority. Awarding Authorities are a requirement for the Department of Labor (DOL) form. If you will be using the DOT form, you will need to create an Awarding Authority named N/A.
9. **Statement of Compliance Optional Fields button** - select this button, if you wish to enter remarks specific to this job.

Additional Information Tab:

The screenshot shows the 'Job Maintenance' application window. On the left is a list of job IDs: 07-176 and 15-271. The main area is titled 'Additional Information' and contains the following fields:

- Name: 07-176
- County (DOT): County (marked with a red '1')
- Contract #: Contract # (marked with a red '2')
- Route (DOT): Route (marked with a red '3')
- IDOL # (Section-DOT): ILDOL#/DOT Section (marked with a red '4')
- TransXml Contract ID: (empty field)
- TransXml Project ID: (empty field)
- Begin Date: (empty field, marked with a red '5')
- Est. Complete Date: (empty field, marked with a red '6')

At the bottom, there are three checkboxes for optional reports, highlighted with a red circle:

- Print Daily Time Report for this Job
- Print Employee List for this Job
- Print Authorized Deduction Report for this Job

To the right of these checkboxes is the text: 'Optional Reports for this specific Job'. At the bottom of the window are 'Ok' and 'Cancel' buttons, and a help icon (a red question mark in a circle). A checkbox at the bottom left is labeled 'List By "Print Name As"'.

1. **County (DOT)** -enter the county location, for use on the DOT form
2. **Contract #** - enter the contract number of the job
3. **Route (DOT)** - enter the Route Name, or Number, for use on the DOT form
4. **IDOL # (Section - DOT)** - enter the IDOL Case number for this job here, or the DOT section information
5. **Begin Date** - enter the date work began on this project, for use on EEOC Reports
6. **Est. Complete Date** - enter the estimated completion date for work on this project, for use on EEOC Reports

Form Options

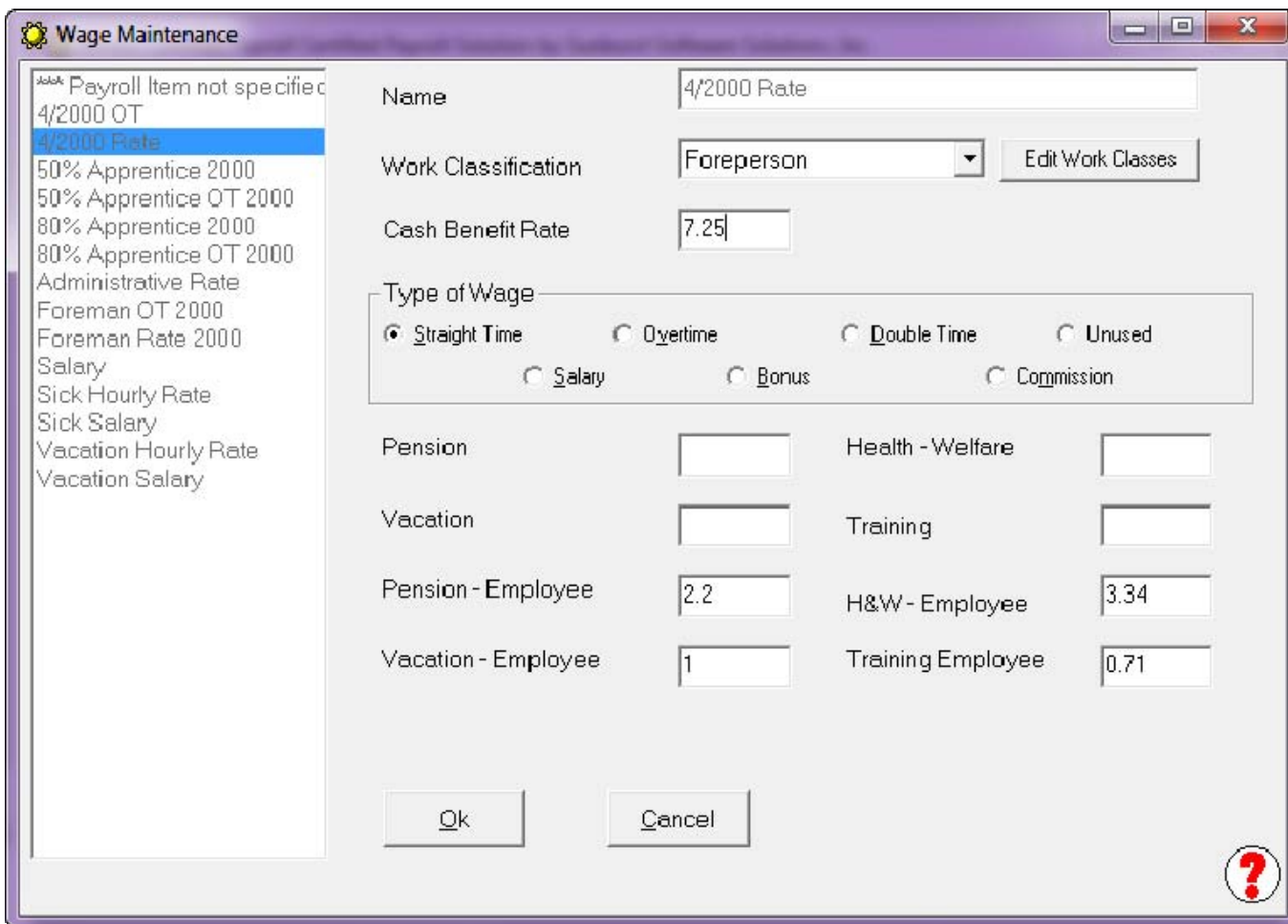
The Form Options tab allows you to manage & select the form to print for this specific job.

1. **Form to Use** - from the drop down menu select from the Department of Labor, Federal WH-347, Department of Transportation, or the City of Chicago form
2. **Use Department of Defense Statement of Compliance** - by checking this option, you will print the Department of Defense Statement of Compliance with the Federal WH-347 form (instead of the normal Federal Statement of Compliance)
3. **SSN # Format** - this option allows you to choose how Social Security Numbers are displayed on the final reports. The program comes pre-configured with the current requirements for each form available. While you may change how Social Security Numbers are displayed, be aware that by deviating from the requirements, your reports might be rejected.
4. **Omit Employee's address** - by checking this option, employee addresses will not be displayed on the final reports. The program comes pre-configured with the current requirements for each form available. While you may change how employee addresses are displayed, be aware that by deviating from the requirements, your reports might be rejected.
5. **Electronic Upload Type** - if you will be using the City of Chicago form, you will also have to electronically file that report using LCPtracker, by selecting the LCP Tracker Export file from the drop down menu, the program will automatically create an electronic file (in the format required by LCPtracker) which you may then upload from your computer into their system. **NOTE: The electronic filing option WILL NOT appear on this window if you haven't specified a folder in which to save electronic files on the Data Locations tab (System Setup menu -> System Preferences -> Data Locations tab).**

- 6. **SSN # Format** - this option allows you to choose how Social Security Numbers are displayed on the electronic files. The program comes pre-configured with the current requirements for each electronic format available. While you may change how Social Security Numbers are displayed, be aware that by deviating from the requirements, your reports might be rejected.
- 7. **Omit Employee's address** - by checking this option, employee addresses will not be displayed on the electronic reports. The program comes pre-configured with the current requirements for each electronic format available. While you may change how employee addresses are displayed, be aware that by deviating from the requirements, your reports might be rejected.

Wage Reconciliation

If you pay the fringe benefits in Cash to your employees as part of wages, you will need to enter the amount of Cash Benefits associated with this classification for proper reporting on the WH-347 AND then enter the hourly values for Pension-Employee, H&W-Employee, Vacation-Employee, and Training Employee. The screenshot below displays the proper setup when the full fringe rate is paid to the employee in cash as part of his/her gross hourly wage AND in QuickBooks, you have a different named payroll wage item for each Work Classification.



If you're a Union Shop and have your benefits set up individually in QB as Company Contributions, when these items come over into the Payee/Deduction Reconciliation, you can, either assign them to the appropriate benefit type, or mark them, as unused. The Illinois Department of Labor form requires that you report the HOURLY value of each fringe benefit, and you should enter those values here. **NOTE:** While we can obtain the total weekly benefit contribution, the Intuit Software Development Kit does not allow us to read the hourly rate associated with each company contribution item. The screenshot below displays the proper setup when the full fringe rate is paid to the Union or bona-fide plans AND in QuickBooks, you have a different named payroll wage item for each Work Classification.

Wage Maintenance

Payroll Item not specified
4/2000 OT
4/2000 Rate
50% Apprentice 2000
50% Apprentice OT 2000
80% Apprentice 2000
80% Apprentice OT 2000
Administrative Rate
Foreman OT 2000
Foreman Rate 2000
Salary
Sick Hourly Rate
Sick Salary
Vacation Hourly Rate
Vacation Salary

Name: 4/2000 Rate

Work Classification: Foreperson Edit Work Classes

Cash Benefit Rate: 0

Type of Wage

Straight Time Overtime Double Time Unused
 Salary Bonus Commission

Pension	2.2	Health - Welfare	3.34
Vacation	1	Training	0.71
Pension - Employee	0	H&W - Employee	0
Vacation - Employee	0	Training Employee	0

Ok Cancel

Deduction Setup:

Deductions normally classified as Other Withholding on the IL-DOT form, such as: Child Support, Union Dues, etc., must be further classified for proper reporting on the WH-347 form.

Deduction Maintenance

Name: Monthly Dues Deduction

This is really an additional wage

Type of Deduction/Contribution

- Federal Withholding
- Medicare
- Union Benefit
- Fica
- State Withholding
- Other Withholding
- Unused

Type of Other WH

- Not Applicable
- Child Support
- Medical
- Union Dues
- Garnishments

Ok Cancel ?