

April 2012 - New York Certified Payroll Update:

This update adds:

- The New York State DOT (Department of Transportation) Payroll Statement
- Electronic filing capabilities for the New York State DOT
- The Mass Transit Authority (MTA) NYC Transit 2006 - 2014 Capital Program Certification of Payroll

This brings a total of 8 different forms and multiple electronic filing capabilities that you can choose from on a job-by-job basis.

NOTE: There should be no additional data input necessary for the Mass Transit Authority form, other than to select it for specific jobs.

Step 1 - Download & Install the Update

- QuickBooks MUST be closed!
- Make a Backup of your CPS Data!
- In CPS, from the Help menu -> choose Check for Updates (Windows Vista & 7 users will be prompted to enter the Computer's Administrator password in order to continue)
- Using the Select an Update dropdown menu -> choose Version 5.0.526 -> click the Download & Install button -> new window appears -> click the Download & Install button again.
- Download and install the State of New York forms

Step 2 - Set-up for New York DOT paper & electronic reports

Below are instructions for setting up CPS to correctly generate the New York DOT printed Payroll Statement and the electronic filing for the DOT which you will then be able to upload into the EBO (Equitable Business Opportunity) system.

1. In QuickBooks, you must have or enter EACH employee's date of Birth. From the Employee Center, edit each employee's record -> on the Personal tab there is a spot for date of birth.
2. Create a folder somewhere on your computer to hold the electronic file that CPS will create - we don't care what you call it or where you create it, this must be meaningful to you!
3. In CPS go to the System Setup menu -> System Preferences -> Data Locations tab -> using the Browse for Electronic Upload Folder button, navigate to and choose the folder you created in Step 2. Click OK.
4. From the Linked Data menu -> choose Jobs -> Edit each job individually that you will want to use this new form & electronic filing for -> on the Additional Info tab -> enter your NY DOT EBO Contract # in the new field available -> click on the Form Options tab -> using the Form to Use drop down menu select NY State DOT Payroll Statement -> using the Electronic Upload Type dropdown menu -> choose NY DOT EBO Export file.
5. From the Linked Data menu -> choose Wages -> Edit each wage individually -> make sure that either the CASH Benefit Rate OR Benefit Rate (depending on how you pay your fringes) is set up correctly.

Time/Type of Wage Abbreviations

The New York DOT Electronic Upload has some very specific reporting requirements for time & type of wages. In CPS, go to the System Setup menu -> System Preferences -> click on the Labels tab:

NY DOT Upload Time/Type of Wage Requirements

Factor of 1
Factor of 1.5
Factor of 2
Factor of 2.5
Factor of 3

Equals CPS Type of Wage Abbreviation

ST or RT - used for Standard or Regular Hours
OT - used for Overtime Hours
DT or 2X or X2 - used for Double time Hours
25 - used for Double time and one half hours
3X or X3 or TT - used for Triple time hours

See the screenshot below for more information:

April 2012 - New York Certified Payroll Update:


Addresses | W/C Info + | **Labels** | Settings | Data Locations

Wage Rate Labels correspond to the lines that are printed for each employee. The ones that already exist should not be changed, since they correspond to the order shown on your Certified Payroll Report. They are also checked in the Wage Maintenance. However, feel free to place "Down Time" or "Double Time" in an empty slot.

	Name	Abbreviation
1st Listed Wage Rate Name	<input type="text" value="Double Time"/>	<input type="text" value="DT"/>
2nd Listed Wage Rate Name	<input type="text" value="Reg. Time"/>	<input type="text" value="RT"/>
3rd Listed Wage Rate Name	<input type="text" value="Triple Time"/>	<input type="text" value="TT"/>
4th Listed Wage Rate Name	<input type="text" value="Overtime"/>	<input type="text" value="OT"/>

WH-347 Other Withholding Labels are the 4 descriptions for the Certified Payroll Report

Other #1	<input type="text" value="Child Support"/>	Other #2	<input type="text" value="Union Dues"/>
Other #3	<input type="text" value="Medical"/>	Other #4	<input type="text" value="Garnishments"/>



ADD NY DOT EBO Classification Codes to CPS Work Classifications

From the CPS Basic Info menu -> choose Work Classifications - edit each work classification and enter the appropriate codes shown below in the NY DOT EBO Classification Code Field:

- 30 Asbestos Worker
- 31 Boilermaker
- 14 Bricklayer
- 9 Carpenters
- 54 Carpet Installers
- 56 Ceiling Tile Installer
- 32 Cement Masons
- 4 Clerical
- 33 Drillers Earth
- 34 Drywall Hanger
- 35 Electrical Power
- 11 Electrician
- 36 Elevator Mechanic
- 37 Equipment Operator
- 38 Fence Erectors
- 55 Flaggers
- 3 Foremen/Women
- 39 Glaziers
- 40 Insulation Workers

April 2012 - New York Certified Payroll Update:

8	Iron Workers
23	Laborers Semiskilled
15	Laborers Unskilled
41	Lathers
42	Marble Masons
6	Mechanic
43	Millwright
1	Officials
28	Other
13	Painter
44	Paper Hangers
45	Pile driver
12	Pipe fitter/Plumber
46	Plasterers
47	Roofers
48	Sheet Metal
49	Sprinkler Fitters
50	Stone Masons
51	Structural Metal
2	Supervisors
29	Surveyors
52	Tile setters
7	Truck Driver
53	Welders and Cutters