

# Sunburst Software Solutions

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## Complying with Federal WH-347 Reporting Requirements Effective 1/18/09.

January 14, 2009

**This support article is divided into the following 7 sections, with a total reading and implementation time of less than 20 minutes:**

1. Download program update.
2. After program update, in CPS go to System Setup -> Defaults -> Job and set preferences for both new jobs and existing jobs.
3. How do I make these same types of changes to State Specific Forms?
4. What if a contractor/awarding authority refuses to accept my preference settings? How do I change them?
5. What else is included in this update?
6. State Specific Form Updates required in addition to the program update.
7. Obtaining Support.

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- 1. Download and install Version 5.0.313 beginning 01/14/09**, by going to the CPS **Help** menu and select **Check for Updates**. All customers with a current CPS Version between 5.0.207 and 5.0.289 can update directly to this version using Help -> Check for Updates. If your version is OLDER than 5.0.207 you have missed many updates and will first need to update to version 5.0.207 using Help -> About -> Login to Web Service Center.

This update has been tested on both Windows Vista running QuickBooks 2009 and XP running QuickBooks 2008 and 2007.

There is no need to download new forms **UNLESS** your state is specifically mentioned in Section 6 - State Specific Form Updates required in addition to the program update.

This update will need to be downloaded and installed on all computers where the Certified Payroll Solution program resides.

If you own multiple Certified Payroll Solution licenses, you will only need to update the 1<sup>st</sup> licensed CPS Company, or the "parent" company.

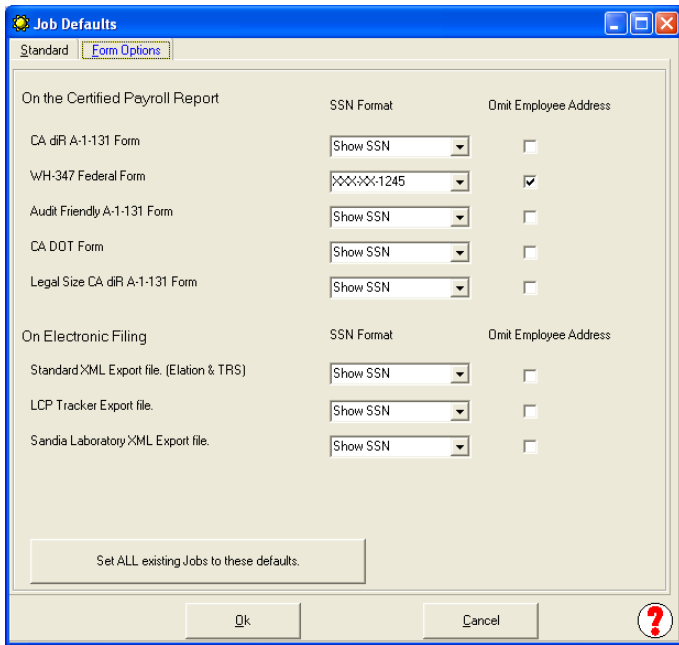
2. **After installing the Update**, go to the **System Setup** menu -> **Defaults** -> **Jobs** -> **Form Option Tab**. Here you will be able to not only set your preferences for any new jobs that are brought into CPS, but also change the preferences for ALL of your existing jobs, quickly and easily. These settings allow you to change how employee social security numbers and addresses appear not only on your printed reports, but also on any electronic reports that you have to submit. **IMPORTANT NOTE:** Check with TRS Consultants, Elation Systems, LCPTracker, etc. before making changes to electronic filing defaults, **we do not have any information from these agencies on how they will or will not comply with new regulations.**

We have already set the “defaults” for the new WH-347 requirements, so all you will need to do is click the **Set ALL existing Jobs to these defaults** button **ONCE**.

1. **SSN Format\*** – under new requirements it is suggested that you display either a unique employee identification number, or the last 4 digits of the employees social security number.
2. **Employee Address** – under new requirements you do not have to display the employees address, so clicking into the box below Omit Employee Address, places a checkmark in that box indicating that you do not wish for addresses to display.
3. **Click the Set ALL existing Jobs to these defaults** button **ONCE** to easily update your existing CPS jobs.

\***SSN Format** – choose from 5 different ways to display employee’s social security numbers on your final reports: display full, display first 5 digits, display last 4 digits, do not show, or show a CPS generated employee number.

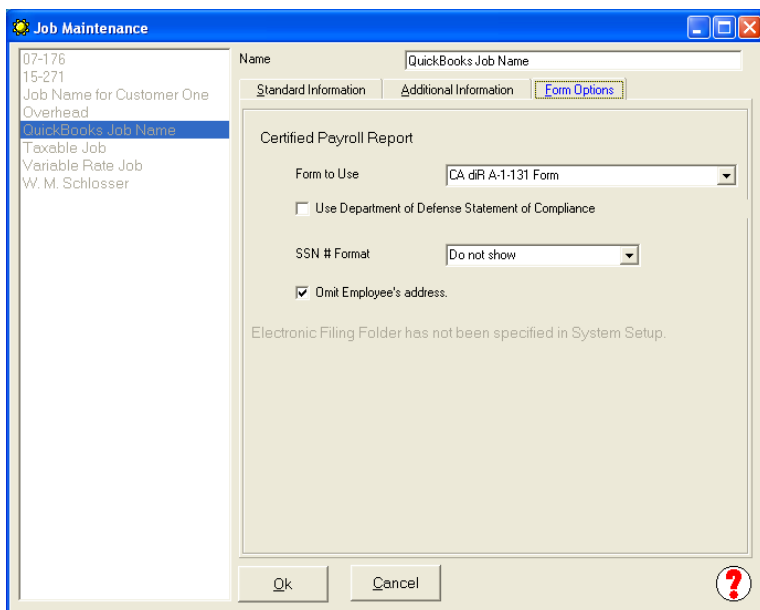
3. **For all other users who have state specific reporting requirements in addition to Federal Requirements.** You will be able to use this tab to set social security numbers and address display defaults for each form. Please be advised that we have **NO** state specific information regarding any new mandates; so the choices that you make here are your choices and will not follow any new requirements by your state, until such time as each state makes its own determination.



1. Set “defaults” for each form that is required in your state. On a form-by-form selection, you can choose how to display employee social security numbers and addresses.
2. Set defaults for electronic filing requirements.
3. Click the Set ALL existing Jobs to these defaults button ONCE to easily update your existing CPS jobs.

4. When a contractor/awarding authority refuses to accept the way you want to report employee social security numbers and addresses. Remember, we have no official word from any state agency regarding the reporting of employee social security numbers and addresses. So while you may wish to not report social security numbers or addresses, doesn't mean that whoever you are submitting the reports to will accept the report in that manner.

On a Job-by-Job basis you can change the settings in order to get paid. Go to the **Linked Data** menu -> **Jobs** -> select **Job** -> **Edit** -> **Form Options** Tab and make your changes for a specific job.



From Linked Date Jobs -> select Job -> Edit -> Form Options tab, you can easily change the form to use as well as how to display social security numbers to meet the requirements of your General Contractor/ Awarding Authority.

## 5. Other Enhancements/Changes included in this update:

- a. Program now runs much faster, especially with bigger QuickBooks files, we anticipate a 20-50% increase in processing speed.
- b. You can choose to print the Department of Defense Statement of Compliance instead of the WH-348 for each job, see **Linked Data** menu -> **Jobs** -> select **Job** -> **Edit** -> **Use Department of Defense Statement of Compliance** option.
- c. Final QuickBooks 2009 compatibility, previously this was in Beta.
- d. Ability to print Error messages, Employee list/settings (Linked Data -> Employees -> Print), Job list/settings (Linked Data -> Jobs-> Print), Wages list/settings (Linked Data -> Wages -> Print), and Deductions list/settings (Linked Data -> Deductions -> Print).
- e. Ability to print the information contained in the Reconciliation Step 3 screen (Job and Payroll Number List) for the current week.
- f. Help is now completely Vista compatible.
- g. Moved Social Security Number display preference from System Setup -> System Preferences -> Settings TO System Setup -> Defaults -> Jobs.
- h. Moved Form to Use and Electronic Upload/Filing from Linked Data -> Jobs -> select Job -> Edit -> Standard Information Tab TO Form Options Tab
- i. Restructured the EEOC Reporting menu to split out EEOC Reports by Federal, State, and Local Reports.
- j. Added new EEOC Reports - **San Diego Workforce Report** (Run -> EEOC Reports -> Local Reports -> San Diego), **Connecticut CC-257** (Run -> EEOC Reports -> State Reports -> Connecticut CC257), and **West Virginia EEO 150 Report** (Run -> EEOC Report -> State Reports -> West Virginia EEO 150).
- k. Corrects a bug found in Vista when using the Help -> Check for Updates option. Initially you would receive a run-time error 9 window, closing the window and restarting CPS and going to Help -> Check for Updates would resolve the problem and prompt you to enter the Vista Administrator password, then allowing you to update the software.
- l. Adds a **Setup Wizard** option to the Help menu so it can be accessed after initial setup.
- m. Test your QuickBooks connection from System Setup -> System Preferences -> Data Locations tab.
- n. Job names are arranged in alphabetical order when printing, although reporting jobs are listed above no-work jobs.

## 6. State Specific Updates - this will require you to also download your state forms - again by going to the CPS Help menu -> Check for Updates -> select State Form updates.

- a. Illinois - changes to the City of Chicago form include a Section 3, Income and Address columns as well as the Employee's phone number.
- b. Nevada - adds Washoe County Schools form and DOT certified payroll report.
- c. Minnesota - adds Minnesota DOT Statement of Compliance.
- d. Washington - Statement of Compliance Fringe Benefits may now be entered by Work Classification (System Setup -> Fringe Benefits & Special Withholdings -> select calculation option for each Fringe listed THEN Basic Info -> Work

Classifications -> select Work Classification -> Edit -> Benefits tab -> Enter hourly benefit rates **OR** Linked Data -> Wages -> select Wage -> Edit -> Enter hourly fringe benefit rate).

e. New York – revisions to the New York City School forms.

**7. Obtaining Support** – we anticipate a high call volume regarding this update, so PLEASE take the time to download, read, and then follow these instructions before placing a call.

Should you have questions regarding this update, we would greatly appreciate it if you would post your questions in our On-Line Support Forum at <http://www.sunburstsoftwaresolutions.com/certified-payroll-solution-forum/139-version-5.0.313-discussion-questions.htm>

Thank you,  
*Nancy, Ben & Linda*