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Washington Certified Payroll Report form and mandate changes

The Washington Department of Labor & Industries – Prevailing Wage Program has initiated some changes to both the Certified Payroll Report and the Payroll Affirmation. These changes will become effective with CPS Version 5.0.332

This is a 2 part update, one for the updated program and the second to obtain the new forms; with a total of 3 possible steps to complete the update successfully. The following steps will need to be performed on EACH computer where CPS is installed.

Step 1 - Obtain the Update:

1. Close QuickBooks.
2. In CPS, go to the **Help** menu -> choose **Check for Updates** -> from the **Select an Update dropdown menu choose 5.0.332** – click the **Download and Install button** -> on the next window, click the **Download and Install button** again. When the update has finished, the program will close.
3. In CPS, go to the **Help** menu -> choose **Check for Updates** -> from the **Select an Update dropdown menu choose State of Washington forms** – click the **Download and Install button** -> on the next window, click the **Download and Install button** again. When the update has finished, the program will close.

Step 2 - After You Have Installed the Update:

Washington has changed the Payroll Affirmation Benefit Distribution table and is now requiring the following Benefits to be displayed in the following order.

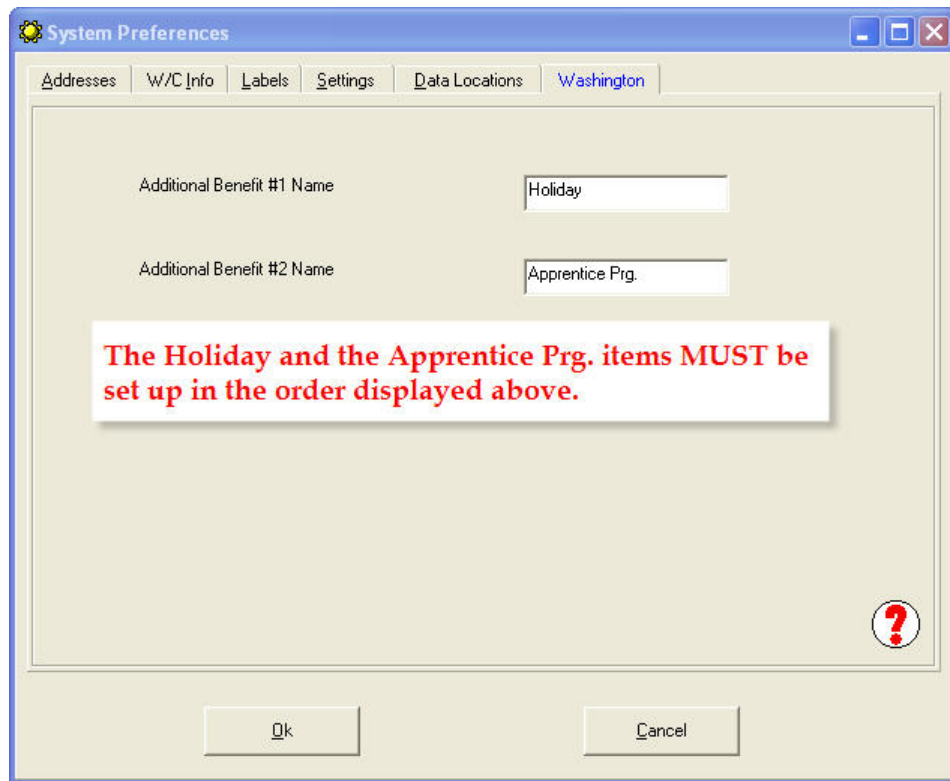
- (A) Hourly Pension
- (B) Hourly Medical
- (C) Hourly Vacation
- (D) Hourly Holiday
- (E) Approved Apprentice Prg.

To comply with these new requirements:

1. In CPS, go to the **System Setup** menu -> choose **System Preferences** -> click on the **Washington tab**.
2. In the **first field enter Holiday** (this replaces Other 1 from previous reporting requirements)
3. In the **second field enter Apprentice Prg** (this replaces Other 2 from previous reporting requirements)
4. Click the **Ok** button

If Holiday and Apprentice Prg did not exist – or you had something different in these fields – after you add the items here in this tab you will need to verify your Benefit Rate setup and update your Hourly Rates by proceeding to Step 3.

If these items already existed, there are no further steps to complete.



Step 3 - Verifying Benefit Setup and Hourly Rates

This one is a little more difficult, because only YOU know how you initially set CPS up to track those hourly fringe amounts for each Work Classification in order for them to appear on the Affirmation.

There are two ways in which you could have setup the hourly fringe benefit amount tracking – the first would be through entries found from the **Linked Data** menu -> **Wages** AND the second could be done by entries in the Work Classifications found from the **Basic Info** menu -> **Work Classifications** -> select Work Classification -> **Edit** -> **Benefits** tab.

To help you find out how you originally set things up:

- In CPS, go to the **System Setup** menu -> choose **Fringe Benefits & Special Withholdings**
- Look at each “Benefit” tab to determine your setup paying close attention to the
 1. **Calculation Method** section and/or the
 2. **This contribution rate is entered for each Work Classification option.**

See below for additional details:

1 IF the **radio button** is highlighted in front of the **This amount is calculated by Certified Payroll Solution using the rate entered for each Payroll Wage Item**; you will need to verify the amount for EACH payroll wage item that is accessed from the CPS **Linked Data** menu -> **Wages**.

2 IF the **This contribution rate is entered for each Work Classification** option is **checked**; you will need to verify the amounts that have been entered for each Work Classification, accessed from the CPS **Basic Info** menu -> **Work Classifications** -> select and **Edit** each Work Class that your employees fall under individually, going to the **Benefits** tab.

Addendum - 4/14/09: According to Calista (Washington Department of Labor & Industries - Prevailing Wage Program 360-902-5335 - press 0 then ask for her).

The 5 benefits listed on the Affirmation (Pension, Medical, Vacation, Holiday, & Apprentice Prg) are the only benefits that are being recognized at this time.

If a company pays Union Dues as a portion of the entire fringe package and their fringes no longer add up correctly, they need to contact the union to find out which of the categories above it would now fall under.

Calista, went on to further explain that all unions were "surveyed" and that the 5 items that now appear on the payroll affirmation were the only 5 benefits that were described by the unions as being employer paid.

If another column is added by us to hold contributions for Dues on the Affirmation - and included in the total Hourly Benefits, these payrolls would be rejected due to non-compliance.