

# Sunburst Software Solutions

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## How does Certified Payroll Solution handle bi-weekly payroll?

Certified Payroll reports can be generated from QuickBooks bi-weekly paycheck, although it is a little more complex, and there are some items that we simply cannot compensate for - the main one is how QuickBooks recognizes payroll - which is as of the date you cut your paycheck, instead of accurately accruing the payroll over each week. Because of this, you will run two certified payroll for each paycheck; one referencing the date of the first pay period ending date and another with the second pay period ending date.



If this frustrates you as much as it frustrates us - please submit Feedback to Intuit. In QuickBooks choose the Help Menu, Send Feedback Online, Product Suggestion, and request that bi-weekly payroll be accurately accrued over the workweeks.

### For example:

Your pay period ends on Saturday.

Your first work week covers Sunday, December 21, 2003 through Saturday, December 27, 2003

Your second work week covers Sunday, December 28, 2003 through Saturday January 3, 2004

Your paychecks are cut and dated on Wednesday, January 7, 2004



In CPS, be sure that you have checked the option for Paychecks are issued bi-weekly on the System Setup -> System Preferences -> **Settings Tab**.

You may wish to enter the following "Remark" on your **Statement of Compliance, section WH-348(4)**:  
"Payroll is issued on a bi-weekly basis, amounts shown on the Certified Payroll Report reflect gross amounts from the employees single bi-weekly paycheck."

1. When you run CPS enter the following dates for the first week:

**Work Week/Pay Period Ending Date** 12/27/03 with **Date of Paychecks From** 01/07/04 To 01/07/04

2. When you run CPS enter the following dates for the second week:

**Work Week/Pay Period Ending Date** 01/03/04 with **Date of Paychecks From** 01/07/04 To 01/07/04

### Further details:

Your pay period ends on Saturday.

Your first work week covers Sunday, December 21, 2003 through Saturday December 27, 2003

Employee Brad BiWeekly's timesheet is entered, as shown in the following screen.

Weekly Timesheet Type a help question **Ask** **How Do I?**

Previous Next Print Edit Single Activity Learn about Online Timesheets...

Name BiWeekly, Brad W **Timesheet**

Week Of **Dec 21 to Dec 27, 2003**

Customer:Job	Service Item	Payroll It...	W.	N.	C.	Su 21	M 22	Tu 23	W 24	Th 25	F 26	Sa 27	T...	
Customer Four:Change Orders	02 Site Work	Bi-Weekly					8.00	8.00			8.00		24.00	
Overhead	Overhead	Bi-Weekly							8.00	8.00			16.00	
Totals						0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00	

Your second work week covers Sunday, December 28, 2003 through Saturday, January 3, 2004.  
Employee Brad BiWeekly's timesheet is entered, as shown below.

Weekly Timesheet Type a help question **Ask** **How Do I?**

Previous Next Print Edit Single Activity Learn about Online Timesheets...

Name BiWeekly, Brad W **Timesheet**

Week Of **Dec 28, 2003 to Jan 3, 2004**

Customer:Job	Service Item	Payroll It...	W.	N.	C.	Su 28	M 29	Tu 30	W 31	Th 1	F 2	Sa 3	T...	
Customer Four:Change Orders	02 Site Work	Bi-Weekly					8.00	8.00			8.00		24.00	
Overhead	Overhead	Bi-Weekly							8.00	8.00			16.00	
Totals						0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00	

Your paychecks are cut and dated on Wednesday, January 7, 2004.

**Preview Paycheck** Type a help question **Ask** **How Do I?**

**BiWeekly, Brad W** Pay Period 12/21/2003 - 01/03/2004

Use Direct Deposit

Item Name	Rate	Hours	WC Code	Customer:Job	Class	Service Item
Bi-Weekly	28.50	48.00		Customer Four...		02 Site ...
Bi-Weekly	28.50	32.00		Overhead		Overhead

Total Hours: 80.00

Sick Available	0.00
Vacation Avail.	0.00
Sick Accrued	
Vac. Accrued	
<input type="checkbox"/> Do not accrue sick/vac	

Item Name	Rate	Quantity
Union Dues		

Item Name	Amount	YTD
CA - Employment Training Tax	2.28	2.28
Social Security Company	141.36	141.36
Medicare Company	33.06	33.06
Federal Unemployment	18.24	18.24
CA - Unemployment Company	77.52	77.52

Item Name	Amount	YTD
Bi-Weekly	1,368.00	2,280.00
Bi-Weekly	912.00	2,280.00
Union Dues	0.00	0.00
Federal Withholding	-423.00	-423.00
Social Security Employee	-141.36	-141.36
Medicare Employee	-33.06	-33.06
CA - Withholding	-127.35	-127.35
CA - Disability Employee	-26.90	-26.90
<b>Check Amount:</b>	<b>1,528.33</b>	

Enter net/Calculate gross

**Create** **Cancel** **Help**

Your Certified Payroll report for week ending 12/27/03 will look like this:

PAYROLL No. (1)	FOR WEEK ENDING (2)	PROJECT AND LOCATION (3)							TOTAL HOURS (5)	RATE OF PAY/CASH FRINGES (6)	GROSS AMOUNT EARNED - THIS JOB/ALL JOBS (7)	(8) DEDUCTIONS - BASED ON GROSS WAGES FOR ALL PROJECTS					TOTAL DEDUCTIONS (9)	NET WAGES PAID FOR WEEK		
		NAME, ADDRESS AND SOCIAL SECURITY NUMBER OF EMPLOYEE (1)	WORK CLASSIFICATION (3)	OT	(4) DAY AND DATE							FWH	MCARE	FICA	STWH	OTHER				
					Sun	Mon	Tue	Wed											Thu	Fri
1	12/27/03	Project Number Project Name Project Street Address Project City, VT 05872									\$1,368.00									
BiWeekly, Brad W PO Box 1111-B Anywhere, CA 85923 007-56-9961	Ironworkers		0	8	8	0	0	8	0	24	\$ 28.50	\$2,280.00	\$ 423.00	\$ 33.06	\$ 141.36	\$ 127.35	#1 \$ - #2 \$ - #3 \$ 26.90 #4 \$ -	\$ 751.67	\$ 1,528.33	

Your Certified Payroll report for week ending 1/3/04 will look like this:

PAYROLL No. (1)	FOR WEEK ENDING (2)	PROJECT AND LOCATION (3)							TOTAL HOURS (5)	RATE OF PAY/CASH FRINGES (6)	GROSS AMOUNT EARNED - THIS JOB/ALL JOBS (7)	(8) DEDUCTIONS - BASED ON GROSS WAGES FOR ALL PROJECTS					TOTAL DEDUCTIONS (9)	NET WAGES PAID FOR WEEK		
		NAME, ADDRESS AND SOCIAL SECURITY NUMBER OF EMPLOYEE (1)	WORK CLASSIFICATION (3)	OT	(4) DAY AND DATE							FWH	MCARE	FICA	STWH	OTHER				
					Sun	Mon	Tue	Wed											Thu	Fri
1	01/03/04	Project Number Project Name Project Street Address Project City, VT 05872									\$1,368.00									
BiWeekly, Brad W PO Box 1111-B Anywhere, CA 85923 007-56-9961	Ironworkers		0	8	8	0	0	8	0	24	\$ 28.50	\$2,280.00	\$ 423.00	\$ 33.06	\$ 141.36	\$ 127.35	#1 \$ - #2 \$ - #3 \$ 26.90 #4 \$ -	\$ 751.67	\$ 1,528.33	