

# Complying with the NEW WH-347 form that expires in 2028.

These changes impact ALL **WH-347** users in ALL states and anyone that needs to upload reports into the LCPtracker system.

As you may or may not know, the U.S. Department of Labor sneakily release a new/updated WH-347 Form in January 2025. The new form expires 1/31/2028, so it's going to be around for a while – but man is it an ugly form! Haven't seen it yet, visit <https://www.dol.gov/sites/dolgov/files/WHD/legacy/files/wh347.pdf>

There's **good** and **bad** news:

- The **good news** is that you are supposed to be able to submit the current form that expires on 9/30/2026 while everything is in "transition" (no idea how long that's going to be).
- The **bad news** is that some agencies are requiring this new form **NOW!**
- More bad news for some folks - the official WH-347 form only allows for ST or OT – we still allow 2 additional types of wage (DT=Double-time/TT=Triple time, etc.)

While the layout of our form is different than the official WH-347, it contains all the same wording and required information.

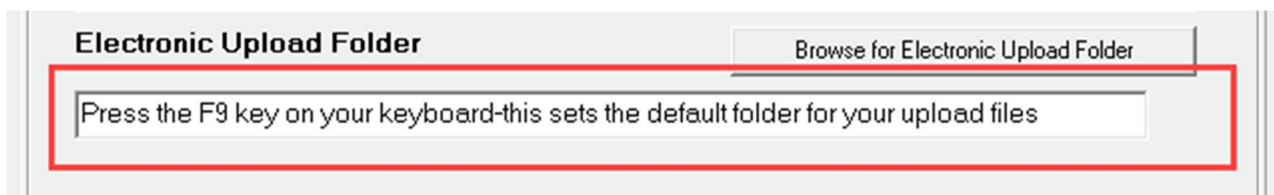
**The sooner you set things up – the more prepared you'll be when someone demands that you use the "new" form.**

Ok, so here's what you need to do to comply with the NEW WH-347 & LCPtracker:

## **STEP 1 – If you need to upload to LCPtracker (otherwise skip to Step 2)**

From the System Setup menu → System Preferences → click on the Data Locations tab. Here you need to create a "Folder" to hold the files that CPS creates for you to upload into the LCPtracker system.

**Click into the Electronic Upload Folder block and press the F9 key on your keyboard – this sets the default folder for your upload files. Click OK**



## STEP 2 - Go to Linked Data menu -> Jobs ->

You'll need to Edit each of your certified payroll jobs, starting with the Standard Information tab.

The screenshot shows the 'Job Maintenance' window with the 'Standard Information' tab selected. The 'Name' field contains 'QB Job Record=Project (Invoice Form)'. Below the tabs, there are checkboxes for 'Non-reporting Job' and 'Primary Contractor'. A red box highlights the 'Print Name as' field with the value 'OFFICIAL NAME OF THE PROJECT', and another red box highlights the 'Wage Decision #' field with the value 'WAGE DETERMINATION #'. Other fields include 'Federal Project #' (SPECIFIC CONTRACT OR PROJECT #), 'State Project #' (MAYBE A STATE PROJECT #), and 'Wage Decision #' (WAGE DETERMINATION #).

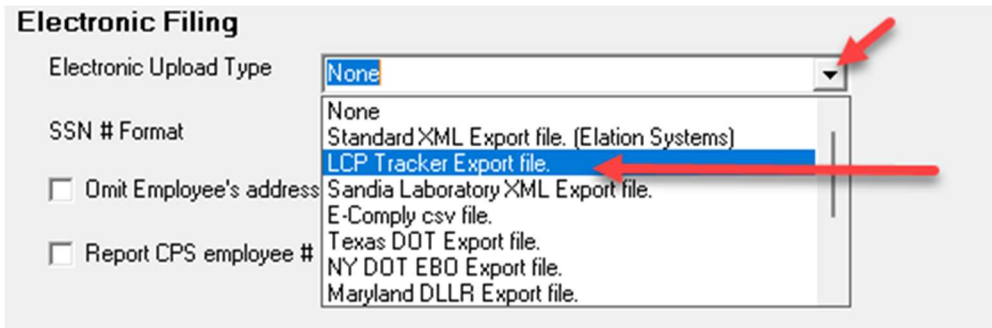
- **Print Name as** – use this field to hold the **OFFICIAL** name of the project from the contract. Seriously, this is going to matter – so if you call the job something else internally or in QuickBooks, make sure that you're using the "official name" here.
- **Federal Project #** - use this field to hold the **SPECIFIC** contract or project number from the contract.
- **State Project #** - if there's a state project # as well, you can enter it here.
- **WAGE DECISION #** - **this is a new required field**. Enter the wage determination number tied to this project. This number is found at the top of the wage determination sheet.

Next, click on the Form Options tab:

The screenshot shows the 'Job Maintenance' window with the 'Form Options' tab selected. The 'Form Options' tab is highlighted with a red box. Below the tabs, there are checkboxes for 'Use Department of Defense Statement of Compliance' and 'Use Notarized Federal Statement of Compliance'. A note states: 'If a save reports folder is specified, do not physically print this form (CPR & SOC), just save it.' The 'SSN # Format' dropdown menu is set to 'Last 4 digits of SSN only', and the 'Use Old WH-347 form' checkbox is checked, both highlighted with red boxes. Other options include 'Omit Employee's address', 'Print Employee Gender', 'Print Job Totals', 'Print Page # of #', 'Print Check #', 'Print Employee Race', and 'Print Other Job Total Hours'. The 'Electronic Filing' section has 'Electronic Upload Type' set to 'None' and 'SSN # Format' set to 'Show SSN'. At the bottom, there are checkboxes for 'List By "Print Name As"' and 'Only Open Jobs', and buttons for 'Ok' and 'Cancel'.

- The "NEW" form wants the last 4 digits of the SSN to display on the final report – select that from the SSN # Format dropdown menu.

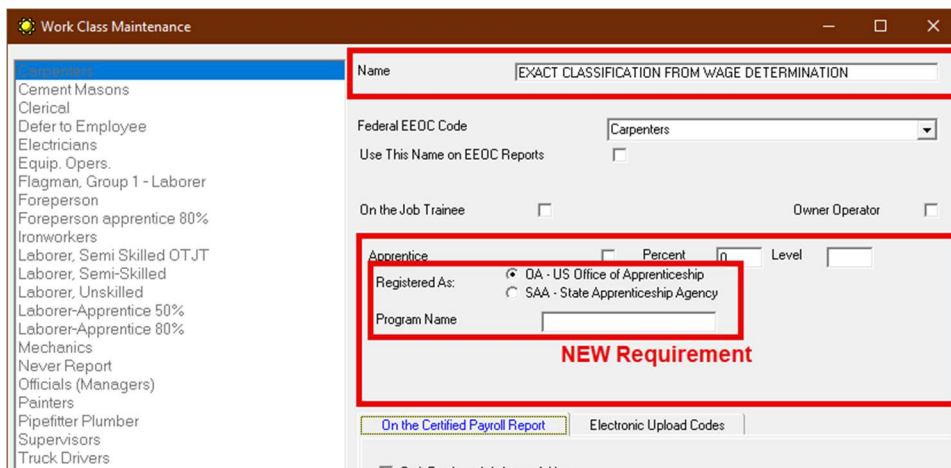
- You can also choose to print/use the OLD (2026) WH-347 form.
- If you need to upload to LCPtracker, using the Electronic Upload Type drop down menu → choose the LCPtracker Export file.



### STEP 3 – Check your Work Classifications – Don’t skip this step!

Go to the Basic Info menu → Work Classifications

Here, you’ll need to EDIT each work classification that your employees fall under and make sure that the **Name** field has the EXACT classification found on the wage determination/wage decision.



#### NEW REQUIREMENT:

All apprentices must be enrolled in a bona fide apprenticeship program and will need to be reported on the NEW Statement of Compliance.

Indicate if the apprentice is enrolled in an apprenticeship program that is approved by:

- **OA** - the U.S. Department of Labor’s Office of Apprenticeship,
- **OR SSA - State Apprenticeship Agency**
- Be sure to enter the Program Name

**NOTE – Any employee not classified as an Apprentice are automatically reported as a Journeyman.**

# STEP 4 – Reporting Fringe Benefit CREDITS on the NEW WH-347 & to LCPtracker.

So, the NEW WH-347 requires that you report hourly fringe benefits per employee as part of the Statement of Compliance.

The instructions seem to indicate that this requirement is for contractors who are NOT union – BUT – are taking credits for company paid benefits like health insurance, retirement/401k contributions, vacation, holiday, or sick time against the full fringe benefit rate.

There are no clear guidelines on the NEW WH-347 form for Union Contractors who are paying fringes to the Union Hall on behalf of the employee – however, there are special instructions if you need to upload to LCPtracker – SEE STEP 6 on page 11 for complete instructions.

## From the System Setup menu → Fringe Benefits & Special Withholdings

There are a maximum of 8 fringe benefit credits that can be reported AND LCPtracker is looking for these specific Fringe Benefit credits: Health & Welfare, Pension, Vacation/Holiday, Training, and all OTHER. If you can, name & categorize your credits like this.

If your company takes credit for Health Insurance

Let’s say your company pays a portion of some/all of your employee’s health insurance, so obviously that portion is different for each employee.

First you need to determine an hourly rate and you can grab a copy of our Fringe Benefit Credits Calculator [HERE](#) -

<https://docs.google.com/spreadsheets/d/1UENWkXS3Yde4d2KsBbF8gNqgR7z11X4a/edit?usp=sharing&ouid=110294968524072669634&rtpof=true&sd=true>

So, here’s how you determine the hourly credit:

Total Monthly Premium for employee’s health insurance MINUS Your monthly contribution MULTIPLIED by 12 months EQUALS ANNUAL LIMIT DIVIDED by 2080/2040/2000 hours (CONTACT YOUR STATE FOR THIS NUMBER) EQUALS hourly credit.

Employee	Total Monthly Premium	Company pays per month	x 12 Mo.	= Annual Limit	/ Divided by	2080 hrs	= Hourly CREDIT
EXAMPLE	\$300.00	\$179.00	12	\$ 2,148.00	/	2080	\$1.03

You would set up Fringe Benefits & Specials Withholdings for Health Insurance as shown below – using the following settings:

- **This fringe is paid by the employer** (you're paying it)
- **This amount is calculated by CPS.**
- **This contribution rate is entered for each Employee** (because Health Insurance is different for each Employee)
- **This rate reduces the cash benefit rate (if there is a balance left from the full fringe benefit amount)**
- **(This is a) WH-347 PW Benefit Credit** (because you ARE taking it as a credit against the full fringe benefit amount)
- **(This is) Funded** (because you are paying it to a bona-fide 3<sup>rd</sup> party – the insurance company)
- **WH-347 Type = Medical**
- And be sure to enter the **plan number**.
- At this point, just click **Save & Close OR NEW** to add a new Fringe Credit item.

**NOTES:**

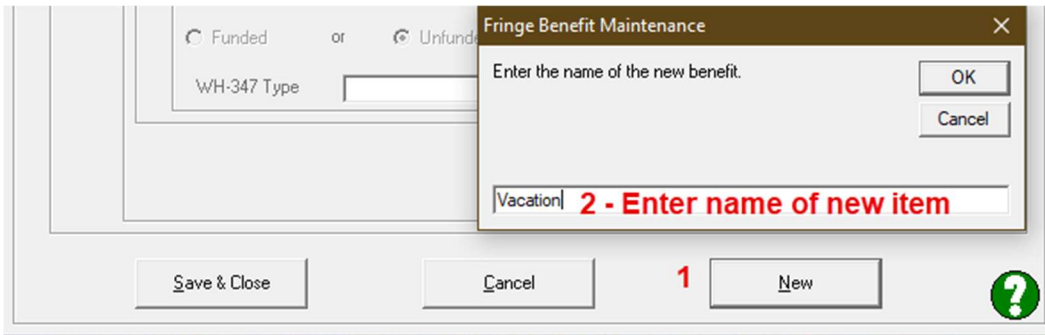
- **Funded** is any money that you pay into a bona fide plan like health insurance or pension.
- **Unfunded** – is anything money that you ultimately pay to the employee at some point during the year like vacation, holiday, or sick time.

## How to Add a new fringe benefit credit item

Click the **New** button at the bottom of the Health Insurance window.

Type in the Name of the new Fringe Benefit Credit item (Vacation – in the example).

Then click the OK button



## If your company takes a credit for paid Vacation, Holiday or Sick time.

**Do this calculation for each type of paid time off.**

When taking a credit for company paid vacation, holiday, or sick time – **you must use the employee’s regular non-prevailing wage rate** for the calculation like this:

Regular Non-Prevailing Wage Rate of Pay MULTIPLIED by the # of vacation, hours EQUALS Annual Limit/Amount DIVIDED by (2080 hours MINUS # of vacation hours) = Hourly Credit.

Employee	Regular Non-Prevailing Wage Rate of Pay	Multipled by	# of hours paid	=	Annual Limit	/ Divided by	2080 hrs (MINUS # vacation hours)	=	Hourly CREDIT
EXAMPLE	\$ 18.00	x	80	=	\$1,440.00		2000	=	\$ 0.72

The Vacation fringe setup windows appears.

You would set up Fringe Benefits & Specials Withholdings for Vacation as shown below – using the following settings:

Fringe Benefit & Special Withholdings Setup

Health Insurance **Vacation**

Name:  Be careful changing names. See help for specifics.

Paid by Employee or Employer:

This is deducted from the employee's paycheck and derived from QuickBooks per Linked Data --> Deductions.

This fringe is paid by the employer

This amount is derived from the QuickBooks paycheck. (NOT recommended for benefits).

This amount is calculated by CPS

This contribution rate is entered for each Payroll Wage Item.

This contribution rate is entered for each Work Classification. (Not recommended)

This contribution rate is entered for each Employee. (Use only when necessary.)

This rate reduces the cash benefit rate, if applicable (not zero).

This rate reduces the total prevailing wage rate of pay.

The amount is actually a percent of the wage rate.

Union Benefit

WH-347 PW Benefit Credit

Funded or  Unfunded

WH-347 Type  & Plan #

Reset to Default

Save & Close Cancel New ?

- **This fringe is paid by the employer** (you're paying it)
- **This amount is calculated by CPS.**
- **This contribution rate is entered for each Employee** (because Vacation is likely different for each Employee)
- **This rate reduces the cash benefit rate** (if there is a balance left from the full fringe benefit amount)
- **(This is a) WH-347 PW Benefit Credit** (because you ARE taking it as a credit against the full fringe benefit amount)
- **This is UNFUNDED** (because you are paying it directly to the employee at some point during the year)
- WH-347 Type = **Vacation**
- And be sure to enter the **plan number** as N/A
- At this point, just click Save & Close OR NEW to add a new Fringe Credit item.

## If your company takes a credit for contributions to an employee pension plan.

Because so many prevailing wage pension plans are based on a percentage of gross, it's best to use the Fringe Benefit Calculator to determine the **hourly value** of the pension contribution as a percentage of the hourly prevailing wage rate of pay.

## Entering hourly fringe benefit credits per employee.

From the Linked Data menu → Employees

Edit each employee and enter the hourly fringe benefit credit amounts.

**NOTE: Currently these tabs are reversed-might be fixed when you download.**

The screenshot shows the 'Employee Maintenance' window. On the left is a list of employees, with 'Laborer, Laura B.' selected. The main area displays fields for 'Name', 'Local', 'EEOC Work Class', 'Race', 'Federal Allowances', and 'Gender'. Below these fields, a red text annotation reads 'Currently these tabs are reversed'. There are two tabs: 'Miscellaneous' and 'Benefits'. The 'Benefits' tab is active, and a red box highlights the following fields:

Field	Value
Health Insurance Rate	1.03
Vacation Rate	0.72
Holiday Rate	0.72
Sick Rate	0.72
Pension Rate	0.76

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



# VERIFY that the total fringe rate is entered by payroll wage item in the Cash Benefit Rate field.

Go to Linked Data → Wages

Edit each payroll wage item that your employees are paid under and for each QuickBooks Payroll Wage Item/Work Classification combination, make sure that the full prevailing wage fringe benefit rate is entered into the Cash Benefit Rate block.

The screenshot shows the 'Wage Maintenance' dialog box. On the left is a list of payroll items, with 'Laborer-OT' selected. The main area contains the following fields and options:

- Name: Laborer
- Work Classification: Laborer - General
- Cash Benefit Rate: 21.43 (highlighted with a red box)
- Type of Wage: Radio buttons for Unused, Overtime, Unused, Straight Time, Salary, Bonus, and Commission.

A red text box next to the Cash Benefit Rate field reads: **Enter the FULL prevailing wage fringe benefit rate here BEFORE credits**. At the bottom are 'Ok' and 'Cancel' buttons, and a green question mark icon in the bottom right corner.

**NOTE: If you have employees who fall under multiple work classifications but have only used one payroll wage item in QuickBooks (like “Hourly Wage, PW Wage, etc.”), you need to change how you do things or your reports will never be correct. You’ll need to set up QuickBooks payroll items for each specific Work classification that you have. Refer to the manual for complete details.**

# STEP 5 – Verify & troubleshoot your reports

(6B)	Verify <b>(6B)</b> on your printed report.
TOTAL FRINGE BENEFIT CREDIT	This is your total fringe benefit credit (\$3.95) multiplied by the number of hours worked (40) or \$158.00
158.00	

(6C)	Verify <b>(6C)</b> Payment in Lieu of Fringe Benefits (cash portion of fringe) (\$17.48) multiplies by the number of hours worked (40) or \$699.20
PAYMENT IN LIEU OF FRINGE BENEFITS	
699.20	

## SSS-347 Exhibit A Hourly Credit for Fringe Benefits

This table is an overview of your hourly fringe benefit types and credits per employee.

EXHIBIT A HOURLY CREDIT FOR FRINGE BENEFITS											
<i>If an amount is listed in (6B) on the certified payroll, enter the hourly credit claimed under each plan name, type and number for each worker and check whether the plan is funded or unfunded.</i>											
PROJECT NAME		PROJECT OR CONTRACT NO.		PAYROLL NO.		PRIME CONTRACTOR'S/SUBCONTRACTORS BUSINESS NAME					
OFFICIAL NAME OF PROJECT		SPECIFIC CONTRACT OR PROJECT # MAYBE A STATE PROJECT #		1		Texas Testing for WH-347 Expiring in 2028					
PROJECT LOCATION		WAGE DETERMINATION NO.		WEEK ENDING DATE		CERTIFYING OFFICIAL'S NAME AND TITLE					
Specify the location of the project or site Details City, TX 05872		WAGE DETERMINATION #		02/16/2025		Nancy Smyth President & CQA					
NAME OF WORKER	FB NAME:	Health Insurance	Vacation	Holiday	Sick	Pension				TOTAL HOURLY CREDIT	
	FB TYPE:	Insurance	Vacation	Holiday	Sick Time	Pension					
	PLAN #:	111111111	N^A	N^A	N^A	22222-xxxxx					
	FUNDED/UNFUNDED?	Funded	Unfunded	Unfunded	Unfunded	Funded					
1 Laborer, Thomas M	\$	1.03	\$	0.72	\$	0.72	\$	0.76		\$	3.95

The information displayed on Exhibit A should match the hourly credits entered by employee from Linked Data → Employees. If something is incorrect here, you need to change it for the employee.

# STEP 6 - Reporting Union Fringe Benefits to LCPtracker

From the System Setup menu → Fringe Benefits & Special Withholdings

There are a maximum of 8 Union fringe benefits that can be reported, however, LCPtracker is looking for these specific Fringe Benefit credits: Health & Welfare, Pension, Vacation/Holiday, Training, and all OTHER. If you can, name & categorize your credits like this.

Health is the default first benefit (whether it's a credit or a union fringe).

So, here's how to set up your Union Fringes:

- Change the name from "Health" to **Health & Welfare**
- Choose **This fringe is paid by the employer**
- **This amount is calculated by CPS**
- **This contribution rate is entered for each Payroll Wage Item (this is the recommended method and assumes that you have specific payroll wage items in QuickBooks for each Work Classification/Wage Decision/Job combination)**
- **Choose Union Benefit**

Health

Name:  Be careful changing names. See help for specifics.  
Identified as your Health Benefit.

Paid by Employee or Employer:

This is deducted from the employee's paycheck and derived from QuickBooks per Linked Data --> Deductions.

This fringe is paid by the employer

This amount is derived from the QuickBooks paycheck. (NOT recommended for benefits).

This amount is calculated by CPS

This contribution rate is entered for each Payroll Wage Item.

This contribution rate is entered for each Work Classification. (Not recommended)

This contribution rate is entered for each Employee. (Use only when necessary.)

This rate reduces the cash benefit rate, if applicable (not zero).

This rate reduces the total prevailing wage rate of pay.

The amount is actually a percent of the wage rate.

Union Benefit  WH-347 PW Benefit Credit

Funded or  Unfunded

WH-347 Type:  & Plan #:

Reset to Default

Save & Close Cancel **New** ?

When finished with the Health & Welfare Fringe, click the New button and set up your next Union Fringe Benefit item.

When finished, click the Save & Close button.

## Entering Hourly Union Fringe Benefits by Payroll Item.

Existing customers – go to Linked Data Wages→Wages and edit each payroll wage item.

New customers you'll enter the hourly values when "linking" payroll wage items during your initial setup.

The screenshot shows the 'Wage Maintenance' window. On the left is a list of payroll items, with 'Backhoe DT' selected. The main area shows the configuration for 'Backhoe Operator'. The 'Type of Wage' is set to 'Straight Time'. The 'Fringe Rates' section is highlighted with a red box and contains the following values:

Fringe Benefit	Hourly Value
Health & Welfare	2.00
Pension	2.00
Vacation-Holiday	1.00

Below the form, a red text box contains the instruction: "Enter the hourly value of each union fringe benefit." The 'Ok' and 'Cancel' buttons are visible at the bottom.

## New options for printing your reports

Because of all the issues with the new versions of Word & Excel, we've made some changes to the print screen.

- **Create Reports & Uploads** – means that you can bypass the printing process. Just click this button and ALL of your reports and/or uploads will be created. Click Exit when that button is active again.
- **Open Reports** – click this button to open ALL of your reports in Excel and/or Word all at once – Word and/or Excel may crash at this point – it will depend on how many jobs you have and how many copies you've selected for each one.

- **Print Reports** – send your reports to your printer or .pdf tool.
- **Preview CPR** – allows you to preview the report only.

