

*Revised December 2020 with a new Statement of Compliance/2<sup>nd</sup> page – instructions for this new requirement begin on page 12 of this document.*

### *Illinois Department of Labor Electronic Upload*

Beginning September 1, 2020 Illinois contractors must report all certified payrolls for Public Works Projects in Illinois with the Department of Labor’s new online system – paper reports will no longer be accepted.

We have been in close contact with the folks developing this system since June. We were provided “final specs” for the electronic upload on August 13, 2020 and have an account where we have been successfully uploading test data.

**There are 96 fields in the electronic upload file – which is a .CSV file. However, many are currently not required.**

**How you enter information is critical in order to upload the electronic file successfully, without errors.**

This document will provide you with step-by-step instructions of things you need to be aware of. Follow it carefully.

### *Step #1 – Download + install the software update*

This will need to be done on each computer where CPS is installed.

Go to the Help menu → choose About → click the BIG “Login” button.

This opens your web browser and automatically takes you to your account on our Web Service Center.



#### Welcome to our Web Service Center

#### Certified Payroll Solution

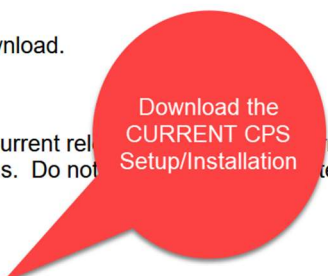
is the current release version available to download.

is the current version installed on your PC.

You have installed a newer or BETA version that the current release version over a BETA/older version can cause problems. Do not attempt to do so by technical support.

Windows 7,8,8.1,10 users

[Download Current CPS Setup / Installation \(Windows 7,8,8.1,10\)](#)



*Step #2 - Make sure the following information in QuickBooks is set up correctly*

**QuickBooks Customer & Job Records:**

Both the Bill To and Ship To Address blocks must be properly formatted and be a legitimate/verifiable address with Name, Street Address, City, State and ZIP. See screen shot below.

If the addresses are NOT properly formatted and a **legitimate/verifiable addresses**, you will receive an error when you attempt to upload – but that error contains no information as to what is wrong – ONLY that it is wrong.

The screenshot shows the QuickBooks Customer & Job Records form. At the top, the JOB NAME is 07-176 and the CUSTOMER is Contractor One. The CURRENT BALANCE is 0.00. The form is divided into several sections: Address Info, Payment Settings, Additional Info, and Job Info. The Address Info section includes fields for COMPANY NAME, FULL NAME (Mr./Ms., First, M.I., Last), and JOB TITLE. Below this are fields for Main Phone, Main Email, Work Phone, CC Email, Mobile, Website, Fax, and Other 1. The ADDRESS DETAILS section includes INVOICE/BILL TO and SHIP TO. The INVOICE/BILL TO address is Contractor One, 109 Summer Street, Southington, IL 06489. The SHIP TO address is Federal Project 07-176, Orchard Road, Berlin, IL 06489. Two modal windows are open: 'Edit Address Information' and 'Edit Shipping Address Information'. The 'Edit Address Information' window shows the address: Contractor One, 109 Summer Street, Southington, IL, 06489. The 'Edit Shipping Address Information' window shows the address: Contractor One, 07-176, Federal Project 07-176, Orchard Road, Berlin, IL, 06489. Both windows have 'OK' and 'Cancel' buttons and a checkbox for 'Show this window again when address is incomplete or unclear'.

## QuickBooks Employee Records

Each employee MUST have a properly formatted and a **legitimate/verifiable address** AND their primary phone number must be entered in the **MAIN PHONE** field.

INFORMATION FOR **Twelve D Employee**

**Personal**

**Address & Contact**

**Additional Info**

**Payroll Info**

**Employment Info**

**HOME ADDRESS**

ADDRESS: 166 Any Street

CITY: Anytown

STATE: IL ZIP: 06489

MAIN PHONE: (000) 000-0000

MAIN EMAIL:

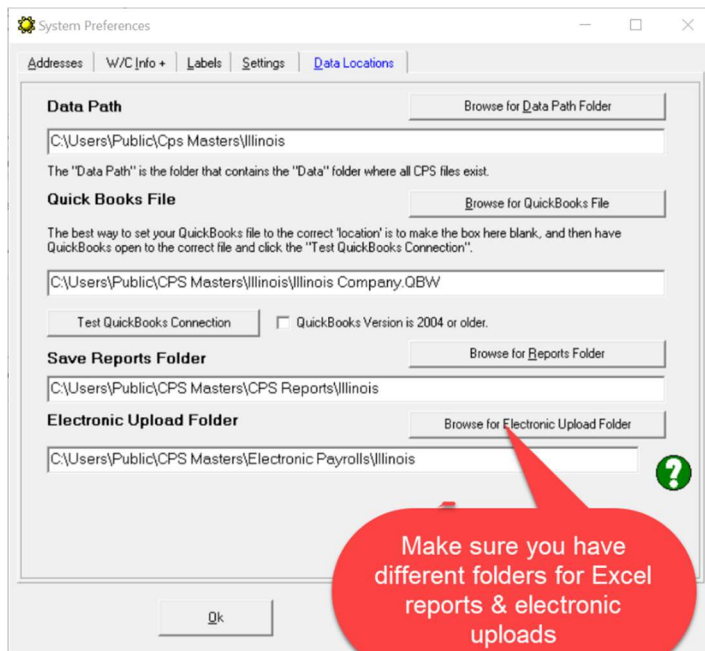
### Step #3 - Certified Payroll Solution Required Setup/Changes

**CPS Step 1** - There are several areas of CPS where you will need to enter additional information for the electronic upload.

System Setup → System Preferences → Data Locations tab

If you have not previously had to create Electronic Uploads (electronic certified payroll files that had to be uploaded into perhaps LCPTracker, for example), then you need to do so now.

Create a folder anywhere on your computer, then in CPS, go to the System Setup menu → System Preferences → Data Locations and use the **Browse for Electronic Upload Folder** option to navigate to and select the folder you just created. **Note: DO NOT** choose the same folder that you save Excel versions of your certified payroll reports in – it will only cause confusion and you could end up trying to upload the wrong file.



**CPS Step 2:** System Setup menu → System Preferences → Addresses tab

There are some new fields and there are new requirements for HOW the information must be entered.

- Address 1 holds your STREET address
- Address 2 holds City (comma) IL (space) ZIP (entered exactly as shown Chicago, IL 55512)
- Phone is now a required field
- Email is now a required field
- Preparer's Name MUST be either First and Last – OR – First Middle Last with EACH word separated by a space.

The screenshot shows the 'System Preferences' dialog box with the 'Addresses' tab selected. The dialog contains several input fields for address and contact information. Two red boxes highlight specific areas: the first box encloses the 'Address 1' and 'Address 2' fields, and the second box encloses the 'Phone', 'Cell Phone', 'Email', and 'Preparer's Name' fields. The 'Preparer's Name' field contains the text 'Nancy Smyth'. The 'Email' field contains 'you@yourcompany.com'. The 'Phone' field contains '888-348-2877'. The 'Address 1' field contains '1234 Any Street' and the 'Address 2' field contains 'Chicago, IL 55512'. Other fields include 'Address 3', 'Address 4', 'Fax', 'Preparer's Title' (President & Payroll Administrator), 'Owner's Name' (Ben Smyth), 'Owner's Title' (Vice President), and 'Contractor's License #' (IL123456789). A green question mark icon is located in the bottom right corner of the dialog. At the bottom of the dialog are 'Ok' and 'Cancel' buttons.

**CPS Step 3** - System Setup menu → System Preferences → W/C Info+ tab

Enter your 9-digit Federal Employer ID # (FEIN)

The screenshot shows the 'System Preferences' window with the 'W/C Info+' tab selected. The window contains several input fields and checkboxes. The 'Federal Employer ID # (FEIN)' field is highlighted with a red border and contains the text '00-0000000'. Other fields include 'W/C Carrier', 'W/C Policy Number', 'W/C Effective Date', 'W/C Expiration Date', 'DUNS #', 'Texas DOT Contractor ID (5 digit #)', 'Unemployment Insurance #', and 'Prism User Name'. There are also three checkboxes: 'Save Prism Upload as XLSX file instead of XLS' (unchecked), 'Enter Fringe Benefits by Employee' (checked), and 'Print duplex Certified Payroll Reports' (unchecked). A green question mark icon is located in the bottom right corner of the window.

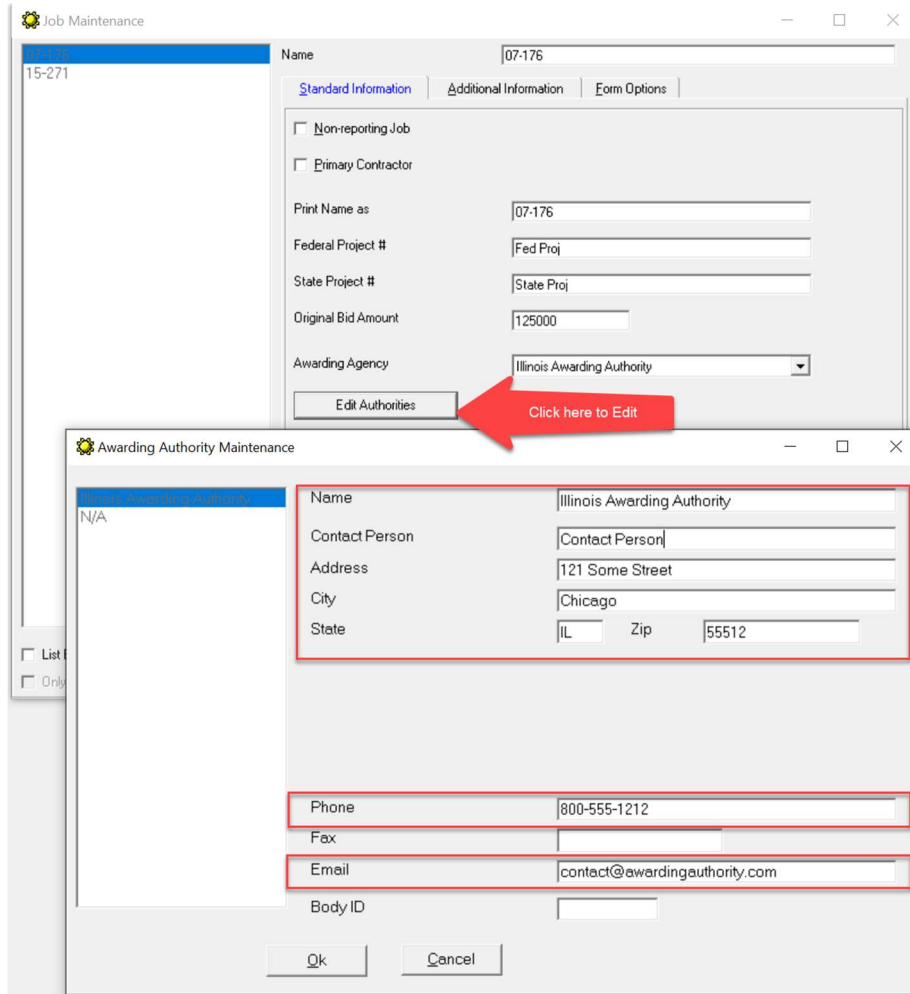
**CPS Step 4** - Linked Data menu → Jobs

You will need to Edit each Linked Job record and add or select the following information.

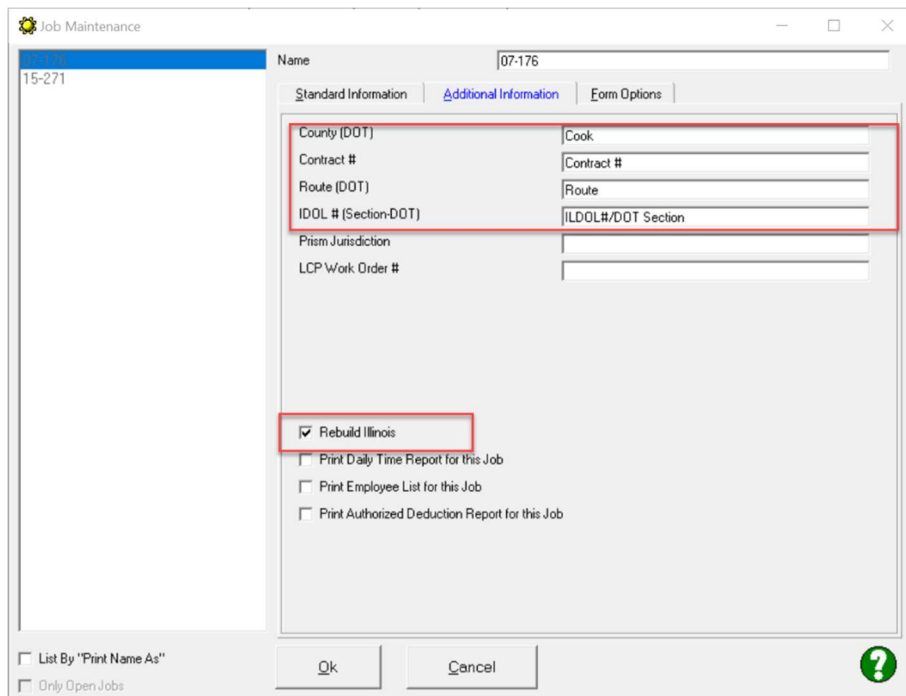
On the **Standard Information tab**, the **State Project #** is the project number that is included in the electronic upload.

EACH Awarding Agency must be Edited (OR you can access them from the **Basic Info menu → Awarding Authorities**). All Awarding Authorities must have the following fields completed:

- Name
- Contact Person – both a First and a Last name separated by a space
- Address
- City
- State
- Zip Code
- Phone #
- Email address



On the **Additional Information** tab, make sure that the County that the job is in has been entered. There is also the ability here to indicate (CHECK) if this is a **Rebuild Illinois** job/project.



On the **Form Options tab** in the **Electronic Filing section**, click the drop-down arrow and choose the **Illinois DOL Export file**

The screenshot shows the 'Job Maintenance' window with the 'Form Options' tab selected. The 'Certified Payroll Report' section includes a 'Form to Use' dropdown set to 'Illinois DOL Form', several unchecked checkboxes for compliance statements and printing options, and an 'SSN # Format' dropdown set to 'XXXXXX-1234'. The 'Electronic Filing' section is highlighted with a red box and contains an 'Electronic Upload Type' dropdown menu. This menu is open, showing a list of options: 'None', 'Standard XML Export file. (Elation Systems)', 'LCP Tracker Export file.', 'Sandia Laboratory XML Export file.', 'Illinois DOL Export file.', 'eComply XML (Tell them Sunburst).', 'Texas DOT Export file.', and 'NY DOT EBD Export file.'. A red arrow points to the 'Illinois DOL Export file' option, which is highlighted in blue. The word 'Select' is written next to the arrow. At the bottom of the window, there are 'List By "Print Name As"', 'Only Open Jobs', 'OK', 'Cancel', and a help icon.

**CPS Step 5 - Getting HOURLY Fringe Benefit Rates to Appear on the Paper Report & the Electronic Upload.**

*Updated December 2020*

It's come to our attention that many of you have never used the IL DOL paper report and never set up CPS to display the Hourly fringe Benefit Rates. Even though these set-up instructions are provided in the main manual – I'll include them in this Help Document – to save us both a phone call.

We CANNOT reliably pull the hourly fringe benefit rates from QuickBooks – largely due to many people not even tracking fringes as part of payroll.

Hourly Fringe Benefit Rate can be entered into CPS by Work Classification, by Payroll Wage Item OR by Employee. It depends on HOW YOU pay the fringes. I'll explain each method.

*If you are a Union Shop and the Employees are paid the SAME rate of pay/fringe benefit amounts ON EVERY JOB THAT THEY WORK ON – enter fringe benefits by Work Classification as follows:*

Start by going to **System Setup → Fringe Benefits & Special Withholdings**. For each of the Fringe Benefits paid by the company (Pension, Health-Welfare, Vacation, Training). Select:

1. This fringe is paid by the employer

2. This amount is calculated by Certified Payroll Solution using the rate entered for each Payroll Wage Item
3. And check the option for "This contribution rate is entered for each Work Classification"

Fringe Benefit & Special Withholdings Setup

Name: Pension \*\*\* Highly recommended that you NOT change this name.

Paid by Employee or Employer:

- This fringe is paid by the employer **1**
- This is deducted from the employee's paycheck.

Calculation Method:

- This amount is derived from the QuickBooks paycheck.
- This amount is calculated by Certified Payroll Solution using the rate entered for each Payroll Wage Item. **2**
- No calculation

This contribution rate is entered for each Work Classification. **3**

Ok Cancel ?

Click OK when you've finished.

NEXT, go to **Basic Info → Work Classifications**. Edit EACH Work Classification that your employees fall under, click the **Benefits tab**, and enter the hourly fringe benefit amount for each type of fringe. DO NOT ENTER THESE RATES ANYWHERE ELSE OR THEY WILL DOUBLE ON YOUR PRINTED REPORTS AND ELECTRONIC UPLOADS.

Work Class Maintenance

Name: Carpenters

Work Status (DOT Form):

Federal EEOC Code: Carpenters

Use This Name on EEOC Reports:

On the Job Trainee:  Owner Operator:

Apprentice:  Percent: 0 Level:

On the Certified Payroll Report: Benefits Electronic Upload Codes

Pension: 0

Health - Welfare: 0 Vacation: 0

Training: 0

**Enter hourly fringe benefit rates here.**

Ok Cancel ?



If you are a Union Shop and the Employees are paid DIFFERENT rates of pay/fringe benefit amounts DEPENDING ON WHAT JOB THAT THEY WORK ON – enter fringe benefits by payroll wage item as follows:

Start by going to **System Setup → Fringe Benefits & Special Withholdings**. For each of the Fringe Benefits paid by the company (Pension, Health-Welfare, Vacation, Training). Select:

1. This fringe is paid by the employer
2. This amount is calculated by Certified Payroll Solution using the rate entered for each Payroll Wage Item. (**Important – as this suggests you MUST have a different payroll wage item in QuickBooks representing the different wage rates for different jobs.**)

Fringe Benefit & Special Withholdings Setup

Name: Pension \*\* Highly recommended that you NOT change this name.

Paid by Employee or Employer:

- This fringe is paid by the employer **1**
- This is deducted from the employee's paycheck

Calculation Method:

- This amount is derived from the QuickBooks paycheck.
- This amount is calculated by Certified Payroll Solution using the rate entered for each Payroll Wage Item. **2**
- No calculation

This contribution rate is entered for each Work Classification.

Ok Cancel ?

Click Ok when you're finished.

Now, go to **Linked Data → Wages**. Edit each Payroll Wage Item from QuickBooks and enter the correct hourly fringe rates for EACH wage.

Wage Maintenance

Payroll Item not specified in OB.  
4/2000 OT

50% Apprentice 2000  
50% Apprentice OT 2000  
80% Apprentice 2000  
80% Apprentice OT 2000  
Administrative Rate  
Foreman OT 2000  
Foreman Rate 2000  
Salary  
Sick Hourly Rate  
Sick Salary  
Vacation Hourly Rate  
Vacation Salary

Name: 4/2000 Rate  
Work Classification: Foreperson Edit Work Classes

Cash Benefit Rate: [ ]

Type of Wage:  
 Straight Time  Overtime  Double Time  Unused  
 Salary  Bonus  Commission

Fringe Rates: **Enter hourly fringe rates here**

Pension	2.2	Health - Welfare	3.34
Vacation	1	Training	0.71

*If you are a Non-Union Shop and you pay the FULL Fringe Benefit Rate in CASH to the Employee as part of their total hourly rate of pay (and/or employees are paid DIFFERENT rate of pay/fringe benefit amounts DEPENDING ON WHAT JOB THAT THEY WORK ON) – enter the total cash fringe rate by payroll wage item as follows:*

Go to **Linked Data → Wages**. Edit each Payroll Wage Item and enter the Total Hourly **FRINGE** Rate that is paid in Cash in the **Cash Benefit Rate** field.

The screenshot shows the 'Wage Maintenance' window. On the left is a list of payroll items including '4/2000 OT', '4/2000 Rate', '50% Apprenticeship 2000', '50% Apprenticeship OT 2000', '80% Apprenticeship 2000', '80% Apprenticeship OT 2000', 'Administrative Rate', 'Foreman OT 2000', and 'Foreman Rate 2000'. The main form has the following fields: 'Name' (Payroll Item not specified in QB), 'Work Classification' (Painters), 'Cash Benefit Rate' (15.61), and 'Type of Wage'. A red text overlay is positioned over the 'Cash Benefit Rate' field, stating: 'Enter the total Hourly Fringe rate that is being paid in cash'.

*If you are a Non-Union Shop and you pay a PORTION OF THE Fringe Benefit Rate in CASH to the Employee as part of their total hourly rate of pay AND you take credit for company contributions to bona-fide plants (and/or employees are paid DIFFERENT rate of pay/fringe benefit amounts DEPENDING ON WHAT JOB THAT THEY WORK ON) – enter the total cash fringe rate by payroll wage item as follows:*

FIRST, go to **System Set-up → Fringe Benefits & Special Withholdings**. For fringes that you are taking credit for:

1. Choose This fringe is paid by the employer
2. This amount is calculated by Certified Payroll Solution using the rate entered for each Payroll Wage Item

The screenshot shows the 'Fringe Benefit & Special Withholdings Setup' window with the 'Pension' tab selected. The 'Name' field contains 'Pension' with a note: '\*\*\* Highly recommended that you NOT change this name.' Below, the 'Paid by Employee or Employer' section has two radio buttons: 'This fringe is paid by the employer' (selected, with a red '1' next to it) and 'This is deducted from the employee's paycheck'. The 'Calculation Method' section has three radio buttons: 'This amount is derived from the QuickBooks paycheck.', 'This amount is calculated by Certified Payroll Solution using the rate entered for each Payroll Wage Item.', and 'No calculation' (selected, with a red '2' next to it).

Click Ok.

Next, go to **System Setup → System Preferences → W/C Info + tab**. Check the option for **Enter Fringe Benefits by Employee**.

System Preferences

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

Enter information if it is required on your forms.

W/C Carrier

W/C Policy Number

W/C Effective Date

W/C Expiration Date

Federal Employer ID # (FEIN)

DUNS #

Texas DOT Contractor ID (5 digit #)

Unemployment Insurance #

Prism User Name

Save Prism Upload as XLSX file instead of XLS

**Enter Fringe Benefits by Employee**

Print duplex Certified Payroll Reports

**Check this option**

Ok Cancel

Click Ok.

Now, for the last piece. Go to **Linked Data → Employees**. Edit EACH employee, **click the Benefits tab** and enter the hourly credit for each fringe that the company pays. **DO NOT ENTER THESE RATES ANYWHERE ELSE OR THEY WILL DOUBLE** on your reports and uploads!

Employee Maintenance

Eight I Employee

Eleven C Employee

Nine A Employee

Ten B Employee

Twelve D Employee

Name

Local

EEOC Work Class

Race

Federal Allowances  City of Chicago

Gender

Section 3

Income

Miscellaneous **Benefits**

Pension Rate

Health - Welfare Rate

Vacation Rate

Training Rate

**Enter the hourly credit for each fringe that your company pays for this employee.**

## **CPS Step 6 - Affidavit/Weekly Statement of Compliance**

### **NEW – DECEMBER, 2020**

At some point (and don't ask when – because WE DON'T KNOW, IL DOL DIDN'T NOTIFY US) between 9/1/20 and 11/20/20 when we found out – IL DOL created a NEW Affidavit/Weekly Statement of Compliance that REPLACES the Fringe Benefit Affidavit that's been around for years.

This new Affidavit/Weekly Statement of Compliance requires that you include information about Specific Fringes that you pay, your Subcontractors, and requires a digital signature.

For Fringes you are required to submit:

- Fund Name
- Fund Address
- Fund Sponsor
- Fund Admin

For Health, Pension, 401 (k), and Vacation.

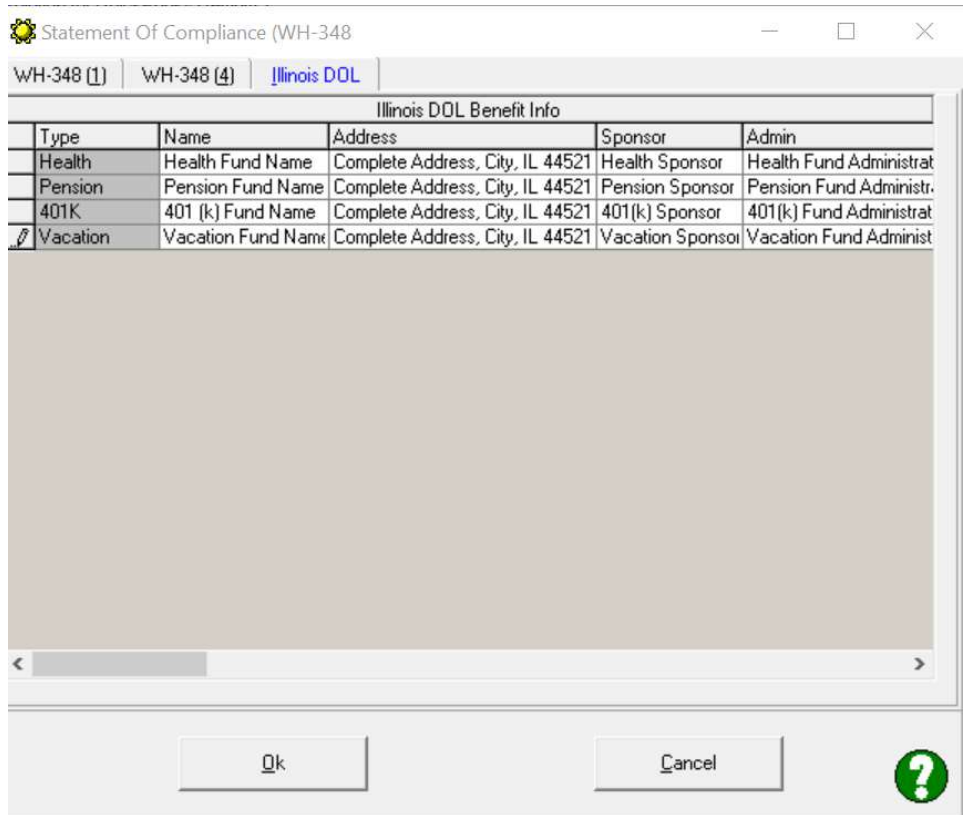
For Subcontractors, they require:

- Company Name
- Contact Person
- Company Address
- Company Telephone

**It also indicates that you are to "Attach explanations of Monies paid, copy of contract of billing, or other pertinent information." We have NO IDEA what this means, so you will need to contact IL DOL for further clarification.**

### **To setup Fringe Information**

Go to **System Setup → Statement of Compliance → Illinois DOL Tab**



Here you'll find the 4 Benefit types that IL DOL wants information about.

For each Benefit (Health Fund, Pension Fund, 401 (k) Fund, and Vacation Fund), enter:

- Fund Name
- Fund Address (complete address – including City, State and Zip)
- Fund Sponsor
- Fund Admin

We found NO information about what they REALLY wanted here or who this applied to. So we have no idea if they want information about the Union Local you belong to or the 3<sup>rd</sup> party plan you're contributing to if you're non-union and taking credits. **Contact IL DOL and ask them!** We can only ASSUME that this is for non-union contractors taking fringe credits – and we stand a 100% chance of being wrong!

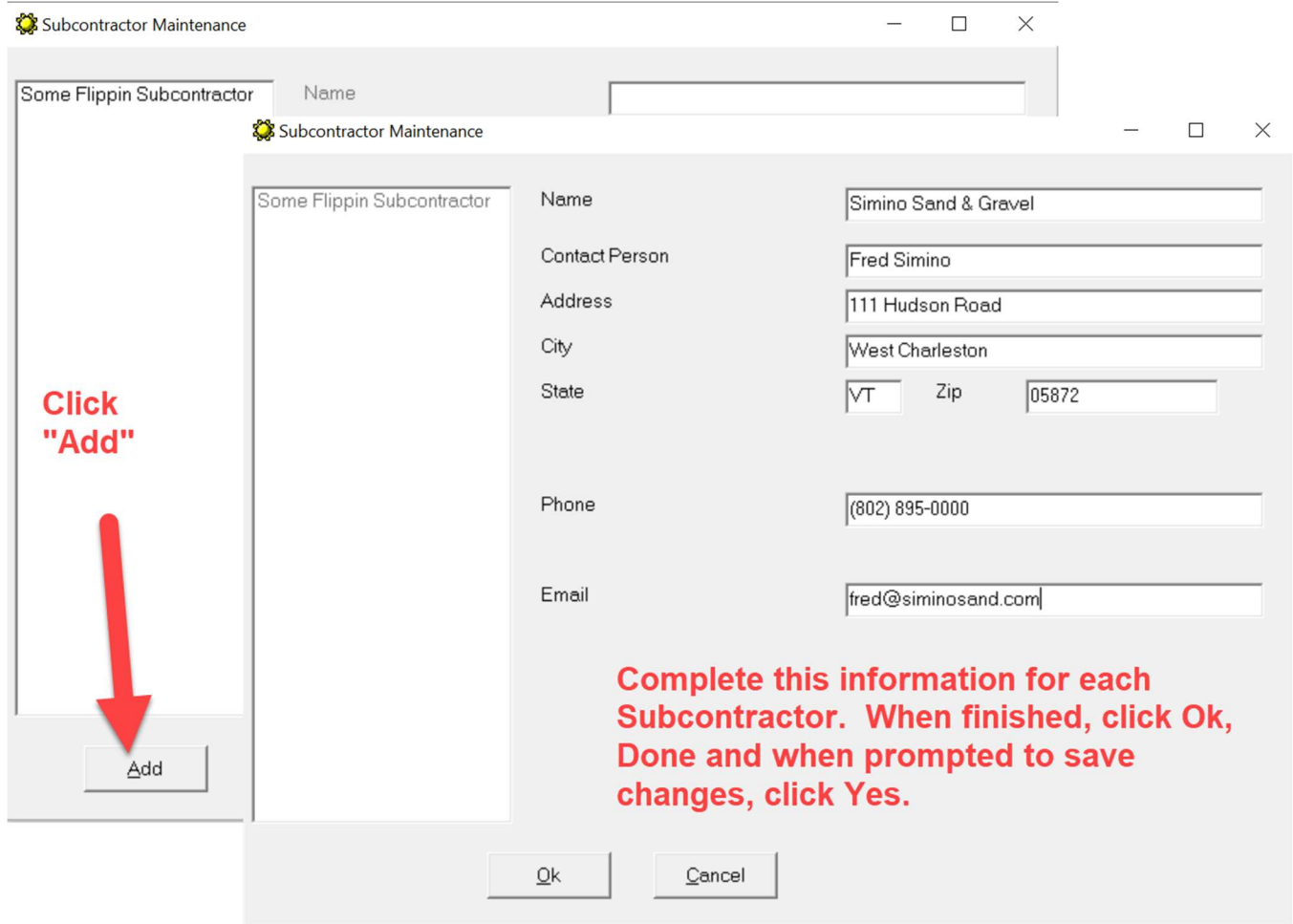
**To set up Subcontractor Information**

You can create a Master Database of Subcontractors in CPS. Once a Subcontractor is in the CPS database they can be selected/assigned to multiple jobs.

From **Basic Info** → **Subcontractors** → **click the Add button.**

Complete the following information for EACH Subcontractor:

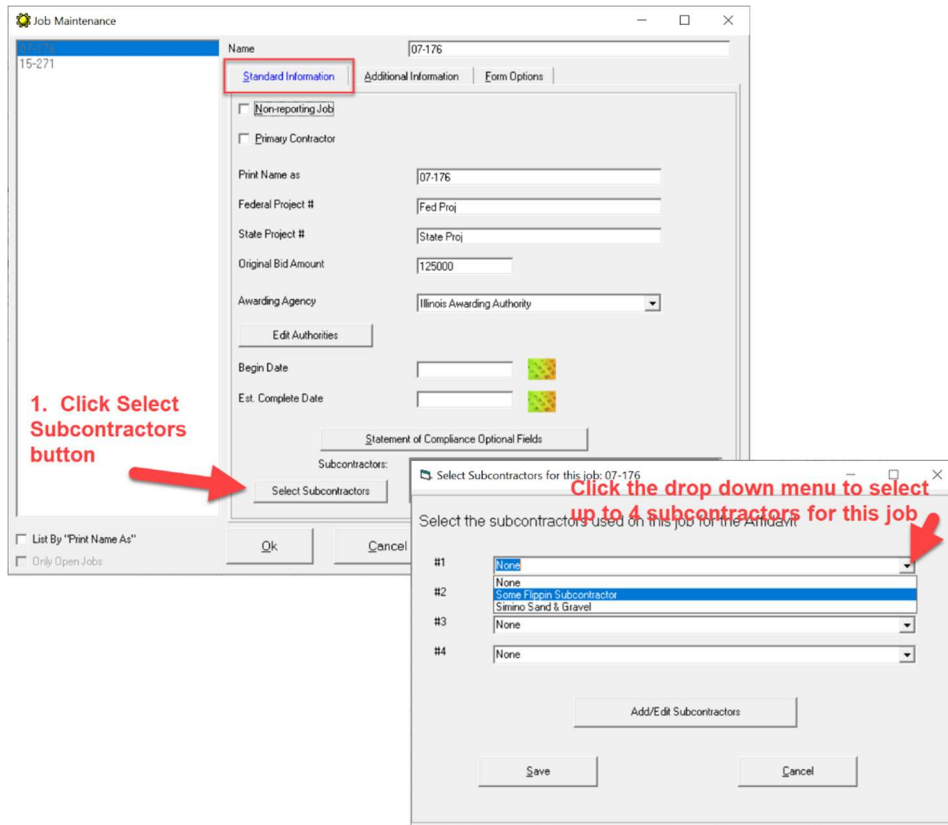
- Company Name
- Contact Person
- Company Address
- Company Telephone



### Assigning Subcontractors to Jobs

Go to **Linked Data** → **Jobs** → **Edit each job that requires the IL DOL Upload.**

On the **Standard Information tab** there is now a new option, **Select Subcontractors**. **Click the Select Subcontractors button** (opens a new window), then click the **drop down menu to select up to 4 subcontractors working on this project.**



**NOTE:** You can also add Subcontractors from here.

### Adding a digital signature

The new IL DOL electronic Affidavit/Weekly Statement of Compliance is the **ONLY** entity that is allowing a digital signature. All other Statements of Compliance will still require you to sign them with a wet signature.

If you need help creating a digital signature image file, follow these instructions – you will need a scanner or the camera on your phone:

1. Write your signature on a piece of paper.
2. Scan the page OR take a picture of it with the camera on your phone. Save it on your computer in a common file format: .bmp, .gif, .jpg, or .png
3. Start Microsoft Word and create a blank document
4. Click the Insert menu → choose pictures → select your signature picture
5. To crop the image, click it to open the Picture Tools **Format** tab, click **Crop**, and then crop the image by moving the little “handles”. The final image size should be **NO LARGER** than Height = 1” and Width = 2.9”
6. Right-click the image, and then click **Save as Picture** to save the picture as a separate file in a location you will remember with an easily identifiable name.
7. Image files can be saved as .jpg or .png

Once you have the image of your signature, go to **System Setup → System Preferences → Data Locations**. You’ll now see an **Electronic Signature “block”**. Click the **Browse for Electronic Signature button**, navigate to where you saved the image file in Step 6 above and select it. Click **Ok**.

### Step #4: You MUST print paper versions of the report

In order for the electronic upload files to be created, you MUST print the paper reports – this will allow you to verify that all of the information is correct BEFORE you upload the files into the DOL system.

### Step #5: Uploading your electronic reports

Each week, CPS will create & save (in the Electronic upload folder that you specified) 2 files for each job.

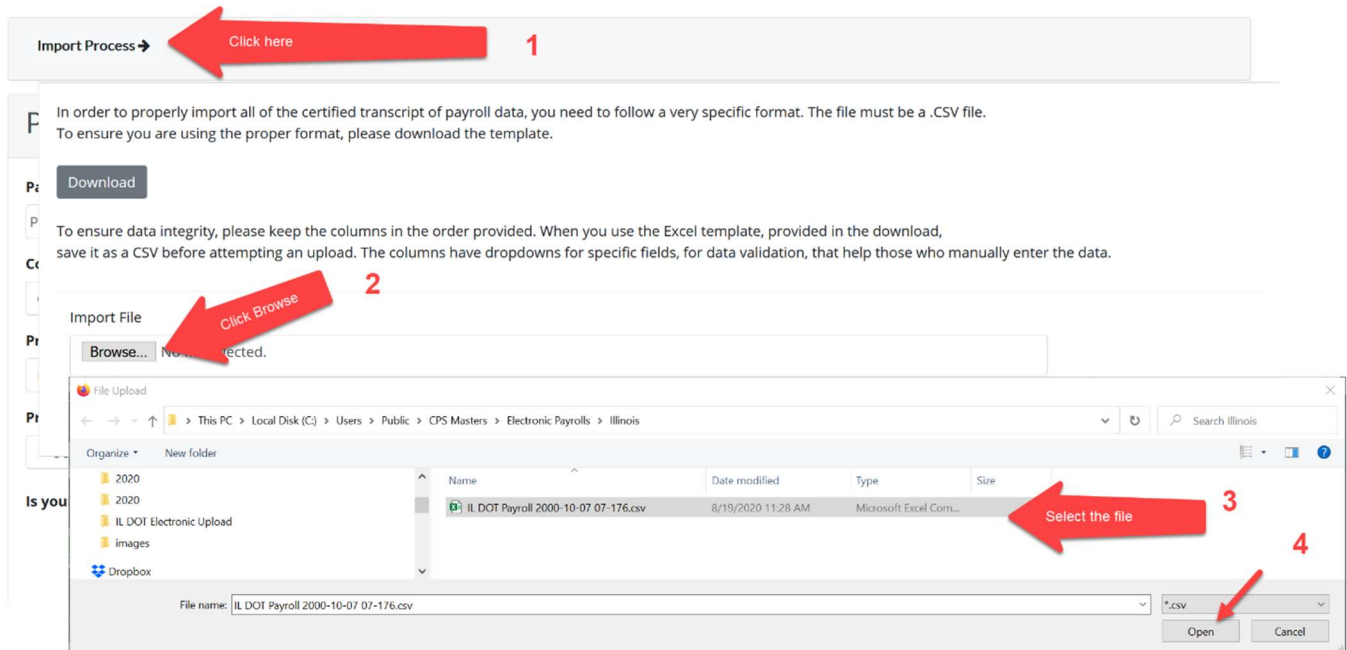
- The electronic certified payroll file, which is a .csv file. (You don't need to do anything)
- And an Affidavit/Weekly Statement of Compliance, which is a Word document

### Instructions and Screen Shots as of 8/20/20 (System may be different as of 9/1/20 but this gives you an idea of the process):

Log into the Illinois Department of Labor Prevailing Wage portal with your "account" information.

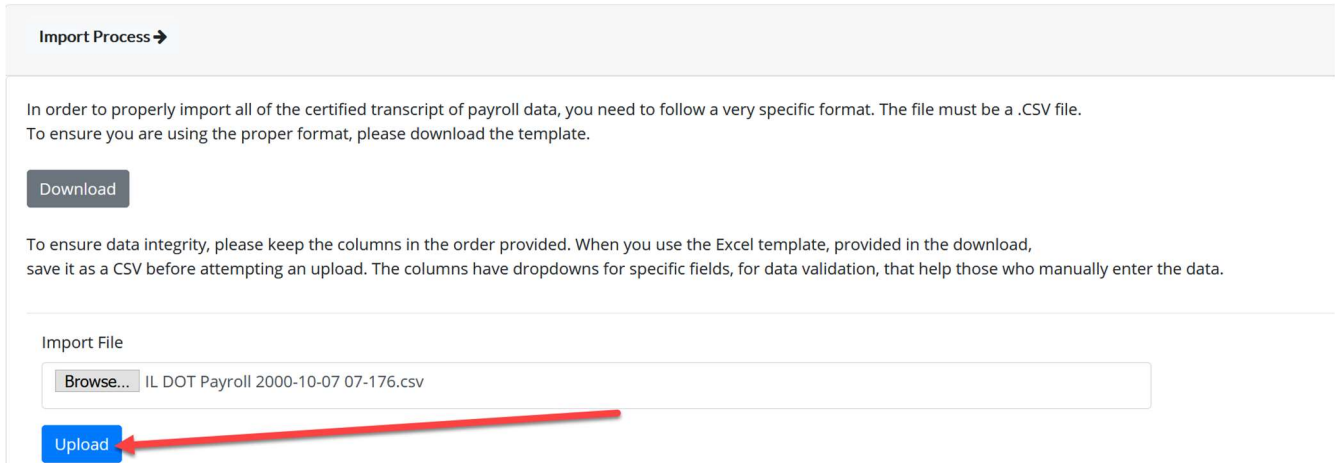
FIND the blue button that says Create Payroll Form & click it.

1. Click on Import Process and it will expand to show you other options
2. Click the Browse button, navigate to the Electronic Upload folder you created
3. Select the file called IL DOT Payroll YYYY-MM-DD Job Name (where YYYY-MM-DD is equal to the **Work Week Ending Date**)
4. Select Open



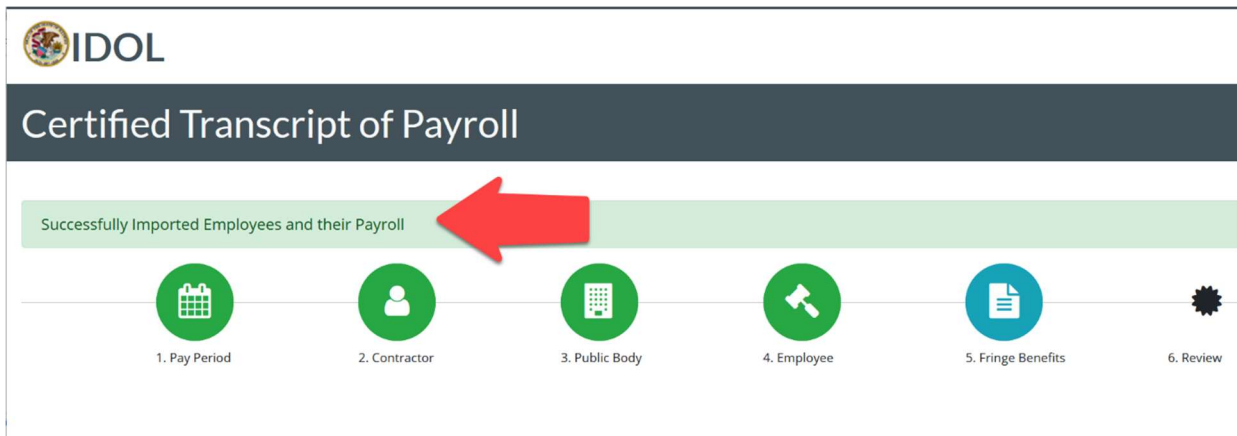


Now click the Blue Upload button:



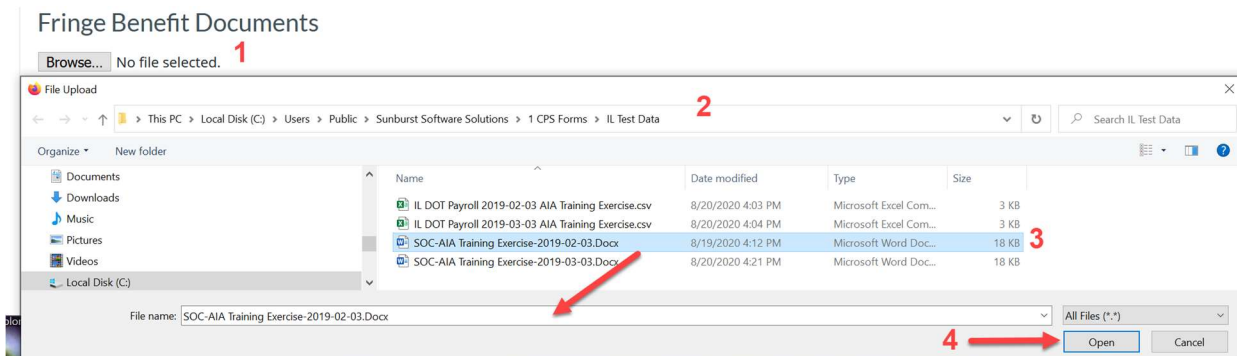
**If you receive errors – See Step 5: Troubleshooting your electronic uploads BEFORE you contact us.**

This is what a successful import looks like in the system.



NEXT you need to Upload the Fringe Benefit Documents (which is the Fringe Benefit Affidavit Word document). Look for the Heading "Fringe Benefit Documents"

- Click the Browse button
- Navigate to your Electronic Uploads Folder
- Select the Word document called SOC-JOB NAME-YYYY-MM-DD (where YYYY-MM-DD stands for Work Week Ending Year-Month-Day)
- Click Open



- Then Click Upload

### Fringe Benefit Documents

SOC-AIA Training Exercise-2019-02-03.Docx

If the Fringe Benefit document is successfully uploaded

1. A message indicating that you Successfully Uploaded a document will appear at the top of the screen
2. You will see the name of the file that you uploaded
3. Now click **Save & Continue**



## Certified Transcript of Payroll

Successfully Uploaded a Document x

1. Pay Period    2. Contractor    3. Public Body    4. Employee    5. Fringe Benefits    6. Review

### Fringe Benefits

#### 820 ILCS 130/5(a)(1) Certified Payroll.

In addition to the provided information, we also must obtain (xvii) the name and address of each fringe benefit fund, (xviii) the plan sponsor of each fringe benefit, if applicable, and (xix) the plan administrator of each fringe benefit. Here we have provided a template that you can download and attach to this section.

### Fringe Benefit Documents

No file selected.

### Uploaded Fringe Benefit Documents

File Name	File Type	Date Uploaded
SOC-AIA Training Exercise-2019-02-03.Docx <span style="color: red; font-weight: bold;">2</span>	Fringe Benefit	8/20/2020



## Certified Transcript of Payroll

[Go Certify](#)



1. Pay Period



2. Contractor



3. Public Body



4. Employee



5. Fringe Benefits



6. Review

### Review

#### Pay Period

**Pay Period** 1/28/2019 to 2/3/2019  
**Contractor Number or FEIN** 81-88888888  
**Project Number or Name** State Proj #  
**Project Address** 2378 DANE HILL RD  
 WEST CHARLESTON, VT 05872  
**Rebuild Illinois Capital Fund:** True

#### Contractor or Subcontractor

**Company Name** Illinois Certified Payroll Solution for QuickBooks Demo  
**Contact First Name** Nancy Smyth  
**Primary Phone** (888) 348-2877  
**Postal Address** 2378 DANE HILL RD  
 WEST CHARLESTON, VT 05872

#### Public Body Information

**Public Body Name** Illinois Awarding Authority  
**Contact First Name** George Galactic Jetson  
**Primary Phone** (800) 555-1212  
**Postal Address** 2378 DANE HILL RD  
 WEST CHARLESTON, VT 05872

### Employee

Report hours for each day, including overtime hours, list hourly prevailing wage rate and hourly fringe benefits allotments

<b>Employee Name</b> frederick f backhoe <b>Last 4SSN</b> 3321 <b>Primary Phone</b> (802) 588-5555 <b>Work Classification</b> group ii laborer PO BOX 88 WEST CHARLESTON, VT 05872 Is Veteran: False Apprentice: False Journeyman: True Journeyman: True Foreman: False	<table border="1"> <thead> <tr> <th colspan="8">Hours worked each day</th> <th rowspan="2">Total Straight Time Hours</th> <th rowspan="2">Total OT Hours</th> <th rowspan="2">Double Time Hours</th> <th rowspan="2">Hourly Wage Rate</th> <th rowspan="2">OT Wage Rate</th> <th rowspan="2">Double Time Wage Rate</th> <th colspan="2">Per Pay Period</th> </tr> <tr> <th>Hours Worked</th> <th>MON</th> <th>TUE</th> <th>WED</th> <th>THR</th> <th>FRI</th> <th>SAT</th> <th>SUN</th> <th>GROSS</th> <th>NET</th> </tr> </thead> <tbody> <tr> <td><b>Prevailing</b></td> <td>0.00</td> <td>0.00</td> <td>8.00</td> <td>8.00</td> <td>8.00</td> <td>0.00</td> <td>0.00</td> <td>16.00</td> <td>0.00</td> <td>8.00</td> <td>\$27.43</td> <td>\$0.00</td> <td>\$41.15</td> <td>\$438.88</td> <td>\$266.74</td> </tr> <tr> <td><b>Non Prevailing</b></td> <td>8.00</td> <td>8.00</td> <td>8.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>24.00</td> <td>0.00</td> <td>0.00</td> <td>\$27.43</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$658.32</td> <td>\$400.11</td> </tr> <tr> <td colspan="2"><b>Pension Retirement</b> \$15.00</td> <td colspan="4"><b>Health Insurance Welfare</b> \$16.00</td> <td colspan="3"><b>Vacation</b> \$17.00</td> <td colspan="4"><b>Training</b> \$18.00</td> <td colspan="2"></td> </tr> </tbody> </table>	Hours worked each day								Total Straight Time Hours	Total OT Hours	Double Time Hours	Hourly Wage Rate	OT Wage Rate	Double Time Wage Rate	Per Pay Period		Hours Worked	MON	TUE	WED	THR	FRI	SAT	SUN	GROSS	NET	<b>Prevailing</b>	0.00	0.00	8.00	8.00	8.00	0.00	0.00	16.00	0.00	8.00	\$27.43	\$0.00	\$41.15	\$438.88	\$266.74	<b>Non Prevailing</b>	8.00	8.00	8.00	0.00	0.00	0.00	0.00	24.00	0.00	0.00	\$27.43	\$0.00	\$0.00	\$658.32	\$400.11	<b>Pension Retirement</b> \$15.00		<b>Health Insurance Welfare</b> \$16.00				<b>Vacation</b> \$17.00			<b>Training</b> \$18.00					
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<b>Employee Name</b> benjamin j bulldozer <b>Last 4SSN</b> 1234 <b>Primary Phone</b> (802) 555-5555 <b>Work Classification</b> group ii laborer PO BOX 88 WEST CHARLESTON, VT 05872 Is Veteran: False Apprentice: False Journeyman: True Journeyman: True Foreman: False	<table border="1"> <thead> <tr> <th colspan="8">Hours worked each day</th> <th rowspan="2">Total Straight Time Hours</th> <th rowspan="2">Total OT Hours</th> <th rowspan="2">Double Time Hours</th> <th rowspan="2">Hourly Wage Rate</th> <th rowspan="2">OT Wage Rate</th> <th rowspan="2">Double Time Wage Rate</th> <th colspan="2">Per Pay Period</th> </tr> <tr> <th>Hours Worked</th> <th>MON</th> <th>TUE</th> <th>WED</th> <th>THR</th> <th>FRI</th> <th>SAT</th> <th>SUN</th> <th>GROSS</th> <th>NET</th> </tr> </thead> <tbody> <tr> <td><b>Prevailing</b></td> <td>0.00</td> <td>8.00</td> <td>8.00</td> <td>8.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>24.00</td> <td>0.00</td> <td>0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> </tr> <tr> <td><b>Non Prevailing</b></td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> </tr> <tr> <td colspan="2"><b>Pension Retirement</b> \$15.00</td> <td colspan="4"><b>Health Insurance Welfare</b> \$16.00</td> <td colspan="3"><b>Vacation</b> \$17.00</td> <td colspan="4"><b>Training</b> \$18.00</td> <td colspan="2"></td> </tr> </tbody> </table>	Hours worked each day								Total Straight Time Hours	Total OT Hours	Double Time Hours	Hourly Wage Rate	OT Wage Rate	Double Time Wage Rate	Per Pay Period		Hours Worked	MON	TUE	WED	THR	FRI	SAT	SUN	GROSS	NET	<b>Prevailing</b>	0.00	8.00	8.00	8.00	0.00	0.00	0.00	24.00	0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<b>Non Prevailing</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<b>Pension Retirement</b> \$15.00		<b>Health Insurance Welfare</b> \$16.00				<b>Vacation</b> \$17.00			<b>Training</b> \$18.00					
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### Uploaded Fringe Benefit Documents

File Name	File Type	Date Uploaded
SOC-AIA Training Exercise-2019-02-03.Docx	Fringe Benefit	8/20/2020

I, do hereby state: that I pay or supervise the payment of the persons employed on the public works project that during the payroll period commencing between mentioned above, all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said from the fully weekly wages earned by any person, and that no deductions have been made either directly or indirectly from the full weekly wages earned by any persons, other than permissible deductions as defined by Federal and/or State Law. I further certify that this payroll is correct and complete; that the wage rates herein stated and that the classification set forth for each laborers, workers, or mechanic conform to the work he/she performed

#### Certified By

Do agree with certification\*

**Sign**

[Previous](#)

[Certify](#)

Once you sign and click the Certify button you are taken to a confirmation window that provides you with a case number for this submission. **I would highly suggest that you print or save this confirmation for your records.**



## Confirmation

THANK YOU for the submission of your payroll. Please read the following message carefully

Certified Transaction of payroll has been submitted. The case number for this submission is 20-CTP-000050

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### *Step #6: Troubleshooting your electronic uploads*

If you experience trouble uploading the electronic file OR receive error messages during the upload process before **you call us** make sure you have entered all the required information outlined in this document correctly!

We created this upload file based on Illinois DOL specifications and they are very specific as to how information is entered, so you must be to. We have an account where we have successfully uploaded test data.

IF you call us, the first thing that we will do, is insist that you go back through this help document and verify that you entered all the information correctly.

If you insist that we remotely log into your computer to fix this, you will be charged a minimum of \$125.00 if you did not enter the information as documented in this help file.

**The DOL system appears to have decent error reporting – BUT ERRORS are reported one at a time and you cannot continue the upload process until each error has been corrected. You will then have to correct the information, rerun the CPS report, and try the upload again.**

Below is an example of an error message indicating that the Primary Phone Number for a specific employee is (missing) required.



## Certified Transcript of Payroll

Employee eight employee's PrimaryPhone is required.

**Error message indicating the Primary Phone # of a specific employee is missing**



1. Pay Period



2. Contractor



3. Public Body



4. Employee



5. Fringe Benefits



6. Review

The error message below indicates that an Address has not been entered correctly. NOTE: It does not tell you which address is correct. You need to figure that one out by determining WHERE you used the address shown in the message. Review your printed paper report.



## Certified Transcript of Payroll

00-0000000's "Orchard Road" address is not in the correct format.

**This error message indicates an address has not been entered correctly** ×