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Employee Work Classifications – Understanding the transition or flow of Employee Work Classifications on Prevailing Wage Jobs – From QuickBooks to EEOC Reports and/or the Certified Payroll and Benefit Reports.

Dealing with Work Classifications

QuickBooks has no real means of dealing with or providing you with an accurate means of tracking the various work classifications that your employees may fall under. The QuickBooks manual or even the Contractor specific help do a poor job, at best, of helping you to setup the program to deal with tracking employee work classifications especially on Prevailing Wage jobs.

Because of this, there are many ways that different contractors deal with employee work classifications in QuickBooks when those employees work on prevailing wage projects. There also are many ways that Work Classifications can be dealt with in Certified Payroll Solution (CPS) in order to generate accurate Certified Payroll, EEOC/Manning, and Benefit Reports.

Understanding Work Classifications

Work Classifications are used in two ways:

1. A Work Classification that the employee falls under for EEOC Reporting counts.
2. A Work Classification that the employee must be reported under for the Certified Payroll Report and any subsequent Union or “bona-fide” plan Benefit Reports.

Let's start by looking at how the government looks at Work Classification categories tracked on Equal Employment Opportunity Commission (EEOC) Reports. The reports track how many employees work on the jobsite during a specific time frame from any of the following 15 major categories:

Officials/Managers
Clerical
Truck Drivers
Cement Masons
Painters

Supervisors
Equipment Operators
Ironworkers
Electricians
Laborer, Semi-Skilled

Foreperson
Mechanics
Carpenters
Pipefitter/Plumbers
Laborer, Unskilled

In addition to the 15 major categories you will also need to report how many employees are Apprentices and/or On-the-Job Trainees. *It is important* to understand that these 15 major categories can have an unlimited amount of sub-categories or sub-classifications.

For example, within the major category of Cement Masons you could have sub-categories for Masons, Mason Tenders, Brick Layers, etc. which would need to be reported on the Certified Payroll Report. Likewise, within the major category of Equipment Operators you could have sub-categories for Crane Operator, Backhoe Operator, Bulldozer Operator, etc. which again would need to be reported on the Certified Payroll Report.

Because we realize that you may also have classifications that might not be required on either the EEOC or Certified Payroll Reports, we have created one additional major Work Classification called **Never Report and Defer to Employee** which can be used when an employee works in the shop (which isn't reported), but you wish to post the time against the job in QuickBooks **OR** when you only have one payroll item that you use for every employee regardless of Work Classification.

The 15 major categories of Employee Work Classifications shown above, as well as the **Never Report and Defer to Employee** Classification, are kept within Certified Payroll Solution and you can access this list by choosing the Basic Info Menu/Work Classifications. From this list, add the specific sub-categories or sub-classifications that your employees fall under. You may also access this list when CPS prompts you to create **“linked employee and wage records”** by choosing the Edit Work Class button.

Why are employee counts so important?

The EEOC Report is a count of how many employees you had working on a job during a specified time from the major classifications list.

For example: You have a total of 10 employees who work on the job site during a month; one employee worked under a total of 4 different Work Classifications; you want to report that employee only one time – under his usual Work Classification, for a total of 10 employees – ***not once under each classification for a total of 13 employees.***

The CPS Work Classification Screen

Name – This will be the name of the Work Classification as it will appear on the Certified Payroll Report.

Federal EEOC Code – The drop-down menu contains a list of the 15 major Work Classifications, plus the special **Never Report and Defer to Employee** option.

Apprentice – Check this box if the Work Classification you create is for an Apprentice Classification.

For additional information, see the section titled What if I have Apprentices.

Percent – Used in conjunction with the Apprentice option, enter the Apprentice Level Percent in this box. **For additional information, see the section titled What if I have Apprentices.**

Use this Name on EEOC Reports – Used for a situation in which the Work Classification that your employees fall under is not one of the major 15 or when there is a need to modify the name of the Work Classification. *See the following sections for additional information: My Employees Do Not Fall Under any of the Standard 15 Work Classifications and Example 7.*

LCP Class Code – Currently only applicable for California electronic certified payroll reporting requirements, additionally other states may have special “work class” codes that are reported.

On the Certified Payroll Report Section:

Omit Employee’s Wages & Hours – Used in special circumstances such as the reporting of company Officials/Managers time on a job. *For additional information, see Example 8.*

Omit Employees Wages (Show Hours) – Used in special circumstances such as reporting employees classified as Foreman. *For additional information, see Example 8.*

Omit Employee Entirely – Used in special circumstances, perhaps when an employee has non-reporting hours such as shop time posted against a job. *For additional information, see Example 6.*
For Wages, Defer to Employees Work Classification – Used for each employee who falls under a specific Work Classification that never changes (Joe is always a Laborer). *For additional information, see Examples 4 and 5.*

Employee Work Classifications for EEOC Reporting as maintained within CPS

The screenshot shows the 'Employee Maintenance' window. On the left is a list of employees: Apprentice, Amy L.; Bookkeeper, Betty A.; Classification, Single; Digger, Danny; Equipment, John J. (highlighted); Laborer, Laura B.; Mason, Mark L.; Sheetrocker, Joe; Supervisor, Sam L.; and Trucker, Tammi T. The main form contains the following fields: Name (Equipment, John J.), Local (Local 17), EEOC Work Class (Equip. Ops.), Race (American Indian), Federal Allowances (HH-4), and Gender (Male). There are buttons for 'Edit Locals', 'Edit Work Classes', and 'Edit Races'. At the bottom are 'Ok' and 'Cancel' buttons, and a help icon (question mark) in the bottom right corner.

When CPS prompts you to create **“linked records”** for each employee you will be able to select which of the 15 major categories the employee should be counted in. By selecting the EEOC Work Class Drop Down Menu, select the Work Classification that the employee falls under most often.

For example: Your employee is a Crane Operator and in his linked Employee Record you would want him to be counted under Equipment Operators on any EEOC Reports that you may generate.

What if I have Apprentices? How Do I Report them?

The screenshot shows the 'Work Class Maintenance' window. On the left is a list of work classes: Asbestos Laborer, Backhoe Operator, Brick Layer, Bulldozer Operator, Carpenters, Cement Masons, Clerical, Crane Operator, Defer to Employee, Electricians, Equip. Ops., Foreperson, Foreperson apprentice, Ironworkers, Laborer, Semi-Skilled, Laborer, Semi-Skilled, Laborer, Unskilled, Laborer-Apprentice 50%, Laborer-Apprentice 80%, Mechanics, Never Report, Officials (Managers), Painters, Pipefitter Plumber, and Supervisors. The main form contains the following fields: Name (50% Apprentice - Electrician), Federal EEOC Code (Electricians), Apprentice (checked), On the Job Trainee (unchecked), Use This Name on EEOC Reports (unchecked), and LCP Class Code #. There are buttons for 'Edit Work Classes' and 'Edit Races'. At the bottom are 'Ok' and 'Cancel' buttons, and a help icon (question mark) in the bottom right corner.

In CPS you will create a new Work Classification.

Begin by selecting the **Edit Work Class** button in the **“linked employee record”** **OR** from the **Basic Info** menu choose **Work Classifications**. Click the **Add** button to open a new Work Class screen. Type in the **Name** of the Work Class, select the **Federal EEOC Code** drop down and choose the main category that this new classification is part of, check the **Apprentice box**, and enter the **Percent**. Click the **Ok** button, **Done**, and **Yes to Save Changes**. You have now created a new work classification.

You would then select this Apprentice Classification from the drop down menu.

My Employees Do Not Fall Under Any of the Standard 15 Work Classifications

When you have a Work Classification that is not one of the standard 15, you can easily create a new Work Classification and have that classification name appear on the EEOC Reports. As an example, this will happen if all employees are classified as Traffic Flaggers.

Selecting the **Edit Work Class** button in the “*linked employee record*” **OR** from the **Basic Info** menu choose **Work Classifications**. Click the **Add** button to open a new Work Classification screen. Type in the **Name** of the Work Class, select the **Federal EEOC Code** drop down and choose the main category that this new classification is part of, and check the **Use This Name on EEOC Reports** box. Click **Ok**, **Done**, and **Yes** to save changes.

I do not have to file EEOC Reports; do I still need to set this up?

There is very little effort involved in setting this up and you never know when you might be asked for an EEOC Report.

Employee Work Classifications for the Certified Payroll Reports and any subsequent Union or bona-fide Plan Benefit Reports are linked to QuickBooks Payroll Wage Items.

Again, QuickBooks does not provide a straightforward or reliable way to assign a specific Work Classification to an employee. This information is stored in CPS linking to QuickBooks via Payroll Wage Items that are used in the QuickBooks Employee Record, Weekly Timesheet, and Paycheck.

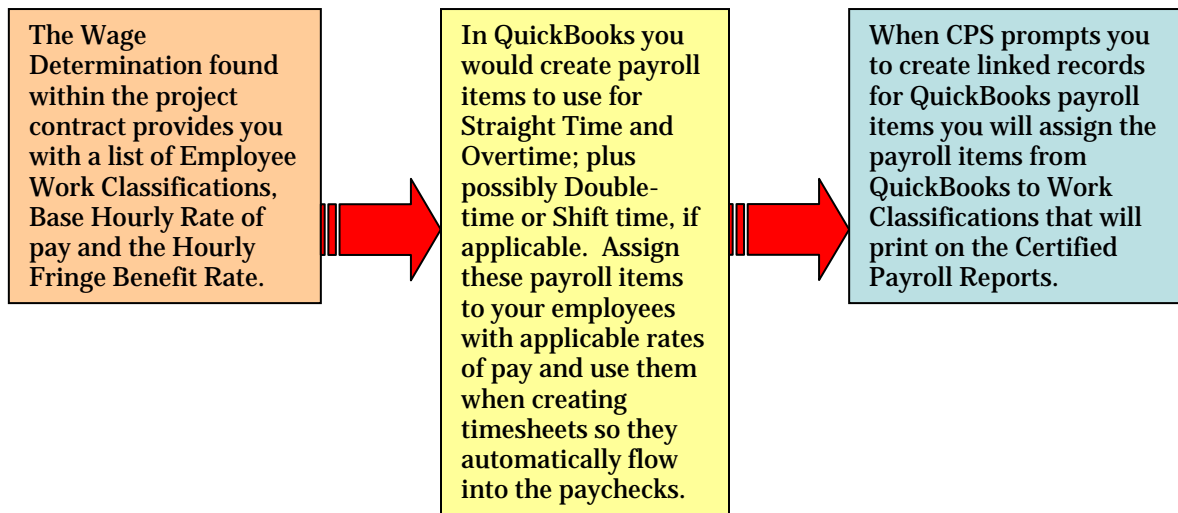
Prevailing Wage Laws require that each employee must be listed on the Certified Payroll Report for each type of Work Classification worked under while on the jobsite. It is quite common for a single employee to fall under one or more Work Classification on the same job in the same day – for example:

1. Joe could work in the morning as a Laborer (base rate \$12.00/Fringe Rate \$4.00) and in the afternoon could be an Equipment Operator (base rate \$25.00/Fringe Rate \$6.00).
2. Joe could be an Equipment Operator (base rate \$25.00/Fringe Rate \$6.00), in the afternoon the job Foreman could leave the jobsite and Joe would then become the Foreman (base rate \$30.00/Fringe Rate \$10.00) for the rest of the day.

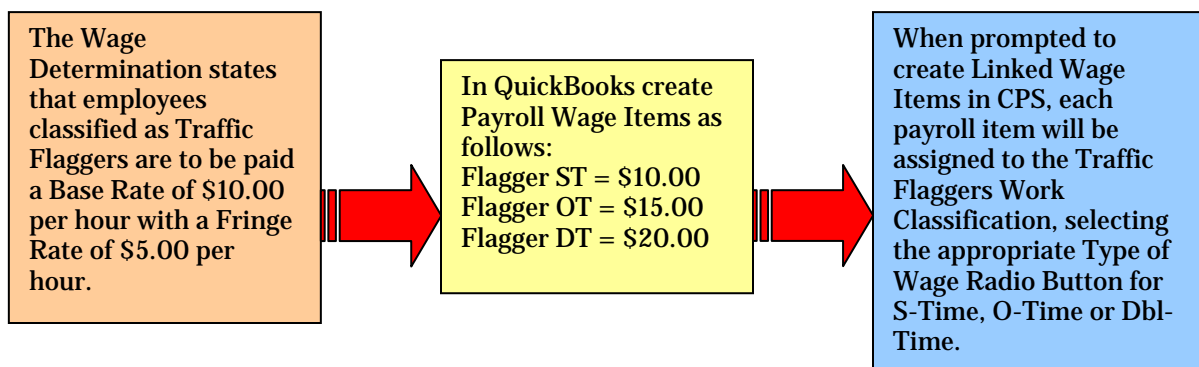
The most effective way for QuickBooks to track various work classifications for your employees is through the use of Custom created QuickBooks Payroll Wage Items. This wage item is assigned to the employee in the QuickBooks Employee Record->Payroll & Compensation section with applicable rates of pay. It is then used when entering the hours in the Weekly Timesheet, switching payroll items when the employee switches Work Classifications which then automatically transfers to the paycheck. These payroll items will then be assigned to specific Work Classifications that will print on the Certified Payroll Reports.

There are numerous ways that this can be accomplished.

QuickBooks Payroll Items and Work Classifications that print on the final Certified Payroll Reports – the basic flow.



Example:



Over the next few pages we will demonstrate some examples based on the following common examples of how contractors may need to classify their employees. While the example shows payroll items created in QuickBooks being "named" with the Work Classification that they will be associated with, we do not require you to create them in this manner. You may name or number your QuickBooks payroll items whatever you choose. Following the examples below will help you to quickly make any changes to your QuickBooks payroll items list and thus the "linking" of these items within CPS.

- 1. Simple:** All of the employees for this company are Traffic Flaggers, and that is the only type of work this company does. *See Example 1 if you are a Union Shop or pay the Fringes to a bona-fide plan. See Example 2 if you pay the Fringes in Cash to the Employee as part of gross wages.*
- 2. Medium:** Each employee has one Work Classification, they are a Laborer, Crane Operator, Backhoe Operator, or Foreman and their Work Classification will not vary within any given week or by any given job. *See Example 5 if you are a Union Shop or pay the Fringes to a bona-fide plan. See Example 4 if you pay the Fringes in Cash to the Employee as part of gross wages.*
- 3. Complicated:** Joe, usually a Laborer, worked on 3 jobs this week, on one particular job he worked as a Laborer, Crane Operator, Backhoe Operator, and as Foreman. *See Example 3 if you are a Union Shop or pay the Fringes to a bona-fide plan. See Example 4 if you pay the Fringes in Cash to the Employee as part of gross wages.*
- 4. Complex:** Joe, usually a Laborer, also spent time in the Shop for a particular Job. Shop time is not reported on Certified Payroll Reports. *See Example 6*

5. **Extremely Complex:** In addition to Prevailing Wage Jobs which require Certified Payroll Reports work is performed on private jobs or jobs that do not require Certified Payroll. Your employees are paid a lower rate when they work on these private jobs. *See Example 6*
6. **Employees Classified as Foreman** are to be reported without showing wages. *See Example 7*
7. **Salary Employees Classified as Officials/Managers** are to be reported without showing hours and wages. *See Example 8*

Example #1

All of your employees fall under a single Work Classification category and you are a Union Shop or Pay Fringes to a bona-fide plan.

If all of your employees fall under a single Work Classification – Traffic Flaggers is a good example and the Wage Determination states the **base rate as \$10.00 per hour** with a **\$5.00 per hour Fringe Rate**. You would set things up as follows:

In QuickBooks

Create payroll wage items as follows:

- *Flagger ST
- *Flagger OT
- *Flagger DT

Edit Employee Records/Payroll and Compensation tab to Add New Payroll Items and assign rates as follows:

Flagger ST \$10.00
Flagger OT \$15.00
Flagger DT \$20.00

NOTE: You can use the Wage Manager Solution program to help you create these new payroll wage items and assign the applicable pay rates to all of your employees. Wage Manager can be accessed from within CPS from the Run Menu.

Use these payroll items when entering hours in Weekly Timesheets.

Create non-taxable or taxable company contribution items for the
Fringe Benefits equaling \$5.00

Note: It is best to create individual company contribution items for each type of Fringe Benefit that you are required to pay.

*The canned “Hourly Rate” and “Hourly Rate Overtime” that QuickBooks provides can be used instead of creating these new payroll item names.

In CPS

Create Traffic Flagger Work Classification:

Basic Info Menu->Work Classifications->Select Laborer, Semi-Skilled->Edit->Name=Laborer, Semi-Skilled **change to** Traffic Flagger->Federal EEOC Code=Laborer, Semi-Skilled->Check=Use this name on EEOC Reports
Ok->Done->Yes to Save Changes

Make Traffic Flagger the Default Employee Work Classification:

System Setup Menu->Defaults->Employee EEOC Work Class Drop Down Menu->Traffic Flaggers
Ok

Add Double-time to CPS

System Setup Menu->System Preferences->Labels Tab
Top Section->Blank Box->Type in the word Dbl-time->DT**

When CPS prompts you to create the “*linked Wage record*”

Flagger ST = EEOC Work Class->Traffic Flagger
->Type of Wage=select S-Time Radio Button

Flagger OT = EEOC Work Class->Traffic Flagger->Type of Wage = select O-Time Radio Button

Flagger DT = EEOC Work Class->Traffic Flagger
->Type of Wage = select Dbl-Time Radio Button

**Some states do not provide a means of reporting Double time on their certified payroll reports – please see your state specific instructions in the manual or in the program help.

Example #2

All of your employees fall under one Work Classification category and you pay fringe benefits in cash to the employee as part of gross wages.

If all of your employees fall under a single Work Classification – Traffic Flaggers is a good example and the Wage Determination states the **base rate as \$10.00 per hour** with a **\$5.00 per hour Fringe Rate**. You would set things up as follows:

In QuickBooks

Create payroll wage items as follows:

- *Flagger ST
- *Flagger OT
- *Flagger DT

Edit Employee Records to Add New Payroll Items and assign rates as follows:

- Flagger ST \$15.00
- Flagger OT \$20.00
- Flagger DT \$25.00

NOTE: You can use the Wage Manager Solution program to help you create these new payroll wage items and assign the applicable pay rates to all of your employees. Wage Manager can be accessed from within CPS from the Run Menu.

Use these payroll items when entering hours in Weekly Timesheets.

*The canned “Hourly Rate” and “Hourly Rate Overtime” that QuickBooks provides can be used instead of creating these new payroll item names.

In CPS

Create Traffic Flagger Work Classification:

Basic Info Menu->Work Classifications->Select Laborer, Semi-Skilled->Edit->Name=Laborer, Semi-Skilled **change to** Traffic Flagger->Federal EEOC Code=Laborer, Semi-Skilled->Check=Use this name on EEOC Reports
Ok->Done->Yes to Save Changes

Make Traffic Flagger the Default Employee Work Classification:

System Setup Menu->Defaults->Employee EEOC Work Class Drop Down Menu->Traffic Flaggers
Ok

Add Double-time to CPS

System Setup Menu->System Preferences->Labels Tab
Top Section->Blank Box ->Type in the word Dbl-time->DT**

When CPS prompts you to create the “*linked Wage record*”

Flagger ST = EEOC Work Class->Traffic Flagger
->Cash Benefit Rate=\$5.00->Type of Wage = select S-Time

Flagger OT = EEOC Work Class->Traffic Flagger
->Cash Benefit Rate=\$5.00->Type of Wage = select O-Time

Flagger DT = EEOC Work Class->Traffic Flagger
->Cash Benefit Rate=\$5.00->Type of Wage = select Dbl-Time

**Some states do not provide a means of reporting Double time on their certified payroll reports – please see your state specific instructions in the manual or in the program help.

Example #3

You have employees that fall under several different Work Classification categories. Each employee falls under a specific classification and always works under that specific classification and you are a Union Shop or Pay Fringes to a bona-fide plan.

According to the Wage Determination sheet you have employees that fall under the classifications:

Laborers – base rate \$12.00 per hour; fringe rate \$4.00

Equipment Operators – base rate \$25.00 per hour; fringe rate \$6.00 per hour

Foreman – base rate \$30.00 per hour; fringe rate \$10.00 per hour

Under the Equipment Operator categories you have employees who are Crane Operators and Backhoe Operators and need to be reported as such on the Certified Payroll Reports. The majority of your employees fall under the Equipment Operator Work Classification.

In QuickBooks

Create payroll wage items as follows:

Laborer ST
Laborer OT
Laborer DT

Crane Op ST
Crane Op OT
Crane Op DT

Backhoe Op ST
Backhoe Op OT
Backhoe Op DT

Foreman ST
Foreman OT
Foreman DT

Edit Employee Records to Add New Payroll Items and assign rates as follows:

Laborer ST \$12.00
Laborer OT \$18.00
Laborer DT \$24.00

Crane Op ST \$25.00
Crane Op OT \$37.50
Crane Op DT \$50.00

Backhoe Op ST \$25.00
Backhoe Op OT \$37.50
Backhoe Op DT \$50.00

Foreman ST \$30.00
Foreman OT \$45.00
Foreman DT \$60.00

NOTE: You can use the Wage Manager Solution program to help you create these new payroll wage items and assign the applicable pay rates to all of your employees. Wage Manager can be accessed from within CPS from the Run Menu.

Use these payroll items when entering hours in Weekly Timesheets, switching payroll items as employees switch Work Classifications that are required to appear on the certified payroll report.

In CPS

Create Crane Operator and Backhoe Operator Work Classification:

Basic Info Menu->Work Classifications->Add->
Name=Crane Operator->Federal EEOC Code
= Equipment Operator->Ok
Add->Name=Backhoe Operator->Federal EEOC
Code = Equipment Operator
Ok->Done->Yes to Save Changes

Make Equipment Operator the Default Employee Work Classification:

System Setup Menu->Defaults->Employee
EEOC Work Class Drop Down Menu->
Equipment Operator
Ok

Add Double-time to CPS

System Setup Menu->System Preferences->
Labels Tab
Top Section->Blank Box ->Type in the word
Dbl-time->DT**

When CPS prompts you to create the “*linked Employee records*” change the EEOC Work Class of Employees who are not Equipment Operators by choosing Laborer, Semi-Skilled or Foreperson from the drop down menu.

When CPS prompts you to create the “*linked Wage records*”

Laborer ST = EEOC Work Class->Laborer, Semi-Skilled->Type of Wage = select S-Time

Laborer OT = EEOC Work Class->Laborer, Semi-Skilled->Type of Wage = select O-Time

Laborer DT = EEOC Work Class->Laborer, Semi-Skilled->Type of Wage = select Dbl-Time

Crane Op ST = EEOC Work Class->Crane Operator ->Type of Wage = select S-Time

Crane Op OT = EEOC Work Class->Crane Operator->Type of Wage = select O-Time

Create non-taxable or taxable company contribution items for

Fringes – Laborer \$4.00

Fringes – Equipment Op \$6.00

Fringes – Foreman \$10.00

Note: It is best to create individual company contribution items for each type of Fringe Benefit that you are required to pay.

Crane Op DT = EEOC Work Class->Crane Operator->Type of Wage = select Dbl-Time

Backhoe Op ST = EEOC Work Class-> Backhoe Operator ->Type of Wage = select S-Time

Backhoe Op OT = EEOC Work Class-> Backhoe Operator->Type of Wage = select O-Time

Backhoe Op DT = EEOC Work Class-> Backhoe Operator->Type of Wage = select Dbl-Time

Foreman ST = EEOC Work Class-> Foreperson ->Type of Wage = select S-Time

Foreman OT = EEOC Work Class-> Foreperson ->Type of Wage = select O-Time

Foreman DT = EEOC Work Class-> Foreperson ->Type of Wage = select Dbl-Time

****Some states do not provide a means of reporting Double time on their certified payroll reports – please see your state specific instructions in the manual or in the program help.**

Example #4

You have employees that fall under several different Work Classification categories. Each employee falls under a specific classification and always works under that specific classification and you pay the fringe rate in cash to your employees as part of gross wages.

According to the Wage Determination sheet you have employees that fall under the classifications:

Laborers – base rate \$12.00 per hour; fringe rate \$4.00

Equipment Operators – base rate \$25.00 per hour; fringe rate \$6.00 per hour

Foreman – base rate \$30.00 per hour; fringe rate \$10.00 per hour

Under the Equipment Operator categories you have employees who are Crane Operators and Backhoe Operators who need to be reported as such on the Certified Payroll Reports. The majority of your employees fall under the Equipment Operator Work Classification.

In QuickBooks

Create payroll wage items as follows:

Laborer ST
Laborer OT
Laborer DT

Crane Op ST
Crane Op OT
Crane Op DT

Backhoe Op ST
Backhoe Op OT
Backhoe Op DT

Foreman ST
Foreman OT
Foreman DT

Edit Employee Records to Add New Payroll Items and assign rates as follows:

Laborer ST \$16.00
Laborer OT \$22.00
Laborer DT \$28.00

Crane Op ST \$31.00
Crane Op OT \$43.50
Crane Op DT \$56.00

Backhoe Op ST \$31.00
Backhoe Op OT \$43.50
Backhoe Op DT \$56.00

Foreman ST \$40.00
Foreman OT \$55.00
Foreman DT \$70.00

NOTE: You can use the Wage Manager Solution program to help you create these new payroll wage items and assign the applicable pay rates to all of your employees. Wage Manager can be accessed from within CPS from the Run Menu.

Use these payroll items when entering hours in Weekly Timesheets, switching payroll items as employees switch Work Classifications.

In CPS

Create Crane Operator and Backhoe Operator Work Classification:

Basic Info Menu->Work Classifications->Add->
Name=Crane Operator->Federal EEOC Code
= Equipment Operator->Ok
Add->Name=Backhoe Operator->Federal EEOC
Code = Equipment Operator
Ok->Done->Yes to Save Changes

Make Equipment Operator the Default Employee Work Classification:

System Setup Menu->Defaults->Employee
EEOC Work Class Drop Down Menu->
Equipment Operator
Ok

Add Double-time to CPS

System Setup Menu->System Preferences->
Labels Tab
Top Section->Blank Box ->Type in the word
Dbl-time->DT**->Ok

When CPS prompts you to create the *“linked Employee records”* change the EEOC Work Class of Employees who are not Equipment Operators by choosing Laborer, Semi-Skilled or Foreperson from the drop down menu.

When CPS prompts you to create the *“linked Wage records”*

Laborer ST = EEOC Work Class->Laborer, Semi-Skilled->Cash Benefit Rate= \$4.00->Type of Wage = select S-Time

Laborer OT =EEOC Work Class->Laborer, Semi-Skilled-> Cash Benefit Rate= \$4.00->Type of Wage = select O-Time

Laborer DT = EEOC Work Class->Laborer, Semi-Skilled-> Cash Benefit Rate= \$4.00->Type of Wage = select Dbl-Time

Crane Op ST = EEOC Work Class->Crane Operator -> Cash Benefit Rate= \$6.00->Type of Wage = select S-Time

Crane Op OT = EEOC Work Class->Crane
Operator-> Cash Benefit Rate= \$6.00->Type of
Wage = select O-Time

Crane Op DT = EEOC Work Class->Crane
Operator-> Cash Benefit Rate= \$6.00->Type of
Wage = select Dbl-Time

Backhoe Op ST = EEOC Work Class-> Backhoe
Operator -> Cash Benefit Rate= \$6.00->Type of
Wage = select S-Time

Backhoe Op OT = EEOC Work Class-> Backhoe
Operator-> Cash Benefit Rate= \$6.00->Type of
Wage = select O-Time

Backhoe Op DT = EEOC Work Class-> Backhoe
Operator-> Cash Benefit Rate= \$6.00->Type of
Wage = select Dbl-Time

Foreman ST = EEOC Work Class-> Foreperson
-> Cash Benefit Rate= \$10.00->Type of Wage =
select S-Time

Foreman OT = EEOC Work Class-> Foreperson
-> Cash Benefit Rate= \$10.00->Type of Wage =
select O-Time

Foreman DT = EEOC Work Class-> Foreperson
-> Cash Benefit Rate= \$10.00->Type of Wage =
select Dbl-Time

****Some states do not provide a means of reporting
Double time on their certified payroll reports –
please see your state specific instructions in the
manual or in the program help.**

Example 5:

You have employees that fall under several different Work Classification categories. Each employee falls under a specific classification and always works under that specific classification. In QuickBooks you currently have only three payroll items - Hourly Rate, Hourly Rate OT, and Hourly Rate DT – which you use for all employees and you are a Union Shop or Pay Fringes to a bona-fide plan.

According to the Wage Determination sheet you have employees that fall under the classifications:

Laborers – base rate \$12.00 per hour; fringe rate \$4.00

Equipment Operators – base rate \$25.00 per hour; fringe rate \$6.00 per hour

Foreman – base rate \$30.00 per hour; fringe rate \$10.00 per hour

Under the Equipment Operator categories you have employees who are Crane Operators and Backhoe Operators and need to be reported as such on the Certified Payroll Reports. The majority of your employees fall under the Equipment Operator Work Classification.

In QuickBooks

In each Employee Record you have assigned their correct hourly rates of pay per the wage determination.

Continue to use these payroll items when entering hours in Weekly Timesheets.

Create non-taxable or taxable company contribution items for

Fringes – Laborer \$4.00

Fringes – Equipment Op \$6.00

Fringes – Foreman \$10.00

Note: It is best to create individual company contribution items for each type of Fringe Benefit that you are required to pay.

In CPS

Create Crane Operator and Backhoe Operator Work Classification:

Basic Info Menu->Work Classifications->Add->Name=Crane Operator->Federal EEOC Code = Equipment Operator->Ok

Add->Name=Backhoe Operator->Federal EEOC Code = Equipment Operator

Add->Name=Defer to Employee->Federal EEOC Code=Never Report/Defer To Employee->On The Certified Payroll Report Section->check box For wages, defer to Employee's Worker Classification

Ok->Done->Yes to Save Changes

Add Double-time to CPS

System Setup Menu->System Preferences->Labels Tab

Top Section->Blank Box ->Type in the word Dbl-time->DT**->Ok

When CPS prompts you to create the *"linked Employee records"* for each employee select their applicable Work Classification from the drop down list – Laborer, Semi-Skilled, Crane Operator, Backhoe Operator, or Foreman

When CPS prompts you to create the *"linked Wage records"*

Hourly Rate = EEOC Work Class->Defer to Employee->Type of Wage = select S-Time

Hourly Rate OT = EEOC Work Class->Defer to Employee->Type of Wage = select O-Time

Hourly Rate DT = EEOC Work Class->Defer to Employee->Type of Wage = select Dbl-Time

****Some states do not provide a means of reporting Double time on their certified payroll reports – please see your state specific instructions in the manual or in the program help.**

Example 6:

Joe, usually a Laborer (base rate \$12.00/Fringe Rate \$4.00), also spent time in the Shop (base rate \$10.00/No Fringe) for a particular Job. Shop time is not reported on Certified Payroll Reports; but, for internal job costing purposes you want to record his time and wages against the job.

OR

Your employees work on both reporting and non-reporting jobs.

In QuickBooks

Create payroll wage items as follows:

Laborer ST
Laborer OT
Laborer DT

Shop ST
Shop OT
Shop DT

Edit Employee Records to Add New Payroll Items and assign rates as applicable.

NOTE: You can use the Wage Manager Solution program to help you create these new payroll wage items and assign the applicable pay rates to all of your employees. Wage Manager can be accessed from within CPS from the Run Menu.

Use these payroll items when entering hours in Weekly Timesheets, switching payroll items as Joe switches Work Classifications.

In CPS

Create Never Report Work Classification:

Basic Info Menu->Work Classifications->Add->
Name=Shop Time (or Never Report)->Federal
EEOC Code=Never Report/Defer to Employee->
On the Certified Payroll Report Section->Check
Box for "Omit Employee Entirely"
Ok->Done->Yes to Save Changes

Add Double-time to CPS

System Setup Menu->System Preferences->
Labels Tab
Top Section->Blank Box ->Type in the word
Dbl-time->DT**->Ok

When CPS prompts you to create the "linked Wage records"

Laborer ST = EEOC Work Class->Laborer, Semi-Skilled->Cash Benefit Rate=(\$4.00 if applicable)
->Type of Wage = select S-Time

Laborer OT =EEOC Work Class->Laborer, Semi-Skilled->Cash Benefit Rate=(\$4.00 if applicable)
->Type of Wage = select O-Time

Laborer DT =EEOC Work Class->Laborer, Semi-Skilled->Cash Benefit Rate=(\$4.00 if applicable)
->Type of Wage = select Dbl-Time

Shop ST=EEOC Work Class->Shop Time (or Never Report)->Cash Benefit Rate=if applicable
->Type of Wage=select S-Time

Shop OT=EEOC Work Class->Shop Time (or Never Report)->Cash Benefit Rate=if applicable
->Type of Wage=select O-Time

Shop DT=EEOC Work Class->Shop Time (or Never Report)->Cash Benefit Rate=if applicable
->Type of Wage=select Dbl-Time

****Some states do not provide a means of reporting Double time on their certified payroll reports – please see your state specific instructions in the manual or in the program help.**

Example 7:

Employees classified as Foreman are to be reported without showing wages and deductions and must show on EEOC Reports as well as Certified Payroll Reports as a Foreman.

In QuickBooks

Create or have in place payroll items for:

Foreman ST
Foreman OT
Foreman DT

In CPS

Modify the Foreperson Work Classification

Basic Info Menu->Work Classifications->Find
Foreperson Classification->Edit->Change Name
From Foreperson **to** Foreman->Check Box for
Use This Name On EEOC Reports->On the
Certified Payroll Report section->check box for
Omit Employee Wages (show hours)
Ok->Done->Yes to Save Changes.

Add Double-time to CPS

System Setup Menu->System Preferences->
Labels Tab
Top Section->Blank Box ->Type in the word
Dbl-time->DT**->Ok

When CPS prompts you to create the *“linked Employee records”*:

Foreman ST = EEOC Work Class-> Foreman ->
Type of Wage = select S-Time

Foreman OT = EEOC Work Class-> Foreman->
Type of Wage = select O-Time

Foreman DT = EEOC Work Class-> Foreman ->
Type of Wage = select Dbl-Time

****Some states do not provide a means of reporting Double time on their certified payroll reports – please see your state specific instructions in the manual or in the program help.**

Example 8:

Salary Employees Classified as Officials/Managers are to be reported without showing hours and wages.

In QuickBooks

Create or have in place payroll items for:

Salary (or Officer Salary)

In CPS

Modify the Foreperson Work Classification

Basic Info Menu->Work Classifications->Find
Officials/Managers Classification->Edit->
On the Certified Payroll Report section->check
box for Omit Employee Wages & Hours
Ok->Done->Yes to Save Changes.

When CPS prompts you to create the *“linked Employee records”*:

Salary (or Officer Salary)=EEOC Work Class->
Officials/Managers->Type of Wage=Salary