QuickBooks Certified Payroll Report

This report is a substitute for Federal form WH-347.

Before using this report, review and understand these guidelines:

1. Use the QuickBooks time tracking feature. Enter time by Job for each employee using the payroll items you use to pay employees. It is best if you enter time and then pay the employees using that time so that the time records and hours paid will be the same. You can still use this report without using the time feature, but you'll need to input your daily hours directly on the report. (To use time, first turn it on in preferences.)

2. You have created a weekly payroll and have included your certified payroll Job on your paychecks. This will happen automatically if you use the time feature noted in #1. (To use time for payroll, first turn the time feature on in preferences and then check the 'use time' checkbox on each employee record directly below each employee's earnings table.)

3. Your paychecks use earnings items named after your work classifications. For example, you might use hourly items with names like Carpentry, Electrical, or General Labor or items named using your work classification codes. The item names you use will appear on your report.

4. If your employees work overtime or double-time, pay the employees with an actual overtime earnings item, not just a regular item named overtime. (Check to see if you are using a special overtime item by editing the item from your Payroll Items list and looking for the "Define Overtime" slide. If it does not appear, the item isn't an overtime item.)

Certified Payroll Report

Contractor	CPS/CAPS Construction, Inc.	**Project**	Name for Report	**Project/Contract #**	Project !
	2378 Dane Hill Road			**Payroll Number**	1
	West Charleston, CA 05872			**For Week Ending**	2/28/2009

					Hours Worked by Day																		
Employee Name	**ID**	**Work Classification**	**Pay Type**	**Sun 22**	**Mon 23**	**Tue 24**	**Wed 25**	**Thu 26**	**Fri 27**	**Sat 28**	**Timesheet Hours**	**Paid Hours**	**Pay Rate**	**Job Gross Pay**	**Fringe Rate**	**Total Gross Pay**	**Social Security**	**Medi-care**	**Federal Tax**	**State Tax**	**Other**	**Total Deduct**	**Net Pay**
Apprentice, Amy L.	0080	App Lab 50%	RT		8.00	8.00	8.00	8.00	8.00		40.00	40.00	12.50	500.00	0.00	500.00	31.00	7.25	60.00	10.32	5.50	114.07	385.93
Apprentice, Robert L	2332	Apprentice 12.10	RT		8.00	8.00	8.00	8.00	8.00		40.00	40.00	12.10	484.00	0.00	484.00	30.01	7.02	58.00	9.64	5.33	110.00	374.00
Bulldozer, Benjamin J	1234	Dozer	RT		3.00	5.00	3.00	3.00	3.00		17.00	17.00	30.00	510.00	0.00	1,560.00	96.72	22.62	307.00	97.89	17.16	541.39	1,018.61
Bulldozer, Benjamin J	1234	Backhoe	RT		5.00	3.00	5.00	5.00	5.00		23.00	23.00	30.00	690.00	0.00	1,560.00	96.72	22.62	307.00	97.89	17.16	541.39	1,018.61
Bulldozer, Benjamin J	1234	Dozer OT	RT		2.00		2.00	2.00	2.00		8.00	8.00	45.00	360.00	0.00	1,560.00	96.72	22.62	307.00	97.89	17.16	541.39	1,018.61
Crane, Reginald A	2315	Crane Operator	RT		8.00	8.00	8.00	8.00	8.00		40.00	40.00	30.00	1,200.00	0.00	1,200.00	74.40	17.40	217.00	63.51	13.20	385.51	814.49
Equipment, Frederick F	3321	Backhoe	RT		8.00	8.00	8.00	8.00	8.00		40.00	40.00	30.00	1,200.00	0.00	1,200.00	74.40	17.40	121.00	25.86	13.20	251.86	948.14
Equipment, John J	9987	Backhoe	RT		8.00	8.00	8.00	8.00	8.00		40.00	40.00	35.00	1,400.00	0.00	1,370.00	88.66	20.73	134.00	36.42	-104.27	175.54	1,194.46
Laborer, Jackson B	5547	Laborer	RT		8.00	8.00	8.00	8.00	8.00		40.00	40.00	10.00	400.00	0.00	400.00	24.80	5.80	45.00	6.07	4.40	86.07	313.93
Laborer, Laura B.	1234	Laborer	RT		8.00	8.00	8.00	8.00	8.00		40.00	40.00	10.00	400.00	0.00	400.00	24.80	5.80	14.00	0.00	4.40	49.00	351.00
Laborer, Lawrence M	4456	Laborer	RT		8.00	8.00	8.00	8.00	8.00		40.00	40.00	10.00	400.00	0.00	400.00	24.80	5.80	24.15	0.00	4.40	59.15	340.85
Laborer, Leonard A	5564	Laborer	RT		8.00	8.00	8.00	8.00	8.00		40.00	40.00	10.00	400.00	0.00	400.00	24.80	5.80	45.00	6.07	4.40	86.07	313.93
Mason, Mark L.	9987	Brick Layer	RT		8.00	8.00	8.00	8.00	8.00		40.00	40.00	18.00	720.00	0.00	720.00	44.64	10.44	97.00	22.33	82.92	257.33	462.67
Supervisor, Sam L.	3345	Supervisor	RT		8.00	8.00	8.00	8.00	8.00		40.00	40.00	40.00	1,600.00	0.00	1,600.00	99.20	23.20	181.00	51.38	17.60	372.38	1,227.62
Trucker, Tammi T	6698	Trucker	RT		8.00	8.00	8.00	8.00	8.00		40.00	40.00	22.00	880.00	0.00	880.00	54.56	12.76	102.00	11.73	9.68	190.73	689.27

Date: Jun-29, 2010
I, Authorized Signature, Title, do hereby state:

(1) That I pay or supervise the payment of the persons employed by CPS/CAPS Construction, Inc. on the project Name for Report; that during the payroll period commencing on Feb-22, 2009 and ending on Feb-28, 2009 all persons employed on the 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 CPS/CAPS Construction, Inc. from the full weekly wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 CFR Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 967; 76 Stat 357; 40 U.S.C. 276c), and described below:

You will need to complete this authorized deduction manually each week for each job that requires certified payroll. You will even have to manually correct the format.

(2) That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborers and mechanics contained therein are not less than the applicable wage rates contained in any wage determination Incorporated into the contract; that the classifications set forth therein for each laborer or mechanic conform with the work he performed.

(3) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, of if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

(4) That:

(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS
☐ in addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in Section 4(c) below.

(b) WHERE FRINGE BENEFITS ARE PAID IN CASH
☐ Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in Section 4(c) below.

(c) EXCEPTIONS

Exception (Craft)	Explanation

Remarks:

Name and Title Authorized Signature, Title	Signature

THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. SEE SECTION 1001 OF TITLE 18 AND SECTION 231 OF TITLE 31 OF THE UNITED STATES CODE.

Employee		Ttl Hours	Avg Rate	Gross Pay	Fringe Amt	Accrued Sick Hrs	Accrued Vac Hrs					
Apprentice, Amy L.		40.00	12.50	500.00	0.00	0.00	0.00					
	Classification	Hours	Rate	Gross Pay	Fringe Amt	Accrued Sick Hrs	Accrued Vac Hrs	Accrued Sick	Accrued Vac	Ttl Fringe	Fringe Rate	Total Rate
	App Lab 50%	40.00	12.50	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12.50

Employee		Ttl Hours	Avg Rate	Gross Pay	Fringe Amt	Accrued Sick Hrs	Accrued Vac Hrs					
Apprentice, Robert L		40.00	12.10	484.00	0.00	0.00	0.00					
	Classification	Hours	Rate	Gross Pay	Fringe Amt	Accrued Sick Hrs	Accrued Vac Hrs	Accrued Sick	Accrued Vac	Ttl Fringe	Fringe Rate	Total Rate
	Apprentice 12.10	40.00	12.10	484.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12.10

Employee		Ttl Hours	Avg Rate	Gross Pay	Fringe Amt	Accrued Sick Hrs	Accrued Vac Hrs					
Bulldozer, Benjamin J		48.00	32.50	1,560.00	0.00	0.00	0.00					
	Classification	Hours	Rate	Gross Pay	Fringe Amt	Accrued Sick Hrs	Accrued Vac Hrs	Accrued Sick	Accrued Vac	Ttl Fringe	Fringe Rate	Total Rate
	Dozer	17.00	30.00	510.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30.00
	Backhoe	23.00	30.00	690.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30.00
	Dozer OT	8.00	45.00	360.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	45.00

Employee		Ttl Hours	Avg Rate	Gross Pay	Fringe Amt	Accrued Sick Hrs	Accrued Vac Hrs					
Crane, Reginald A		40.00	30.00	1,200.00	0.00	0.00	0.00					
	Classification	Hours	Rate	Gross Pay	Fringe Amt	Accrued Sick Hrs	Accrued Vac Hrs	Accrued Sick	Accrued Vac	Ttl Fringe	Fringe Rate	Total Rate
	Crane Operator	40.00	30.00	1,200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30.00

Employee		Ttl Hours	Avg Rate	Gross Pay	Fringe Amt	Accrued Sick Hrs	Accrued Vac Hrs					
Equipment, Frederick F		40.00	30.00	1,200.00	0.00	0.00	0.00					
	Classification	Hours	Rate	Gross Pay	Fringe Amt	Accrued Sick Hrs	Accrued Vac Hrs	Accrued Sick	Accrued Vac	Ttl Fringe	Fringe Rate	Total Rate
	Backhoe	40.00	30.00	1,200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30.00

Employee		Ttl Hours	Avg Rate	Gross Pay	Fringe Amt	Accrued Sick Hrs	Accrued Vac Hrs					
Equipment, John J		40.00	34.25	1,370.00	0.00	0.00	0.00					
	Classification	Hours	Rate	Gross Pay	Fringe Amt	Accrued Sick Hrs	Accrued Vac Hrs	Accrued Sick	Accrued Vac	Ttl Fringe	Fringe Rate	Total Rate
	Backhoe	40.00	35.00	1,400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	35.00

Employee		Ttl Hours	Avg Rate	Gross Pay	Fringe Amt	Accrued Sick Hrs	Accrued Vac Hrs					
Laborer, Jackson B		40.00	10.00	400.00	0.00	0.00	0.00					
	Classification	Hours	Rate	Gross Pay	Fringe Amt	Accrued Sick Hrs	Accrued Vac Hrs	Accrued Sick	Accrued Vac	Ttl Fringe	Fringe Rate	Total Rate
	Laborer	40.00	10.00	400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00

Employee		Ttl Hours	Avg Rate	Gross Pay	Fringe Amt	Accrued Sick Hrs	Accrued Vac Hrs					
Laborer, Laura B.		40.00	10.00	400.00	0.00	0.00	0.00					
	Classification	Hours	Rate	Gross Pay	Fringe Amt	Accrued Sick Hrs	Accrued Vac Hrs	Accrued Sick	Accrued Vac	Ttl Fringe	Fringe Rate	Total Rate
	Laborer	40.00	10.00	400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00

Employee		Ttl Hours	Avg Rate	Gross Pay	Fringe Amt	Accrued Sick Hrs	Accrued Vac Hrs					
Laborer, Lawrence M		40.00	10.00	400.00	0.00	0.00	0.00					
	Classification	Hours	Rate	Gross Pay	Fringe Amt	Accrued Sick Hrs	Accrued Vac Hrs	Accrued Sick	Accrued Vac	Ttl Fringe	Fringe Rate	Total Rate
	Laborer	40.00	10.00	400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00

Employee		Ttl Hours	Avg Rate	Gross Pay	Fringe Amt	Accrued Sick Hrs	Accrued Vac Hrs					
Laborer, Leonard A		40.00	10.00	400.00	0.00	0.00	0.00					
	Classification	Hours	Rate	Gross Pay	Fringe Amt	Accrued Sick Hrs	Accrued Vac Hrs	Accrued Sick	Accrued Vac	Ttl Fringe	Fringe Rate	Total Rate

Classification	Hours	Rate	Gross Pay	Fringe Amt	Accrued Sick Hrs	Accrued Vac Hrs	Accrued Sick	Accrued Vac	Ttl Fringe	Fringe Rate	Total Rate
Laborer	40.00	10.00	400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00

Employee		**Ttl Hours**	**Avg Rate**	**Gross Pay**	**Fringe Amt**	**Accrued Sick Hrs**	**Accrued Vac Hrs**				
Mason, Mark L.		40.00	18.00	720.00	0.00	0.00	0.00				
	Classification	**Hours**	**Rate**	**Gross Pay**	**Fringe Amt**	**Accrued Sick Hrs**	**Accrued Vac Hrs**	**Accrued Sick**	**Accrued Vac**	**Ttl Fringe**	**Fringe Rate**	**Total Rate**
	Brick Layer	40.00	18.00	720.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18.00

Employee		**Ttl Hours**	**Avg Rate**	**Gross Pay**	**Fringe Amt**	**Accrued Sick Hrs**	**Accrued Vac Hrs**				
Supervisor, Sam L.		40.00	40.00	1,600.00	0.00	0.00	0.00				
	Classification	**Hours**	**Rate**	**Gross Pay**	**Fringe Amt**	**Accrued Sick Hrs**	**Accrued Vac Hrs**	**Accrued Sick**	**Accrued Vac**	**Ttl Fringe**	**Fringe Rate**	**Total Rate**
	Supervisor	40.00	40.00	1,600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40.00

Employee		**Ttl Hours**	**Avg Rate**	**Gross Pay**	**Fringe Amt**	**Accrued Sick Hrs**	**Accrued Vac Hrs**				
Trucker, Tammi T		40.00	22.00	880.00	0.00	0.00	0.00				
	Classification	**Hours**	**Rate**	**Gross Pay**	**Fringe Amt**	**Accrued Sick Hrs**	**Accrued Vac Hrs**	**Accrued Sick**	**Accrued Vac**	**Ttl Fringe**	**Fringe Rate**	**Total Rate**
	Trucker	40.00	22.00	880.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22.00

Field-by-field Explanation of Calculations

Employee Name
The employee name. Optionally the address can also appear. The address is included on special requests to the employer for more information and is normally hidden for the employee's privacy.

ID or SSN
This field name changes based on the setting to include addresses & SSNs. If the label is ID, the last 4 digits of the SSN are displayed. If SSN, the entire SSN is included.

Work Classification
The prevailing wage for each job is based on the 'work classifications' for the Job. Each job has a prevailing wage schedule that should be followed. For example, the schedule might include "Workman 1, Workman 2, and Workman 3" and so on, though the codes will likely be more cryptic such as a number or letter-number code.

The payroll item names for regular time will appear in this column. For the report to work properly, you must pay employees using payroll items that represent work classifications.

Pay Type
Values are RT, OT, or DT for Regular Time, Overtime, and Double-time. See the section below on Overtime and Double-time and how they display on the report.

Hours worked by day
This section shows hours worked for the 7 days of the pay period. Certified Payrolls are always weekly payrolls. The 7-day period is calculated based on the week ending date from the interview presented before the report is created. In turn, the week ending date defaults to the largest pay period end date on the paychecks for the selected Job and can be overridden in the interview before the report is created.

The days of the month are displayed on the report, and must be used on conjunction with the "For Week Ending" date at the top of the report.

Timesheet Hours
The sum of hours from time records for this Job for the Work Classification and the pay rate.

Paid Hours
The sum of hours from the paychecks for this Job for the Work Classification and the pay rate. This should agree with the Timesheet hours. If it does not, then either the hours worked by day or the paycheck hours for this job may be inaccurate.

Pay Rate
The rate of pay from the paycheck for this work classification.

Job Gross Pay
The gross pay for this line on the report. Should equal the Paid Hours * Pay Rate.

Fringe Rate
The calculated rate per hour for the Fringe Benefits for hours worked on this job. Includes the fringe items selected in the interview and optionally the estimate dollar value of the Sick & Vacation accrued hours.

The calculation works like this:

Fringe Benefits Job Total =
Fringe Benefits * (Earnings for this Job/Total earnings) +
Accrued Sick Hours * (Hours for this Job/Total Hours) * Job Pay Rate +
Accrued Vacation * (Hours for this Job/Total Hours) * Job Pay Rate

Fringe Rate = Fringe Benefits Job Total / Job Hours

If the employee is setup to sick/vacation hours on each paycheck, then the actual accrued hours are used. If the employee is setup to accrue hours Per Year, then the annual amount / 52 weeks is used.

Fringe Rate Example
Mark works 40 hours one week, 10 for the Job "Abercrombie, Kristy:Kitchen" and 30 for the Job "Babcock's Music Shop:Cert", a Certified Payroll Job. He accrues 80 hours of Vacation per year, and his Employer pays $300 for health insurance per check using a Company Contribution item and also $50 for a 401(k) Match. There are no other fringe benefits.

Bob's Paycheck earnings table looks like this:

Payroll Item	Rate	Hours	Customer:Job	Amount
Hourly	20.00	10	Abercrombie, Kristy:Kitchen	200.00
WC 12345	25.00	30	Babcock's Music Shop:Cert	750.00
Totals		40		950.00

Bob's Fringe Calcuation for Babcock's Music Shop:Cert Job is as follows:		Total Job	Per Hour
Health Insurance	$300 * $750/950 =	236.84	7.89
401(k) Match	$50 * $750/950 =	39.47	1.32
Vacation	80hrs/52wks * 30/40 hrs * $25 per hour =	28.85	0.96
Fringe Totals		305.16	10.17

To see a breakdown of the Fringe Rate Calculation per employee, see the Fringe Detail Worksheet.

The remaining columns show amount from the total paycheck, not just for this Job. If the employee works in multiple classifications for this job, their total check will be listed multiple times on one report, which seems strange but follows the instructions:

Total Gross Pay
W-2 Box 1 Gross wages for this payroll.

Social Security, Medicare, Federal Tax, State Tax
The total of these employee paid deductions from the paycheck.

Other
The sum of everything else that impacts Net Pay.

Net Pay
The Net Pay for the check.

Overtime and Double-time Overview

Overtime and Double-time require special handling on the report in several ways. First, it is possible to setup varying 'overtime factors' in QuickBooks, but they don't map neatly to RT, OT, and DT the way this report suggests they might.

Rules for placing items in these three buckets based on the Overtime Factor
The overtime Factor can be seen when setting up or editing Overtime payroll items. You can pick from 1.5, 2.0, or you can input your own rate. Here is how we decide where to put the items on this report:
OT Factor 0 = Regular Time
OT Factor < 1.5 = Regular Time (this is perhaps a shift differential but not Overtime.)
OT Factor >= 1.5 and < 2.0 = Overtime
OT Factor >= 2.0 = Double-time

Rules for placing Overtime and Double time in the correct work Classification.
In QuickBooks setup, employee setup, and on paychecks, you are expected to use an OT or DT item directly below the regular time item it
For example, if you enter these items on an earnings table, QuickBooks will calculate the OT rates as shown for you:

Item	Rate	Hours
Roofing II	35.00	20
Overtime	52.50	5
Framing III	30.00	20
Overtime	45.00	4

In this case, the OT item is used at two different rates for different work classifications. QuickBooks automatically assigns the 'right' rate to each instance of the OT item based on the regular item above it.
On the resulting certified payroll report, you will see 5 OT hours associated with Roofing II and 4 hours with Framing III, even though the same OT item is used twice.
The only cases where you should actually see an OT item name in the Work Classification columns are:
1) The OT item is the only payroll earnings item in use on the paycheck.
2) The OT item is used first on the paycheck (which is incorrect to do.)

Interview Questions Overview

As you create a certified payroll report, you're asked several questions that have a bearing on the resulting report. Here, we'll discuss the key questions and their effect.

Getting Data from QuickBooks

The first of these dialogs is one that asks simply for a date. Note that a certified payroll report shows a payroll for one date, and a report is created for each date. When you enter the date, the Day of the Week is displayed next to it to help you pick a correct payroll date. You can use hot keys like + / - as well as the other typical hot keys like W/K, M/H, and Y/R.

After the connection to QuickBooks, another set of dialogs is displayed:

Employer Information

Is pulled from the current QuickBooks file and the user can update change it here.

Project Information

Project Name

This is a list of Customer:Jobs for the payroll on the selected date.

Name for report

Enter the Job name as you'd like to see it on the report. The default is the Customer:Job name.

Project/Contract

Each Certified Payroll has a contract number. This is not tracked in QuickBooks and needs to be entered in the interview once for each Certified Payroll Job.

Project Payroll Week

Starts with 1. For each week, the number should be increased (it's a counter used to reference the reports.)

Last Day of Work Week

This is calculated as you pick a Job using the Pay Period End Date from the checks. The largest date is displayed and can be changed if incorrect. When you press Next, it is used to get time data from QuickBooks for the pay week ending with this date. If there are multiple pay period end dates for this job for this payroll date, you'll see a warning to be careful.

Who will sign this form? and Title

Answers are used to pre-fill values on the Signature Page.

Fringe Benefits Paid

This is a list of Additions and Company Contributions from the paychecks in the current payroll. Items with a tax tracking type of "Fringe Benefits" (used for taxable finges) are pre-selected along with any items you selected last time you ran the report.

Include Sick & Vacation

If the employee is setup to accrue Sick or Vacation on their paychecks per paycheck, the accrued hours are used to calculate the value of that time and added to the Fringe amounts.
If employee is setup to accrue sick/vacation annually, then 1/52 of the annual amount is used.

Include SSNs and Employee Addresses

If you check this box, then the noted information is included on the resulting report.

Employee		Ttl Hours	Avg Rate	Gross Pay	Fringe Amt	Accrued Sick Hrs	Accrued Vac Hrs					
Apprentice, Amy L.		40.00	12.50	500.00	0.00	0.00	0.00					
	Classification	Hours	Rate	Gross Pay	Fringe Amt	Accrued Sick Hrs	Accrued Vac Hrs	Accrued Sick	Accrued Vac	Ttl Fringe	Fringe Rate	Total Rate
	App Lab 50%	40.00	12.50	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12.50

Employee		Ttl Hours	Avg Rate	Gross Pay	Fringe Amt	Accrued Sick Hrs	Accrued Vac Hrs					
Apprentice, Robert L		40.00	12.10	484.00	0.00	0.00	0.00					
	Classification	Hours	Rate	Gross Pay	Fringe Amt	Accrued Sick Hrs	Accrued Vac Hrs	Accrued Sick	Accrued Vac	Ttl Fringe	Fringe Rate	Total Rate
	Apprentice 12.10	40.00	12.10	484.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12.10

Employee		Ttl Hours	Avg Rate	Gross Pay	Fringe Amt	Accrued Sick Hrs	Accrued Vac Hrs					
Bulldozer, Benjamin J		48.00	32.50	1,560.00	0.00	0.00	0.00					
	Classification	Hours	Rate	Gross Pay	Fringe Amt	Accrued Sick Hrs	Accrued Vac Hrs	Accrued Sick	Accrued Vac	Ttl Fringe	Fringe Rate	Total Rate
	Dozer	17.00	30.00	510.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30.00
	Backhoe	23.00	30.00	690.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30.00
	Dozer OT	8.00	45.00	360.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	45.00

Employee		Ttl Hours	Avg Rate	Gross Pay	Fringe Amt	Accrued Sick Hrs	Accrued Vac Hrs					
Crane, Reginald A		40.00	30.00	1,200.00	0.00	0.00	0.00					
	Classification	Hours	Rate	Gross Pay	Fringe Amt	Accrued Sick Hrs	Accrued Vac Hrs	Accrued Sick	Accrued Vac	Ttl Fringe	Fringe Rate	Total Rate
	Crane Operator	40.00	30.00	1,200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30.00

Employee		Ttl Hours	Avg Rate	Gross Pay	Fringe Amt	Accrued Sick Hrs	Accrued Vac Hrs					
Equipment, Frederick F		40.00	30.00	1,200.00	0.00	0.00	0.00					
	Classification	Hours	Rate	Gross Pay	Fringe Amt	Accrued Sick Hrs	Accrued Vac Hrs	Accrued Sick	Accrued Vac	Ttl Fringe	Fringe Rate	Total Rate
	Backhoe	40.00	30.00	1,200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30.00

Employee		Ttl Hours	Avg Rate	Gross Pay	Fringe Amt	Accrued Sick Hrs	Accrued Vac Hrs					
Equipment, John J		40.00	34.25	1,370.00	0.00	0.00	0.00					
	Classification	Hours	Rate	Gross Pay	Fringe Amt	Accrued Sick Hrs	Accrued Vac Hrs	Accrued Sick	Accrued Vac	Ttl Fringe	Fringe Rate	Total Rate
	Backhoe	40.00	35.00	1,400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	35.00

Employee		Ttl Hours	Avg Rate	Gross Pay	Fringe Amt	Accrued Sick Hrs	Accrued Vac Hrs					
Laborer, Jackson B		40.00	10.00	400.00	0.00	0.00	0.00					
	Classification	Hours	Rate	Gross Pay	Fringe Amt	Accrued Sick Hrs	Accrued Vac Hrs	Accrued Sick	Accrued Vac	Ttl Fringe	Fringe Rate	Total Rate
	Laborer	40.00	10.00	400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00

Employee		Ttl Hours	Avg Rate	Gross Pay	Fringe Amt	Accrued Sick Hrs	Accrued Vac Hrs					
Laborer, Laura B.		40.00	10.00	400.00	0.00	0.00	0.00					
	Classification	Hours	Rate	Gross Pay	Fringe Amt	Accrued Sick Hrs	Accrued Vac Hrs	Accrued Sick	Accrued Vac	Ttl Fringe	Fringe Rate	Total Rate
	Laborer	40.00	10.00	400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00

Employee		Ttl Hours	Avg Rate	Gross Pay	Fringe Amt	Accrued Sick Hrs	Accrued Vac Hrs					
Laborer, Lawrence M		40.00	10.00	400.00	0.00	0.00	0.00					
	Classification	Hours	Rate	Gross Pay	Fringe Amt	Accrued Sick Hrs	Accrued Vac Hrs	Accrued Sick	Accrued Vac	Ttl Fringe	Fringe Rate	Total Rate
	Laborer	40.00	10.00	400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00

Employee		Ttl Hours	Avg Rate	Gross Pay	Fringe Amt	Accrued Sick Hrs	Accrued Vac Hrs					
Laborer, Leonard A		40.00	10.00	400.00	0.00	0.00	0.00					
	Classification	Hours	Rate	Gross Pay	Fringe Amt	Accrued Sick Hrs	Accrued Vac Hrs	Accrued Sick	Accrued Vac	Ttl Fringe	Fringe Rate	Total Rate

Classification	Hours	Rate	Gross Pay	Fringe Amt	Accrued Sick Hrs	Accrued Vac Hrs	Accrued Sick	Accrued Vac	Ttl Fringe	Fringe Rate	Total Rate
Laborer	40.00	10.00	400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00

Employee	Ttl Hours	Avg Rate	Gross Pay	Fringe Amt	Accrued Sick Hrs	Accrued Vac Hrs
Mason, Mark L.	40.00	18.00	720.00	0.00	0.00	0.00

Classification	Hours	Rate	Gross Pay	Fringe Amt	Accrued Sick Hrs	Accrued Vac Hrs	Accrued Sick	Accrued Vac	Ttl Fringe	Fringe Rate	Total Rate
Brick Layer	40.00	18.00	720.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18.00

Employee	Ttl Hours	Avg Rate	Gross Pay	Fringe Amt	Accrued Sick Hrs	Accrued Vac Hrs
Supervisor, Sam L.	40.00	40.00	1,600.00	0.00	0.00	0.00

Classification	Hours	Rate	Gross Pay	Fringe Amt	Accrued Sick Hrs	Accrued Vac Hrs	Accrued Sick	Accrued Vac	Ttl Fringe	Fringe Rate	Total Rate
Supervisor	40.00	40.00	1,600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40.00

Employee	Ttl Hours	Avg Rate	Gross Pay	Fringe Amt	Accrued Sick Hrs	Accrued Vac Hrs
Trucker, Tammi T	40.00	22.00	880.00	0.00	0.00	0.00

Classification	Hours	Rate	Gross Pay	Fringe Amt	Accrued Sick Hrs	Accrued Vac Hrs	Accrued Sick	Accrued Vac	Ttl Fringe	Fringe Rate	Total Rate
Trucker	40.00	22.00	880.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22.00

Field-by-field Explanation of Calculations

Employee Name
The employee name. Optionally the address can also appear. The address is included on special requests to the employer for more information and is normally hidden for the employee's privacy.

ID or SSN
This field name changes based on the setting to include addresses & SSNs. If the label is ID, the last 4 digits of the SSN are displayed. If SSN, the entire SSN is included.

Work Classification
The prevailing wage for each job is based on the 'work classifications' for the Job. Each job has a prevailing wage schedule that should be followed. For example, the schedule might include "Workman 1, Workman 2, and Workman 3" and so on, though the codes will likely be more cryptic such as a number or letter-number code.

The payroll item names for regular time will appear in this column. For the report to work properly, you must pay employees using payroll items that represent work classifications.

Pay Type
Values are RT, OT, or DT for Regular Time, Overtime, and Double-time. See the section below on Overtime and Double-time and how they display on the report.

Hours worked by day
This section shows hours worked for the 7 days of the pay period. Certified Payrolls are always weekly payrolls. The 7-day period is calculated based on the week ending date from the interview presented before the report is created. In turn, the week ending date defaults to the largest pay period end date on the paychecks for the selected Job and can be overridden in the interview before the report is created.

The days of the month are displayed on the report, and must be used on conjunction with the "For Week Ending" date at the top of the report.

Timesheet Hours
The sum of hours from time records for this Job for the Work Classification and the pay rate.

Paid Hours
The sum of hours from the paychecks for this Job for the Work Classification and the pay rate. This should agree with the Timesheet hours. If it does not, then either the hours worked by day or the paycheck hours for this job may be inaccurate.

Pay Rate
The rate of pay from the paycheck for this work classification.

Job Gross Pay
The gross pay for this line on the report. Should equal the Paid Hours * Pay Rate.

Fringe Rate
The calculated rate per hour for the Fringe Benefits for hours worked on this job. Includes the fringe items selected in the interview and optionally the estimate dollar value of the Sick & Vacation accrued hours.

The calculation works like this:

Fringe Benefits Job Total =
Fringe Benefits * (Earnings for this Job/Total earnings) +
Accrued Sick Hours * (Hours for this Job/Total Hours) * Job Pay Rate +
Accrued Vacation * (Hours for this Job/Total Hours) * Job Pay Rate

Fringe Rate = Fringe Benefits Job Total / Job Hours

If the employee is setup to sick/vacation hours on each paycheck, then the actual accrued hours are used. If the employee is setup to accrue hours Per Year, then the annual amount / 52 weeks is used.

Fringe Rate Example
Mark works 40 hours one week, 10 for the Job "Abercrombie, Kristy:Kitchen" and 30 for the Job "Babcock's Music Shop:Cert", a Certified Payroll Job. He accrues 80 hours of Vacation per year, and his Employer pays $300 for health insurance per check using a Company Contribution item and also $50 for a 401(k) Match. There are no other fringe benefits.

Bob's Paycheck earnings table looks like this:

Payroll Item	Rate	Hours	Customer:Job	Amount
Hourly	20.00	10	Abercrombie, Kristy:Kitchen	200.00
WC 12345	25.00	30	Babcock's Music Shop:Cert	750.00
Totals		40		950.00

Bob's Fringe Calcuation for Babcock's Music Shop:Cert Job is as follows:		Total Job	Per Hour
Health Insurance	$300 * $750/950 =	236.84	7.89
401(k) Match	$50 * $750/950 =	39.47	1.32
Vacation	80hrs/52wks * 30/40 hrs * $25 per hour =	28.85	0.96
Fringe Totals		305.16	10.17

To see a breakdown of the Fringe Rate Calculation per employee, see the Fringe Detail Worksheet.

The remaining columns show amount from the total paycheck, not just for this Job. If the employee works in multiple classifications for this job, their total check will be listed multiple times on one report, which seems strange but follows the instructions:

Total Gross Pay
W-2 Box 1 Gross wages for this payroll.

Social Security, Medicare, Federal Tax, State Tax
The total of these employee paid deductions from the paycheck.

Other
The sum of everything else that impacts Net Pay.

Net Pay
The Net Pay for the check.

Overtime and Double-time Overview

Overtime and Double-time require special handling on the report in several ways. First, it is possible to setup varying 'overtime factors' in QuickBooks, but they don't map neatly to RT, OT, and DT the way this report suggests they might.

Rules for placing items in these three buckets based on the Overtime Factor
The overtime Factor can be seen when setting up or editing Overtime payroll items. You can pick from 1.5, 2.0, or you can input your own rate. Here is how we decide where to put the items on this report:
OT Factor 0 = Regular Time
OT Factor < 1.5 = Regular Time (this is perhaps a shift differential but not Overtime.)
OT Factor >= 1.5 and < 2.0 = Overtime
OT Factor >= 2.0 = Double-time

Rules for placing Overtime and Double time in the correct work Classification.
In QuickBooks setup, employee setup, and on paychecks, you are expected to use an OT or DT item directly below the regular time item it
For example, if you enter these items on an earnings table, QuickBooks will calculate the OT rates as shown for you:

Item	Rate	Hours
Roofing II	35.00	20
Overtime	52.50	5
Framing III	30.00	20
Overtime	45.00	4

In this case, the OT item is used at two different rates for different work classifications. QuickBooks automatically assigns the 'right' rate to each instance of the OT item based on the regular item above it.
On the resulting certified payroll report, you will see 5 OT hours associated with Roofing II and 4 hours with Framing III, even though the same OT item is used twice.
The only cases where you should actually see an OT item name in the Work Classification columns are:
1) The OT item is the only payroll earnings item in use on the paycheck.
2) The OT item is used first on the paycheck (which is incorrect to do.)

Interview Questions Overview

As you create a certified payroll report, you're asked several questions that have a bearing on the resulting report. Here, we'll discuss the key questions and their effect.

Getting Data from QuickBooks

The first of these dialogs is one that asks simply for a date. Note that a certified payroll report shows a payroll for one date, and a report is created for each date. When you enter the date, the Day of the Week is displayed next to it to help you pick a correct payroll date. You can use hot keys like + / - as well as the other typical hot keys like W/K, M/H, and Y/R.

After the connection to QuickBooks, another set of dialogs is displayed:

Employer Information

Is pulled from the current QuickBooks file and the user can update change it here.

Project Information

Project Name

This is a list of Customer:Jobs for the payroll on the selected date.

Name for report

Enter the Job name as you'd like to see it on the report. The default is the Customer:Job name.

Project/Contract

Each Certified Payroll has a contract number. This is not tracked in QuickBooks and needs to be entered in the interview once for each Certified Payroll Job.

Project Payroll Week

Starts with 1. For each week, the number should be increased (it's a counter used to reference the reports.)

Last Day of Work Week

This is calculated as you pick a Job using the Pay Period End Date from the checks. The largest date is displayed and can be changed if incorrect. When you press Next, it is used to get time data from QuickBooks for the pay week ending with this date. If there are multiple pay period end dates for this job for this payroll date, you'll see a warning to be careful.

Who will sign this form? and Title

Answers are used to pre-fill values on the Signature Page.

Fringe Benefits Paid

This is a list of Additions and Company Contributions from the paychecks in the current payroll. Items with a tax tracking type of "Fringe Benefits" (used for taxable finges) are pre-selected along with any items you selected last time you ran the report.

Include Sick & Vacation

If the employee is setup to accrue Sick or Vacation on their paychecks per paycheck, the accrued hours are used to calculate the value of that time and added to the Fringe amounts.
If employee is setup to accrue sick/vacation annually, then 1/52 of the annual amount is used.

Include SSNs and Employee Addresses

If you check this box, then the noted information is included on the resulting report.