Department of Industrial Relations



User Guide for Electronic Certified Payroll Reporting via XML Upload

July 2016

Version 1.6

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1. Introduction

This manual will help you:

- Submit a certified payroll record via XML. (For more details, see <u>Section 4</u> of this user guide.)
- Create an XML file using the schema template or vendor software. (For more details, see <u>Section 5</u> of this user guide.)

2. Release Notes

- (*Release 2.6, August 2016*) Contractors will not need to make any adjustments to how they enter data, but the final data display screen for contractor, project, and payroll information has undergone minor layout changes.
- (Release 1.5, January 2016) New element in the XML schema
 - <CPR:ProjectInfo> element now contains <CPR:contractAgencyID> element to distinguish multiple contractors under a single project. The Contract Agency ID serves as a placeholder only, and the value must be empty. For example: <CPR:projectInfo>

<CPR:awardingBody></CPR:awardingBody> <CPR:contractAgencyID></CPR:contractAgencyID> <CPR:contractAgency>CA-DIR</CPR:contractAgency> <CPR:projectName></CPR:projectName> <CPR:projectID>9</CPR:projectID> <CPR:awardingBodyID></CPR:awardingBodyID> <CPR:projectNum></CPR:projectNum> <CPR:contractID></CPR:contractID> <CPR:projectLocation> <CPR:description></CPR:description> <CPR:street></CPR:street> <CPR:city></CPR:city> <CPR:county></CPR:county> <CPR:state></CPR:state> <CPR:zip></CPR:zip> </CPR:projectLocation>

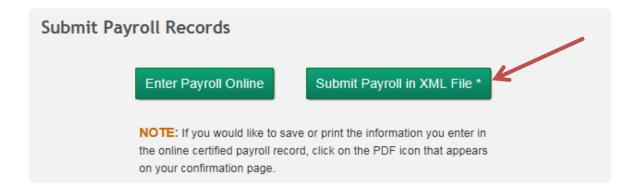
3. System Requirements

- For submitting an XML file: The electronic reporting application supports Internet Explorer 9, 10, and the latest versions of Chrome, Firefox, and Safari.
- For creating an XML file: XML files can be created and edited with any standard text editor such as Notepad (PC) or Textedit (Mac). We highly recommend Notepad++ or XML Notepad for editing and validating XML files against a schema file.

4. How to Submit Certified Payroll Records via XML

To get started, go to the following website: <u>http://www.dir.ca.gov/Public-Works/Certified-</u> <u>Payroll-Reporting.html</u>.

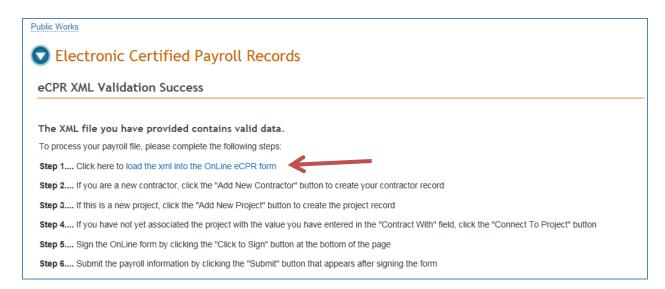
- 1. The XML format must strictly follow the guidelines provided in <u>Section 5</u> of this user guide.
- 2. To import the XML file:
 - a. Select the "Submit Payroll in XML File" button.



b. Select "Browse" to select the XML file you want to upload and then click the "Upload" button.



- 3. The uploaded XML file will be validated.
- 4. If the validation is successful, the "eCPR XML Validation Success" page will appear. Click on the blue link in Step 1 to load the XML into the Online Form. Before doing so, read through the instructions outlined in Steps 2–6, which explain what to do to complete the process of submitting your payroll record. (These instructions are also explained here in this user guide.)



5. If you have already submitted payroll records in the system, all Contractor, Project and Payroll information should display in the format of the Online Form.

certify under penalty of perjury that the recor	derstand that you are in position wi ds or copies thereof submitted and	h the authority to act for and on behalf of the business or contractor, consisting of certified payroll records for the week ending are the
originals or true, full, and correct copies of the deposit of other forms to the individuals name		record(s) of the actual disbursements by way of cash, check, direct
Tip: Hover cursor over the field for more i	nformation.	
Contractor Information		
Contractor FEIN: 123456789	License Type:	OTHER License Number: CALIFORNIA MOTOR CARRIE
Contractor Name: JON SNOW	Contractor PWC	R: 100000024
Contractor Address:		
Street: 999 CARRIER RD	City: OAKLAND	State: CA - Zip: 94612
Insurance Number: INS102	Contractor Em	ail: JONSNOW@TEST.COM
Project Information		
DIR Project ID: 7	 DIR Project ID Lookup 	
Project Detail:		
Awarding COUNTY OF SAN BERNAR	DINO	Contract With: CA-DIR -
Project Name: HOWARD STREET SIDEWA	К	
Street:	City: MONTCLAIR AREA	County: SAN BERNARDINO State: - Zip:
Description HOWARD STREET, MONTCLA	R AREA	
Payroll Information		

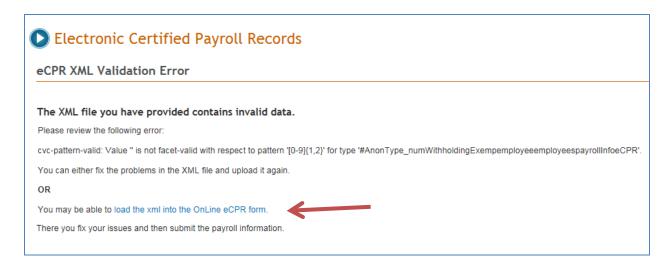
(screenshot continues on next page)

Public Works

Payroll Information

SSN	11122	23333		Name		JOHN S	MITH						
Address	100 COMM	ON STREET		City	C	OMMON	PLACE	St	ate	CA	-	Zip	91234
Classification	CARRIEF	R DRIVER		Number o	fWithholdi	ng 2							
		Mon	I	Tue	Wed	Thu	Fri	Sat	s	un	Total	_	ise
		1		1	1	1	1	1	- 7		Hours	Ho	urly Rate
Straight Time			8.00	8.00	8.00	8.0	0.8	0.0	00	0.00	40	.00	30.00
Over Time			1.00	0.00	0.00	0.0	0.0	0.0	00	0.00	1	.00	45.00
Double Time			0.00	0.00	0.00	0.0	0.0	0.0	00	0.00	0	.00	60.00
Vacation/ Holiday	Health/ Welfare	Training		Fund/ Admin	Travel & Subsister	nce Pe	nsion	Savi	ngs	Othe	r	Du	es
0.00	0.00	0.00		0.00	0.00	0.0	0	0.0	00	0.00		0.0	0
Federal Tax	FICA	State Tax		SDI	Total Ded	uctions							
0.00	0.00	0.00		0.00	0.00					oss Wag is Proje		Gross All Wo	Wages
NOTE: Maximu	um length 256								_				
										245.00		2,000	
									Ne	et Wages	;		Number
									1,	245.00		1001	
Remove Emp	loyee												
	yee												<<
Add Employ													
Add Emplo		, the	unde	rsigned, ar	m the					(positi	on in bi	usines	s) with the
	and on behalf of		unde	rsigned, ar	m the	(name	ofbusines	s and/or d	ontra				·
uthority to act for	and on behalf of rcopies thereofs									actor), ce	rtify un	der per	nalty of perj
ithority to act for at the records or		ubmitted and	consi	isting of cer	rtified payre	oll record	s for the we	ek (2/01	actor), ce /2015 a	rtify und are the d	der per origina	nalty of perj Is or true, f
uthority to act for at the records or	r copies thereof s s of the originals v	ubmitted and	consi	isting of cer	rtified payre	oll record	s for the we	ek (2/01	actor), ce /2015 a	rtify und are the d	der per origina	nalty of perj Is or true, f
uthority to act for at the records or nd correct copies	r copies thereof s s of the originals v	ubmitted and	consi	isting of cer	rtified payre	oll record	s for the we	ek (2/01	actor), ce /2015 a	rtify und are the d	der per origina	nalty of perj Is or true, f

6. If the validation of the XML file fails, an error message will appear. The message varies depending on the error in the file.



- There are two options to correct the data and submit it again for validation:
 - a. Correct the data in the import XML file and upload it again.
 - b. Load the data directly into the Online Form, by clicking on the blue link in the error message box, ("load the xml into the Online eCPR form"). In the Online Form, correct the problem areas highlighted in brick red. Please note that hitting the "Enter" key while typing in the Notes field will lead to an error for that field.

Payroll Information

SN	11	12233		Name		JOHN SM	ITH				
ldress	100 COM	MON STR	EET	City	C	OMMON P	LACE	State	e CA	▼ Zip	91234
assification	CARRI	ER DRIVE	R	Number o	f Withholdi	ng 2]				
			Mon 01/26	Tue 01/27	Wed 01/28	Thu 01/29	Fri 01/30	Sat 01/31	Sun 02/01	Total Hours	Base Hourly Rate
Straight Time			8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00	30.00
Over Time			1.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	45.00
Double Time			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	60.00
Vacation/ Holiday	Health/ Welfare	Traini	ng	Fund/ Admin	Travel & Subsister	Pens	sion	Saving	is Othe	r	Dues
0.00	0.00	0.00)	0.00	0.00	0.00		0.00	0.00		0.00
Federal Tax	FICA	State	Гах	SDI	Total Dec	luctions					
0.00	0.00	0.00		0.00	0.00				Gross Wag This Proje		oss Wages Work
NOTE: <i>Maximu</i> Test	ım length 256 c	haracters -	ENTER ke	ey not allow	red				1,245.00	2,0	00.00
pressed enter									Net Wages	s Ch	eck Number
									1,245.00	10	01

7. If you are a new contractor, select "Add New Contractor."

文 eCPR System - Online Form

By entering information on this page, you understand that you are in position with the authority to act for and on behalf of the business or contractor, certif under penalty of perjury that the records or copies thereof submitted and consisting of certified payroll records for the week ending are the originals or true full, and correct copies of the originals which depict the payroll record(s) of the actual disbursements by way of cash, check, direct deposit of other forms to the individuals named. Save Loca

Tip: Hover cursor over the field for more information.

Contractor Inf	ormation					
Contractor FEIN:	978456123		License Type:	OTHER	▼ License Number:	CALIFORNIA MOTOR CARRIE
Contractor Name:	JON SNOW		Contractor PWCR:	NA		
Contractor Addres	ss:					
Street: 999 CARRI	ER RD	City: OAKL	AND	State:	CA 🕶 Zip: 94612	
Insurance Number:	INS102		Contractor Email:	JONSNO	W@TEST.COM	
This contractor do	pes not yet exist in the eCPR	Database. Y	ou must click the "	Add New Co	ontractor" button to a	dd it to the database.
Add New Contra	ctor					

8. If the project doesn't yet exist in the eCPR database, select "Add New Project."

Project Detail:					
Awarding Body: DIR ED	I TEST		Contract With: CA-DIR		•
Project Name: CALTRA	NS AMTRACK PROJEC	T TEST			
Street: JONES HIGH SC	CHOOL 123 5TH ST	City: SACRAMENTO	County: AMADOR	State: CA 💌 Zip: 95231	
Description:					
This project does not y database.	et exist in the eCPR Da	atabase for this Contractor.	You must click the "Add New	Project" button to add it to the	
Add New Project	_				

9. If the system recognizes the project, it will ask you to select the entity that hired you for the project. Select it from the "Contract With" field. If you are the prime contractor, select the awarding body. If you are the subcontractor, select the contractor with whom you have a contract for the project. Once you've chosen the contractor, select "Go" to proceed.

Project Information

Previously co	nnected projects are a	vailable on t	the drop-down. Or,	type a nev	v number.		
DIR Project ID:	7	▼ ? Go	DIP roject ID Lo	ookup Co	ontact the prime contr	actor or the award	ling body if not found.
Previously co	nnected prime contrac	tors/agenci	are available on t	the drop-o	lown. Or, type a new	name.	
Contract With:	STATE OF CALIFORNIA	4 K	▼ ?	Go 🦰			

The "Contract With" drop-down list may contain any of the following:

- The awarding body
- The prime contractor and any subcontractors listed for this project number (DIR Project ID, also known as the "PWC-100 number") in the PWC-100 database.
- Contractors who have previously submitted certified payroll records on this project.
- 10. If you do not find the name of the contractor with whom you have a contract for the project, type that name into the "Contract With" field. It is <u>critical</u> to enter the name <u>exactly as it appears</u> in the PWC-100 form or on the contract (for subcontractors not on the PWC-100 form). This name drives the payroll number (and <u>amendment</u> <u>number</u>) for the payroll reporting system. If the name is even slightly off (different spacing, punctuation, capitalization style or spelling), the system will create a new branch of payroll for the certified payroll records you are submitting.

11. If this is your first time entering payroll for this project, you will need to create an association linking the project, the awarding body or contractor with whom you have a contract for this project, and your entity. Click on the blue button, "Connect To Project," to create this association. You only need to do this the first time you enter payroll information for this project.

Project Info	rmation				
DIR Project ID:	7	DIR Project ID Lookup			
Project Detail:	:				
Awarding	COUNTY OF SAN BERNARDIN	NO	Contract With: CA-DIR		-
Project Name:	HOWARD STREET SIDEWALK				
Street:		City: MONTCLAIR AREA	County: SAN BERNARDINO	State: - Zip:	
Description H	OWARD STREET, MONTCLAIR	AREA			
	yet associated the project to t e this association.	he value entered in the "Contra	ct With" field. You must click th	e "Connect To Project"	
Connect To F	Project				

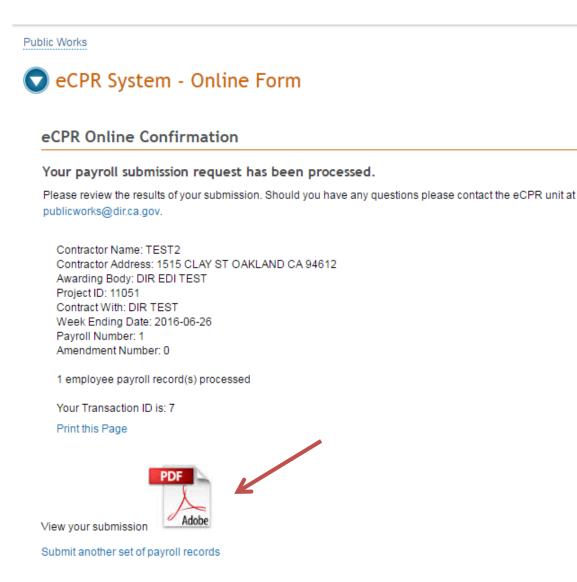
12. The Payroll Information will auto fill with the information from your XML files. Complete the "Certification" section below the Payroll Information section, and select "Click to Sign." Be sure to review all the records carefully before you click on the "Click to sign" button, since you will not be able to make any edits to them afterwards.

Payroll Information

dress assification Gtraight Time Over Time Double Time	100 COMM CARRIEF	RDRIVER			C of Withhold		PLA	CE	State		CA	-	Zip	91234
Straight Time	CARRIEF	N			of Withhold	ing 🔤	_			L	04			0.204
Over Time			vlon	T		mg _ 2								
Over Time		1		Tue	Wed	Thu	Fr	ri	Sat	Sun		Total	E	Base
Over Time				1	1	1	1		1	1		Hours	ł	Hourly Rate
			8.00	8.00	8.00	8.(0	8.00	0.00		0.00	40	00	30.00
auble Time			1.00	0.00	0.00	0.0	0	0.00	0.00		0.00	1.	00	45.00
Jouble Time			0.00	0.00	0.00	0.0	0	0.00	0.00		0.00	0.	00	60.00
Vacation/ Holiday	Health/ Welfare	Trainin	g	Fund/ Admin	Travel & Subsister	nce P	ensio	on	Saving	S	Other	r	D	lues
0.00	0.00	0.00		0.00	0.00	0	00		0.00		0.00		0	.00
Federal Tax	FICA	State Ta	ax	SDI	Total Ded	luctions								
0.00	0.00	0.00		0.00	0.00					Gross This F				ss Wages <i>N</i> ork
OTE: Maximui	m length 256									1.245				00.00
														ck Number
										Net W	-	•		
										1,245	.00		100	1
Remove Emple	oyee													
Add Employ	ee													<<
		,	the unde	rsigned, a	m the					(positi	on in bi	usine	ess) with the
hority to act for a	and on behalf of					(nam	e ofb	usiness	and/or cor	ntracto	or), ce	rtify und	der p	enalty of perj
t the records or o	copies thereof si	ubmitted	and consi	isting of ce	rtified payr	oll recor	ls for	the wee	k 02/	01/20	15 a	re the o	origir	nals or true, fu
	of the originals v	which dep	pict the pa	yroll record	d(s) of the a	actual di	sburs	ements	by way of c	ash, c	heck	, or wha	iteve	r form to the
ividual or individ	luals													
Click to Sign														

13. To finish the process, select the "Submit" button that will appear.

14. After each successful submission, a confirmation page will appear which you can print out for your records.



15. <u>Please note:</u> If you would like to keep copies of the records you submitted, click the pdf icon before you leave the confirmation page and print your records. **You will not be able to retrieve unredacted copies of your records after you leave the confirmation page.**

4.1 How to Submit Corrections

After you have submitted a payroll record by uploading XML files, you can still make corrections to the submitted record, even though the system does not allow you to retrieve and change the record you have submitted.

- 1. To do so, you must correct the information in the xml file and <u>resubmit</u> it by uploading the corrected xml file.
- 2. The following fields in the payroll you are correcting must match the original payroll exactly as first entered in order for your corrected report to replace the first version:
 - Contractor's SSN (or the FEIN)
 - DIR Project ID (also known as the "PWC-100 number")
 - Contract agency name (the awarding body, prime contractor, or other hiring contractor indicated in the "Contract With" field)
 - Week ending date
 - Craft
 - Base Hourly Rate

<u>Please note</u>: If the error that you need to correct is in one of the fields listed above, your payroll record will be considered a new payroll report. In that case, you should explain the situation in the **Notes** field.

3. The confirmation page includes key information about the payroll records submitted, including the Amendment Number. This number refers to the corrected version of records already submitted. "Amendment Number 1" refers to the first resubmission/correction of a payroll record; if you need to correct it a second time, the subsequent correction would be named "Amendment 2."

5. How to Create an XML File

5.1 XML File Validation

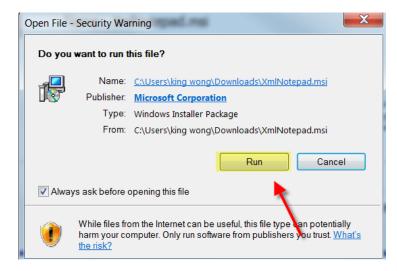
5.11 Software Installation

- There are several freeware, and commercial products to validate XML files against a schema. The following software is a free XML editor from Microsoft:
 - 1. XML Notepad
- To download:
 - Go to this Webpage: <u>http://www.microsoft.com/en-us/download/details.aspx?id=7973</u>
 - 2. Click "Download".

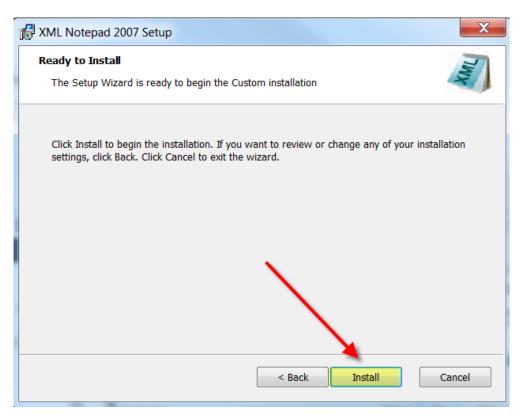


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3. After the download is done, Click "Run" to start the installation process.



4. Go through the installation wizard and click "Install" to complete the installation.



5. A web page with additional links to XML appears after a successful installation:

Welcome to XML Notepad 2007

Version 2.5

XML Notepad has been downloaded over a million times! In this version we've fixed more bugs and added a few new features including support for formatting options, accessibility for test automation and proxy server authentication. See help content for details. Please keep the great feedback and bug reports coming!



Launch XML Notepad

Open Sample XML folder.

(You can drag the samples and drop them on XML Notepad to open them).

Open Help Content for information on how to use XML Notepad.

Open the XML Notepad 2007 Design article on MSDN describing how the app is built.

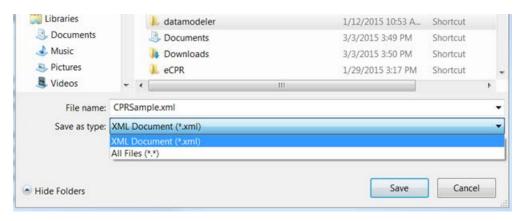
See Change History for list of new features and bug fixes.

5.12 How to Validate an XML file against the eCPR Schema File Using XML Notepad

- The following files are available to help you follow eCPR XML guideline:
 - 1. CPRSample.xml (XML with sample data)
 - 2. CPR.xsd (eCPR Schema)
- To save the CPRSample.xml and CPR.xsd files to a local drive:
 - 1. Go to eCPR Home Page.
 - Right-click on the "eCPR schema CPR.xsd" link and choose "Save target as." Change the file extension to .xsd and save as type "XSD File" or "All Files(*.*)" to a local drive.

	1.000		100		1000000000		
Libraries		🐌 datamodeler	1/1	2/2015 10:53 A	Shortcut		
Documents		Documents	3/3	/2015 3:49 PM	Shortcut		
🕹 Music		🚺 Downloads	3/3	/2015 3:50 PM	Shortcut		
S Pictures		📙 eCPR	1/2	9/2015 3:17 PM	Shortcut		
JUI Videos	-	4	III			•	
File name: Save as type:							
	XSD F	ile (*.xsd)					
	ALL CIL	es (*.*)					

3. Right-click on the "CPRSample.xml" and choose "Save target as." Change the file extension to .xml and save as type "XML File" or "All Files(*.*)" to a local drive.



• To validate XML files against the eCPR Schema:

1. Launch XML Notepad

2. Click "File" from the menu bar, and select "Open" and browse to CPRSample.XML location to open the file. The file will open with a vertically split window of "Tree View" on the left and the texts of values on the right.

XML Notepad - C:\CPRSample.xml	
File Edit View Insert Window	Help
i 🗋 💕 📕 🤊 (* 👗 🛍 🛍 🗙 🗷 🖩 🖷	C:\CPRSample.xml
Tree View XSL Output	
<pre></pre>	<pre>version="1.0" encoding="UTF-8" standalone="yes"</pre>
<pre>\$ xmlns:CPR \$ CPR:contractorInfo</pre>	http://www.dir.ca.gov/dlse/CPR-Prod-Test/CPR.xsd
🕂 🖆 CPR:projectInfo 🗄 🖆 CPR:payrollInfo	

3. After the **CPRSample.xml** is open in the XML Notepad, Click "**View**" from the menu bar and select "**Schemas**".

XML Notep	ad - C:\CPRS	ample.xml						
File Edit	View Inse	ert Window	Help					
i 🗋 📂 🛃 🤊	Expand	All		CPRSam	ple.xml			-
Tree View X	Collaps	e All						
→ Sml	 Status 	Bar	ersi	on="1.	0" enco	oding="UI	F-8".	🔺
	Source		ttp:	//www.	dir.ca.	.gov/dlse	e/CPR	-Prod-T
	Option	S						
	Schema	as						
. <u> </u>	Next Er	Bring up the	Schoma di	alog to pr	ovido VSI) schomas u	and for	F
	Compa	re XML Files		alog to pi	Ovide X3L	o schemas u	seu ioi	validation.
								-
Error List Dy	namic Help							
Description	n				File	Line		Column

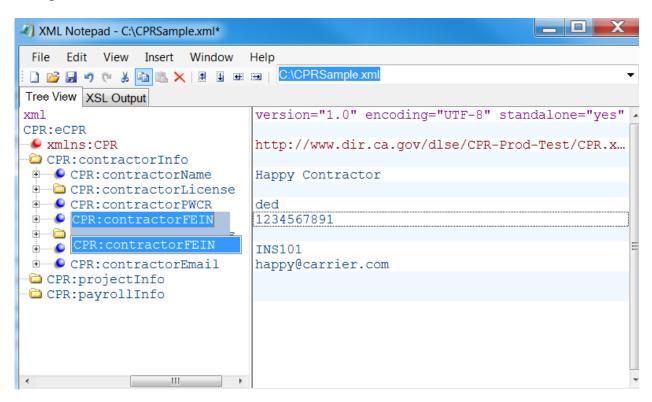
4. The XML Schemas dialog box will pop up. If there are any schemas listed in the XML schemas dialog box, click "**Clear**". This will erase any schemas that have been previously loaded.

Х	ML S	chemas				×
	File	Edit				
		Disabled	Namespace	File Name		
			http://www.dir.ca.gov/dlse/CPR-Prod-Test/CPR.xsd	C:\CPR.xsd		
Þ	ĸ					
					ОК	Cancel

- 5. Click "Add schemas" and browse to the location of saved CPR.xsd (eCPR schema). Click "Ok" to load the schema.
- 6. After the CPR.xsd is loaded, any errors that occur while editing the XML file will show up in the "**Error List tab**", at the bottom of the XML Notepad.

Error List Dynamic Help			
Description	File	Line	Column
Contemporary Conte	CPRSample.xml	9	6
The 'http://www.dir.ca.gov/dlse/CPR-Prod-Test/CPR.xsd:contra	CPRSample.xml	10	6
			A

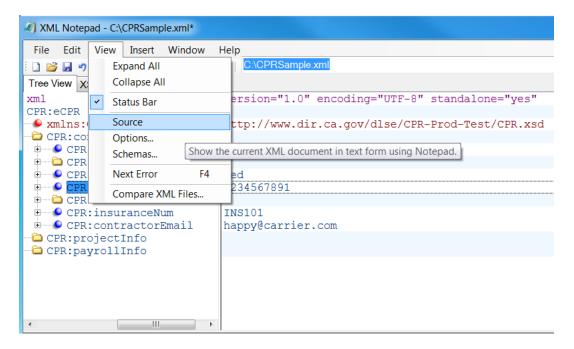
7. When you double click on the error, the record with the error will be opened on the right side with the value enclosed in a box.



8. Select or hover over the corresponding element to display the xsd: annotations.

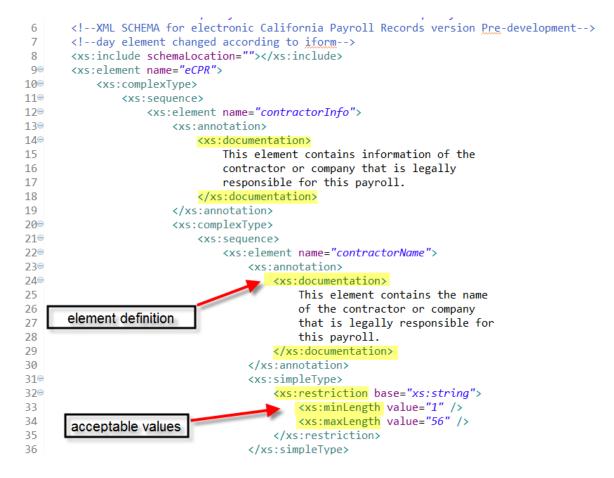
XML Notepad - C:\CPRSample.xml*			
File Edit View Insert Window Help			
🗋 📂 属 🤊 🐏 🔏 🍋 🛝 🗙 🗐 🗃 📾 🖽 C:\CPRSample.xml			
Tree View XSL Output	Tree View XSL Output		
xml	version="1.0" encoding="UTF-8" standalone="yes"		
CPR:eCPR			
💚 🐓 xmlns:CPR	http://www.dir.ca.gov/dlse/CPR-Prod-Test/CPR.xsd		
CPR:contractorInfo			
E CPR:contractorName	Happy Contractor		
CPR:contractorLicense			
CPR:contractorPWCR	ded		
E CPR:contractorFEIN	1234567891		
CPR: contractorAddress CPR: insura This element contains the FEIN(Federal Employer Identification Number) of the contractor			
		E CPR: contra or company that is legally responsible for this payroll. This is the 9 digit number that companies	
CPR:projectIn with two or more employees are required to have. If you are a sole proprietor or owner operator			
CPR:payrollIn without a FEIN, please enter your 9 digit social security number. For example: 234556789			

- 9. Fix the value and save the file.
 - To view the source XML document:
 - 1. Click "View" on the menu bar.
 - 2. Select "Source".



5.2. Create an XML File Using CPRSample.xml as a Template

- The following files are available to help you follow eCPR XML guideline:
 - 1. CPRSample.xml (XML with sample data)
 - 2. CPR.xsd (eCPR Schema)
- Save the CPRSample.xml and CPR.xsd files to a local or network drive.
- Open **CPR.xsd** with any standard text editor or XML editor. The file will open and display the existing code.
- Review the **CPR.xsd file**, and know the acceptable values of each element.



- Open **CPRSample.xml** with any standard text editor or XML editor.
 - 3⊖ <CPR:contractorInfo>
 - 4 <CPR:contractorName>Happy Carrier</CPR:contractorName>
 - 5
 <CPR:contractorLicense>
 - 6 <CPR:licenseType>OTHER</CPR:licenseType>
 - 7 <CPR:licenseNum>California Motor Carrier Permit: 0123456</CPR:licenseNum>
 - 8 </CPR:contractorLicense>
 - <CPR:contractorPWCR>1234567890</CPR:contractorPWCR> 9
 - <CPR:contractorFEIN>123456789</CPR:contractorFEIN> 10
 - 11⊖ <CPR:contractorAddress>
 - <CPR:street>999 Carrier Rd</CPR:street> 12
 - <CPR:city>Oakland</CPR:city> <CPR:state>CA</CPR:state> <CPR:zip>94612</CPR:zip> 13
 - 14
 - 15 <CPR:zip>94612</CPR:zip>

 - 16 </CPR:contractorAddress>
 17 <CPR:insuranceNum>Insurance101</CPR:insuranceNum>
 - <CPR:contractorEmail>happy@carrier.com</CPR:contractorEmail> 18
 - 19 </CPR:contractorInfo>
- Edit the file:
 - 1. Enter the appropriate values for all fields under <CPR:contractorInfo> element:

3⊝	<cpr:contractorinfo></cpr:contractorinfo>		
4	<pre><cpr:contractorname>Happy Carrier</cpr:contractorname></pre>		
5⊝	<cpr:contractorlicense></cpr:contractorlicense>		
6	<cpr:licensetype>OTHER</cpr:licensetype>		
7	<pre><cpr:licensenum>California Motor Carrier Permit: 0123456</cpr:licensenum></pre>		
8			
9	<cpr:contractorpwcr>1234567890</cpr:contractorpwcr>		
10	<cpr:contractorfein>123456789</cpr:contractorfein>		
11⊝	<cpr:contractoraddress></cpr:contractoraddress>		
12	<cpr:street>999 Carrier Rd</cpr:street>		
13	<cpr:city>Oakland</cpr:city>		
14	<cpr:state>CA</cpr:state>		
15	<cpr:zip>94612</cpr:zip>		
16			
17	<cpr:insurancenum>Insurance101</cpr:insurancenum>		
18	<pre></pre>		
19			

2. For the "License Type" field, enter "CSLB", "PL", or "OTHER".

<pre>8 9 <cpr:contractorpwcr>1234567890</cpr:contractorpwcr> 10 <cpr:contractorfein>123456789</cpr:contractorfein></pre>	3⊝	<cpr:contractorinfo></cpr:contractorinfo>
<pre>6 <cpr:licensetype>OTHER</cpr:licensetype> 7 <cpr:licensenum>California Motor Carrier Permit: 0123456</cpr:licensenum> 9 <cpr:contractorpwcr>1234567890</cpr:contractorpwcr> 10 <cpr:contractorfein>123456789</cpr:contractorfein></pre>	4	<cpr:contractorname>Happy Carrier</cpr:contractorname>
<pre>7 <cpr:licensenum>California Motor Carrier Permit: 01234568 9 <cpr:contractorpwcr>1234567890</cpr:contractorpwcr> 10 <cpr:contractorfein>123456789</cpr:contractorfein></cpr:licensenum></pre>	5⊝	<cpr:contractorlicense></cpr:contractorlicense>
<pre>8 9 <cpr:contractorpwcr>1234567890</cpr:contractorpwcr> 10 <cpr:contractorfein>123456789</cpr:contractorfein></pre>	6	
<pre>9 <cpr:contractorpwcr>1234567890</cpr:contractorpwcr> 10 <cpr:contractorfein>123456789</cpr:contractorfein></pre>	7	<cpr:licensenum>California Motor Carrier Permit: 0123456</cpr:licensenum>
10 <cpr:contractorfein>123456789</cpr:contractorfein>	8	
	9	<cpr:contractorpwcr>1234567890</cpr:contractorpwcr>
	10	<cpr:contractorfein>123456789</cpr:contractorfein>
II <upk: contractoraddress=""></upk:>	11⊝	<cpr:contractoraddress></cpr:contractoraddress>
<pre>12 <cpr:street>999 Carrier Rd</cpr:street></pre>	12	<cpr:street>999 Carrier Rd</cpr:street>
<pre>13 <cpr:city>Oakland</cpr:city></pre>	13	<cpr:city>Oakland</cpr:city>
14 <cpr:state>CA</cpr:state>	14	<cpr:state>CA</cpr:state>
15 <cpr:zip>94612</cpr:zip>	15	<cpr:zip>94612</cpr:zip>
16	16	
<pre>17 <cpr:insurancenum>Insurance101</cpr:insurancenum></pre>	17	<cpr:insurancenum>Insurance101</cpr:insurancenum>
<pre>18 <cpr:contractoremail>happy@carrier.com</cpr:contractoremail></pre>	18	<cpr:contractoremail>happy@carrier.com</cpr:contractoremail>
19	19	

3. For the "PWCR" field, enter "NA" if you have not registered for the PWCR. If you wish to apply for PWCR, please follow this link: <u>https://efiling.dir.ca.gov/PWCR/</u>

3⊝	<cpr:contractorinfo></cpr:contractorinfo>
_	
4	<cpr:contractorname>Happy Carrier</cpr:contractorname>
5⊝	<cpr:contractorlicense></cpr:contractorlicense>
6	<cpr:licensetype>OTHER</cpr:licensetype>
7	<cpr:licensenum>California Motor Carrier Permit: 0123456</cpr:licensenum>
8	
9	<cpr:contractorpwcr>NA</cpr:contractorpwcr>
10	<cpr:contractorfein>123456789</cpr:contractorfein>
11 ⊖	<cpr:contractoraddress></cpr:contractoraddress>
12	<cpr:street>999 Carrier Rd</cpr:street>
13	<cpr:city>Oakland</cpr:city>
14	<cpr:state>CA</cpr:state>
15	<cpr:zip>94612</cpr:zip>
16	
17	<cpr:insurancenum>Insurance101</cpr:insurancenum>
18	<cpr:contractoremail>happy@carrier.com</cpr:contractoremail>
19	

4. Under <CPR: ProjectInfo> element, the mandatory fields to be filled out are Contract Agency, and Project ID.

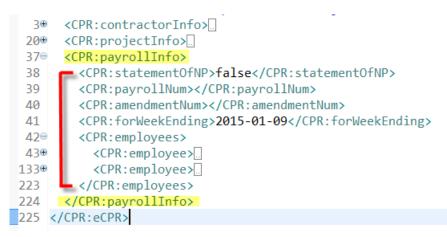
20⊝	<cpr:projectinfo></cpr:projectinfo>
21	<cpr:awardingbody></cpr:awardingbody>
22	<cpr:contractagencyid></cpr:contractagencyid>
23	<cpr:contractagency><mark>CA-DIR</mark></cpr:contractagency>
24	<cpr:projectname></cpr:projectname>
25	<cpr:projectid><mark>7</mark></cpr:projectid>
26	<cpr:awardingbodyid></cpr:awardingbodyid>
27	<cpr:projectnum></cpr:projectnum>
28	<cpr:contractid></cpr:contractid>
29 ⊜	<cpr:projectlocation></cpr:projectlocation>
30	<cpr:description></cpr:description>
31	<cpr:street></cpr:street>
32	<cpr:city></cpr:city>
33	<cpr:county></cpr:county>
34	<cpr:state></cpr:state>
35	<cpr:zip></cpr:zip>
36	
37	

If you need to look up Project ID, please follow this link: https://www.dir.ca.gov/pwc100ext/ExternalLookup.aspx

5. All other fields must be empty under <CPR: ProjectInfo> element.

20⊝	<cpr:projectinfo></cpr:projectinfo>
21	<cpr:awardingbody></cpr:awardingbody>
22	<pre><cpr:contractagencyid></cpr:contractagencyid></pre>
23	<cpr:contractagency>CA-DIR</cpr:contractagency>
24	<cpr:projectname></cpr:projectname>
25	<cpr:projectid>7</cpr:projectid>
26	<cpr:awardingbodyid></cpr:awardingbodyid>
27	<cpr:projectnum></cpr:projectnum>
28	<cpr:contractid></cpr:contractid>
29⊝	<cpr:projectlocation></cpr:projectlocation>
30	<cpr:description></cpr:description>
31	<cpr:street></cpr:street>
32	<cpr:city></cpr:city>
33	<cpr:county></cpr:county>
34	<cpr:state></cpr:state>
35	<cpr:zip></cpr:zip>
36	
37	

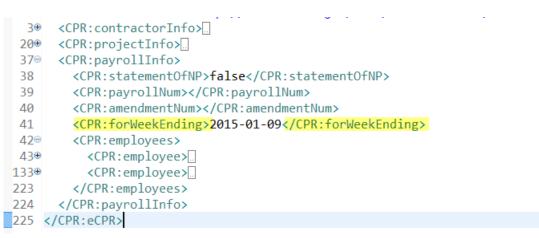
6. Enter the appropriate values for the all fields under <CPR: payrollInfo> element:



 If the submitting payroll week isn't a statement of non-peformance, enter "false" for <statementOfNP> element. The values for <CPR:payrollNum> and <CPR:amendmentNum> elements are automactically assigned by the eCPR system and must be empty.

```
<CPR:contractorInfo>...
  3⊕
      <CPR:projectInfo>...
 20⊕
 37⊖ <CPR:payrollInfo>
 38
        <CPR:statementOfNP>false</CPR:statementOfNP>
        <CPR:payrollNum></CPR:payrollNum>
 39
 40
        <CPR:amendmentNum></CPR:amendmentNum>
        <CPR:forWeekEnding>2015-01-09</CPR:forWeekEnding>
 41
        <CPR:employees>
 42⊖
 43⊕
          <CPR:employee>...
          <CPR:employee>
133⊕
        </CPR:employees>
223
      </CPR:payrollInfo>
224
225 </CPR:eCPR>
```

8. For the <CPR:forWeekEnding> element, enter the ending date of payroll week in following date format: yyyy-mm-dd.



 Each worker's information is enclosed in each <CPR:employee> element. To add new workers to the Payroll Information, add <CPR: employee> elements contained within the parent element < CPR: employees>.

37⊝	<cpr:payrollinfo></cpr:payrollinfo>
38	<cpr:statementofnp>false</cpr:statementofnp>
39	<cpr:payrollnum></cpr:payrollnum>
40	<cpr:amendmentnum></cpr:amendmentnum>
41	<cpr:forweekending>2015-01-09</cpr:forweekending>
42 ⊜	<cpr:employees></cpr:employees>
43⊕	<cpr:employee></cpr:employee>
133⊕	<cpr:employee></cpr:employee>
223	
224	

10. If you are using XML Notepad, right click the "**CPR:employee**" and click "Copy" to copy the node. Select "**CPR:employees**" and click "Paste" to add a new employee.

XML Notepad - C:\CPRSample.xml*	
File Edit View Insert Window	Help
: 🗋 📂 🛃 🤊 (° 🐰 🗈 🏙 🗙 🗙 🖩 🗉 🖷	E C:\CPR.xsd
Tree View XSL Output	
● xml	version="1.0" encoding="utf-8"
🖻 🗁 CPR:eCPR	
<pre>xmlns:CPR</pre>	http://oak01web/dlse/CPR-Test/CPR.xsd
🖻 🗁 CPR:contractorInfo	
🗉 🥌 CPR:contractorName	Happy Carrier
E CPR:contractorLice	
E CPR:contractorPWCR	
🕀 🥌 CPR:contractorFEIN	
🗎 🚞 CPR:contractorAddr	
	Insurance101
CPR:contractorEmai	happy@carrier.com
E CPR:projectInfo	
🖻 🗁 CPR:payrollInfo	
CPR:statementOfNP	false
CPR:payrollNum	001
CPR:forWeekEnding	2015-01-09
🗄 🗁 🔂 CPR:employee	
	1

11. Each employee <CPR:name> element needs to have an "id" attribute that contains the SSN::Name of the employee. The "Name" must be all upper-case.

37⊝	<cpr:employees></cpr:employees>
38⊝	<cpr:employee></cpr:employee>
39	<pre><cpr:name id="111223333::JOHN SMITH">John Smith</cpr:name></pre>
40⊝	<cpr:address></cpr:address>
41	<cpr:street>33 Elm Ave</cpr:street>
42	<cpr:city>Oakland</cpr:city>
43	<cpr:state>CA</cpr:state>
44	<cpr:zip>94612</cpr:zip> upper-case only
45	
46	<cpr:ssn>111223333</cpr:ssn>

In XML Notepad

Tree View XSL Output	
<pre>xmlns:CPR</pre>	http://oak01web/dlse/CPR-Test/CPR.xsd
🖶 🚞 CPR:contractorInfo	
🗉 🗀 CPR:projectInfo	
🖻 🗁 CPR:payrollInfo	
🕀 🗣 CPR:statementOfNP	false
🕀 🕒 CPR:payrollNum	001
🗈 🥌 CPR:forWeekEnding	2015-01-09
🖻 🗁 CPR:employees	
🖻 🗁 CPR:employee	
🖻 🗁 CPR:name	
e id	111223333::JOHN SMITH
🗒 #text	John Smith
E CPR:address	
🕀 🕑 CPR:ssn	111223333
🕀 🕑 CPR:numWithhc	-
	Carrier Driver

12. Fill out Payroll Record for each employee(All fields under employee are mandatory except "<CPR:notes>":

37⊝	<cpr:employees></cpr:employees>
38⊝	<cpr:employee></cpr:employee>
39	<pre><cpr:name id="111223333::JOHN SMITH">John Smith</cpr:name></pre>
40⊝	<cpr:address></cpr:address>
41	<cpr:street>33 Elm Ave</cpr:street>
42	<cpr:city>Oakland</cpr:city>
43	<cpr:state>CA</cpr:state>
44	<cpr:zip>94612</cpr:zip>
45	
46	<cpr:ssn>111223333</cpr:ssn>
47	<cpr:numwithholdingexemp>2</cpr:numwithholdingexemp>
48	<cpr:workclass>Carrier Driver</cpr:workclass>
49⊜	<cpr:payroll></cpr:payroll>
50 ⊝	<cpr:hrsworkedeachday></cpr:hrsworkedeachday>
51 ⊜	<cpr:day id="1"></cpr:day>
52	<cpr:date>2015-01-03</cpr:date>
53	<cpr:straighttime>8</cpr:straighttime>
54	<cpr:overtime>1</cpr:overtime>
55	<cpr:doubletime>0</cpr:doubletime>
56	
57⊜	<cpr:day id="2"></cpr:day>
58	<cpr:date>2015-01-04</cpr:date>
59	<cpr:straighttime>8</cpr:straighttime>
60	<cpr:overtime>0</cpr:overtime>
61	<cpr:doubletime>0</cpr:doubletime>
62	
63⊜	<cpr:day id="3"></cpr:day>
64	<cpr:date>2015-01-05</cpr:date>
65	<cpr:straighttime>8</cpr:straighttime>
66	<cpr:overtime>1</cpr:overtime>
67	<cpr:doubletime>0</cpr:doubletime>
68	
69⊜	<cpr:day id="4"></cpr:day>
70	<cpr:date>2015-01-06</cpr:date>
71	<cpr:straighttime>8</cpr:straighttime>
72	<cpr:overtime>0</cpr:overtime>
73	<cpr:doubletime>0</cpr:doubletime>
74	

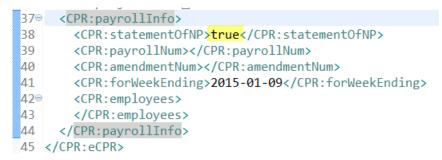
(screenshot continues on next page)

<pre></pre>	75⊜	<cpr:day id="5"></cpr:day>
<pre>77 </pre> 78 79 79 79 79 79 79 79 79 79 70 70 71 72 73 74 75 76 76 77 78 79 70 70 71 72 73 74 75 76 76 77 78 79 70 70 70 70 71 72 73 74 75 76 76 77 78 79 70 70 70 70 70 70 71 72 73 74 75 76 76 77 76 77 76 77 76 77 76 77 76 77 76 77 76 77 76 77 76 77 76 77 76 77 76 77 76 77 76 77 76 77 76 77 76 77 76 77 77 78 79 70 7		
<pre>79</pre>		
99 <cpr:doubletime>0 80 819 <cpr:day id="6"> 82 <cpr:day id="6"> 82 <cpr:day id="6"> 83 <cpr:straighttime>8 84 <cpr:overtime>1/CPR:overtime> 85 <cpr:day id="7"> 86 <cpr:day 2015-01-09<="" td=""> 879 <cpr:day 2015-01-09<="" td=""> 88 <cpr:date>2015-01-09 89 <cpr:date>2015-01-09 88 <cpr:date>2015-01-09 89 <cpr:date>2015-01-09 89 <cpr:date>2015-01-09 80 <cpr:date>2015-01-09 81 <cpr:date>2015-01-09 82 <cpr:date>2015-01-09 83 <cpr:date>2015-01-09 84 <cpr:date>2015-01-09 95 <cpr:date>2015-01-09 96 <cpr:totme>0 97 <cpr:totme>0 98 <cpr:totme>0 99 <cpr:totme>0 91 <cpr:totme>0 92 <cpr:totme>0 93 <cpr:totme>0 94 <cpr:thrlypayrate>0 <!--</td--><td></td><td></td></cpr:thrlypayrate></cpr:totme></cpr:totme></cpr:totme></cpr:totme></cpr:totme></cpr:totme></cpr:totme></cpr:date></cpr:date></cpr:date></cpr:date></cpr:date></cpr:date></cpr:date></cpr:date></cpr:date></cpr:date></cpr:date></cpr:day></cpr:day></cpr:day></cpr:overtime></cpr:straighttime></cpr:day></cpr:day></cpr:day></cpr:doubletime>		
88 819 <cpr:day id="6"> 82 <cpr:date>2015-01-08</cpr:date> 83 <cpr:straighttime>8 84 <cpr:day id="7"> 85 <cpr:day id="7"> 86 87" <cpr:day id="7"> 88 <cpr:day id="7"> 88 <cpr:day id="7"> 88 <cpr:day id="7"> 89 <cpr:day id="7"> 80 <cpr:day id="7"> 81 <cpr:day id="7"> 82 <cpr:day id="7"> 83 <cpr:day id="7"> 84 <cpr:day id="7"> 85 <cpr:day id="7"> 86 <cpr:day id="7"> 87 <cpr:day id="7"> 88 <cpr:day id="7"> 89 <cpr:day id="7"> 91 <cpr:day id="7"> 92 <cpr:day id="7"> 93 <cpr:day id="7"> 94 <cpr:tohrs> 95 <cpr:tohrs> 96 <cpr:tohrs> 97<!--</td--><td></td><td></td></cpr:tohrs></cpr:tohrs></cpr:tohrs></cpr:day></cpr:day></cpr:day></cpr:day></cpr:day></cpr:day></cpr:day></cpr:day></cpr:day></cpr:day></cpr:day></cpr:day></cpr:day></cpr:day></cpr:day></cpr:day></cpr:day></cpr:day></cpr:day></cpr:day></cpr:straighttime></cpr:day>		
<pre>81e</pre>		
22 <cpr:date2015-01-08< cpr:date=""> 83 <cpr:straighttime>8 84 <cpr:outletime>1 85 <cpr:douletime>0 86 87* <cpr:dayid="7"> 88 <cpr:dayid="7"> 88 <cpr:date2015-01-09< td=""> 89 <cpr:straighttime>8 90 <cpr:straighttime>8 91 <cpr:overtime>8 92 <cpr:doubletime>8 93 94 <cpr:tothrsstraighttime>56 95 <cpr:tothrsstraighttime>56 96 <cpr:tothrsstraighttime>56 97 <cpr:tothrsstraighttime>50 98 99* <cpr:tothrs> 99* <cpr:holypayrate> 99* <cpr:holypayrate< td=""><td></td><td></td></cpr:holypayrate<></cpr:holypayrate></cpr:holypayrate></cpr:holypayrate></cpr:holypayrate></cpr:holypayrate></cpr:holypayrate></cpr:holypayrate></cpr:holypayrate></cpr:holypayrate></cpr:tothrs></cpr:tothrsstraighttime></cpr:tothrsstraighttime></cpr:tothrsstraighttime></cpr:tothrsstraighttime></cpr:doubletime></cpr:overtime></cpr:straighttime></cpr:straighttime></cpr:date2015-01-09<></cpr:dayid="7"></cpr:dayid="7"></cpr:douletime></cpr:outletime></cpr:straighttime></cpr:date2015-01-08<>		
<pre>83 </pre> 84 85 86 87 87 87 87 88 89 80 80 80 80 80 80 81 82 83 84 84 85 85 86 86 87 86 87 88 89 80 80 80 80 80 80 80 80 80 80 80 81 82 82 84 84 84 85 85 86 86 86 86 87 86 86 86 86 87 86 86 87 86 87 86 86 87 89 80 90 90 90 90 90 90 90 90 90 90 90 90 90 90 90 90 9		
<pre>84</pre>		
85 <0 86 87 <cpr:day id="77*"> 88 <cpr:day id="77*"> 89 <cpr:straighttime>8 90 <cpr:straighttime>8 91 <cpr:dayid=77*> 92 <cpr:straighttime>8 93 <cpr:straighttime>8 94 <cpr:doubletime>0 93 94 <cpr:tothrsstraighttime>56 95 <cpr:tothrsdoubletime>0 96 <cpr:tothrsdoubletime>0 97 <cpr:tothrsdoubletime>0 98 <cpr:tothrsdoubletime>00 996 <cpr:hrlypayratestraighttime>50.00 997 <cpr:hrlypayratestraighttime>50.00 998 <cpr:hrlypayratestraighttime>50.00 999 <cpr:hrlypayratestraighttime>50.00 999 <cpr:hrlypayratestraighttime>50.00 999 <cpr:hrlypayratestraighttime>50.00 990 <cpr:hrlypayratestraighttime>50.00 991 <cpr:hrlypayratestraighttime>50.00</cpr:hrlypayratestraighttime></cpr:hrlypayratestraighttime></cpr:hrlypayratestraighttime></cpr:hrlypayratestraighttime></cpr:hrlypayratestraighttime></cpr:hrlypayratestraighttime></cpr:hrlypayratestraighttime></cpr:hrlypayratestraighttime></cpr:tothrsdoubletime></cpr:tothrsdoubletime></cpr:tothrsdoubletime></cpr:tothrsdoubletime></cpr:tothrsstraighttime></cpr:doubletime></cpr:straighttime></cpr:straighttime></cpr:dayid=77*></cpr:straighttime></cpr:straighttime></cpr:day></cpr:day>		
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87* <cpr:day id="7"> 88 <cpr:straighttime>8 90 <cpr:straighttime>8 91 <cpr:straighttime>8 92 <cpr:day> 93 <cpr:day> 946 <cpr:tothrsstraighttime>56 95 <cpr:tothrsstraighttime>56 96 <cpr:tothrsdubletime>6 97 <cpr:tothrsdubletime>60 98 <cpr:tothrsdubletime>60 99* <cpr:tothrsdubletime>60 99* <cpr:hrlypayratestraighttime>50.00 99* <cpr:hrlypayratestraighttime>50.00 99* <cpr:hrlypayrateovertime>60.00 <cpr:hrlypayrateovertime>70.00 99* <cpr:hrlypayrateovertime>70.00 99* <cpr:hrlypayrateovertime>70.00 99* <cpr:hrlypayrateovertime>70.00 99* <cpr:hrlypayrateovertime>70.00 99* <cpr:hrlypayrateovertime>70.00 99* <cpr:hrlypayrateovertime>70.00 99* <cpr:hrlypayrateovertime>70.00 99* <cpr:hrlypayrateovertime>70.00 99* <cpr:hrlypayrateovertime>70.00 <!--</td--><td></td><td></td></cpr:hrlypayrateovertime></cpr:hrlypayrateovertime></cpr:hrlypayrateovertime></cpr:hrlypayrateovertime></cpr:hrlypayrateovertime></cpr:hrlypayrateovertime></cpr:hrlypayrateovertime></cpr:hrlypayrateovertime></cpr:hrlypayrateovertime></cpr:hrlypayrateovertime></cpr:hrlypayrateovertime></cpr:hrlypayratestraighttime></cpr:hrlypayratestraighttime></cpr:tothrsdubletime></cpr:tothrsdubletime></cpr:tothrsdubletime></cpr:tothrsdubletime></cpr:tothrsstraighttime></cpr:tothrsstraighttime></cpr:day></cpr:day></cpr:straighttime></cpr:straighttime></cpr:straighttime></cpr:day>		
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205 <cpr:fica>50.00</cpr:fica> 206 <cpr:statetax>20.00</cpr:statetax> 207 <cpr:sdi>10.00</cpr:sdi> 208 <cpr:vacationholiday>10</cpr:vacationholiday> 209 <cpr:healthwelfare>10</cpr:healthwelfare> 210 <cpr:pension>10211<cpr:training>10212<cpr:fundadmin>20213<cpr:dues>30214<cpr:travelsubs>30215<cpr:savings>0.0216<cpr:other>0.0217<cpr:total>200218<cpr:notes>This is a a sample</cpr:notes></cpr:total></cpr:other></cpr:savings></cpr:travelsubs></cpr:dues></cpr:fundadmin></cpr:training></cpr:pension>	2036	
206 <cpr:statetax>20.00</cpr:statetax> 207 <cpr:sdi>10.00</cpr:sdi> 208 <cpr:vacationholiday>10</cpr:vacationholiday> 209 <cpr:healthwelfare>10</cpr:healthwelfare> 210 <cpr:pension>10</cpr:pension> 211 <cpr:training>10</cpr:training> 212 <cpr:fundadmin>20213<cpr:dues>30214<cpr:travelsubs>30215<cpr:savings>0.0216<cpr:other>0.0217<cpr:total>200218<cpr:notes>This is a a sample</cpr:notes></cpr:total></cpr:other></cpr:savings></cpr:travelsubs></cpr:dues></cpr:fundadmin>	204	<cpr:fedtax>100.00</cpr:fedtax>
<pre>207 <cpr:sdi>10.00</cpr:sdi> 208 <cpr:vacationholiday>10</cpr:vacationholiday> 209 <cpr:healthwelfare>10</cpr:healthwelfare> 210 <cpr:pension>10</cpr:pension> 211 <cpr:training>10</cpr:training> 212 <cpr:fundadmin>20</cpr:fundadmin> 213 <cpr:dues>30</cpr:dues> 214 <cpr:travelsubs>30</cpr:travelsubs> 215 <cpr:savings>0.0</cpr:savings> 216 <cpr:other>0.0</cpr:other> 217 <cpr:total>200</cpr:total> 218 <cpr:notes>This is a a sample</cpr:notes></pre>	205	<cpr:fica>50.00</cpr:fica>
208 <cpr:vacationholiday>10</cpr:vacationholiday> 209 <cpr:healthwelfare>10</cpr:healthwelfare> 210 <cpr:pension>10</cpr:pension> 211 <cpr:training>10</cpr:training> 212 <cpr:fundadmin>20</cpr:fundadmin> 213 <cpr:dues>30</cpr:dues> 214 <cpr:travelsubs>30215<cpr:savings>0.0216<cpr:other>0.0217<cpr:total>200218<cpr:notes>This is a a sample</cpr:notes></cpr:total></cpr:other></cpr:savings></cpr:travelsubs>	206	<cpr:statetax>20.00</cpr:statetax>
<pre>209 <cpr:healthwelfare>10</cpr:healthwelfare> 210 <cpr:pension>10</cpr:pension> 211 <cpr:training>10</cpr:training> 212 <cpr:fundadmin>20</cpr:fundadmin> 213 <cpr:dues>30</cpr:dues> 214 <cpr:travelsubs>30</cpr:travelsubs> 215 <cpr:savings>0.0</cpr:savings> 216 <cpr:other>0.0</cpr:other> 217 <cpr:total>200</cpr:total> 218 <cpr:notes>This is a a sample</cpr:notes></pre>	207	
<pre>210 <cpr:pension>10</cpr:pension> 211 <cpr:training>10</cpr:training> 212 <cpr:fundadmin>20</cpr:fundadmin> 213 <cpr:dues>30</cpr:dues> 214 <cpr:travelsubs>30</cpr:travelsubs> 215 <cpr:savings>0.0</cpr:savings> 216 <cpr:other>0.0</cpr:other> 217 <cpr:total>200</cpr:total> 218 <cpr:notes>This is a a sample</cpr:notes></pre>	208	
<pre>211 <cpr:training>10</cpr:training> 212 <cpr:fundadmin>20</cpr:fundadmin> 213 <cpr:dues>30</cpr:dues> 214 <cpr:travelsubs>30</cpr:travelsubs> 215 <cpr:savings>0.0</cpr:savings> 216 <cpr:other>0.0</cpr:other> 217 <cpr:total>200</cpr:total> 218 <cpr:notes>This is a a sample</cpr:notes></pre>	209	
<pre>212 <cpr:fundadmin>20</cpr:fundadmin> 213 <cpr:dues>30</cpr:dues> 214 <cpr:travelsubs>30</cpr:travelsubs> 215 <cpr:savings>0.0</cpr:savings> 216 <cpr:other>0.0</cpr:other> 217 <cpr:total>200</cpr:total> 218 <cpr:notes>This is a a sample</cpr:notes></pre>	210	<cpr:pension>10</cpr:pension>
<pre>213 <cpr:dues>30</cpr:dues> 214 <cpr:travelsubs>30</cpr:travelsubs> 215 <cpr:savings>0.0</cpr:savings> 216 <cpr:other>0.0</cpr:other> 217 <cpr:total>200</cpr:total> 218 <cpr:notes>This is a a sample</cpr:notes></pre>	211	<cpr:training>10</cpr:training>
<pre>214 <cpr:travelsubs>30</cpr:travelsubs> 215 <cpr:savings>0.0</cpr:savings> 216 <cpr:other>0.0</cpr:other> 217 <cpr:total>200</cpr:total> 218 <cpr:notes>This is a a sample</cpr:notes></pre>	212	<cpr:fundadmin>20</cpr:fundadmin>
215 <cpr:savings>0.0</cpr:savings> 216 <cpr:other>0.0</cpr:other> 217 <cpr:total>200</cpr:total> 218 <cpr:notes>This is a a sample</cpr:notes>	213	
216 <cpr:other>0.0</cpr:other> 217 <cpr:total>200</cpr:total> 218 <cpr:notes>This is a a sample</cpr:notes>	214	
<pre>217 <cpr:total>200</cpr:total> 218 <cpr:notes>This is a a sample</cpr:notes></pre>	215	
218 <cpr:notes>This is a a sample</cpr:notes>	216	
	217	
219		
	219	

13. <CPR:notes> element can be used to add a free form supplemental descriptive information for each employee's payroll, but it isn't mandatory and can be left blank.

2039	<cpr:deductionscontribpay></cpr:deductionscontribpay>
200	
204	<cpr:fedtax>100.00</cpr:fedtax>
205	<cpr:fica>50.00</cpr:fica>
206	<cpr:statetax>20.00</cpr:statetax>
207	<cpr:sdi>10.00</cpr:sdi>
208	<cpr:vacationholiday>10</cpr:vacationholiday>
209	<cpr:healthwelfare>10</cpr:healthwelfare>
210	<cpr:pension>10</cpr:pension>
211	<cpr:training>10</cpr:training>
212	<cpr:fundadmin>20</cpr:fundadmin>
213	<cpr:dues>30</cpr:dues>
214	<cpr:travelsubs>30</cpr:travelsubs>
215	<cpr:savings>0.0</cpr:savings>
216	<cpr:other>0.0</cpr:other>
217	<cpr:total>200</cpr:total>
218	<cpr:notes>This is a a sample</cpr:notes>
219	

14. If the submitting payroll week is a statement of non-peformance, enter "true" for <statementOfNP> element. All <CPR:employee> elements contained within the <CPR: employees> element aren't included.



• Review and save your XML file.

5.3. XML File Naming Convention for eCPR

- Please follow the example given below when naming XML files for submission:
 - 1. 6789_DIR001_010915.xml
- This naming convention can be broken down into following sections: [last 4 digits of FEIN number]_[Project ID]_[week ending date].xml
 - 1. 6789 = last 4 digits of FEIN number
 - 2. DIR001 = Project ID
 - 3. 010915 = Week ending date
- The xml file must end with the extension ".xml".