Department of Industrial Relations

User Guide for Electronic Certified Payroll Reporting via XML Upload

July 2016

Version 1.6

Contents

1. Introduction 3

2. Release Notes 3

3. System Requirements 4

4. How to Submit Certified Payroll Records via XML 4

4.1 How to Submit Corrections 14

5. How to Create an XML File 15

5.1 XML File Validation 15

5.11 Software Installation 15

5.12 How to Validate an XML file against the eCPR Schema File Using XML Notepad 17

5.2. Create an XML File Using CPRSample.xml as a Template 23

5.3. XML File Naming Convention for eCPR 33

1. Introduction

This manual will help you:

- Submit a certified payroll record via XML. (For more details, see Section 4 of this user guide.)
- Create an XML file using the schema template or vendor software. (For more details, see Section 5 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
  1. <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

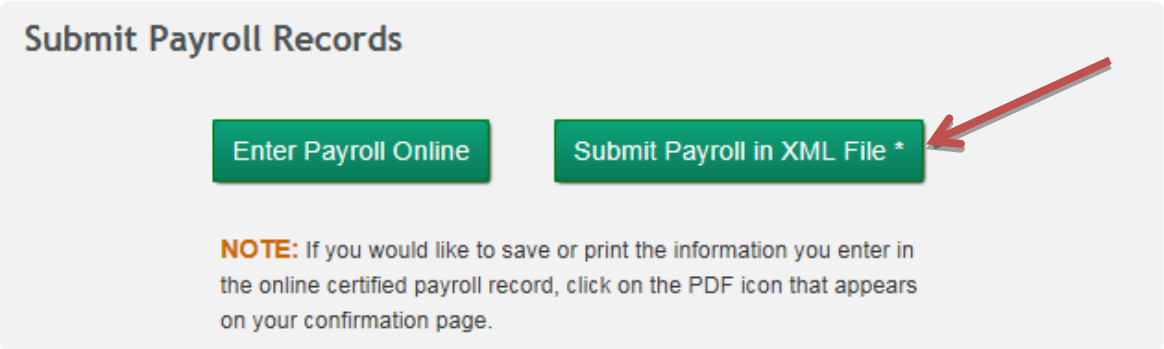
- For submitting an XML file: The electronic reporting application supports Internet Explorer 9, 10, and the latest versions of Chrome, Firefox, and Safari.

- 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.

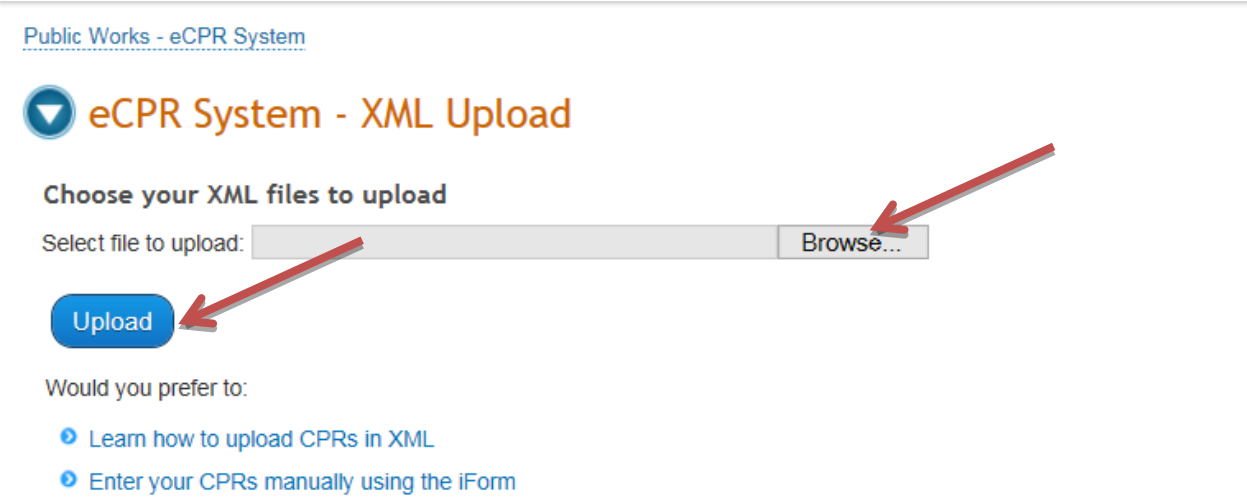
4. How to Submit Certified Payroll Records via XML

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

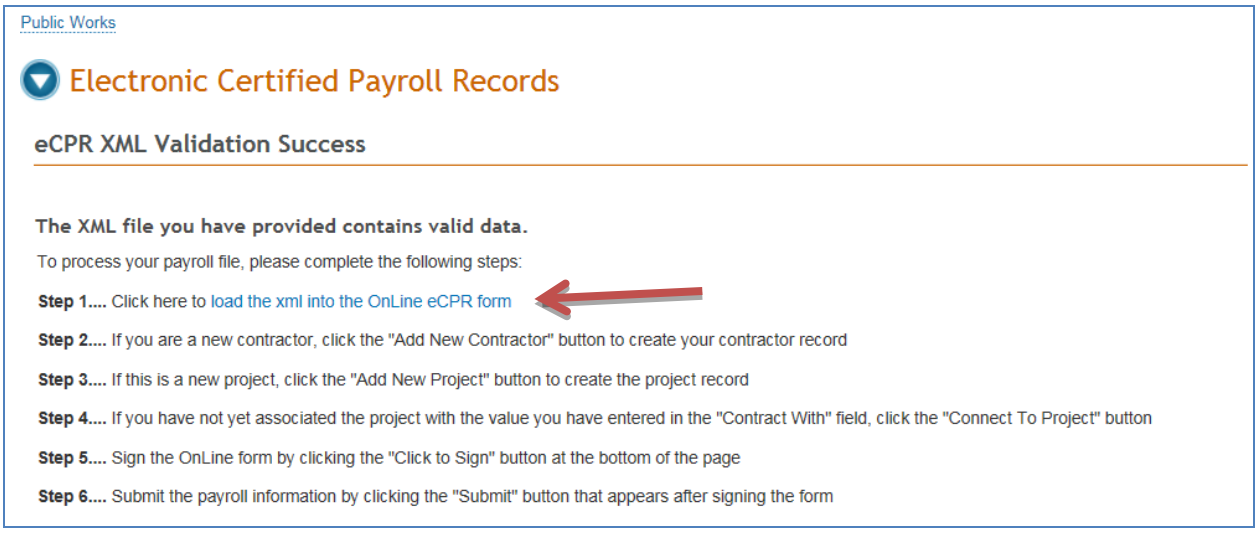
1. The XML format must strictly follow the guidelines provided in Section 5 of this user guide.
2. To import the XML file:
   a. Select the "Submit Payroll in XML File" button.



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.

Public Works

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, certify 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.

Tip: Hover cursor over the field for more information.

Contractor Information

Contractor FEIN: 123456789 License Type: OTHER License Number: CALIFORNIA MOTOR CARRIE

Contractor Name: JON SNOW Contractor PWCR: 1000000024

Contractor Address:

Street: 999 CARRIER RD City: OAKLAND State: CA Zip: 94612

Insurance Number: INS102 Contractor Email: JONSNOW@TEST.COM

Project Information

DIR Project ID: 7 DIR Project ID Lookup

Project Detail:

Awarding COUNTY OF SAN BERNARDINO Contract With: CA-DIR

Project Name: HOWARD STREET SIDEWALK

Street: City: MONTCLAIR AREA County: SAN BERNARDINO State: Zip:

Description HOWARD STREET, MONTCLAIR AREA

(screenshot continues on next page)

Payroll Information

Check here if this is a statement of non-performance For Week 1 Feb 2015 Payroll 1 - 0 Employee 1 of 2

SSN	111223333	Name	JOHN SMITH				
Address	100 COMMON STREET	City	COMMON PLACE	State	CA	Zip	91234
Classification	CARRIER DRIVER	Number of Withholding	2				

	Mon /	Tue /	Wed /	Thu /	Fri /	Sat /	Sun /	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	Training	Fund/ Admin	Travel & Subsistence	Pension	Savings	Other	Dues
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Federal Tax	FICA	State Tax	SDI	Total Deductions
0.00	0.00	0.00	0.00	0.00

Gross Wages This Project	Gross Wages All Work
1,245.00	2,000.00
Net Wages	**Check Number**
1,245.00	1001

NOTE: *Maximum length 256*

Remove Employee

Add Employee

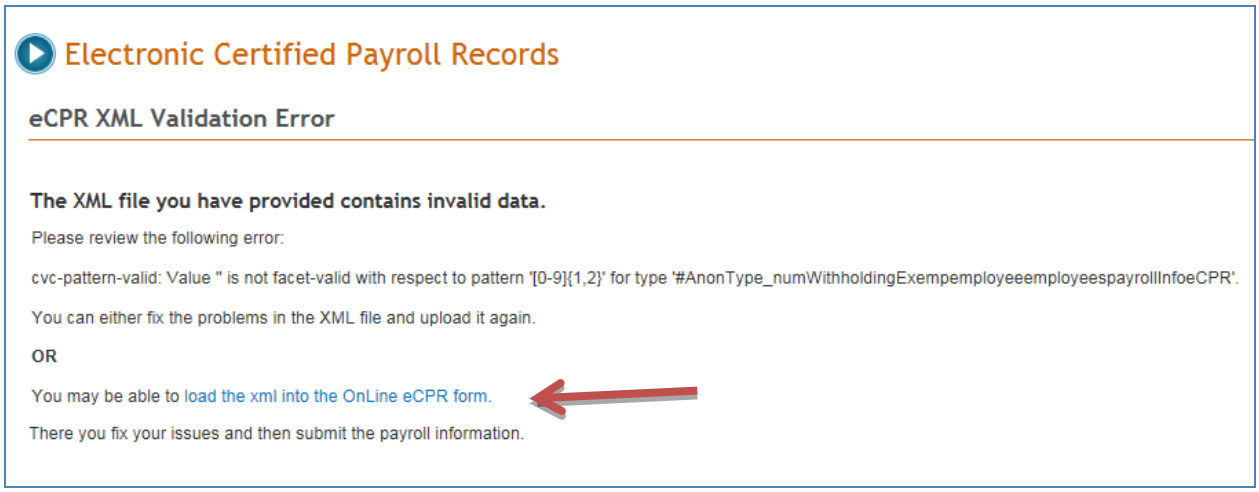
<< >>

I, _____, the undersigned, am the _____ (position in business) with the authority to act for and on behalf of _____ (name of business and/or contractor), certify under penalty of perjury that the records or copies thereof submitted and consisting of certified payroll records for the week 02/01/2015 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, or whatever form to the individual or individuals

Click to Sign

2.6.06 07182016 Date

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



Electronic Certified Payroll Records

eCPR XML Validation Error

The XML file you have provided contains invalid data.

Please review the following error:

cvc-pattern-valid: Value '' is not facet-valid with respect to pattern '[0-9]{1,2}' for type '#AnonType_numWithholdingExempemployeeemployeespayrollInfoeCPR'.

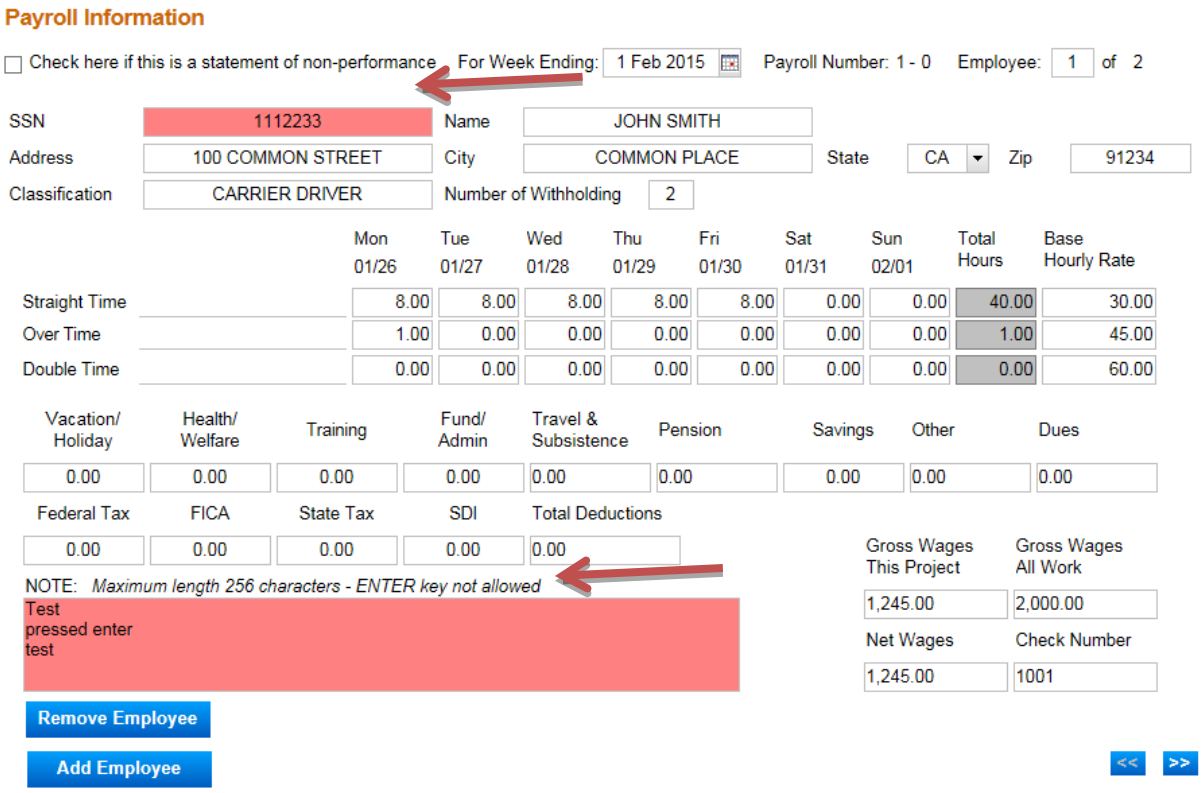
You can either fix the problems in the XML file and upload it again.

OR

You may be able to load the xml into the OnLine eCPR form.

There you fix your issues and then submit the payroll information.

- 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

☐ Check here if this is a statement of non-performance For Week Ending: 1 Feb 2015 Payroll Number: 1 - 0 Employee: 1 of 2

SSN	1112233	Name	JOHN SMITH				
Address	100 COMMON STREET	City	COMMON PLACE	State	CA	Zip	91234
Classification	CARRIER DRIVER	Number of Withholding	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	Training	Fund/ Admin	Travel & Subsistence	Pension	Savings	Other	Dues
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Federal Tax	FICA	State Tax	SDI	Total Deductions
0.00	0.00	0.00	0.00	0.00

NOTE: *Maximum length 256 characters - ENTER key not allowed*

Test
pressed enter
test

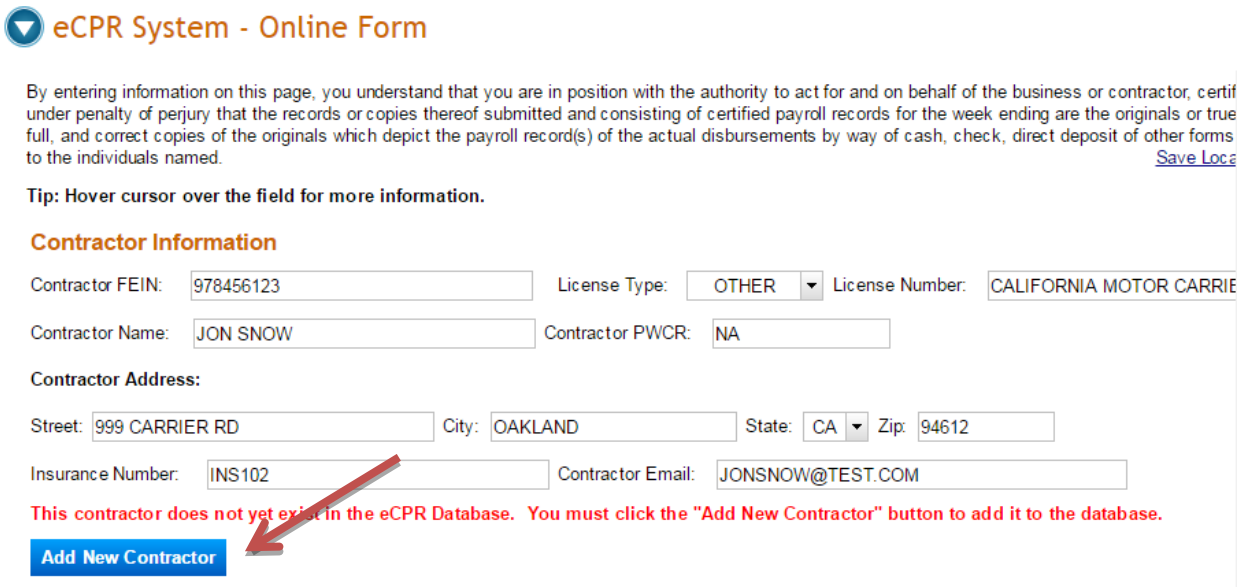
Gross Wages This Project	Gross Wages All Work
1,245.00	2,000.00
Net Wages	**Check Number**
1,245.00	1001

Remove Employee

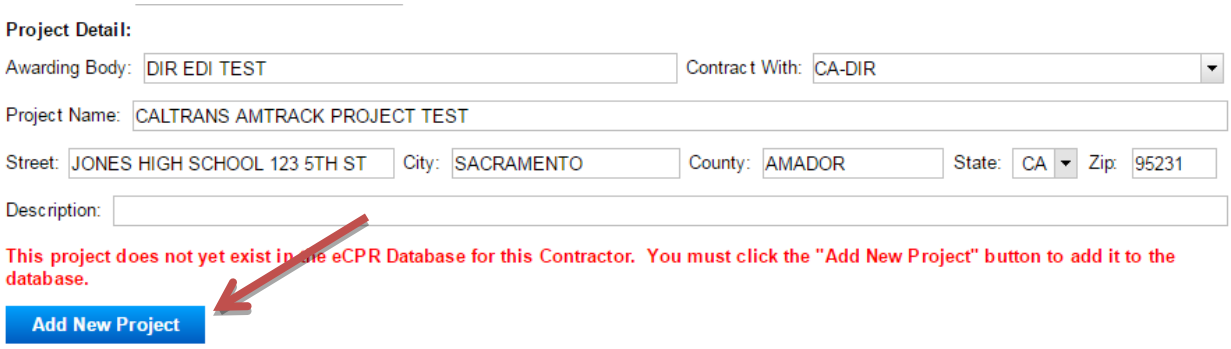
Add Employee

<< >>

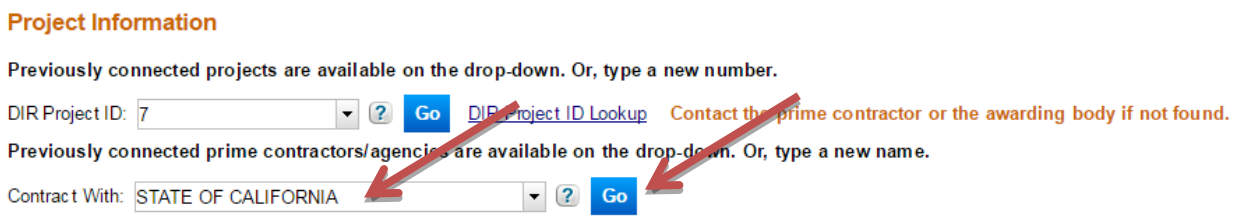
7. If you are a new contractor, select “Add New Contractor.”



8. If the project doesn’t yet exist in the eCPR database, select “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.



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 critical to enter the name exactly as it appears in the PWC-100 form or on the contract (for subcontractors not on the PWC-100 form). This name drives the payroll number (and amendment number) 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.

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

Check here if this is a statement of non-performance For Week 1 Feb 2015 Payroll 1 - 0 Employee 1 of 2

SSN	111223333	Name	JOHN SMITH				
Address	100 COMMON STREET	City	COMMON PLACE	State	CA	Zip	91234
Classification	CARRIER DRIVER	Number of Withholding	2				

	Mon /	Tue /	Wed /	Thu /	Fri /	Sat /	Sun /	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	Training	Fund/ Admin	Travel & Subsistence	Pension	Savings	Other	Dues
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Federal Tax	FICA	State Tax	SDI	Total Deductions
0.00	0.00	0.00	0.00	0.00

Gross Wages This Project	Gross Wages All Work
1,245.00	2,000.00
Net Wages	**Check Number**
1,245.00	1001

NOTE: *Maximum length 256*

Remove Employee

Add Employee

<< >>

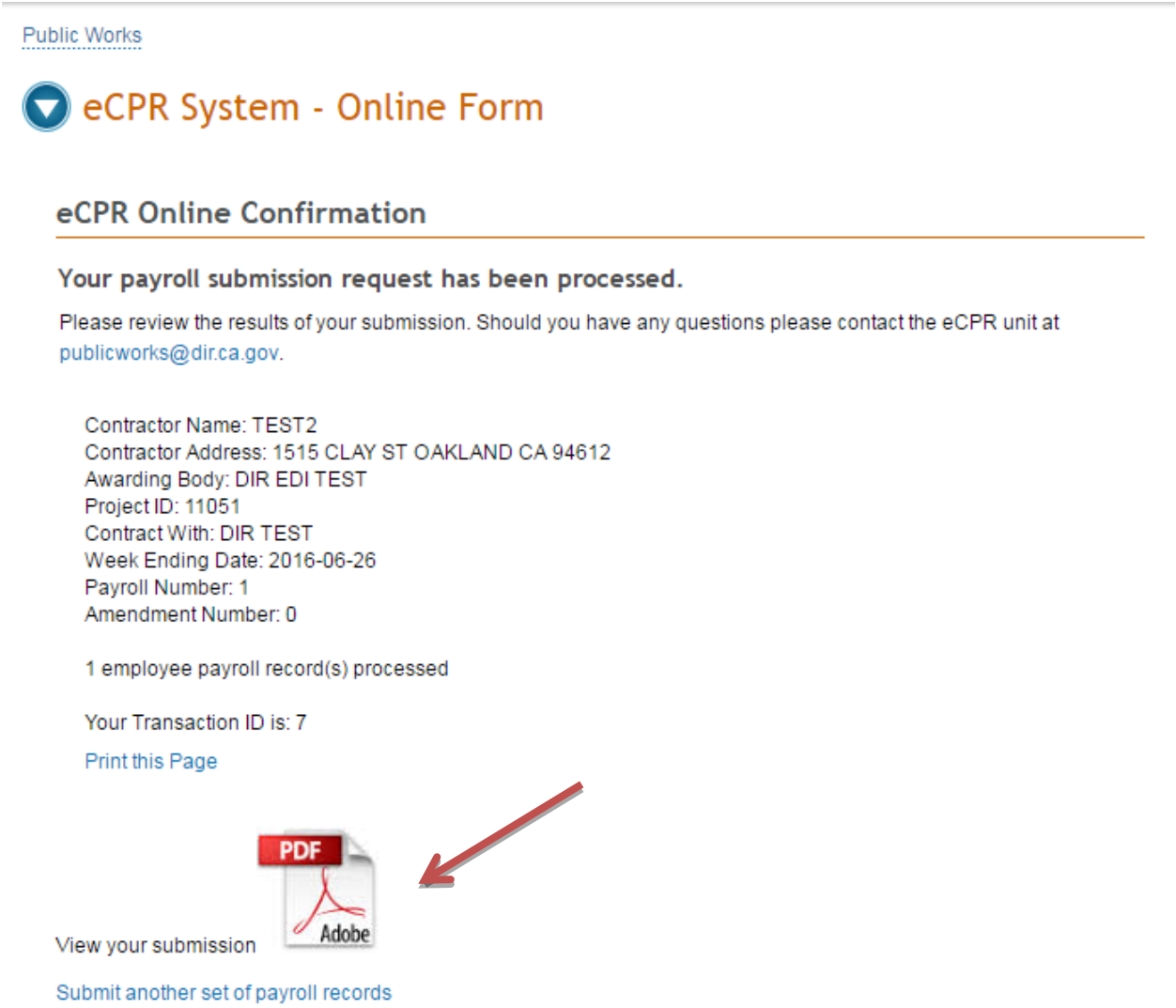
I, _____, the undersigned, am the _____ (position in business) with the authority to act for and on behalf of _____ (name of business and/or contractor), certify under penalty of perjury that the records or copies thereof submitted and consisting of certified payroll records for the week 02/01/2015 are 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, or whatever form to the individual or individuals

Click to Sign

2.6.06 07182016 Date

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 resubmit 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

    Please note: 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

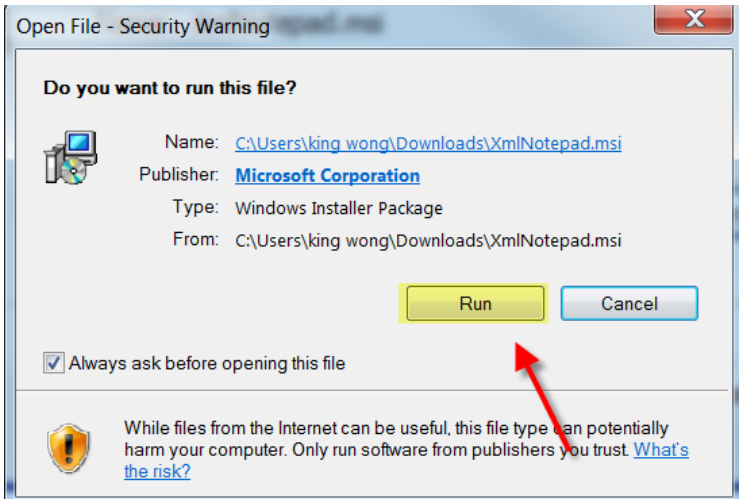
- There are several freeware, and commercial products to validate XML files against a schema. The following software is a free XML editor from Microsoft:

  1. **XML Notepad**

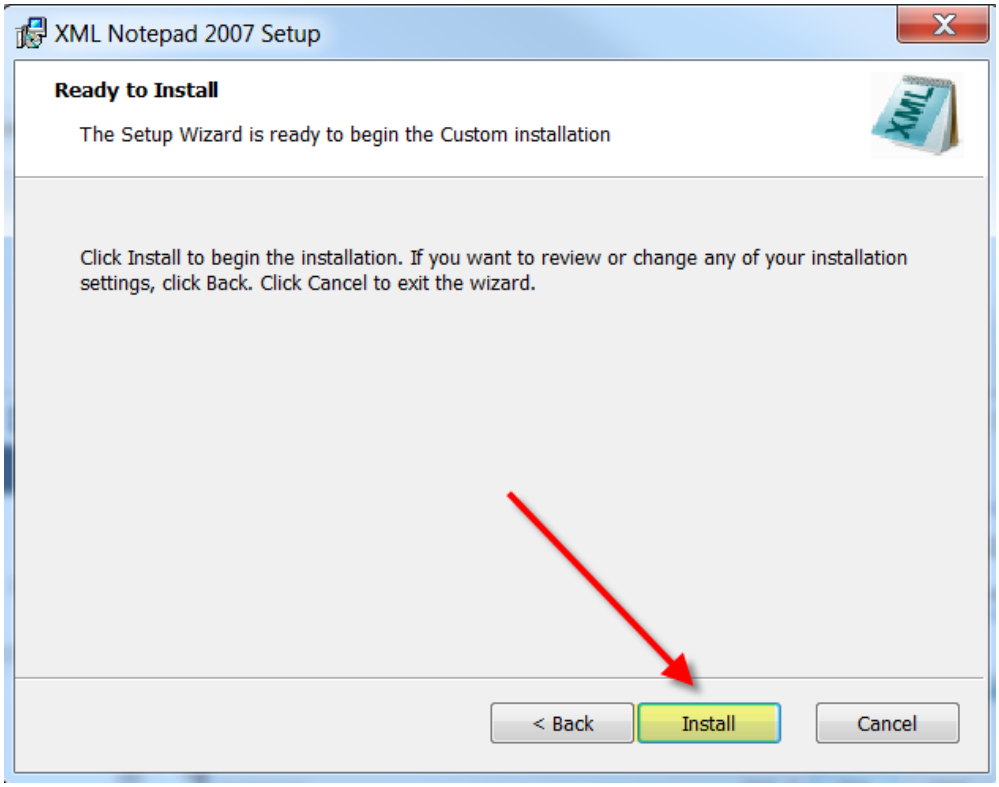
- To download:

  1. Go to this Webpage: http://www.microsoft.com/en-us/download/details.aspx?id=7973
  2. Click "**Download**".

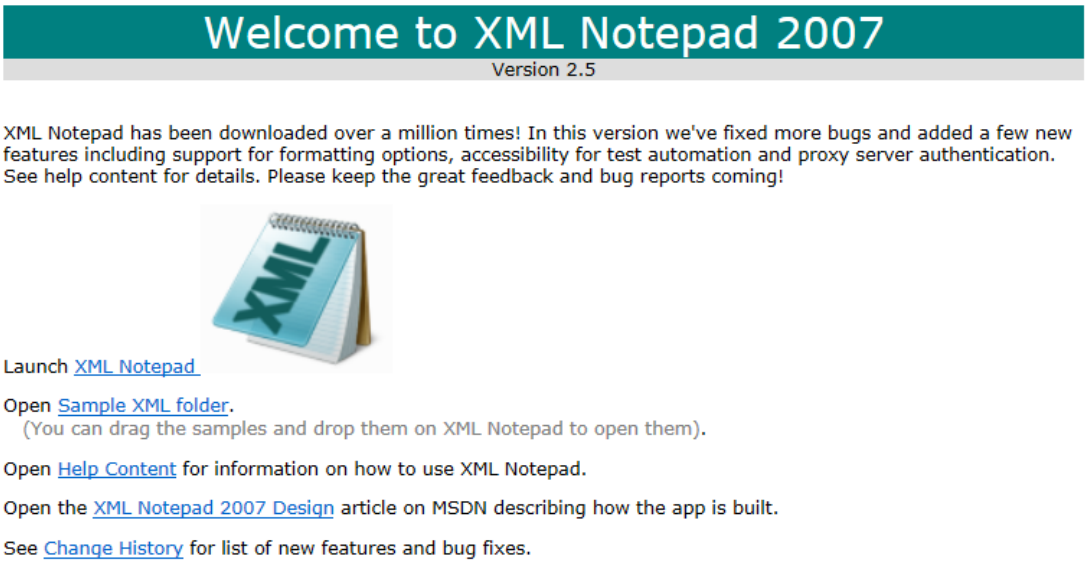
  3. After the download is done, Click "**Run**" to start the installation process.



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:



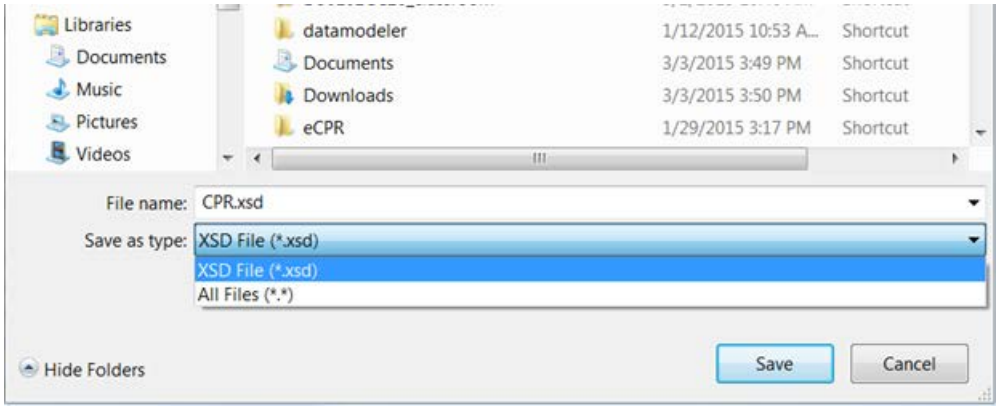
5.12 How to Validate an XML file against the eCPR Schema File Using XML Notepad

- The following files are available to help you follow eCPR XML guideline:

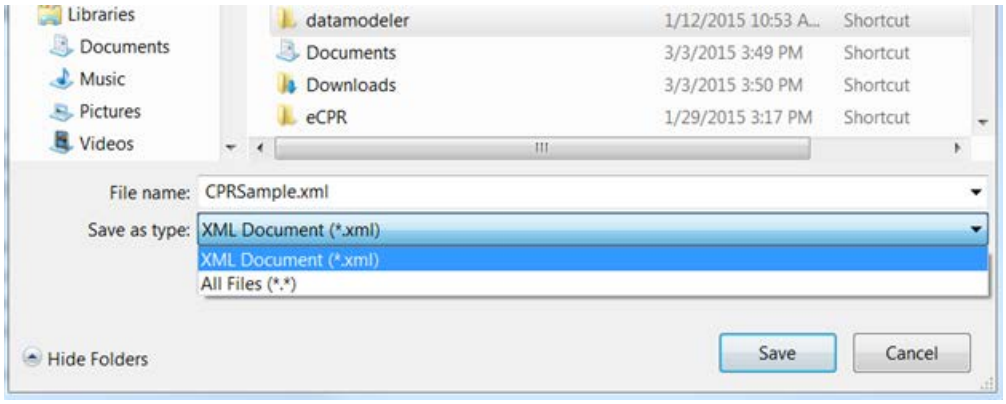
  1. **CPRSample.xml (XML with sample data)**
  2. **CPR.xsd (eCPR Schema)**

- To save the **CPRSample.xml** and **CPR.xsd** files to a local drive:

  1. Go to eCPR Home Page.
  2. 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.



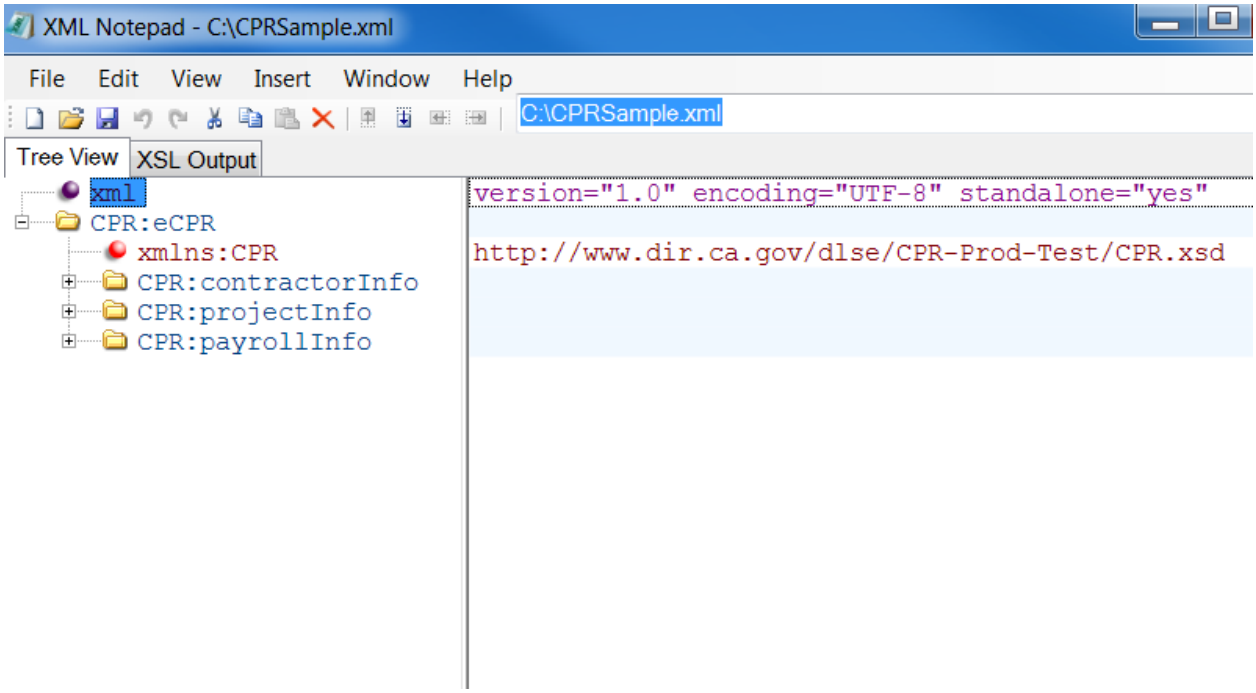
  3. Right-click on the "**CPRSample.xml**" and choose "**Save target as.**" Change the file extension to **.xml** and save as type "**XML File**" or "**All Files(*.*)**" to a local drive.



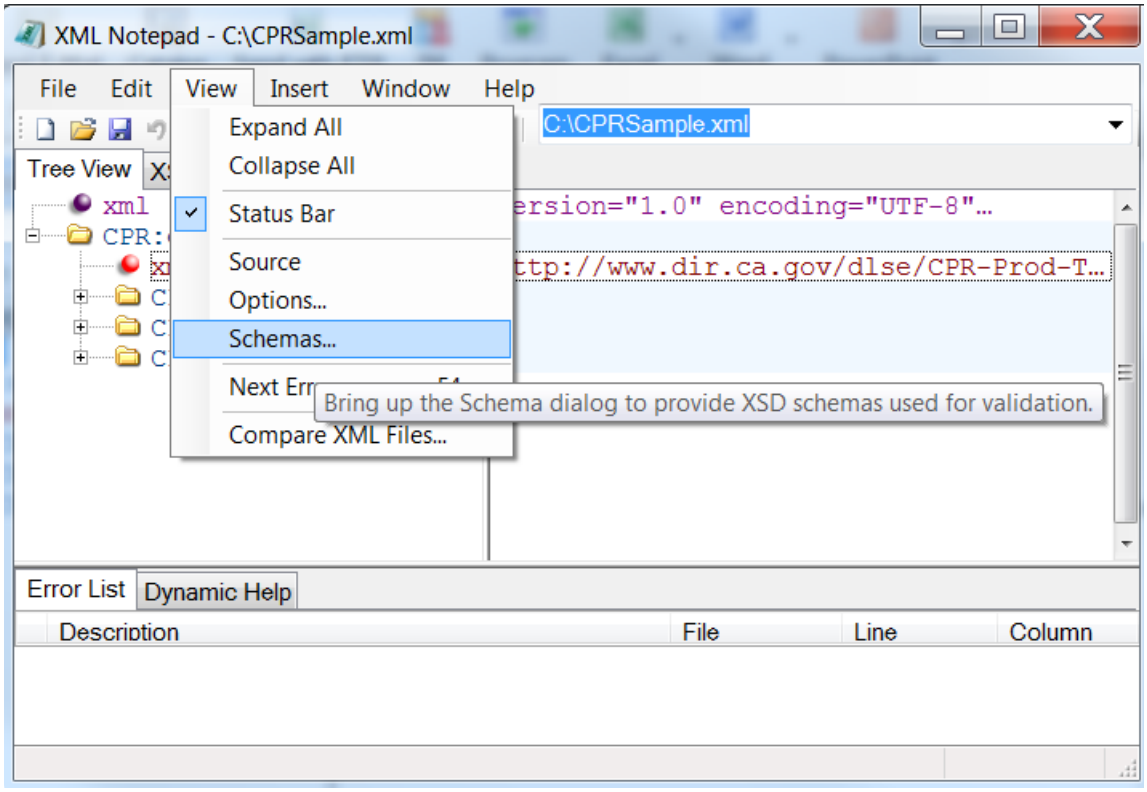
- To validate XML files against the eCPR Schema:

  1. Launch **XML Notepad**

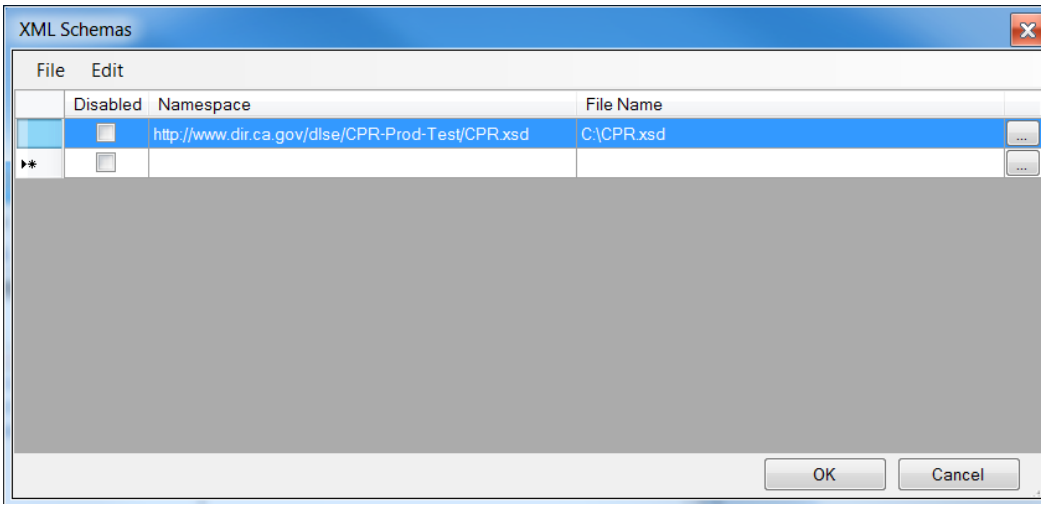
  2. Click "**File**" from the menu bar, and select "**Open**" and browse to **CPRSample.XML** location to open the file. The file will open with a vertically split window of "Tree View" on the left and the texts of values on the right.



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

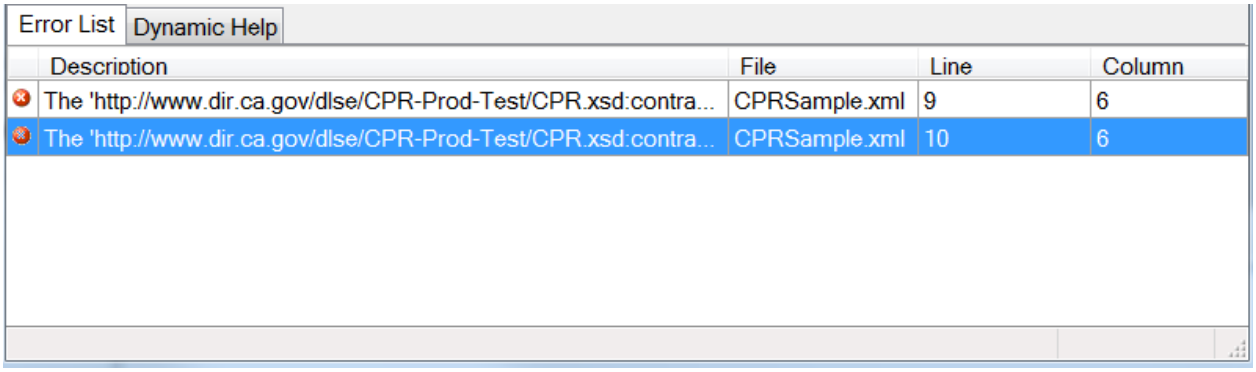


4. The XML Schemas dialog box will pop up. If there are any schemas listed in the XML schemas dialog box, click "**Clear"**. This will erase any schemas that have been previously loaded.

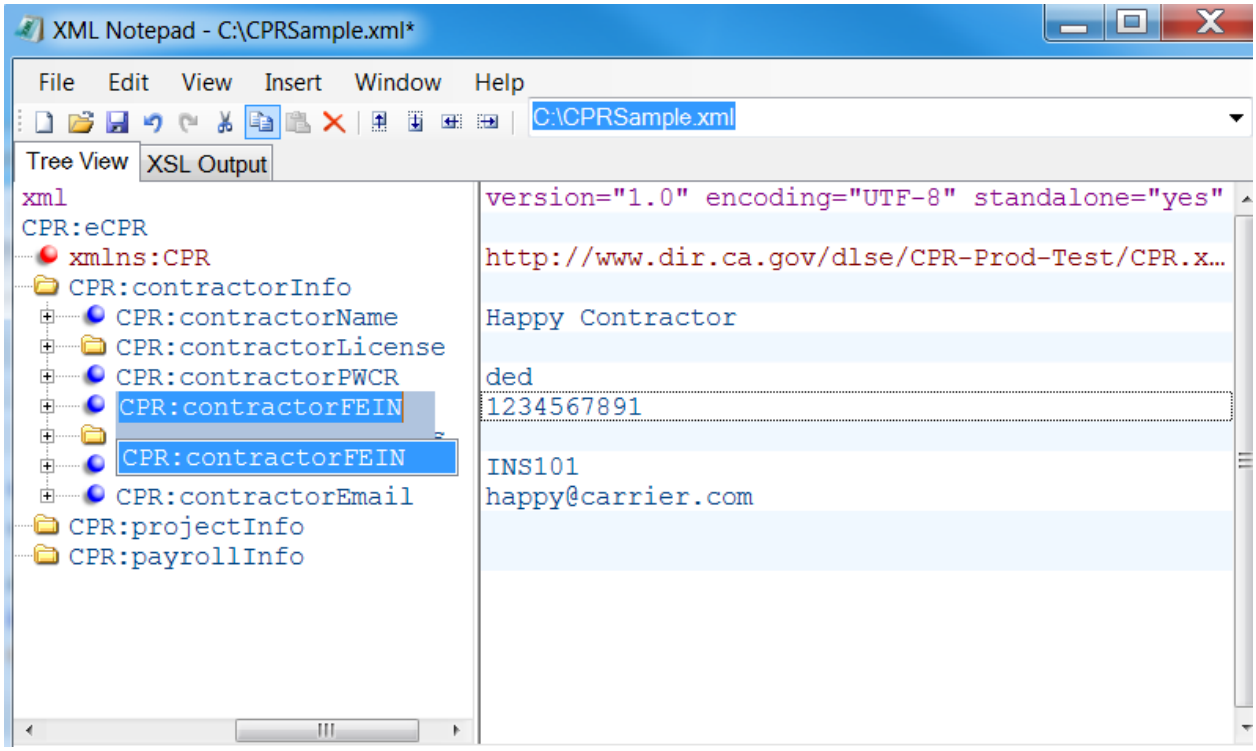


5. Click "**Add schemas"** and browse to the location of saved **CPR.xsd (eCPR schema).** Click "**Ok**" to load the schema.

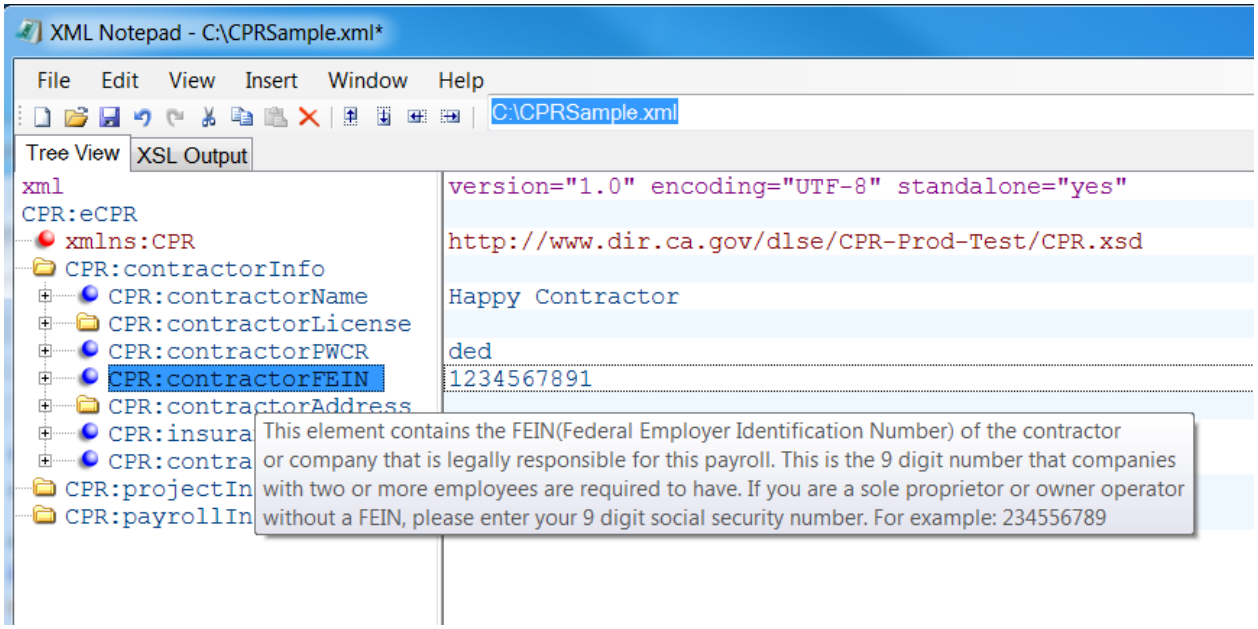
6. After the CPR.xsd is loaded, any errors that occur while editing the XML file will show up in the "**Error List tab**", at the bottom of the XML Notepad.



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.



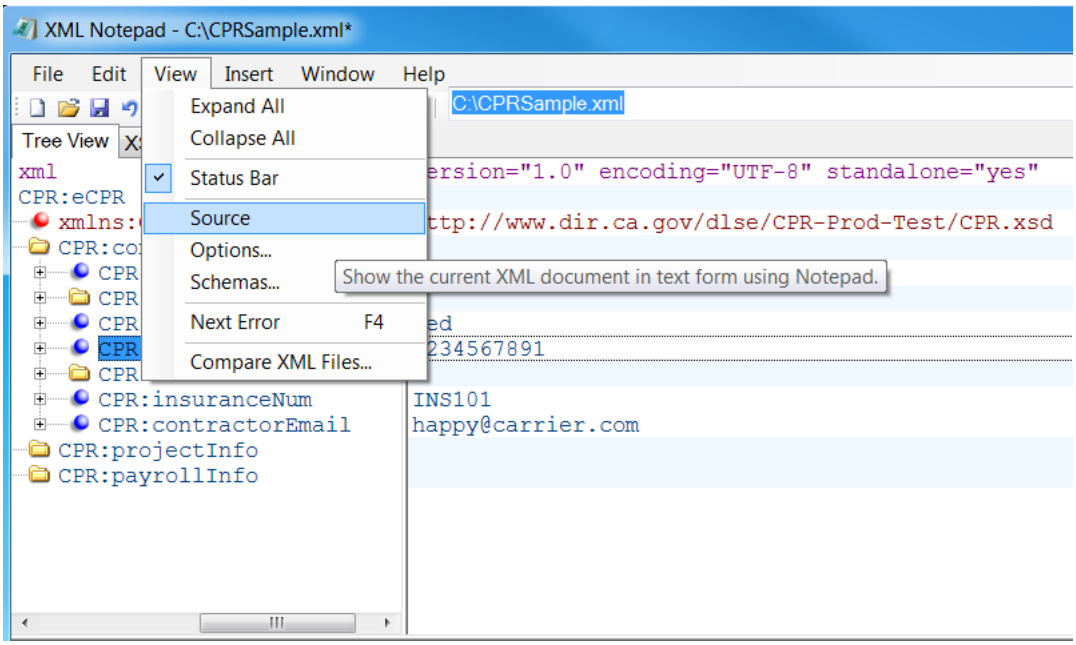
8. Select or hover over the corresponding element to display the xsd: annotations.



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.

```
6   <!--XML SCHEMA for electronic California Payroll Records version Pre-development-->
7   <!--day element changed according to iform-->
8   <xs:include schemaLocation=""></xs:include>
9   <xs:element name="eCPR">
10      <xs:complexType>
11          <xs:sequence>
12              <xs:element name="contractorInfo">
13                  <xs:annotation>
14                      <xs:documentation>
15                          This element contains information of the
16                          contractor or company that is legally
17                          responsible for this payroll.
18                      </xs:documentation>
19                  </xs:annotation>
20                  <xs:complexType>
21                      <xs:sequence>
22                          <xs:element name="contractorName">
23                              <xs:annotation>
24                                  <xs:documentation>
25                                      This element contains the name
26                                      of the contractor or company
27                                      that is legally responsible for
28                                      this payroll.
29                                  </xs:documentation>
30                              </xs:annotation>
31                              <xs:simpleType>
32                                  <xs:restriction base="xs:string">
33                                      <xs:minLength value="1" />
34                                      <xs:maxLength value="56" />
35                                  </xs:restriction>
36                              </xs:simpleType>
```

element definition

acceptable values

- 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>
9    <CPR:contractorPWCR>1234567890</CPR:contractorPWCR>
10   <CPR:contractorFEIN>123456789</CPR:contractorFEIN>
11   <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   </CPR:contractorAddress>
17   <CPR:insuranceNum>Insurance101</CPR:insuranceNum>
18   <CPR:contractorEmail>happy@carrier.com</CPR:contractorEmail>
19 </CPR:contractorInfo>
```

- **Edit the file:**

  1. Enter the appropriate values for all fields under <CPR:contractorInfo> element:

```
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>
9    <CPR:contractorPWCR>1234567890</CPR:contractorPWCR>
10   <CPR:contractorFEIN>123456789</CPR:contractorFEIN>
11   <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   </CPR:contractorAddress>
17   <CPR:insuranceNum>Insurance101</CPR:insuranceNum>
18   <CPR:contractorEmail>happy@carrier.com</CPR:contractorEmail>
19 </CPR:contractorInfo>
```

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

```
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>
9    <CPR:contractorPWCR>1234567890</CPR:contractorPWCR>
10   <CPR:contractorFEIN>123456789</CPR:contractorFEIN>
11   <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   </CPR:contractorAddress>
17   <CPR:insuranceNum>Insurance101</CPR:insuranceNum>
18   <CPR:contractorEmail>happy@carrier.com</CPR:contractorEmail>
19 </CPR:contractorInfo>
```

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: https://efiling.dir.ca.gov/PWCR/

```
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>
9    <CPR:contractorPWCR>NA</CPR:contractorPWCR>
10   <CPR:contractorFEIN>123456789</CPR:contractorFEIN>
11   <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   </CPR:contractorAddress>
17   <CPR:insuranceNum>Insurance101</CPR:insuranceNum>
18   <CPR:contractorEmail>happy@carrier.com</CPR:contractorEmail>
19 </CPR:contractorInfo>
```

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

```
20  <CPR:projectInfo>
21    <CPR:awardingBody></CPR:awardingBody>
22    <CPR:contractAgencyID></CPR:contractAgencyID>
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>
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    </CPR:projectLocation>
37  </CPR:projectInfo>
```

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>
21    <CPR:awardingBody></CPR:awardingBody>
22    <CPR:contractAgencyID></CPR:contractAgencyID>
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>
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    </CPR:projectLocation>
37  </CPR:projectInfo>
```

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

```
3⊕  <CPR:contractorInfo>..
20⊕ <CPR:projectInfo>..
37⊖ <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>
43⊕     <CPR:employee>..
133⊕    <CPR:employee>..
223   </CPR:employees>
224 </CPR:payrollInfo>
225 </CPR:eCPR>
```

7. 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.

```
3⊕  <CPR:contractorInfo>..
20⊕ <CPR:projectInfo>..
37⊖ <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>
43⊕     <CPR:employee>..
133⊕    <CPR:employee>..
223   </CPR:employees>
224 </CPR:payrollInfo>
225 </CPR:eCPR>
```

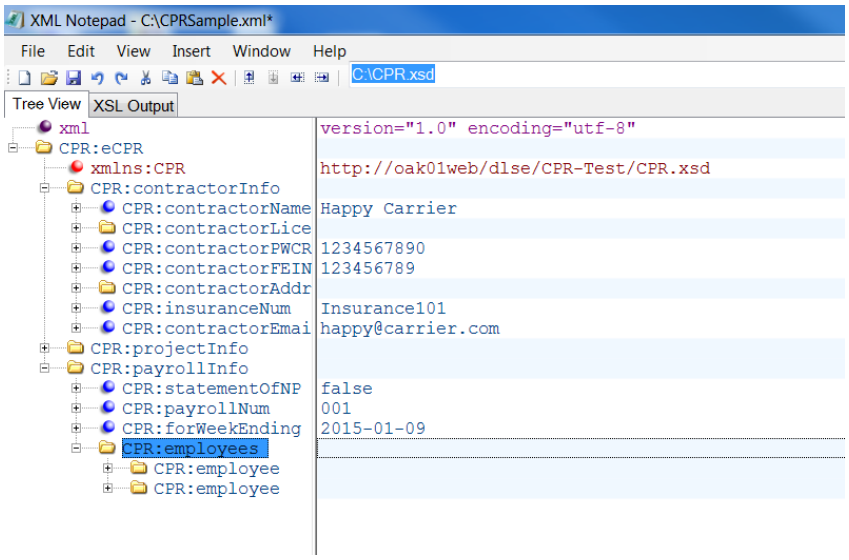
8. For the <CPR:forWeekEnding> element, enter the ending date of payroll week in following date format: yyyy-mm-dd.

```
 3⊕  <CPR:contractorInfo>..
20⊕  <CPR:projectInfo>..
37⊖  <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>
43⊕      <CPR:employee>..
133⊕     <CPR:employee>..
223    </CPR:employees>
224  </CPR:payrollInfo>
225 </CPR:eCPR>
```

9. 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>
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>
43⊕      <CPR:employee>..
133⊕     <CPR:employee>..
223    </CPR:employees>
224  </CPR:payrollInfo>
```

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.

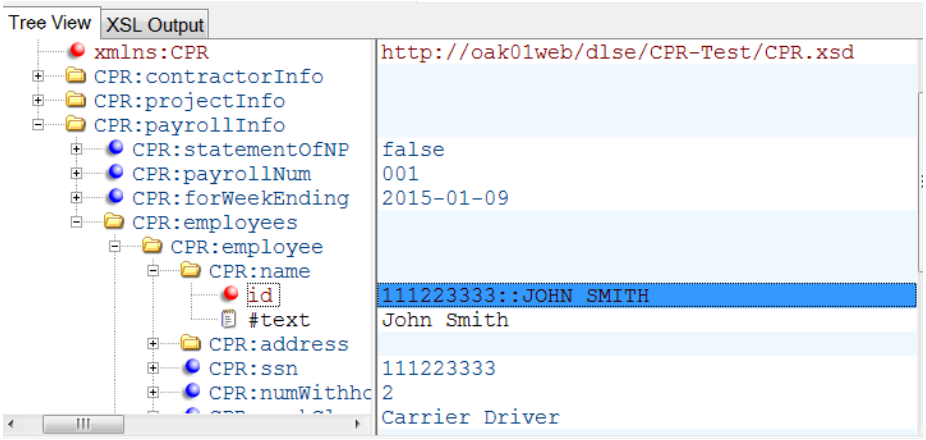


11. Each employee <CPR:name> element needs to have an “id” attribute that contains the SSN::Name of the employee. The “Name” must be all upper-case.

```
37    <CPR:employees>
38      <CPR:employee>
39        <CPR:name id="111223333::JOHN SMITH">John Smith</CPR:name>
40        <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        </CPR:address>
46        <CPR:ssn>111223333</CPR:ssn>
```

upper-case only

In XML Notepad



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

```
37    <CPR:employees>
38      <CPR:employee>
39        <CPR:name id="111223333::JOHN SMITH">John Smith</CPR:name>
40        <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        </CPR:address>
46        <CPR:ssn>111223333</CPR:ssn>
47        <CPR:numWithholdingExemp>2</CPR:numWithholdingExemp>
48        <CPR:workClass>Carrier Driver</CPR:workClass>
49        <CPR:payroll>
50          <CPR:hrsWorkedEachDay>
51            <CPR:day id="1">
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            </CPR:day>
57            <CPR:day id="2">
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            </CPR:day>
63            <CPR:day id="3">
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            </CPR:day>
69            <CPR:day id="4">
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            </CPR:day>
```

(screenshot continues on next page)

```xml
75          <CPR:day id="5">
76            <CPR:date>2015-01-07</CPR:date>
77            <CPR:straightTime>8</CPR:straightTime>
78            <CPR:overtime>0</CPR:overtime>
79            <CPR:doubletime>0</CPR:doubletime>
80          </CPR:day>
81          <CPR:day id="6">
82            <CPR:date>2015-01-08</CPR:date>
83            <CPR:straightTime>8</CPR:straightTime>
84            <CPR:overtime>1</CPR:overtime>
85            <CPR:doubletime>0</CPR:doubletime>
86          </CPR:day>
87          <CPR:day id="7">
88            <CPR:date>2015-01-09</CPR:date>
89            <CPR:straightTime>8</CPR:straightTime>
90            <CPR:overtime>0</CPR:overtime>
91            <CPR:doubletime>0</CPR:doubletime>
92          </CPR:day>
93        </CPR:hrsWorkedEachDay>
94        <CPR:totHrs>
95          <CPR:totHrsStraightTime>56</CPR:totHrsStraightTime>
96          <CPR:totHrsOvertime>3</CPR:totHrsOvertime>
97          <CPR:totHrsDoubletime>0</CPR:totHrsDoubletime>
98        </CPR:totHrs>
99        <CPR:hrlyPayRate>
00          <CPR:hrlyPayRateStraightTime>50.00</CPR:hrlyPayRateStraightTime>
01          <CPR:hrlyPayRateOvertime>60.00</CPR:hrlyPayRateOvertime>
02          <CPR:hrlyPayRateDoubletime>70.00</CPR:hrlyPayRateDoubletime>
03        </CPR:hrlyPayRate>
04        <CPR:grossAmountEarned>
05          <CPR:thisProject>2000</CPR:thisProject>
06          <CPR:allWork>3000</CPR:allWork>
07        </CPR:grossAmountEarned>
```

```xml
203        <CPR:deductionsContribPay>
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        </CPR:deductionsContribPay>
```

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.

```
203          <CPR:deductionsContribPay>
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          </CPR:deductionsContribPay>
```

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.

```
37   <CPR:payrollInfo>
38     <CPR:statementOfNP>true</CPR:statementOfNP>
39     <CPR:payrollNum></CPR:payrollNum>
40     <CPR:amendmentNum></CPR:amendmentNum>
41     <CPR:forWeekEnding>2015-01-09</CPR:forWeekEnding>
42     <CPR:employees>
43     </CPR:employees>
44   </CPR:payrollInfo>
45 </CPR:eCPR>
```

- 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".