

Submit a V2 eCPR XML File

California Department of Industrial Relations

Public Works Portal - Contractor User Guide

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Introduction

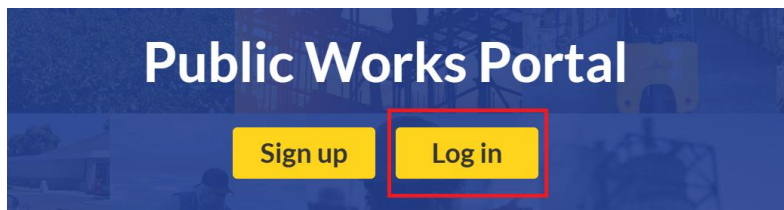
Contractors have the option to submit certified payroll data using either the Version 1 (V1) or Version 2 (V2) electronic Certified Payroll Record (eCPR) XML schema. DIR recommends using the V2 schema. **The V1 schema will be deprecated on January 13, 2027.**

Before submitting an eCPR XML file, contractors must be registered in the [Public Works Portal](#) as a contractor and have an assigned Public Works Contractor Registration (PWCR) number.

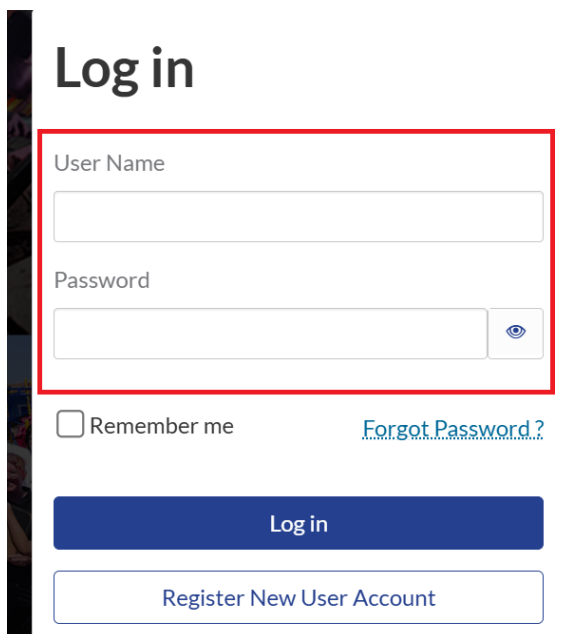
For more information on setting up your file, visit the DIR [Certified Payroll Reporting](#).

Logging In

Step 1: Navigate to services.dir.ca.gov/pw. On the Public Works Portal landing page, click Log in.



Step 2: Enter your User Name and Password*, then click Log in.

The image shows the "Log in" form. It has a title "Log in" in large black font. Below the title, there are two input fields: "User Name" and "Password". The "User Name" field is highlighted with a red rectangular box. Below the "Password" field, there is a checkbox labeled "Remember me" and a link labeled "Forgot Password?". At the bottom of the form, there are two buttons: "Log in" (dark blue) and "Register New User Account" (light blue).

*If you need to create a New Contractor account, please see the [DIR Support Center](#) for How To Guides on account registration and new contractor creation.

Starting Your eCPR Submission

Step 3: After logging in, you will arrive at your Home page. Scroll down to Active Projects

The screenshot shows the 'Contractor Test 1' home page. At the top, there's a navigation bar with links: Home, Services, How-To Guides, Search, Your information, and Contractor Test1. Below this is a 'Welcome, Contractor' banner with a search bar. A yellow 'Registration notice' bar states: 'Provide additional information and pay the fee to complete registration. Complete Registration'. The main content area is divided into two columns. The left column, titled 'Contractor Test 1', shows 'PWCR Number: 2000025205', 'Registration Code: 1b66d03e', and 'Registration Status: Pending'. A note below states: 'Your registration status is set to PENDING because you are not currently registered. Your status will remain PENDING until you submit your Contractor Registration and complete payment for a registration period.' The right column, titled 'I want to...', contains four buttons: 'Edit contractor information', 'Edit my business contacts', 'Edit my employees', and 'Unlink myself from business'. Below these is a 'Project Actions' section with buttons: 'Link to a project', 'Archive project', and 'Add contractors to project'. The 'Active Projects' section is highlighted with a red box. It features a search bar 'Search by name, awarding body, etc.' and a table with columns: Project Name, DIR Project ID, Awarding body, Submit new eCPR, and View submitted eCPRs. The table contains one row with 'test' as the project name, '101315' as the ID, and 'City of Moreno Valley' as the awarding body. The 'Submit new eCPR' column has a 'Submit...' button with a dropdown arrow.

Locate the project you want to submit payroll for. Click the drop-down arrow next to Submit, then select XML.

This is a close-up of the 'Active Projects' section. It shows the same search bar and table as the previous screenshot. The 'Submit...' button in the 'Submit new eCPR' column is clicked, and a dropdown menu is visible. The menu has two options: 'Manual' and 'XML'. The 'XML' option is highlighted with a red box. Below the table, there are navigation arrows and the text 'Viewing 1 - 1 of 1'.

*If you need to link to a project, see the [DIR Support Center](#) for How To Guides on linking to a project.

Step 4: The Contractor and DIR Project ID fields are pre-populated. If applicable, complete the optional Contract With field where you may enter either the Awarding Body you are contracted with, or the contractor who hired you.

*Contractor



Scott Cruz



Contract With



*DIR Project ID



11778



Step 5 (Standard submission): Answer “Is this XML upload an Amendment to a previous payroll?” and “Is this the final payroll for the project?” For a standard payroll submission, select No for both questions. Then, click Upload.

Is this XML upload an Amendment to a previous payroll?

No



*Is this the final payroll for the project?

☒ No

☐ Yes

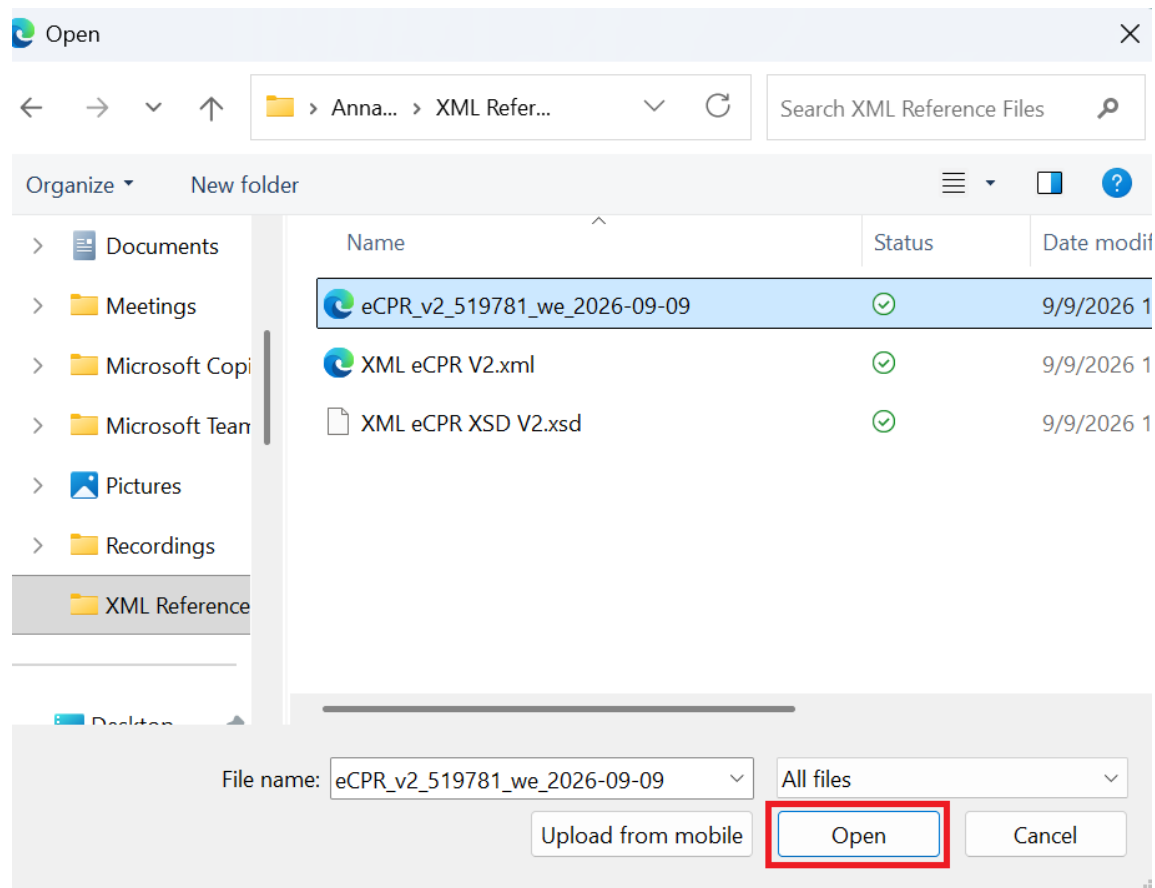
*Upload XML File 

Click 'Upload' to select a file from your device, or drag and drop a file into the area below. 



Note: The Amendment and Final Payroll options are covered later in this guide, in “Submitting an Amendment” and “Submitting a Final Payroll.”

Step 6: Select your eCPR XML file, then click Open.



Step 7: The uploaded file name will appear in the portal. Select 2.0 from the Schema Version drop-down.

[eCPR_v1_11778_we_2026-08-14.xml](#)

[Upload](#) [Delete](#)

*Schema Version ?

Your schema version can be determined by looking at the top of the XML record you attach in the "Version" property. 1.0 is the older schema that is being phased out and 2.0 is the new one that is being adopted. ✖

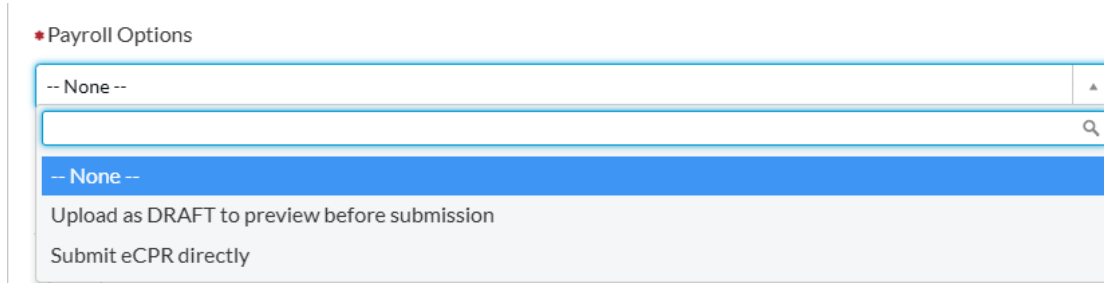
2.0

*Payroll Options

-- None --

Note: Your schema version can be determined by looking at the "Version" property at the top of your XML file. 1.0 is the older schema being phased out, and 2.0 is the new schema being adopted.

Step 8: From the Payroll Options drop-down, select how you want to proceed. For V2 files, contractors have the option to upload the payroll as a draft to preview before final submission (Upload as DRAFT to preview before submission) or submit it immediately without reviewing (Submit eCPR directly).



The screenshot shows a dropdown menu titled "Payroll Options". The menu is open, displaying three options: "-- None --", "Upload as DRAFT to preview before submission", and "Submit eCPR directly". The first option is highlighted in blue.

Reviewing Your eCPR Before Submission

The following steps apply if you selected Upload as DRAFT to preview before submission* in Step 8.

*Files containing more than 250 employees are not available for review and will be submitted directly even if a review is requested.

NOTE: Your XML eCPR will not be fully submitted if you select to review the eCPR. It will be saved as a draft that you will need to review to finalize the submission.

Step 9 (Review eCPR): Enter your digital signature. Today's Date will populate automatically. Click Submit.

I, the undersigned, certify that I have the authority to act for and on behalf of this contractor, certify under penalty of perjury that the records or copies thereof submitted and consisting of certified payroll records from the dates indicated below 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 named.

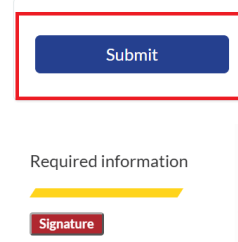
• Signature



A text input field for the signature.

Today's Date

2026-08-19



The screenshot shows a "Submit" button in a blue box. Below it is a progress bar labeled "Required information" with a yellow bar indicating progress. A "Signature" label is also visible.

Step 10: Once the file is processed successfully*, a status banner will confirm your file uploaded and was saved as a draft. Click Review to complete submission.**

[Home](#) > [test](#) > XML Submission Processing

⌚ You still need to submit your payroll submission.

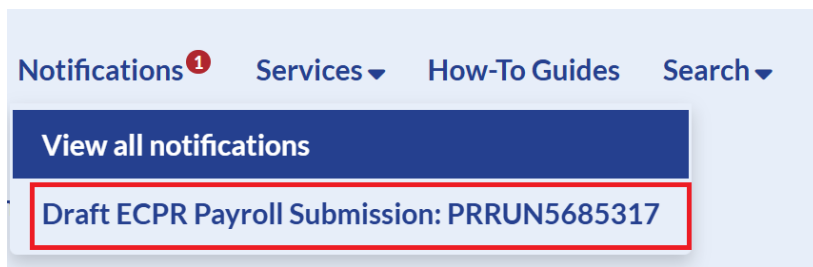
In progress

File uploaded successfully. Submission [PW0375084] has been saved as a draft. Review and complete your payroll submission.

[Review and complete submission](#)

*If the file does not process successfully, review the [If Your Submission Fails](#) section of this user guide.

**If you navigate away from this banner message, you can access the Payroll record to review using the link under the Notifications tab at the top of the page.



Step 11: Review the Payroll Selection section, including Contract With, Select payroll type, Select reporting type, Payroll starting, Payroll ending, and Is this the final payroll for the project? Update any of these fields if applicable, then click Go to next section.

Payroll Selection

Contract With	Project Name
<input type="text"/>	<input type="text" value="test"/>
Select payroll type	
☒ Regular	
☐ Non-performance	
<input type="text" value="Select non-performance if there was no work performed during this pay period"/>	
Select reporting type	
☒ Weekly	
☐ Biweekly	
☐ Semi-monthly	
Payroll starting	Payroll ending
<input type="text" value="08/13/2026"/>	<input type="text" value="08/19/2026"/>
Is this the final payroll for the project?	
☒ No	
☐ Yes	

[Go to next section](#)

Step 12: On the employee payroll list, review each employee's payroll status. Click Add employees to payroll to add a new employee, or click Edit payroll on the left side of an existing employee to update their information.

+ Add employees to payroll				Search by employee name, ID number, etc.			
Edit payroll	First name	Last name	Employee ID	SSN/ITIN	Payroll status	Total hours worked	Remove payroll
Edit payroll	John	Doe		***-**-6789	Entered	35	Remove payroll

Step 13: In the payroll detail view, review and update the following as applicable: Employer contributions paid to, Rates, Fringe Benefit Plan, Prevailing Wage, Hours Worked, Deductions, Check Summary, Check Number and Employee notes. When finished, click Save.

Employer contributions paid to Learn when to fill out [fringe rates](#)

☒ Paid Directly to Worker
☐ Paid to Fringe Benefit Plan

Rates			Fringe Benefit Plan					Prevailing Wage		
ST hourly rate	OT hourly rate	DT hourly rate	H/W	Pension	Vac/Hol	Training	Other	Total ST rate	Total OT rate	Total DT rate
\$40.14	\$60.21	\$80.28	\$18.26	\$14.90	\$9.93	\$0.74	\$0.00	\$83.97	\$104.04	\$124.11

Hours Worked

Type	Thu 08/13	Fri 08/14	Sat 08/15	Sun 08/16	Mon 08/17	Tue 08/18	Wed 08/19
ST	5	8	0	8	8	0	0
OT	0	0	0	3	0	0	0

[- Remove overtime](#)
[+ Add double time](#)

Cancel

Save

Deductions

Total lump sum (non-hourly amounts)

Total gets auto-calculated by summing up each contribution or deduction. To enter "other" deductions, enter amount in the "other" category in this table, then provide additional details in Additional Information.

Fed tax	FICA (soc sec)	State tax	SDI	Fund/admin	Savings	Dues	Other	Total Deductions
\$80.13	\$102.87	\$24.60	\$14.79	\$0.53	\$0.00	\$58.11	\$0.00	\$281.03

Check Summary

Gross wages for all projects	\$1,540.55
Total Deductions	\$281.03
Net Wages	\$1,259.52

Check Number

699396605

Additional Information

Employee notes

Cancel

Save

Step 14: After clicking Save, you will return to the employee payroll screen. Click Go to next Section to proceed to the Review and Submit page.

Step 15: On the Review and Submit page, review the Payroll Information and Employee Information summaries.

Review and Submit

Submit or view submitted eCPRs. Provides a step-by-step process for Contractors to submit eCPRs for Public Works projects.

Highlight Required Information ☐

• Indicates required

Payroll Information

Payroll type	Reporting type	Payroll start	Payroll end
Regular	Weekly	09/03/2026	09/09/2026
Contractor	Contract with	Project name	
SAK BUILDERS INC	N/A	1525 Connecticut Drive Creek Wall Repair	

Employee Information

Name	Total gross wages (all)	Total deductions	Total net wages (check amount)
John Doe	1,464.81	265.11	1,199.7

< > Viewing 1 - 1 of 1

Under Payroll Preview, click Preview eCPR submission to view a draft PDF of the Public Works Electronic Payroll Reporting Form before submitting, or click Edit eCPR to make changes.

Payroll Preview

Preview eCPR submission

Edit eCPR

If you click on Preview eCPR submission, you will see a draft of the PDF that can be generated after submission.



State of California
 Department of
 Industrial Relations
 EST. 1927

Public Works Electronic Payroll Reporting Form

PWCR# 1001023558
 CSLB # 1096074
 System Payroll # PRRUN5685319
 eCPR Sequence #

DIR Project ID 519781
 Awarding Body CITY OF REDWOOD CITY
 Project Name 1525 Connecticut Drive
 Creek Wall Repair
 Project Address 1525 CONNECTICUT DRIVE,
 REDWOOD CITY, CA, 94061
 Project County

☐ Statement of Non-Performance
☐ Final Payroll

Payroll Period 09/03/2026 - 09/09/2026
 Contractor SAK BUILDERS INC
 Contract With

Employee: DOE, JOHN
 Address 123 Test Street, Test City, CA, 95814 SSN ****-6789 Check # 631132802 Fringe Paid Directly to Worker

Hours Worked
 Craft/Classification/Level OTHER - Asbestos and Lead Abatement - - Asbestos and Lead Abatement (Laborer)-
 Asbestos and Lead - JOURNEYMAN

Type	Thu 09/03	Fri 09/04	Sat 09/05	Sun 09/06	Mon 09/07	Tue 09/08	Wed 09/09	Total Hours	Base Hourly	Total Hourly Rate
S	6	8	0	8	8	0	0	30.00	39.06	87.04
O	0	0	0	0	0	0	5	5.00	58.59	106.57

Deductions (lump sum/non hourly rates)

Fed Tax	FICA (Soc Sec)	State Tax	SDI	Fund/ Admin	Savings	Dues	Other	Total Deductions
60.27	112.06	14.22	16.11	0.56	0.00	61.89	0.00	265.11

Payments

Travel & subsistence	Gross Wages for all projects	Gross Wages for this project	Net Wages Paid
0.00	1464.81	1464.81	1199.70

Wages Summary

Gross Wages for all projects	Gross Wages for this project	Net Wages Paid
1464.81	1464.81	1199.70

 Contributions

Vac/Holi	H&W	Pension	Other	Training	Total Hourly Fringe
7.58	13.73	22.38	3.30	0.99	47.98

 Certification under penalty of perjury:
 "I, A, the undersigned, certify on , that I have the authority to act for and on behalf of SAK BUILDERS INC , certify under penalty of perjury that the records or copies thereof submitted and consisting of certified payroll records for the dates 09/03/2026 to 09/09/2026 are the

Close

Step 16: In the Acknowledgement section, enter your Contractor Signature, check I agree to the certification under penalty of perjury, then click Submit.

Acknowledgement

I, Ruth Bowers, the undersigned, certify on 08/20/2026, that I have the authority to act for and on behalf of Scott Cruz. I certify under penalty of perjury that the records or copies thereof submitted and consisting of certified payroll records for the dates 08/13/2026 to 08/19/2026 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 named.

Contractor Signature

Ruth Bowers

☒ I agree to the certification under penalty of perjury

[Return to previous step](#)

[Submit](#)

Step 17: Once submitted, a confirmation message will appear along with a summary of your submission details. From this screen, you can:

- Click Export eCPR to PDF to download a PDF copy of the submission.
- Click View Submission to view the submission details online.
- Click Return to Project Dashboard to go back to your list of projects.
- Click Print This Confirmation to print the confirmation page.

Thank you for your submission!



Date Submitted	08/19/2026
Contractor Name	Scott Cruz
PWCR Number	2000025215
Contractor Address	399 White Hague Freeway, Fort Servos, CA 95814
Awarding Body	City of DIR
DIR Project ID	11778
Project Name	test
Contract with	N/A
Payroll Period	08/13/2026 – 08/19/2026
Final Payroll for this Project	No
System Payroll Number	PRRUN5685171

eCPR Sequence Number 1

Export eCPR to PDF

View Submission

Return to Project Dashboard

Print This Confirmation

Note: Clicking Return to Project Dashboard takes you to the eCPR Payroll List, where you can view all submitted eCPRs for the project, including the eCPR sequence number, payroll dates, submission type and current state.

eCPR Payroll List

Project name

test

Project status

Approved

DIR Project ID

11778

Submit eCPR

Expand all rows

Search by payroll ID

eCPR sequence number	System payroll ID	Start date	End date	Submitted	Payroll type	Submission type	State	eCPR Actions
1	PRRUN5685171	08-13-2026	08-19-2026	08-19-2026	Regular	XML	Submitted	Actions

Submitting Your eCPR Directly (without previewing the submission)

The following step applies if you selected Submit eCPR directly in Step 8. Steps 1 through 7 remain the same as the review process described above.

NOTE: By selecting this option, your submission will be finalized, and you will not be able to edit the upload prior to submission.

Step 9 (Direct Submission): Once your file is processed, a status banner will confirm your eCPR has been submitted and display a reference number. Click View confirmation to view your submission details, or click Show details under File Status to view the Reference Number, Status, Started and Updated timestamps.

Home > test > XML Submission Processing

✓ Your XML file has been processed.

Complete

Data transformed successfully. Your eCPR has been submitted. Reference number: [PW0375086]

View confirmation

File Status

100%

✓ XML processed successfully

Show details

Note: Clicking View confirmation takes you to the same confirmation screen used in the review process described in Step 17, with the exception that the fields will be read-only.

Submitting an Amendment

The following steps apply if your XML upload is an amendment to a previous payroll.

Step 5 (Amendment): Select Yes for Is this XML upload an Amendment to a previous payroll? Then, in the Payroll run number field, search for and select the payroll run you are amending.

Is this XML upload an Amendment to a previous payroll?

Yes

★ Payroll run number

PRRUN5685171	1	2026-08-13	2026-08-19
PRRUN5685172	2	2026-08-13	2026-08-19

Note: Once submitted, an amendment appears nested under its original payroll run in the eCPR Payroll List, using a sequence number format such as 2-1, to indicate it amends payroll run 2.

eCPR sequence number	System payroll ID	Start date	End date	Submitted	Payroll type	Submission type	State	eCPR Actions
▲ 2	PRRUN5685172	08-13-2026	08-19-2026	08-19-2026	Regular	XML	Submitted	Actions ▾
2-1	PRRUN5685173	08-13-2026	08-19-2026	08-19-2026	Regular	XML	Submitted	Actions ▾
1	PRRUN5685171	08-13-2026	08-19-2026	08-19-2026	Regular	XML	Submitted	Actions ▾

Note: From the eCPR Payroll List, you can click the Actions drop-down next to a payroll run to Review, Copy eCPR or Export PDF. The Amend option is only available on the original payroll run. This option will Amend the most recently submitted payroll.

eCPR sequence number	System payroll ID	Start date	End date	Submitted	Payroll type	Submission type	State	eCPR Actions
▲ 2	PRRUN5685172	08-13-2026	08-19-2026	08-19-2026	Regular	XML	Submitted	Actions ▾
2-1	PRRUN5685173	08-13-2026	08-19-2026	08-19-2026	Regular	XML	Submitted	Actions ▾
1	PRRUN5685171	08-13-2026	08-19-2026	08-19-2026	Regular	XML	Submitted	Actions ▾

[Review](#)
[Amend](#)
[Copy eCPR](#)
[Export PDF](#)

◀ ▶ Viewing 1 - 2 of 2

eCPR sequence number	System payroll ID	Start date	End date	Submitted	Payroll type	Submission type	State	eCPR Actions
▲ 2	PRRUN5685172	08-13-2026	08-19-2026	08-19-2026	Regular	XML	Submitted	Actions ▾
2-1	PRRUN5685173	08-13-2026	08-19-2026	08-19-2026	Regular	XML	Submitted	Actions ▾
1	PRRUN5685171	08-13-2026	08-19-2026	08-19-2026	Regular	XML	Submitted	Review Copy eCPR Export PDF

< > Viewing 1 - 2 of 2

Submitting a Final Payroll

Step 5 (Final Payroll): If this is the final payroll for the project, select Yes for Is this the final payroll for the project? The remainder of the submission process is the same as a regular payroll submission.

Is this the final payroll for the project?

- ☐ No
☒ Yes

When reviewing your eCPRs, final payrolls are indicated in the far-left hand column.

▼ 2-1 (Final)	PRRUN1282650	11-25-2024	12-01-2024	12-31-2024	Non-Performance	Manual	Submitted	Actions ▾
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If Your Submission Fails

If an error occurs during processing, a status banner will appear at the top of the page indicating the failure, along with a reference number and an option to upload the corrected file.

[Home](#) > [test](#) > XML Submission Processing

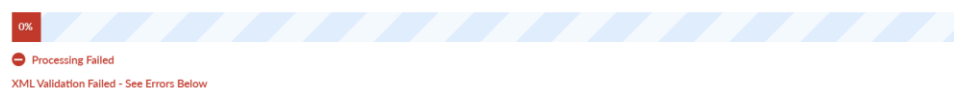
ⓘ Your XML processing failed.

One or more errors were encountered. Review the activity log below for details, then upload a corrected file. Reference number: [PW0375082]

[Upload the corrected file](#)

Error

File Status



Review the Activity tab for details on why the file failed. For example, if the schema version you selected does not match the version listed in the XML file, the system will display an error message telling you to validate the version and resubmit with the correct one.

eCPR XML File Submitted – Activity Log

Actions ▾

Activity Attachments Additional Details

S

System

XML Failed With Errors:

The version you selected (value: '2') doesn't match the version on the XML file (value: '1'). Please validate the version of the XML and resubmit selecting the correct version.

3m ago · Additional comments

After you correct the errors, click Upload the corrected file. This takes you back to the Upload eCPR XML page.

! Your XML processing failed.

Error

One or more errors were encountered. Review the activity log below for details, then upload a corrected file. Reference number: [PW0331281]

Upload the corrected file

File Status

0%

Processing Failed

XML Validation Failed - See Errors Below

Your previous selections are pre-filled, so you do not need to enter them again. Upload and submit the corrected file.

Is this XML upload an Amendment to a previous payroll?

No ▾

• Is this the final payroll for the project?

☒ No

☐ Yes

• Upload XML File ?

Click 'Upload' to select a file from your device, or drag and drop a file into the area below. ✕

Upload