## Contents

1. *Introduction* ............................................................................................................................................... 3

2. *Release Notes (1.10)* .................................................................................................................................. 3

3. *System Requirements* .......................................................................................................................... 3

4. *eCPR Home Page* ................................................................................................................................... 3

5. *Online eCPR Form* .................................................................................................................................. 4
   - 5.1 Online eCPR Form Contractor Information ......................................................................................... 5
   - 5.2 Online eCPR Form Project Information ............................................................................................... 8
   - 5.3 eCPR Payroll Information .................................................................................................................. 13
   - 5.4 Submitting Corrections ..................................................................................................................... 25

6. *XML Upload* ........................................................................................................................................ 26
   - 6.1 Submitting Corrections ..................................................................................................................... 34
1. Introduction
This manual is provided to help applicants understand the steps in the eCPR application process.

2. Release Notes (1.10)
- The “Total” field under the Payroll Information section has been changed to “Total Deductions”.
- Automatic calculation in the “Total Deductions” field is removed. It is a required field and the value must be entered manually.
- The following search fields are removed on the eCPR online form under the project Information section: Project Number, Contract ID, and Awarding Body.
- DIR Project ID is now the only required search field that will be used to retrieve the Project Information for both eCPR online form, and XML upload.
- The “Contract With” field under the Project Information section is now a drop-down list. The Agency/Contractor that hired you for a project can be selected from the drop-down. You may also manually enter the “Contract With” value if the Agency/Contractor you are looking isn’t found in the drop-down.

3. System Requirements
The eCPR application supports Internet Explorer 9, 10, and latest versions of Chrome, Firefox, and Safari. There is no additional software required.

4. eCPR Home Page
- To get started with the eCPR application process, go to the following website:
  1. [https://efiling.dir.ca.gov/eCPR/pages/home.jsp](https://efiling.dir.ca.gov/eCPR/pages/home.jsp)

- There are 2 ways to submit eCPRs:
  1. Click “Enter your CPRs manually using the iForm” to use the eCPR form.
  2. Click “Browse” to upload an XML file.
5. **Online eCPR Form**

- The online eCPR form can be used to create and submit certified payroll records electronically.
- Form features:
  1. **Contractor Information**
     a. This section of the online eCPR form contains mandatory information related to the contractor the payroll is for.
     b. A unique FEIN (Federal Employer Identification Number) is required in order to begin the process of submitting an online ECPR payroll form
  2. **Project Information**
     a. Unique project information is required in order to submit payroll records
     b. If key fields are unknown in order to complete the mandatory project information, a link is provided to the Public Works Project Registration Database (PWC-100).
  3. **Payroll Information**
     a. Payroll data including employee information, payroll deductions, contributions and payments are required in order to submit an online eCPR form.
- To access the online eCPR form:
  1. Click “Enter your CPRs manually using the iForm”
5.1 Online eCPR Form Contractor Information

- The Contractor Information section of the online eCPR form is displayed.

To proceed with the online eCPR form: Populate a FEIN (Federal Employer Identification Number) in the “Contractor FEIN” field. Move on to the next field by pressing the “Tab” key or mouse click.
• The eCPR form will automatically check the FEIN in the system. If the FEIN is found in the system, the remaining Contractor information will be displayed.

![eCPR System - Online Form](image)

• If the FEIN doesn’t exist in the system, the remaining mandatory fields highlighted in yellow will be required in order to submit a payroll record.

![eCPR System - Online Form](image)
• Tab to populate each field. When all required fields are populated click “Add New Contractor”
5.2 Online eCPR Form Project Information

- Once the Contractor Information section is completed, the Project Information section will appear.

![Project Information](image)

- You will at least need to populate the DIR Project ID field in order to complete the Project Information Section.

- If you do not know the DIR Project ID click on the [DIR Project ID Lookup](#) link. This link will open a new window for you in the Public Works Project Registration Database (PWC-100) application.
• Enter as many attributes of the project as you know (Project Name, Project Number, Award Date, City, etc.) and hit search. Here we know the Awarding Body Name is ‘City of DIR’.
• On the Search Results screen you will find the DIR Project ID

<table>
<thead>
<tr>
<th>Project Number</th>
<th>Awarding Body</th>
<th>Project Name</th>
<th>Contractor</th>
<th>Sub Contractor</th>
<th>Site Address</th>
<th>Dates</th>
<th>Classification</th>
<th>County</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Only City of 123</td>
<td>DIR</td>
<td>Name:</td>
<td>Name:</td>
<td>123 Main</td>
<td>02/03/2015</td>
<td>CARPENTERS</td>
<td>SACRAMENTO</td>
<td></td>
</tr>
<tr>
<td>DIR Project</td>
<td>ID: 15501</td>
<td>$1500.00</td>
<td>CSLB/Certificate Number: 321123</td>
<td>Operating</td>
<td>ENG</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Go back to the Online ECPR payroll form and fill in the DIR Project ID from the PWC-100 search results. Hit tab and the Project information will display.

- If the project isn’t found, a message will be displayed to the user indicating that the project must first be registered in the PWC-100. This is the link to the Public Works Project Registration Database (PWC-100): https://www.dir.ca.gov/pwc100ext/
• If the project is found in the database, the form will automatically display the “Project ID” and the “Project Detail” section.

• Click “Add New Project” if the project doesn’t exist in the eCPR database yet.

• Once the “Project Detail” is displayed, select the agency/contractor that hired you from the “Contract With” drop-down list. You can also enter the value if the agency/contractor isn’t found on the list. Please use the drop-down list to avoid entering duplicate names.

The “Contract With” drop-down list is pre-populated using the following:
1. The prime contractor and any sub-contractors listed under the project in PWC-100.
2. The “Contractor” submitting the certified payroll records (yourself).
3. The “Contract With” values entered by other contractors working on the same project.

Note: It is critical that the Agency/Contractor is entered correctly as it is used to drive the “Payroll Number/Amendment” number for all CPR. If the Agency isn’t entered correctly, the CPR will be counted as a new branch of payroll not related to the Agency.
• “Connect To Project” button will appear if you haven’t yet associated the agency/contractor that hired you in the “Contract With” field for a project. Click the button to confirm. This is a one-time process for each project.

“Connect To Project” creates a relationship between the contractor (yourself), project and the agency/contractor selected or entered under the “Contract With” drop-down.
5.3 eCPR Payroll Information

- Once the Project Information section is completed, the Payroll Information section will appear.

Payroll Information

- If it’s a statement of non-performance, select the Non-Performance “checkbox”.

Confirmation dialog box will pop up. Please click “Yes” to confirm, or “Cancel” to uncheck the box. If the box is simply closed without clicking “Yes”, or “Cancel”, the submission will not be accepted.
• Week ending day can be selected from built-in calendar or by manually entering the date in the following format: mm/dd/yy. Employee and Payroll Information are not required for a statement of non-performance.

![Payroll Information](image1)

• Once the form has been signed, the “Submit” button will appear. Submit your eCPR form by click the “Submit” button.

![Payroll Information](image2)
- If non-performance is not applicable, leave this box unchecked.
- Enter the Week Ending Day.
- After entering Week Ending Day, the Employee Information and Payroll section appears.
• Enter Number of Withholding and the Work Classification (i.e. Fence Erector, Telecommunications Technician, Metal Roofing Systems Installer, etc.)
• In the “Employee Name” field, enter an employee name.
• Street, City, State, ZIP, and SSN of the employee will need to be completed.

• Fill in the remaining Payroll Information for the employee.
- The “Note” field 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.
• To add additional employees:
  1. Add additional employees by clicking “Add Employee” to create blank payroll for the next employee.
2. As with previous employee, populate all required fields highlighted in yellow.

3. Add additional employees by clicking “Add Employee” to create blank payroll for the next employee.

4. Repeat these steps as many times as needed to insert employees.
• To edit any of the employees entered:
  1. Flip to the payroll screen of the employee to be edited by clicking “<<” or “>>” button.
2. Alternatively, the user can jump through employees by manually entering the “employee number”.
3. Modify any field in the payroll screen of the employee.
4. To remove an employee, click the “Remove Employee” to remove the employee from the form.

5. Repeat these steps as many times as needed to edit or remove employees.

- After all payroll records are entered for all employees, complete the “Certification” section and click “Click to Sign”.
  Note: once the form is signed, the form can’t be edited.

- Click “Submit” to finish the process. If there is mandatory data missing from the form you cannot click the submit button and process the payroll(s).
If you page to the top of the form you will find the following error warning:

Unable to submit payroll because one or more fields contain invalid data. Problem items are denoted by red or yellow backgrounds. Please review the data you have entered and fix any invalid items before retrying your submission.

After each successful submission, a confirmation page is displayed and can be printed out.

Public Works

eCPR System - Online Form

eCPR Online Submission

Your payroll submission request has been processed.
Please review the results of your submission. Should you have any questions please contact the eCPR unit at eCPR@dir.ca.gov.

Contractor Name: HAPPY CARRIER
Contractor Address: 999 CARRIER RD OAKLAND CA 94612
Awarding Body: DIR EDI TEST
Project ID: 11051
Contract With: CA-DIR
Week Ending Date: 2015-04-12
Payroll Number: 3
Amendment Number: 0

2 employee payroll record(s) processed

Your Transaction ID is: 47

Print this Page

View your submission

Submit another set of payroll records
If you would like to retain the information you enter in the online eCPR form, click the pdf icon to generate the pdf version of your payroll submission prior to closing the window. The information entered will not be saved or retrievable for future access.

Public Works

eCPR System - Online Form

eCPR Online Submission

Your payroll submission request has been processed.
Please review the results of your submission. Should you have any questions please contact the eCPR unit at eCPR@dir.ca.gov.

Contractor Name: HAPPY CARRIER
Contractor Address: 999 CARRIER RD OAKLAND CA 94612
Awarding Body: DIR EDI TEST
Project ID: 11051
Contract With: CA-DIR
Week Ending Date: 2015-04-12
Payroll Number: 3
Amendment Number: 0

2 employee payroll record(s) processed

Your Transaction ID is: 47

Print this Page

View your submission
Submit another set of payroll records
5.4 Submitting Corrections

- Once you have submitted a payroll record you may make any corrections to the submitted form.
- For the IFORM submission you must rekey all the original employee input information with the corrected fields updated. You need only resubmit the employee payroll records which need correction.
6. XML Upload

- Certified Payroll Records can be imported using an XML file. The CPR in XML format must strictly follow the guidelines provided in eCPR XML Guidelines. For more details, click “Learn how to upload CPRs in XML”

- Under System requirements, click “eCPR XML guidelines” to download the guide.
To import the XML file:
1. Go to the eCPR Home Page:
2. Click “Browse” to browse to select an XML file of your choice

3. Once the XML file has been selected, click “Upload” to process the file.
• The uploaded XML file will be validated.
• If the validation passes edits, the “eCPR XML Validation Success” page will be displayed. Click on the link to load the XML into the online eCPR form and Follow the instructions as provided.

The XML file you have provided contains valid data.
To process your payroll file, please complete the following steps:
Step 1. Click here to load the xml into the Online eCPR form
Step 2. If you are a new contractor, click the "Add New Contractor" button to create your contractor record
Step 3. If this is a new project, click the "Add New Project" button to create the project record
Step 4. If you have not yet associated the project with the value you have entered in the "Contract With" field, click the "Connect To Project" button
Step 5. Sign the Online form by clicking the "Click to Sign" button at the bottom of the page
Step 6. Submit the payroll information by clicking the "Submit" button that appears after signing the form

• All Contractor, Project and Payroll information will then be displayed in readable eCPR Online Form format.

This contractor does not yet exist in the eCPR Database. You must click the "Add New Contractor" button to add it to the database.

This project does not yet exist in the eCPR Database for this Contractor. The awarding body, which is the public agency owner, will need to submit the project award information into the PWC 100 database.
- If you are a new contractor, click the “Add New Contractor” button.
• If the project doesn’t exist in the eCPR database, click the “Add New Project” button.

![Add New Project button](image1)

• “Connect To Project” button will appear if you haven’t yet associated the agency/contractor that hired you in the “Contract With” field for a project. Click the button to confirm. This is a one-time process for each project.

![Connect To Project button](image2)

Note: It is critical that the Agency/Contractor is entered correctly as it is used to drive the “Payroll Number/Amendment” number for all CPR. If the Agency isn’t entered correctly, the CPR will be counted as a new branch of payroll not related to the Agency.
• You can also select the agency/contractor that hired you from the “Contract With” drop-down list.

The “Contract With” drop-down list is pre-populated using the following:

1. The prime contractor and any sub-contractors listed under the project in PWC-100.
2. The “Contractor” submitting the certified payroll records (yourself).
3. The “Contract With” values entered by other contractors working on the same project.

• Complete the “Certification” section and click “Click to Sign”.
  Note: once the form is signed, the form can’t be edited.

• Click “Submit” to finish the process.
• After each successful submission, a confirmation page is displayed and can be printed out.
• If you would like to retain the information you enter in the online eCPR form, click the pdf icon to generate the pdf version of your payroll submission prior to closing the window. The information entered will not be saved or retrievable for future access.
• If the validation fails during XML upload, an error message will be displayed.

Electronic Certified Payroll Records

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_numWithholdingExememployeeemployeepayrollInfoCPR'.
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:
  1. Correct the data in the import XML file and upload it again.
  2. Load the data in the eCPR form and correct the problem areas using the Form.
      Electronically sign the form and click “submit”.

Electronic Certified Payroll Records

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_numWithholdingExememployeeemployeepayrollInfoCPR'.
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.
6.1 Submitting Corrections

- Once you have submitted a payroll record you may make any corrections to the submitted form.
- For the XML submission you must rekey all the original employee input information with the corrected fields updated. You need only resubmit the employee payroll records which need correction.