

Certified Payroll Setup Checklist

1. Setup – Certified Classes

Certified Class	Description

2. Setup – Pays Setup pay id 10 as certified cash fringe

3. Review cash fringe formula

4. PR Settings – Be sure the box is checked to prorate auto pay for Job Cost.

5. Setup – Fringes Setup each company paid fringe and mark certified fringe check box.

6. Setup – Other Tables – Pay Rate Tables Enter Certified Base and Fringe.

Job #	Certified	Certified	Rate	Fringe

	Class			

7. Setup – Employee

Add pay id 10 to Employee pay and check auto box

Is employee exempt from certified jobs?

Enter default certified class

Be sure to also add all fringes to the employee and check the auto box.

8. Customize time entry grid

9. Job Cost – Setup – Jobs – Scope, PR, EQ tab – mark job as certified.

10. Enter time, process payroll, and print certified report.
Reports – Other – Certified Report.

Download Statement of Compliance Report from knowledgebase KB117781 and modify as needed. Run each week in place of Certified Report as it includes both pages.

Davis Bacon Fun Facts

- Started with the Davis Bacon Act of 1931
- Federal Law
- Required for federally assisted programs over \$2,000 American Recovery and Reinvestment Act of 2009 has caused increase in the need for certified payroll reports.
- Certified payroll reports have two pages:
 1. Certified Payroll Report
 2. Statement of Compliance

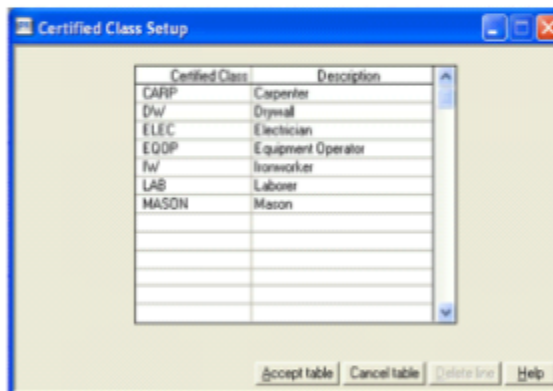
Certified Payroll Setup Checklist

- Certified Classes
- Certified cash fringe pay
- Cash Fringe Formula
- PR Settings – prorate auto pays
- Fringes
- Pay Rate Table

- Employee
- Customize Time Entry Grid
- Mark job as certified in Job Cost
- Enter time, process payroll, print certified report

Certified Classes

Setup – Certified Classes



The screenshot shows a window titled "Certified Class Setup" with a table containing the following data:

Certified Class	Description
CARP	Carpenter
Dry	Drywall
ELEC	Electrician
EQOP	Equipment Operator
IW	Ironworker
LAB	Laborer
MASON	Mason

At the bottom of the window, there are four buttons: "Accept table", "Cancel table", "Delete line", and "Help".

Note: Keep id's and descriptions universal so they can be used again for another job.

Certified Cash Fringe Pay ID

Setup - Pays

Pay Setup

Pay ID: 10 Description: Cash Fringe

Pay type: Cash fringe Expense account: JC category: Straight:

Retain YTD totals at close year Calc method: Formula Amount: Printed desc: Formula: PR Cash Fringe Rate

Distribute to: GL JC EQ BL

Employee taxes exempt: FICA SDI Local FWH SWH SUI

Employer taxes exempt: FICA SDI Local FUTA SUI

Buttons: Close, List..., Conditions..., Previous, Next, Attachments..., Delete, Payfile, Help

Note: Pay type must be Cash Fringe. Be sure the straight box is marked.

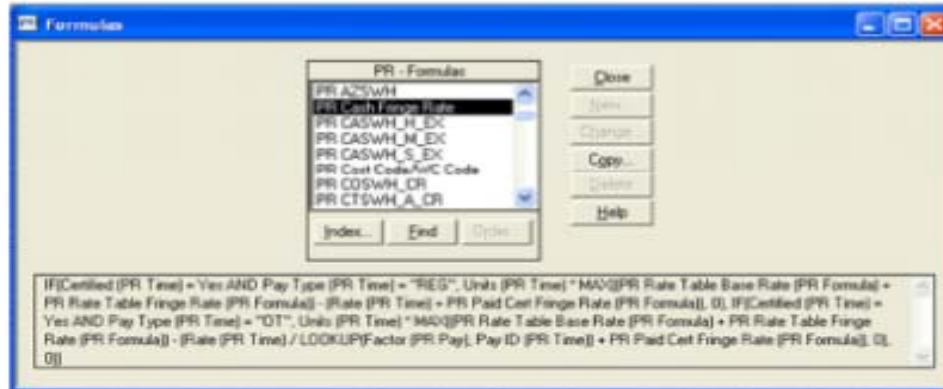
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Review Cash Fringe Formula

Tools – Formulas – PR Formulas



Note: This formula takes the difference between the certified wage and the base wage and adds an additional pay to the employees wages.

3 Paid Fringe Rates Formulas:

PR Paid Certified Fringe Rate

This formula calculates the paid fringe rate based on 2080 total annual hours. When you receive Payroll, the PR Cash Fringe Rate formula is set up to calculate the paid fringe rate using this formula.

Formula Certified Fringes[Tax calculation variable] * Pay Periods[PR Check] / 2080

* Total of all fringes on the check that are marked certified fringe in the fringe setup window.

* Tax calculation variable is found when you index on all records. It is the last one listed. Certified Fringes is a field within this record.

PR Paid Certified Fringe Rate2

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This formula calculates the paid fringe rate based on actual hours worked for the current pay period.

Formula Certified Fringes[Tax calculation variable] /(Regular Hours[PR Check] + Overtime Hours[PR Check])

PR Paid Certified Fringe Rate3

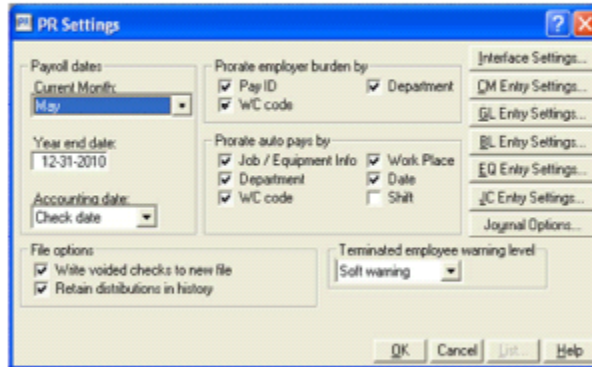
This formula calculates the paid fringe rate based on certified hours worked for the current pay period. However, before using the PR Paid Cert Fringe Rate3 formula, you must first set up the certified units pay ID to accrue the number of certified units an employee works per pay period.

Formula Certified Fringes[Tax calculation variable] /LOOKUP(Units[PR Check Pay], Employee[PR Check], Period End Date[PR Check], Check Sequence[PR Check], "CERTUNITS")

Note: See help topic setup certified pay units id for detailed instructions on setup of this accrued pay id.

PR Settings

Payroll – PR Settings



Be sure to check the box to prorate auto pays by Job/Equipment Info.

Setup Fringes

Setup - Fringes

Fringe ID: 401K Description: 401K Matching

Printed desc: 401K M

Distribute to:
 GL JC EQ BL

Liability account: 2305
Expense account: 6006

JC Cost Code:
JC category: LB
EQ cost code:
Calc method: Formula
Amount:
Formula: PR 401K Matching Fringe

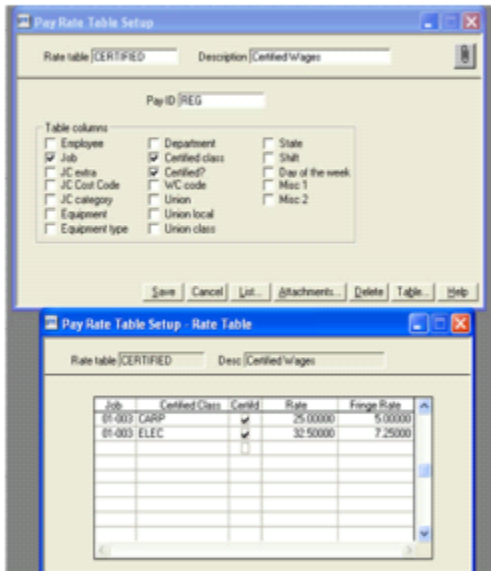
Retain YTD totals at close year
 Automatic employee fringe
 Certified fringe
 Workers' comp table

Save Cancel List... Attachments... Delete Table Help

Note: Be sure to mark the certified fringe box.

“CERTIFIED” Pay Rate Table

Setup – Other Tables – Pay Rate Table - CERTIFIED

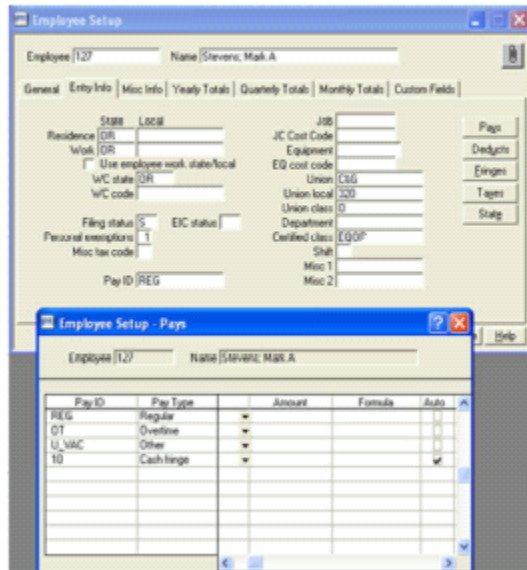


Notes: Rate table must be name “CERTIFIED”. Do not add table columns.



Employee Setup

Setup – Employees: Pays button and Entry Info tab



Note: Add pay id 10 to employee pay setup and check the auto box.

Enter the default certified class.



Employee Setup

Setup – Employees: Misc. Info tab

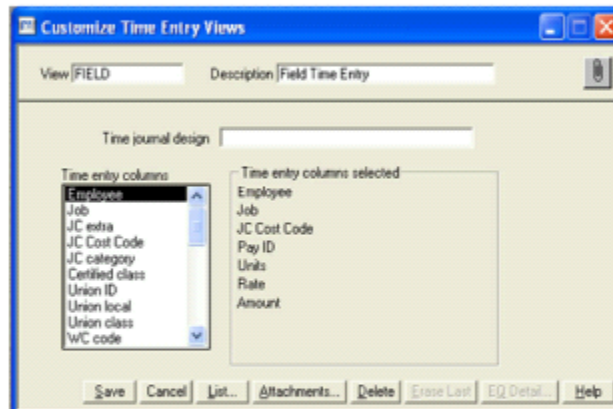
Employee Setup window showing the Misc. Info tab. The window title is "Employee Setup". The Employee ID is 127 and the Name is Stevens, Mark A. The tabs are General, Entry Info, Misc. Info, Yealy Totals, Quarterly Totals, Monthly Totals, and Custom Fields. The Misc. Info tab is active. The form contains the following fields and options:

- Retirement plan
- 3rd party sick
- Auto bill EQ revenue
- Exclude from certified report
- Hire date: 4-10-2001
- Rehire date: [empty]
- Termination date: [empty]
- Custom check sort: [empty]
- Maximum check: [empty]
- Last check number: 7167
- Last check date: 5-15-2010
- Last check amount: 573.99
- Employee checklist:
 - Check List 1
 - Check List 2
 - Check List 3
 - Check List 4
 - Check List 5
 - Check List 6
 - Check List 7
 - Check List 8
 - Check List 9
 - Check List 10
- Buttons: Page, Deducts, Earnings, Taxes, State
- Bottom buttons: Save, Cancel, Attachments..., Delete, Help

Note: Mark the box to exclude from certified payroll if appropriate for the employee.

Customize Time Entry Grid

Tools- Customize Time Entry



Note: If you do not select a date field in your view, at the entry of units column an additional week window will open to entry time by day.

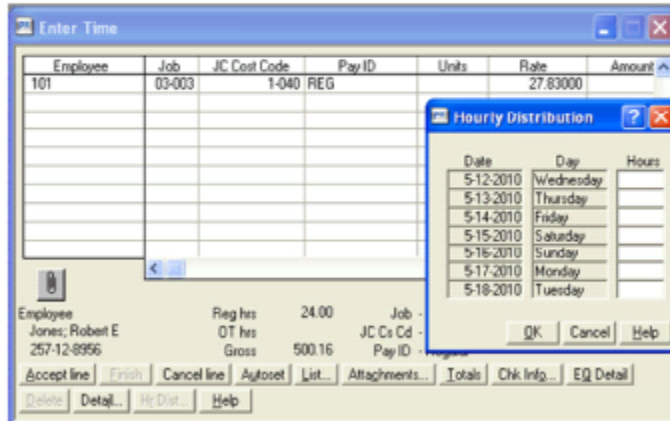
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View of enter time

Tasks – Enter Time – Field View



Setup Job as certified

Job Cost – Setup – Jobs – Scope, PR and EQ Tab

The screenshot shows a software window titled "Job Setup". At the top, there are fields for "Job" (03-003) and "Description" (Fort Wayne Officer's Club). Below this is a tabbed interface with "Scope, PR, and EQ" selected. The "Scope of work" field contains the text: "10,000 sq multi-purpose building including dining room, meeting room, restaurant kitchen, and recreational room". Underneath, there are two sections of radio buttons: "Payroll daily entry control" with options "Certified job, require daily entry" (selected), "Non-certified job, allow daily entry", and "No daily entry"; and "Workers' comp group" with fields for "Deduction percent", "State" (OR), and "Local". A "Default revenue code" field is also present. At the bottom, there are buttons for "Save", "Cancel", "Print", "Attachments...", "Delete", and "Help".

Note: You may want to setup all jobs as certified.

Print Certified Report

Reports – Other – Certified Report

Timberline Contribution		Certified Payroll Report													03/24/2010	Page 1	
		For the Period Ending 04/20/10															
Job: 00000 Post-Village Officer's Club																	
Full Works																	
MIDWAY, OR 97124																	
Eugene O Spotted																	
00000000	Contribution	Wkly	04-14	04-15	04-16	04-17	04-18	04-19	04-20	Total	Cash	Wkly	Gross	Total	Fringe	Other	Other
M - 0	Reg		130	130	130	130	130	130	130	650	5.00	6.50	4225.00	3250.00	117.50	0.00	4502.50
Joseph E Williams																	
00000000	Contribution	Wkly	04-14	04-15	04-16	04-17	04-18	04-19	04-20	Total	Cash	Wkly	Gross	Total	Fringe	Other	Other
M - 2	Laboree Reg		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	21.47	2.88	21.47	168.00	107.10	0.00	381.57
Bruce M Watkins																	
00000000	Wkly	Wkly	04-14	04-15	04-16	04-17	04-18	04-19	04-20	Total	Cash	Wkly	Gross	Total	Fringe	Other	Other
M - 2	Equipment Oper Reg		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	27.03	1,710.00	1,710.00	1,710.00	0.00	0.00	1,710.00
Johnny S Noy																	
00000000	Contribution	Wkly	04-14	04-15	04-16	04-17	04-18	04-19	04-20	Total	Cash	Wkly	Gross	Total	Fringe	Other	Other
S - 0	Laboree Reg		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	21.47	2.88	21.47	168.00	107.10	0.00	381.57
Tom W Ward																	
00000000	Contribution	Wkly	04-14	04-15	04-16	04-17	04-18	04-19	04-20	Total	Cash	Wkly	Gross	Total	Fringe	Other	Other
S - 1	Laboree Reg		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	21.47	2.88	21.47	168.00	107.10	0.00	381.57
Totals for Post-Village Officer's Club																	
										Total	Gross	Total					

Note: You may need to change the formula on the hourly fringe column so amounts show up if there is no cash fringe.

Statement of Compliance Report

- You can download a template version of the Statement of Compliance Report from the Timberline knowledgebase.
- This is template was created using report designer.
- Contact Timberline support for a copy of this report.
- Forget to setup the job as certified, but have the non-certified payroll marked on job setup? See KB177164 Can I print a certified report for a non-certified job?

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- Did you know you could print form WH347 from Aatrix? PR – Tasks –
- Federal Reporting - Federal efile and reporting – Form DOL WH-
347.

**Exhibit H-1
Sample Davis Bacon Wage Decision**

WAIS Document Retrieval
GENERAL DECISION: UT20030026 03/05/2004 UT26

Date: March 5, 2004
General Decision Number: UT20030026 03/05/2004

Superseded General Decision Number: UT020026

State: Utah

Construction Types: Highway

Counties: Box Elder, Cache and Rich Counties in Utah.

HIGHWAY CONSTRUCTION PROJECTS

Modification Number	Publication Date
0	06/13/2003
1	01/23/2004
2	03/05/2004

IRON0027-011 07/01/2003

	Rates	Fringes
Ironworkers; Structural, Reinforcing and Ornamental.....\$	21.76	9.67

SUUI1992-005 03/24/1992

	Rates	Fringes
Carpenter.....\$	16.13	2.80